

Campaigns, Projects, Tasks, Proofs, & All Work Report

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Target the exact data you need by creating a report for the level of work you are interested in. **Campaign Reports** provide a bird's-eye view of campaign activity and progress. **Project Reports**, though focused on detailing key project information, can also reference some campaign or work level information for additional context. Leverage **Task Reports**, **Proof Reports**, and **All Work Reports** are for micro-level insights into team performance. Power up your reports using [custom fields](https://guide-ignite.inmotionnow.com/help/custom-fields) (<https://guide-ignite.inmotionnow.com/help/custom-fields>) to track data unique to your organization.

Campaigns Report: Available Columns & Filters

	Available Columns	Available Filters
Archived Status	✓	✓
Campaign Description	✓	
Campaign Duration	✓ (Selected by Default)	
Campaign ID	✓	
Campaign Name	✓ (Selected by Default)	
Campaign Number	✓	
Campaign Status	✓ (Selected by Default)	✓
Campaign Status Stage		✓
Comments	✓	
Completed Date	✓ (Selected by Default)	✓
Created Date	✓ (Selected by Default)	✓
Custom Fields	✓	✓
Due Date	✓ (Selected by Default)	✓
Files	✓	
Level of Effort	✓	
Members	✓	✓
Original Due Date	✓	
Projects	✓	

	Available Columns	Available Filters
Proofs	✓	
Request Form	✓	✓
Request ID	✓	
Request Name	✓	
Request Number	✓	
Request Submitted Date	✓	✓
Requester Name	✓	✓
Start Date	✓ (Selected by Default)	✓
Tags	✓	✓
Tasks	✓	
Time from Request to Acceptance	✓	
Time Tracked (%)	✓	
Total Time Tracked	✓	

Projects Report: Available Columns & Filters

	Available Columns	Available Filters
Archived Status	✓	✓
Campaign Due Date	✓	
Campaign ID	✓	
Campaign Name	✓	✓
Campaign Number	✓	
Campaign Status	✓	
Comments	✓	
Completed Date	✓ (Selected by Default)	✓
Created Date	✓ (Selected by Default)	✓

	Available Columns	Available Filters
Custom Fields	✓	✓
Due Date	✓ (Selected by Default)	✓
Files	✓	
Level of Effort	✓	
Members	✓	✓
Next Incomplete Item	✓	
Next Incomplete Item Due Date	✓	
Original Due Date	✓	
Project Description	✓	
Project Duration	✓ (Selected by Default)	
Project ID	✓	
Project Name	✓ (Selected by Default)	
Project Number	✓	
Project Priority	✓	✓
Project Status	✓ (Selected by Default)	✓
Project Status Stage		✓
Proofs	✓	
Request Form	✓	✓
Request ID	✓	
Request Name	✓	
Request Number	✓	
Request Submitted Date	✓	✓
Request Type	✓	
Requester Name	✓	✓
Specialties	✓	✓
Specialty - (Specialty Name)	✓	

	Available Columns	Available Filters
Start Date	✓ (Selected by Default)	✓
Tags	✓	✓
Tasks	✓	
Time from Acceptance to First Proof	✓	
Time from Request to Acceptance	✓	
Time in "Project Status"	✓	
Time Tracked (%)	✓	
Total Time Tracked	✓	

All Work Report: Available Columns & Filters

	Available Columns	Available Filters
Active Tier	✓	
Approval Status	✓ (Selected by Default)	
Archived Status	✓	✓
Assets	✓	
Assignees	✓	✓
Blocked Status	✓	✓
Campaign Due Date	✓	
Campaign ID	✓	
Campaign Name	✓	✓
Campaign Number	✓	
Campaign Status	✓	
Comments	✓	
Completed Date	✓ (Selected by Default)	✓

	Available Columns	Available Filters
Created Date	✓ (Selected by Default)	✓
Current Version Duration	✓	
Custom Field (Project)	✓	✓
Due Date	✓ (Selected by Default)	✓
Files	✓	
Level of Effort	✓	
Original Due Date	✓	
Overall Review Duration	✓ (Selected by Default)	
Pages	✓	
Project Due Date	✓	✓
Project ID	✓	
Project Name	✓	✓
Project Number	✓	
Project Priority	✓	✓
Project Status	✓	✓
Project Status Stage		✓
Request Form	✓	✓
Request ID	✓	
Request Name	✓	
Request Number	✓	
Request Submitted Date	✓	✓
Request Type	✓	
Requester Name	✓	✓
Review Comments	✓	
Review Deadline	✓ (Selected by Default)	
Review Name	✓ (Selected by Default)	
Review Returned Date	✓ (Selected by Default)	

	Available Columns	Available Filters
Review Sent Date	✓ (Selected by Default)	
Review Version	✓	
Reviewers Remaining on Tier	✓	
Specialties	✓	✓
Specialty - (Specialty Name)	✓	
Start Date	✓ (Selected by Default)	✓
Tags	✓	✓
Task ID	✓	
Tier Reviewers	✓	
Tiers	✓	
Time from Acceptance to First Proof	✓	
Time from Request to Acceptance	✓	
Time in "In Progress"	✓	
Time in "In Review"	✓	
Time in "Returned"	✓	
Time in "To Do"	✓	
Time Tracked (%)	✓	
Total Time Tracked	✓	
Work Description	✓	
Work Duration	✓ (Selected by Default)	
Work Priority	✓	✓
Work Name	✓ (Selected by Default)	
Work Status	✓ (Selected by Default)	✓
Work Status Stage		✓
Work Type	✓	✓

Tasks Report: Available Columns & Filters

	Available Columns	Available Filters
Archived Status	✓	✓
Assignees	✓	✓
Blocked Status	✓	✓
Campaign Due Date	✓	
Campaign ID	✓	
Campaign Name	✓	✓
Campaign Number	✓	
Campaign Status	✓	
Comments	✓	
Completed Date	✓ (Selected by Default)	✓
Created Date	✓ (Selected by Default)	✓
Custom Field (Project)	✓	
Due Date	✓ (Selected by Default)	✓
Files	✓	
Level of Effort	✓	
Original Due Date	✓	
Project Due Date	✓	✓
Project ID	✓	
Project Name	✓	✓
Project Number	✓	
Project Priority	✓	✓
Project Status	✓	✓
Project Status Stage		✓
Request Form	✓	✓
Request ID	✓	

	Available Columns	Available Filters
Request Name	✓	
Request Number	✓	
Request Submitted Date	✓	✓
Request Type	✓	
Requester Name	✓	✓
Specialties	✓	✓
Specialty - (Specialty Name)	✓	
Start Date	✓ (Selected by Default)	✓
Tags	✓	✓
Task Description	✓	
Task Duration	✓ (Selected by Default)	
Task ID	✓	
Task Name	✓ (Selected by Default)	
Task Status	✓ (Selected by Default)	✓
Time from Request to Acceptance	✓	
Time in "In Progress"	✓	
Time in "To Do"	✓	
Time Tracked (%)	✓	
Total Time Tracked	✓	
Work Priority	✓	✓
Work Status Stage		✓

Proofs Report: Available Columns & Filters

	Available Columns	Available Filters
Active Tier	✓	

	Available Columns	Available Filters
Approval Status	✓ (Selected by Default)	✓
Archived Status	✓	✓
Assets	✓	
Assignees	✓	✓
Blocked Status	✓	✓
Campaign Due Date	✓	
Campaign ID	✓	
Campaign Name	✓	✓
Campaign Number	✓	
Campaign Status	✓	
Comments	✓	
Completed Date	✓ (Selected by Default)	✓
Created Date	✓ (Selected by Default)	✓
Current Version Duration	✓	
Custom Field (Project)	✓	
Due Date	✓ (Selected by Default)	✓
Files	✓	
Level of Effort	✓	
Overall Review Duration	✓ (Selected by Default)	
Pages	✓	
Project Due Date	✓	✓
Project ID	✓	
Project Name	✓	✓
Project Number	✓	
Project Priority	✓	✓
Project Status	✓	✓
Project Status Stage		✓

	Available Columns	Available Filters
Proof Description		
Proof Duration	✓ (Selected by Default)	
Proof Name	✓ (Selected by Default)	
Proof Status	✓ (Selected by Default)	✓
Request Form	✓	✓
Request ID	✓	
Request Name	✓	
Request Number	✓	
Request Submitted Date	✓	✓
Request Type	✓	
Requester Name	✓	✓
Review Comments	✓	
Review Deadline	✓ (Selected by Default)	✓
Review Name	✓ (Selected by Default)	
Review Returned Date	✓ (Selected by Default)	
Review Sent Date	✓ (Selected by Default)	
Review Version	✓	
Reviewers Remaining on Tier	✓	
Specialties	✓	✓
Specialty - (Specialty Name)	✓	
Start Date	✓ (Selected by Default)	✓
Tags	✓	✓
Task ID	✓	
Tier Reviewers	✓	
Tiers	✓	
Time from Acceptance to First Proof	✓	

	Available Columns	Available Filters
Time from Request to Acceptance	✓	
Time in "In Progress"	✓	
Time in "In Review"	✓	
Time in "Returned"	✓	
Time in "To Do"	✓	
Time Tracked (%)	✓	
Total Reviewers	✓	
Total Time Tracked	✓	
Work Priority	✓	✓
Work Status Stage		✓

Duration Definitions

Campaign Duration: The total amount of time starting when a campaign is created and ending when it is marked as any "Completed" status.

Project Duration: The total amount of time starting when a project is created and ending when it is marked as any "Completed" status (including custom project statuses).

Work Duration: The total amount of time starting when a work item is created and ending when it is marked as any "Completed" status.

Task Duration: The total amount of time starting when a work item is created and ending when it is marked as any "Completed" status.

Proof Duration: The total amount of time starting when a proof is created and ending when it is marked as any "Completed" status.

Current Version Duration: The total amount of time the current version of a proof is in the "In Review" status.

Overall Review Duration: The total amount of time all versions of a proof are in the "In Review" status. Calculated once the proof is marked as any "Completed" Status.

Time in "In Review": The total amount of time a proof has been in the "In Review" status across all versions.

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