

# Project Filter Groups

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## What are Project Filter Groups?

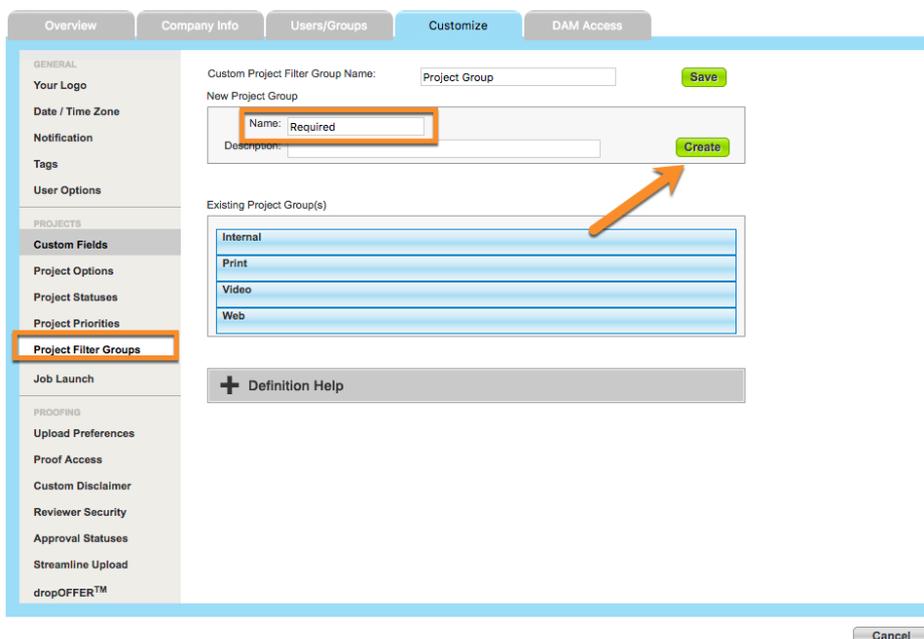
A Project Filter Groups are customizable categories that allow users to filter projects based on the assigned category. They useful when project campaigns have multiple projects/deliverables that each require unique due dates. Project filter groups can also provide valuable data when reporting on your project information. Commonly used project groups are defined by department, campaign, and/or project types (print, email, etc.).

## Creating Project Filter Groups

As an Administrator, you can create custom Project Filter Groups by navigating to Account > Account Setting > Customize > Project Filter Groups.

1. From here, you can customize the naming convention of 'Project Groups' to something else such as, "Brand," "Department," etc. This will change the Project Group category header to your custom name throughout inMotion.
2. To create a new group, simply enter the group name into the **'New Project Group'** section and click **'Create.'**

### Account Settings



Account Settings

Overview Company Info Users/Groups **Customize** DAM Access

GENERAL

Your Logo

Date / Time Zone

Notification

Tags

User Options

PROJECTS

Custom Fields

Project Options

Project Statuses

Project Priorities

**Project Filter Groups**

Job Launch

PROOFING

Upload Preferences

Proof Access

Custom Disclaimer

Reviewer Security

Approval Statuses

Streamline Upload

dropOFFER™

Custom Project Filter Group Name: Project Group Save

New Project Group

Name: Required Create

Description:

Existing Project Group(s)

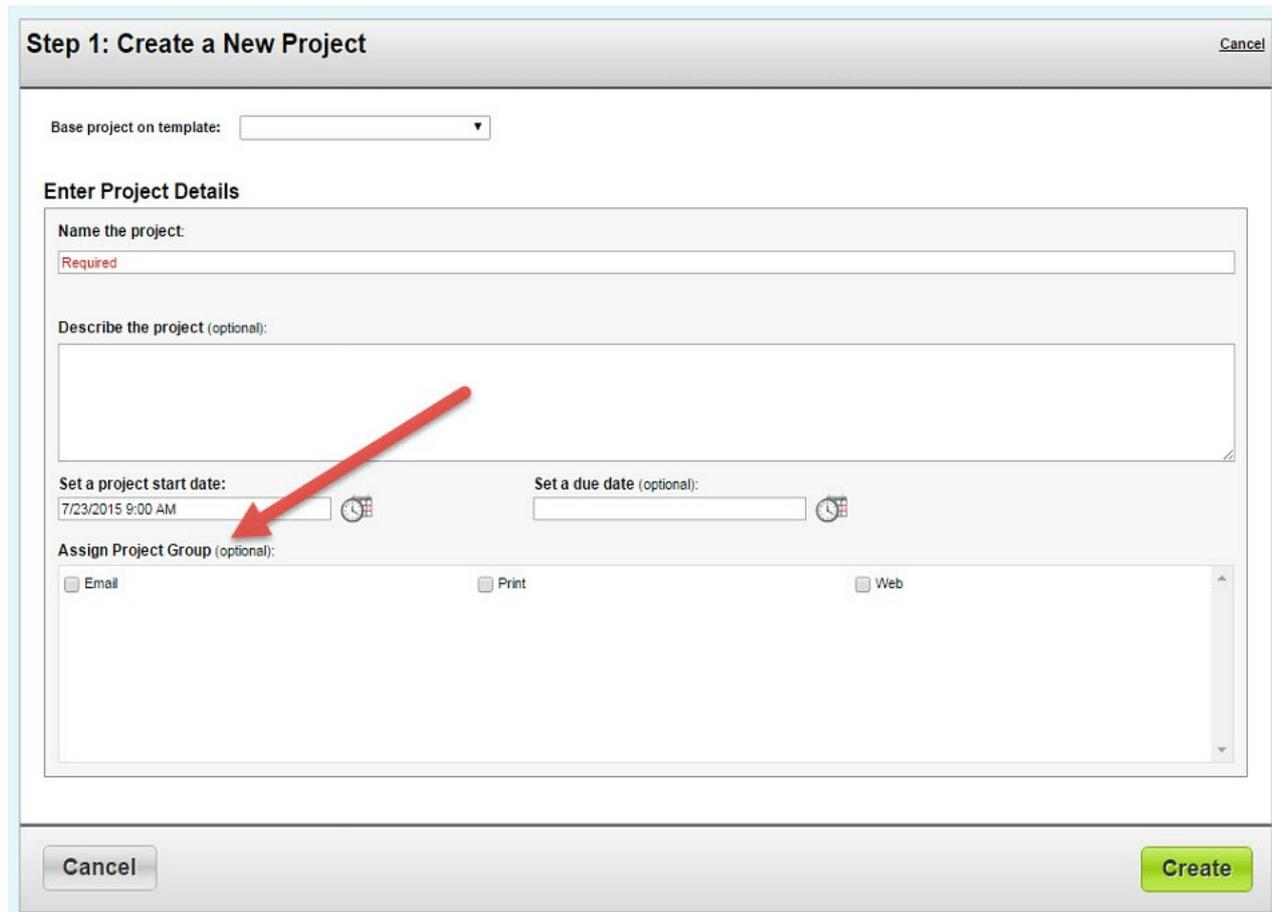
Internal
Print
Video
Web

+ Definition Help

Cancel

## Assigning Project Filter Groups

Project Filter Groups are selected at project creation or from an existing project's dashboard. From the Project Dashboard, you will need to click **'Edit'** in the **'Overview'** section to update the Project Group.



**Step 1: Create a New Project** Cancel

Base project on template:

**Enter Project Details**

Name the project:  Required

Describe the project (optional):

Set a project start date:   Set a due date (optional):  

Assign Project Group (optional):

Email  Print  Web

## Using Project Filter Groups in the Workspace

Once Project Filter Groups have been assigned, you can then filter your Project Workspace by selecting the group you'd like to see by using the Project Group drop down menu.

If Job Launch Manager permissions are enabled, Project Filter Groups can also be viewed in the Job Launch Workspace. Ensure that the Project Group column is shown, then filter by group.

FORM NAME	BRAND	AVAILABLE ACTIONS				
Hubbell - Communic		<input checked="" type="radio"/> details	<input checked="" type="radio"/> preview	<input type="radio"/> release	<input type="radio"/> reject	<input checked="" type="radio"/> make project
Default Fo		<input checked="" type="radio"/> details	<input checked="" type="radio"/> preview	<input type="radio"/> release	<input type="radio"/> reject	<input checked="" type="radio"/> view project
Video Request	Unassigned	<input checked="" type="radio"/> details	<input checked="" type="radio"/> preview	<input type="radio"/> release	<input type="radio"/> reject	<input checked="" type="radio"/> view project
Video Request	Unassigned	<input checked="" type="radio"/> details	<input checked="" type="radio"/> preview	<input type="radio"/> release	<input type="radio"/> reject	<input checked="" type="radio"/> view project
Video Request	Unassigned	<input checked="" type="radio"/> details	<input checked="" type="radio"/> preview	<input type="radio"/> release	<input type="radio"/> reject	<input checked="" type="radio"/> view project
Video Request	Unassigned	<input checked="" type="radio"/> details	<input checked="" type="radio"/> preview	<input type="radio"/> release	<input type="radio"/> reject	<input checked="" type="radio"/> view project
sdfsd	Unassigned	<input checked="" type="radio"/> details	<input checked="" type="radio"/> preview	<input type="radio"/> release	<input type="radio"/> reject	<input checked="" type="radio"/> view project
Video Request	Unassigned	<input checked="" type="radio"/> details	<input checked="" type="radio"/> preview	<input type="radio"/> release	<input type="radio"/> reject	<input checked="" type="radio"/> view project
Video Request	Unassigned	<input checked="" type="radio"/> details	<input checked="" type="radio"/> preview	<input type="radio"/> release	<input type="radio"/> reject	<input checked="" type="radio"/> view project

Select BRAND to filter

- Unassigned(52)
- Marathon Special Products(3)
- Benshaw(6)
- Century(1)
- Morse(1)

Select: all / none **Apply Filter**