

Exporting the Workspace

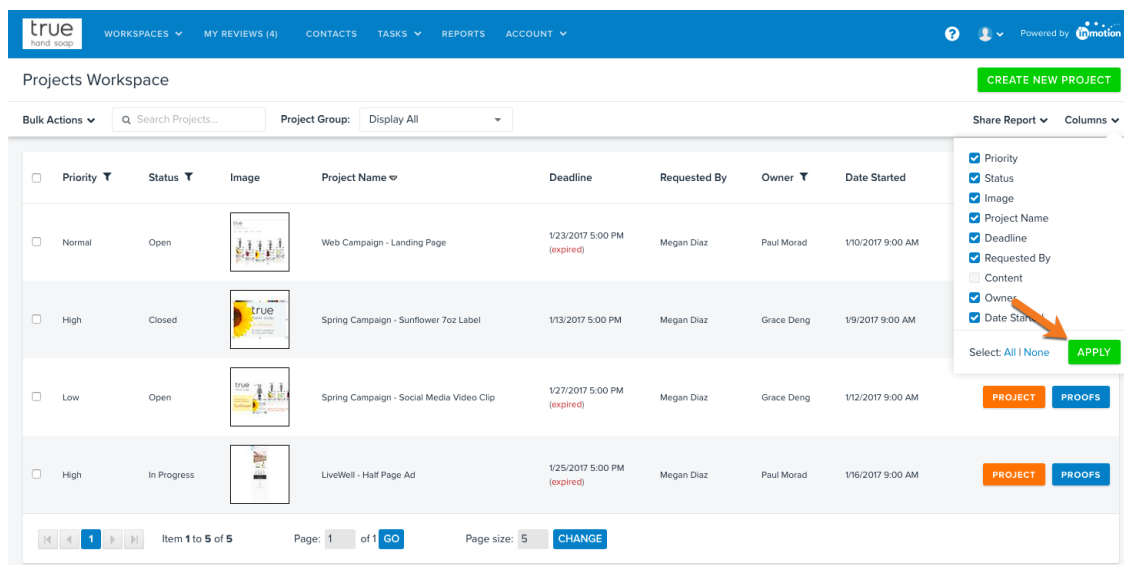
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Throughout inMotion, you can customize various workspaces and the information that is displayed to you. Depending on the workspace, you may see some of the features outlined below.

Columns

You can customize which columns show in your workspace, including custom fields. You can also drag and drop columns in your workspace to customize the order in which they appear.

1. Click the **Columns** option in the top left hand side of the workspace.
2. Select/Deselect the columns you would like to show on your workspace.
3. Click **APPLY** to save your choices.



The screenshot shows the 'true' workspace interface. At the top, there's a navigation bar with 'WORKSPACES', 'MY REVIEWS (4)', 'CONTACTS', 'TASKS', 'REPORTS', and 'ACCOUNT'. Below this, the 'Projects Workspace' is displayed. A 'Bulk Actions' dropdown and a search bar are on the left. The main table lists projects with columns: Priority, Status, Image, Project Name, Deadline, Requested By, Owner, and Date Started. A 'Columns' dropdown menu is open on the right, showing a list of columns to be selected or deselected. An orange arrow points to the 'APPLY' button at the bottom of this menu. The table contains four project entries with various details like deadlines and owners. At the bottom, there's a pagination bar showing 'Item 1 to 5 of 5', 'Page: 1 of 1', and 'Page size: 5'.

Sorting

inMotion allows you to sort your workspace by column. Based on the columns you have selected to view in your workspace, you can sort by ascending or descending order alphabetically or by date. Simply click the column header you wish to sort by and click a second time to change the order. A small triangle next to the header name will denote which value is sorted and in what order.

Project Name 

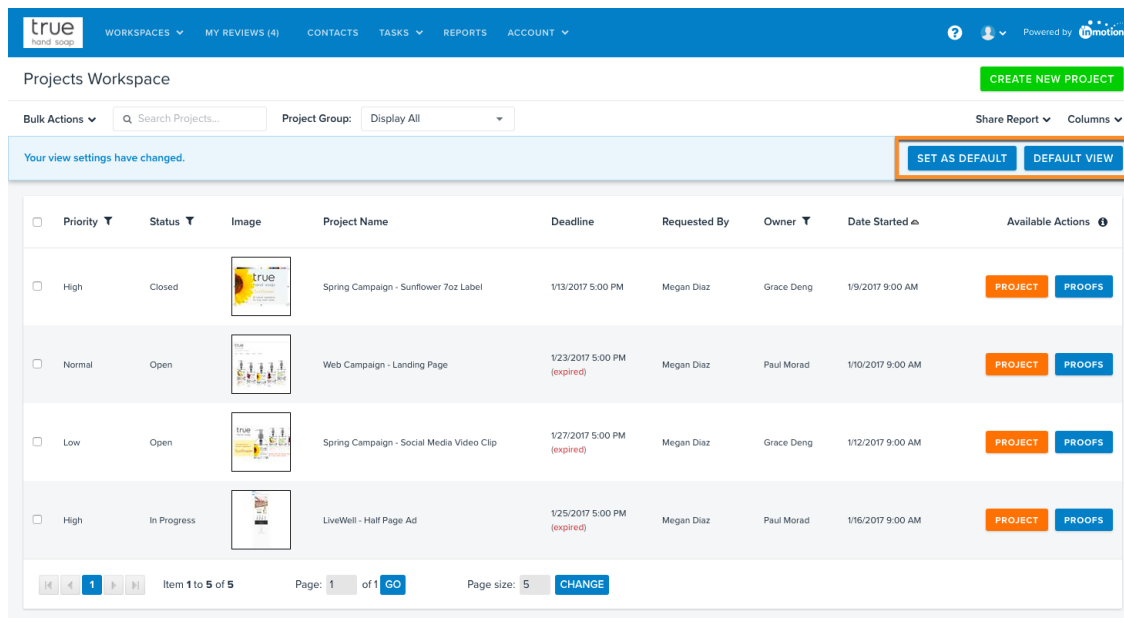
Filtering

For those users looking for a more customized view of their workspace, inMotion offers the ability to filter their projects, proofs, requests or tasks by any field that shows a funnel icon to the right of the column header name.





Simply click on the funnel shaped icon and select which values you want to view and hide on your workspace.

Saving Default View

Once you have customized your workspace, you will also be given the option to save your settings as the 'Default View.' In the top right hand side of the workspace, select '**Set as Default**' to save your changes. From here, you can also go back to your default view, or clear all filters.



The screenshot shows the 'true' workspace interface. At the top, there's a navigation bar with 'WORKSPACES', 'MY REVIEWS (4)', 'CONTACTS', 'TASKS', 'REPORTS', and 'ACCOUNT'. Below this, the 'Projects Workspace' header is visible. A green 'CREATE NEW PROJECT' button is in the top right. A blue banner states 'Your view settings have changed.' with two buttons: 'SET AS DEFAULT' and 'DEFAULT VIEW'. Below the banner is a table with columns: Priority, Status, Image, Project Name, Deadline, Requested By, Owner, Date Started, and Available Actions. The table contains five rows of project data. At the bottom, there's a pagination bar showing 'Item 1 to 5 of 5', 'Page: 1 of 1', and 'Page size: 5'.

Priority	Status	Image	Project Name	Deadline	Requested By	Owner	Date Started	Available Actions
High	Closed		Spring Campaign - Sunflower 7oz Label	1/13/2017 5:00 PM	Megan Diaz	Grace Deng	1/9/2017 9:00 AM	PROJECT PROOFS
Normal	Open		Web Campaign - Landing Page	1/23/2017 5:00 PM (expired)	Megan Diaz	Paul Morad	1/10/2017 9:00 AM	PROJECT PROOFS
Low	Open		Spring Campaign - Social Media Video Clip	1/27/2017 5:00 PM (expired)	Megan Diaz	Grace Deng	1/12/2017 9:00 AM	PROJECT PROOFS
High	In Progress		LiveWell - Half Page Ad	1/25/2017 5:00 PM (expired)	Megan Diaz	Paul Morad	1/16/2017 9:00 AM	PROJECT PROOFS

Exporting the Workspace



As you refine your workspaces, you may find that your customized view could be valuable as an exported file or report. With the ability to export your workspaces, you can download that same data into the file format of your choice, including PDF, Word, Excel or CSV.

To export the workspace, select **Share Report** in the top right, select whether you want to export the **Displayed** records or **All** records and click one of the file format icons for export.

