

Automatic Date Calculations

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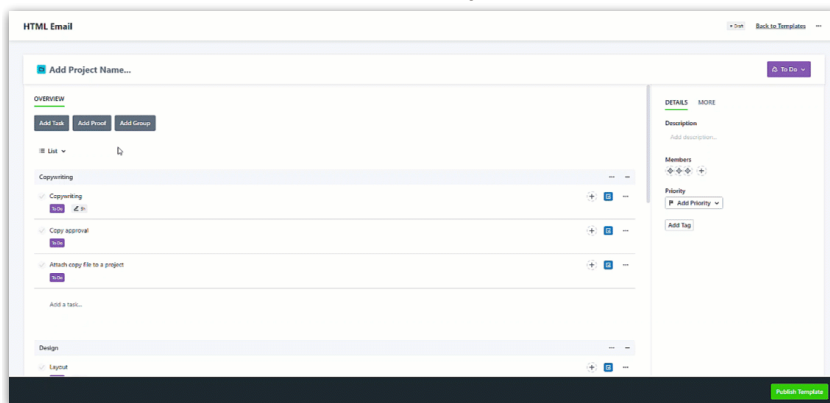
Automatic Date Calculations help creative teams get started on Projects faster by automatically calculating start or due dates for work within a Project based on your specifications. Associating dates to your Project templates is both robust and flexible, letting you customize your workflow based on your team's Project management model.

**Automatic Date Calculations are only available for Business and Enterprise customers.*

Adding Automatic Date Calculations

Automatic Date Calculations are built in at the Project template level, then automatically set either the start or due dates in Tasks and Proofs in any new Projects created from that template.

To get started, from the Project template editor select the **List** dropdown menu from the top left corner and select **Gantt**. From the new page, to the right of your work item list, click on the dropdown reading "**No Calculated Dates**" to select how you'd like to calculate dates in this template.



We have a few options to calculate our dates:

Due Dates Calculated from Project Due Date: Schedule your Project by working backwards from your Project due date to configure your Task or Proof due dates.

Due Date Calculations from Project Start Date: Schedule your Project by configuring Task or Proof due dates from the Project start date.

Start Dates Calculated from Project Due Date: Schedule your Project by working backwards from your Project due date to configure your Project start date.

Start Dates Calculated from Project Start Date: Schedule your Project by configuring Task or Proof start dates from the Project start date.

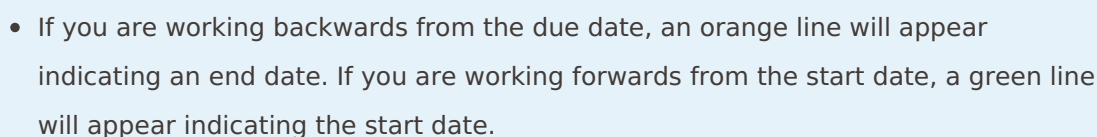
For the remainder of this article, we'll be using **Calculate Due Dates from Project Due Date** to build out our date calculations, but the process will be similar for any other option.

For each work item in the Project, we'll have these options:

- Since we're calculating our due dates based off the Project due date, we're going to work backwards, starting from the final Task. For our team, we want our "Send deliverable to requester" Task to be due on the Project due date, so we'll click next to the Project due date line in our [Gantt View](https://guide-ignite.inmotionnow.com/help/gantt-view) (<https://guide-ignite.inmotionnow.com/help/gantt-view>), making this due 0 days prior to the due date. As we click into the remaining work items, our options on the left side will automatically update to reflect start, duration, and due dates.

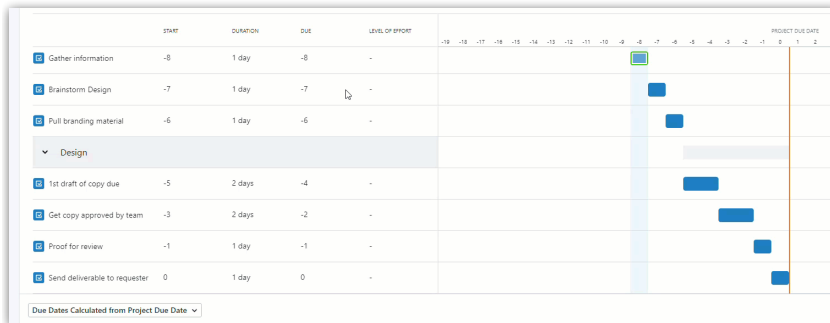
| | START | DURATION | DUE | LEVEL OF EFFORT | -19 | -18 | -17 | -16 | -15 | -14 | -13 | -12 | -11 | -10 | -9 | -8 | -7 | -6 | -5 | -4 | -3 | -2 | -1 | 0 | 1 | 2 | 3 |
|---------------------------------|-------|----------|-----|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|----|----|----|----|----|----|----|----|---|---|---|---|
| 1 Gather information | - | + | - | + | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Brainstorm Design | - | + | - | + | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Pull branding material | - | + | - | + | | | | | | | | | | | | | | | | | | | | | | | |
| 4 Design | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 1st draft of copy due | - | + | - | + | | | | | | | | | | | | | | | | | | | | | | | |
| 6 Get copy approved by team | - | + | - | + | | | | | | | | | | | | | | | | | | | | | | | |
| 7 Proof for review | - | + | - | + | | | | | | | | | | | | | | | | | | | | | | | |
| 8 Send deliverable to requester | - | + | - | + | | | | | | | | | | | | | | | | | | | | | | | |

Due Dates Calculated from Project Due Date ▾



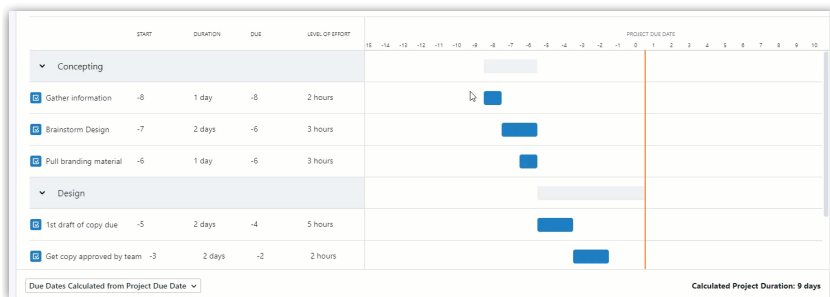
- If you have added [Custom Color Coding](https://guide.lytho.com/help/custom-color-coding) (<https://guide.lytho.com/help/custom-color-coding>) to your tasks, the bars on the Gantt View will match the corresponding Task or Proof's color.

Looking over the left side of our Project planning view, we can edit the **DURATION**, **DUE**, and **LEVEL OF EFFORT** fields, but not **START**. This is because we've opted to calculate our due dates; if we'd chosen either of the two options to calculate start dates, that field would be editable and **DUE** would not be. The Duration field will automatically calculate whichever field we did not choose to calculate.



As these fields are manually updated, our Gantt View shifts accordingly.

[Dependencies](https://guide-ignite.inmotionnow.com/help/dependencies) (<https://guide-ignite.inmotionnow.com/help/dependencies>) can also be configured from this view by clicking the circle next to our work item in the calendar view and dragging to the correlating work item.



This is how our automatic date calculations will look in action once we've published the Project template and created a new Project from it:

Sunflower Scent Ad

To Do

Concepting

✓

Gather information

To Do

Nov 5 - Nov 5

2h

⊕

📧

⋮

⊙

Brainstorm Design

To Do

Nov 6 - Nov 9

3h

⊕

📧

⋮

⊙

Pull branding material

To Do

Nov 9 - Nov 9

3h

⊕

📧

⋮

Add a task...

Design

✓

1st draft of copy due

To Do

Nov 10 - Nov 11

5h

⊕

📧

⋮

⊙

Get copy approved by team

To Do

Nov 12 - Nov 13

2h

⊕

📧

⋮

✓

Proof for review

To Do

Nov 16 - Nov 16

⊕

📧

⋮

✓

Send deliverable to requester

To Do

Nov 17 - Nov 17

⊕

📧

⋮

Add a task...

DETAILS FILES MORE

Description

Add description...

Members

+

Start Date

Nov 5

Due Date

Nov 17

Add Tag

Level of Effort

15h

Tracked Time

0h

COMMENTS ACTIVITY

Write a comment...

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