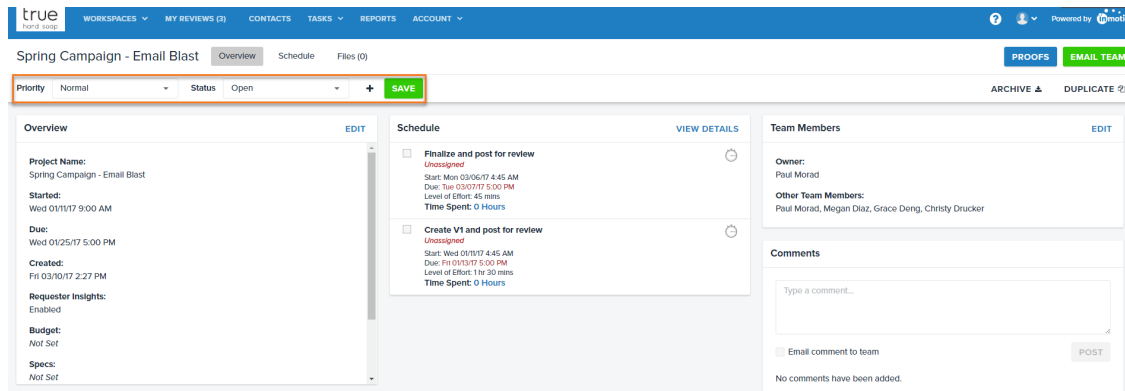


Setting Project Status and Priority

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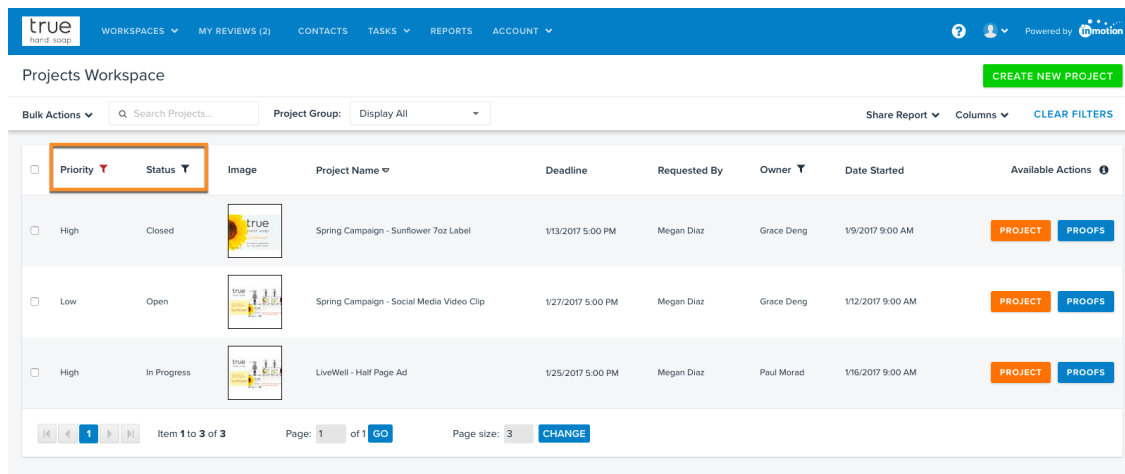
Project **Status** and **Priority** can be selected from the applicable dropdown menus near the top of the **Project Dashboard**. Users can also create custom statuses, by selecting the + icon to the right of the '**Status**' dropdown. To update the project, click '**Save**' to the right of the dropdown menus.



The screenshot shows the 'Project Dashboard' for 'Spring Campaign - Email Blast'. At the top, there are tabs for 'Overview', 'Schedule', and 'Files (0)'. Below the tabs, there are dropdown menus for 'Priority' (set to 'Normal') and 'Status' (set to 'Open'), followed by a '+ SAVE' button. The dashboard is divided into three main sections: 'Overview', 'Schedule', and 'Team Members'. The 'Overview' section displays project details such as 'Project Name', 'Started', 'Due', 'Created', 'Requester insights', 'Budget', and 'Specs'. The 'Schedule' section shows a list of tasks with their status, start/end times, and time spent. The 'Team Members' section lists the project owner and other team members. A 'Comments' section is also present at the bottom right.



Using Priority and Status consistently will provide sorting and filtering customization on the Projects Workspace as well as provide valuable and important data on certain reports.



The screenshot shows the 'Projects Workspace' interface. At the top, there are tabs for 'WORKSPACES', 'MY REVIEWS (2)', 'CONTACTS', 'TASKS', 'REPORTS', and 'ACCOUNT'. Below the tabs, there is a 'CREATE NEW PROJECT' button. The main area displays a list of projects with columns for 'Priority', 'Status', 'Image', 'Project Name', 'Deadline', 'Requested By', 'Owner', 'Date Started', and 'Available Actions'. The 'Priority' and 'Status' columns are highlighted with orange boxes. The list shows three projects: 'Spring Campaign - Sunflower 7oz Label', 'Spring Campaign - Social Media Video Clip', and 'LiveWell - Half Page Ad'. At the bottom, there is a pagination bar showing 'Item 1 to 3 of 3', 'Page: 1 of 1', and 'Page size: 3'.