

Priorities

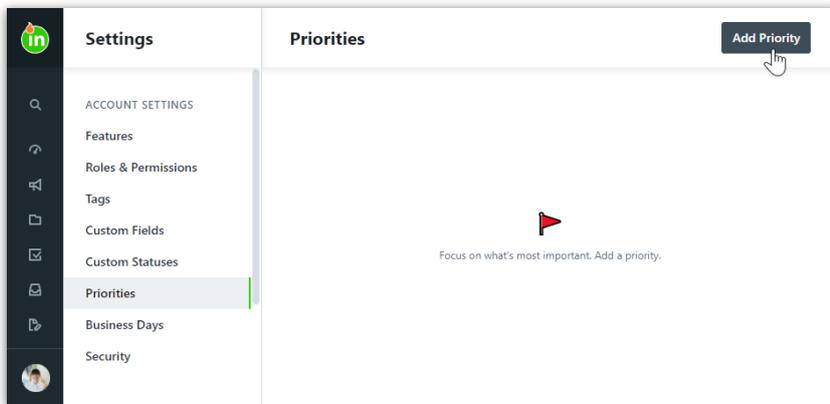
Published on 01/27/2022

Communicating the relative importance of all the work your team is juggling is paramount to achieving alignment within your organization and managing your team's ability to produce desired outcomes. Now you can easily assign the appropriate level of priority to projects, tasks, and proofs in inMotion ignite with our Priorities feature.

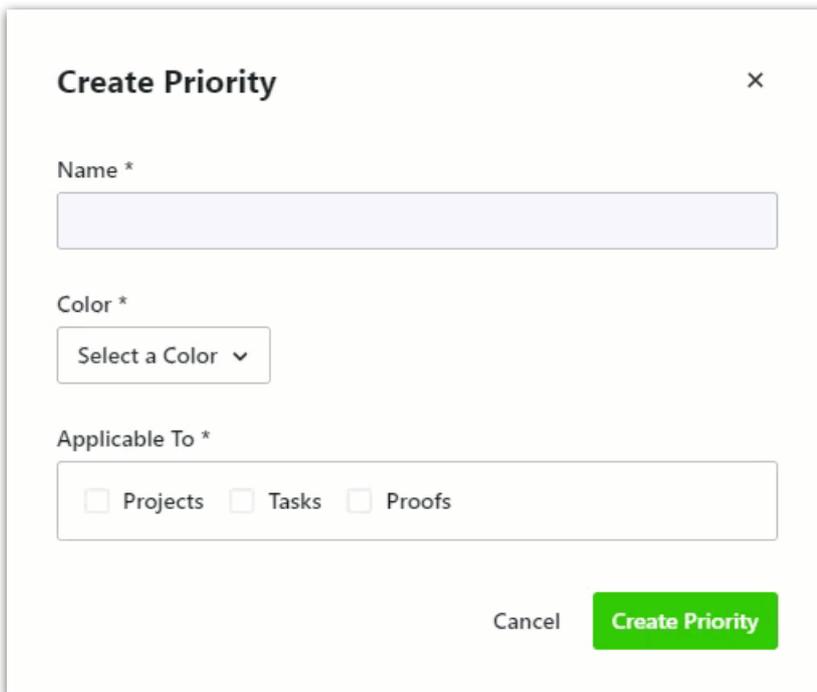
Available Only to Business & Enterprise Customers

Getting Started with Priorities

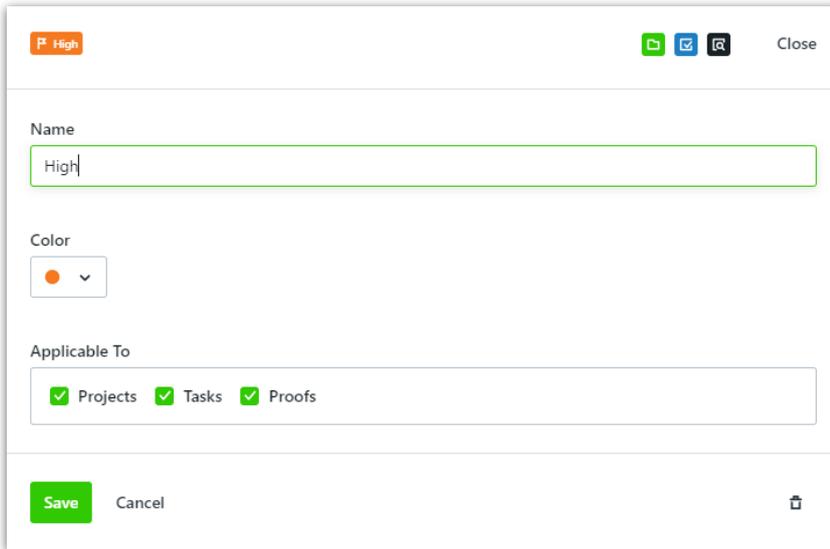
Navigate to your **Account Settings** and select the **Priorities** tab to access your priorities. Select **Add Priority** to create a new priority.



Create a name, select a color, and check which type(s) of work your priority will be applicable to. Click **Create Priority** when complete.

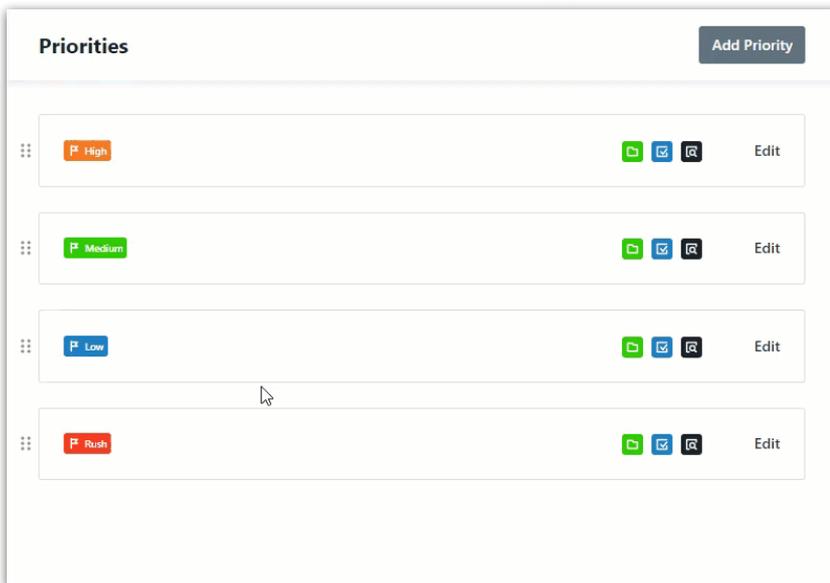
A screenshot of a 'Create Priority' modal window. The title is 'Create Priority' with a close 'x' button in the top right. The form contains three sections: 'Name *' with a text input field; 'Color *' with a dropdown menu showing 'Select a Color'; and 'Applicable To *' with three checkboxes for 'Projects', 'Tasks', and 'Proofs'. At the bottom right are two buttons: 'Cancel' and a green 'Create Priority' button.

Ensure your selections are accurate and click **Save** if you have made any updates.



The image shows a modal form for editing a priority. At the top left, there is a label 'High' with a small icon. To the right are icons for a folder, a checkmark, and a refresh, followed by a 'Close' button. Below this is a 'Name' field containing the text 'High'. Underneath is a 'Color' dropdown menu with an orange circle and a downward arrow. The 'Applicable To' section contains three checked checkboxes: 'Projects', 'Tasks', and 'Proofs'. At the bottom, there are 'Save' and 'Cancel' buttons, and a trash icon on the right.

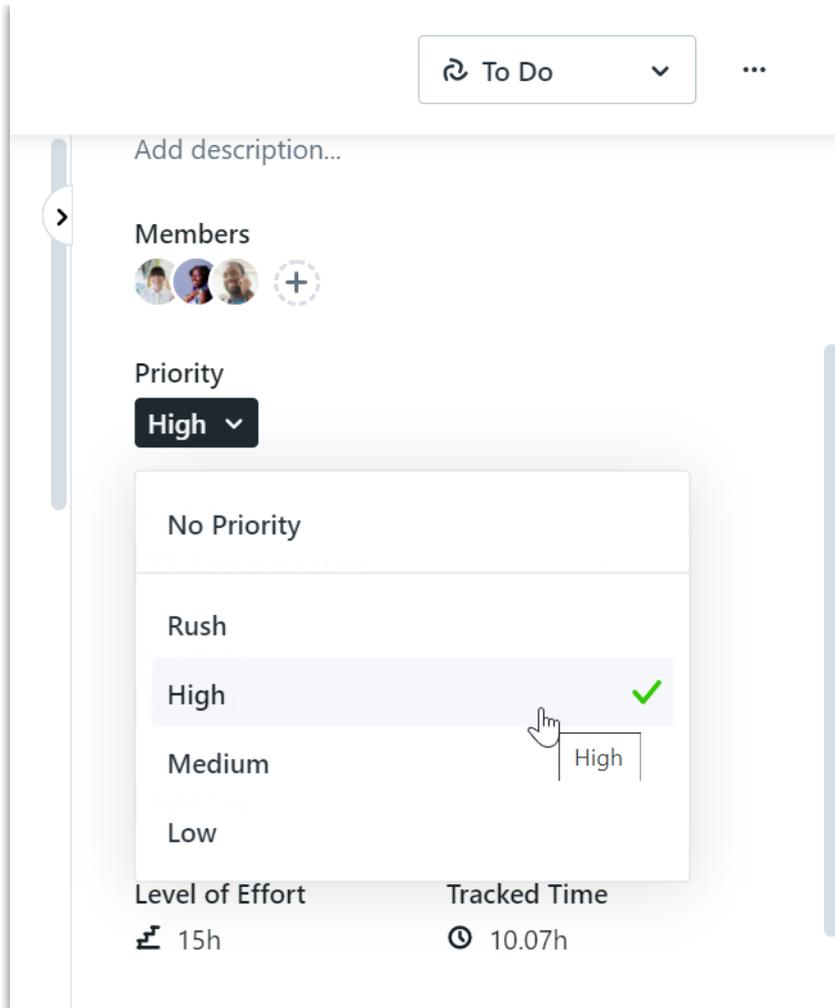
Reorder your priorities using the drag and drop handles to the left of each priority. The order of your priorities determines the order they will appear when selecting them in projects, tasks, and proofs. This will also dictate sort order when viewing priorities in list and custom views!



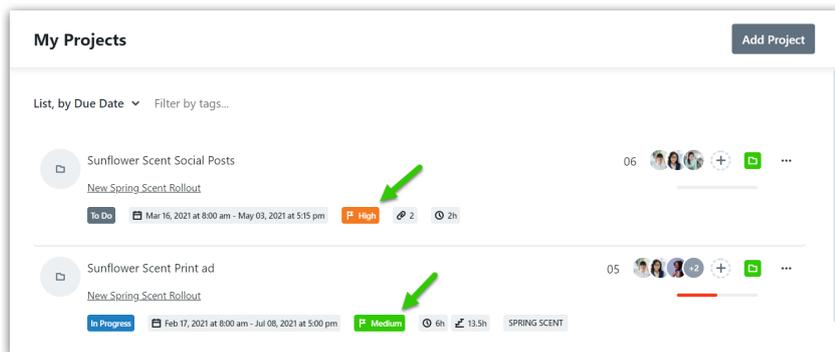
The image shows a list of priorities in a 'Priorities' section. At the top right is an 'Add Priority' button. The list contains four items: 'High' (orange), 'Medium' (green), 'Low' (blue), and 'Rush' (red). Each item has a three-dot drag handle on the left, a folder, checkmark, and refresh icon, and an 'Edit' button on the right. A mouse cursor is positioned over the 'Low' priority item.

Using Priorities in ignite

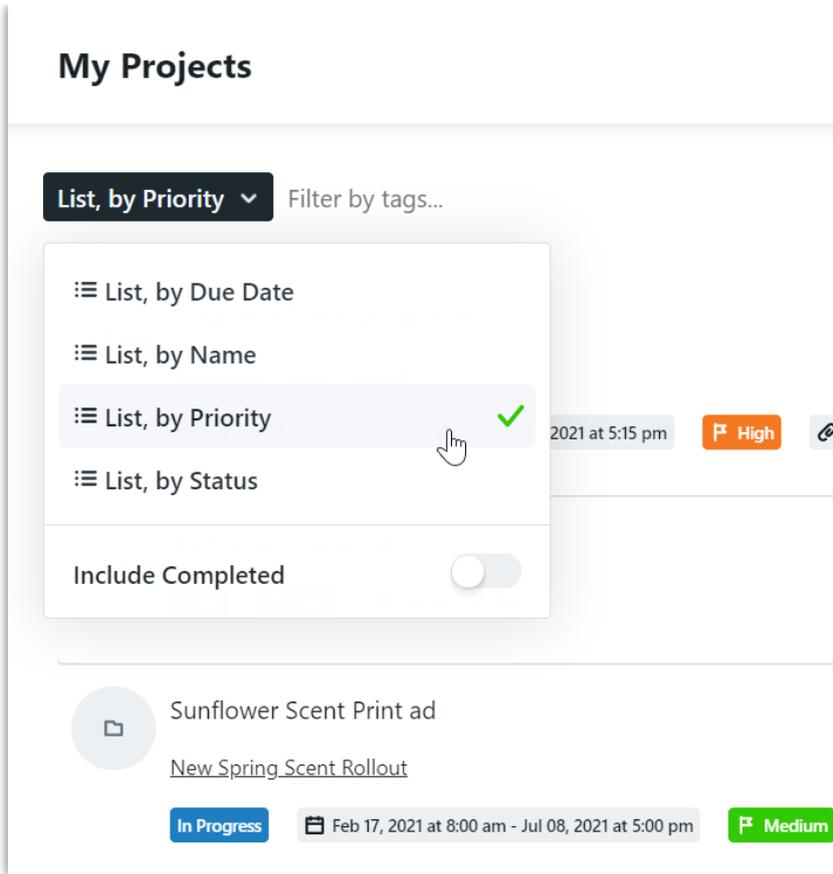
Select **Add Priority** under **Priority** in the details tab of your project, task, or proof to add a priority.



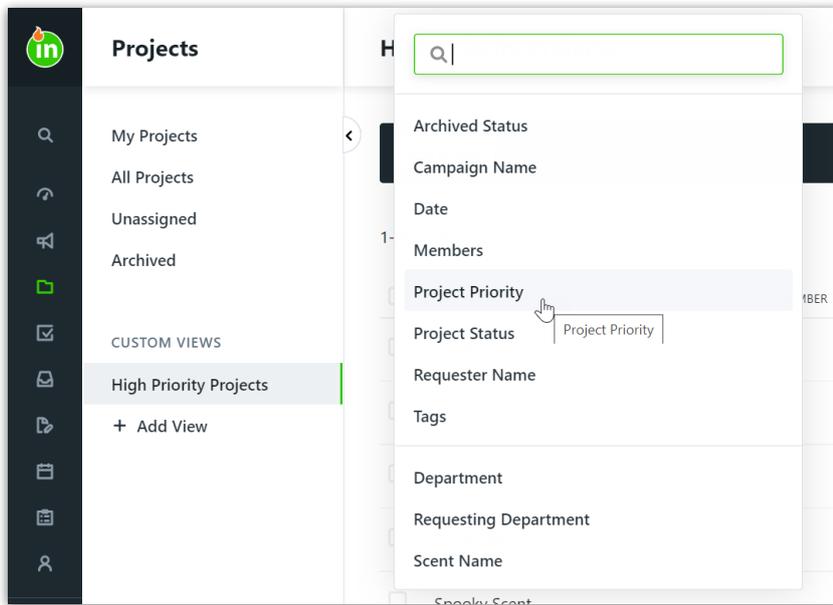
The priority will display in your list views.



List your projects by priority by clicking the **list** dropdown and selecting **by Priority**. The order of your priorities in account settings will dictate the order that your projects with priorities will display.



Within table views, priorities can be used as a filter to restrict results or as a column.



Priorities in Project Templates

Set default priorities in your project templates to ensure projects are prioritized accurately. From the **DETAILS** section of your project template, click the dropdown menu below **Priority** and select the appropriate priority.

