

Custom Views

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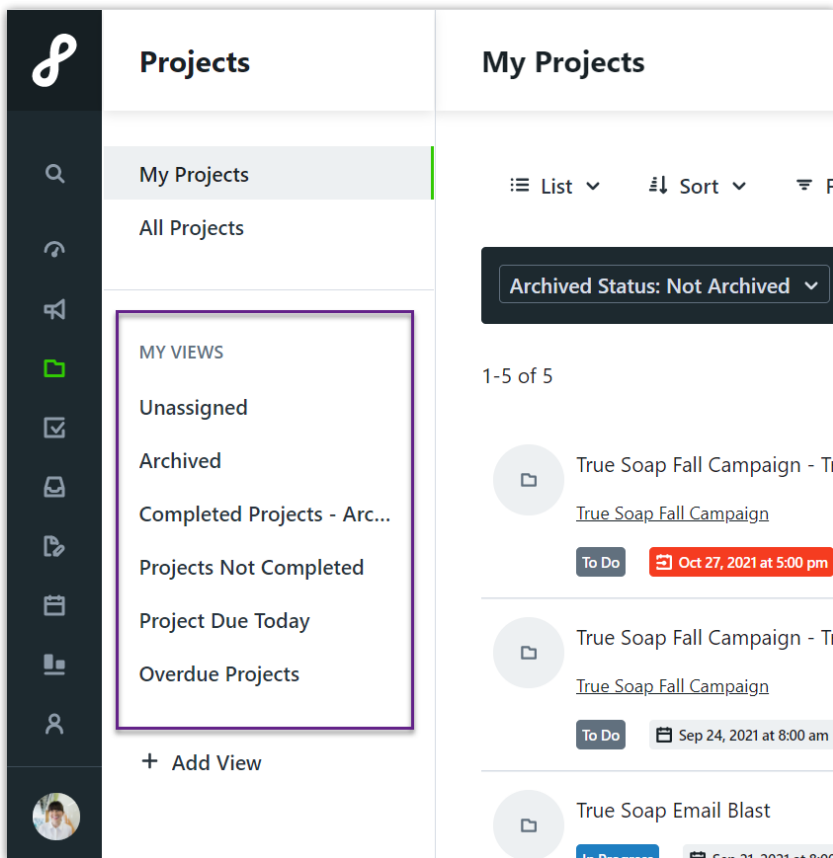
Save your favorite filters in Requests, Campaigns, Projects, Tasks, Proofs, Calendars, and Workload to return to when needed!



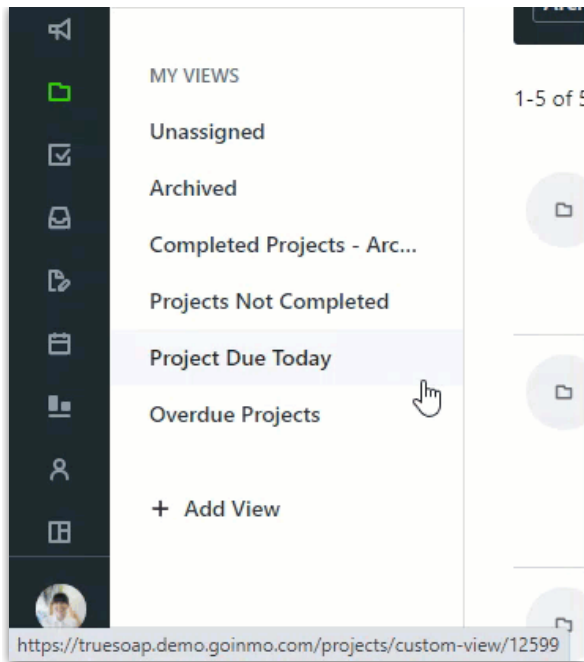
Take a look at our [Recommended Custom Views](https://guide.lytho.com/help/recommended-custom-views) (https://guide.lytho.com/help/recommended-custom-views) page for ideas on where to begin!

My Views

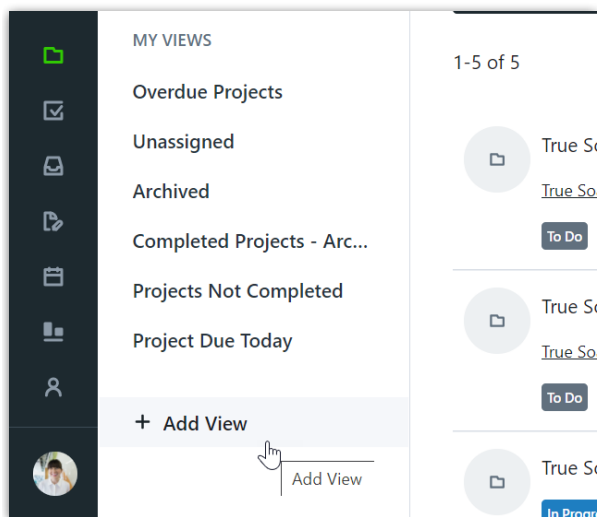
Views you have created will be saved within each respective workspace on the left side of your screen below **MY VIEWS**. These views are shareable with other Team Members and Stakeholders using the [Share Custom View](https://guide.lytho.com/help/shared-custom-views) (https://guide.lytho.com/help/shared-custom-views) option.



Drag and drop functionality allows you to re-order your views as desired.



Create as many views as needed by clicking **+ Add View** at the bottom of your views list.



Search, Sort, Filter, Column, and View type options are located in dropdown menus at the top of your view. The options available are dependent on the workspace and view type. The Search bar allows you to search based on the **Work Name** column. View types include [List](https://guide-ignite.inmotionnow.com/help/list-views) (<https://guide-ignite.inmotionnow.com/help/list-views>), [Table](https://guide-ignite.inmotionnow.com/help/table-views) (<https://guide-ignite.inmotionnow.com/help/table-views>), [Calendar](https://guide.lytho.com/help/calendar-views#filtering-in-calendars-view) (<https://guide.lytho.com/help/calendar-views#filtering-in-calendars-view>), [Kanban](https://guide-ignite.inmotionnow.com/help/kanban-views) (<https://guide-ignite.inmotionnow.com/help/kanban-views>) and [Gantt](https://guide.lytho.com/help/gantt-view) (<https://guide.lytho.com/help/gantt-view>).

All Work Add Task Add Proof

Search Table Sort Filters Columns Save as New View

Archived Status: Not Archived **Work Status (4)** Clear

1-20 of 71

<input type="checkbox"/>	WORK NAME	START DATE	DUE DATE	COMMENTS	FILES	TAGS
<input type="checkbox"/>	Design Revisions	04/12/2023	04/17/2023			
<input type="checkbox"/>	Send to Printer	04/18/2023	04/18/2023			
<input type="checkbox"/>	Close Project	04/19/2023	04/19/2023			

Filters currently applied will show inside the filter bar. Deselect a filter to remove from the view. Select **Clear** on the far right to remove all filters.

All Work Add Task Add Proof

Search Table Sort Filters Columns Save as New View

Archived Status: Not Archived **Work Status (4)** Clear

1-20 of 71

<input type="checkbox"/>	WORK NAME	START DATE	DUE DATE	COMMENTS	FILES	TAGS
<input type="checkbox"/>	Design Revisions	04/12/2023	04/17/2023			
<input type="checkbox"/>	Send to Printer	04/18/2023	04/18/2023			
<input type="checkbox"/>	Close Project	04/19/2023	04/19/2023			
<input type="checkbox"/>	Kevin Test 2		04/26/2023		1	



By default, archived work will be filtered out. You can remove this filter by clicking on **Archived Status: Not Archived** and clicking the **Clear** option.

When making changes to your view select **Save to View** to save your preferences or **Save as New View** to create a new saved view with the current preferences.

Work Due This Month Add Task Add Proof ...

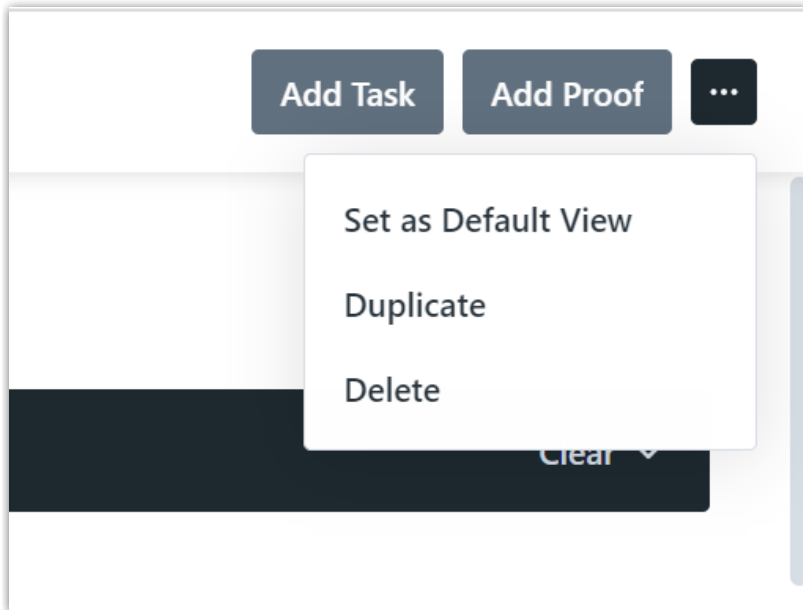
Search Table Sort Filters Columns Save as New View Save to View

Archived Status: Not Archived **Work Status (4)** **Due Next 30 Days** Clear

1-3 of 3

<input type="checkbox"/>	WORK NAME	START DATE	DUE DATE	COMMENTS	FILES	TAGS	REVIEW VERSIO
<input type="checkbox"/>	Design Revisions	04/12/2023	04/17/2023				
<input type="checkbox"/>	Send to Printer	04/18/2023	04/18/2023				
<input type="checkbox"/>	Close Project	04/19/2023	04/19/2023				

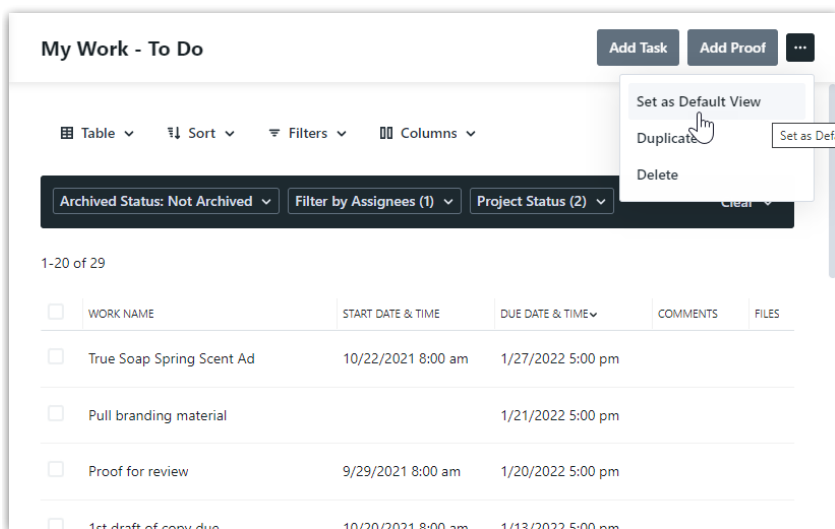
The ellipses menu in the top right corner allows you to duplicate your view or delete if no longer needed. You also have the option to set the current view as your Default View for the current workspace.



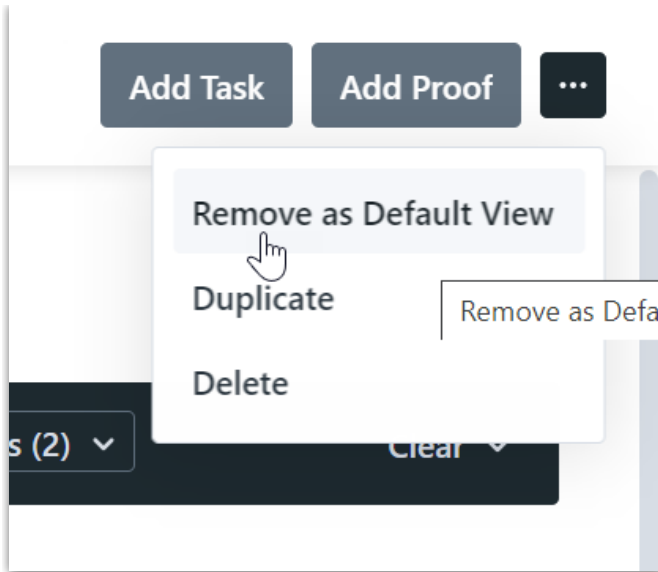
Default Views

Have a favorite saved view that you return to on a daily basis? Lytho Workflow gives you the ability to set a saved view as the default view for individual workspaces.

Navigate to your desired view and click the actions menu in the top right corner of your screen. Select **Set as Default View** to set. Now when you return to the workspace your preferred view will automatically show.



If you wish to set a new view as your default or remove the default view all together, select **Remove as Default View** from the same menu.



Take a look at our [Recommended Custom Views](https://guide.lytho.com/help/recommended-custom-views) (<https://guide.lytho.com/help/recommended-custom-views>) page for ideas on where to begin!

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