

How to add custom icons to tasks!

Customizable Code!

(copy and paste into your column coding)

```

displayname=Alert
image.case.0.comparison.icon=true
image.case.0.comparison.leftmethod=plannedCompletionDate
image.case.0.comparison.lefttext=plannedCompletionDate
image.case.0.comparison.operator=between
image.case.0.comparison.operatortype=date
image.case.0.comparison.righttext= $$TODAY-9d
image.case.0.comparison.righttextrange= $$TODAY-4d
image.case.0.comparison.truetext=https://WEBADDRESS
image.case.1.comparison.icon=true
image.case.1.comparison.leftmethod=plannedCompletionDate
image.case.1.comparison.lefttext=plannedCompletionDate
image.case.1.comparison.operator=between
image.case.1.comparison.operatortype=date
image.case.1.comparison.righttext= $$TODAY-3d
image.case.1.comparison.righttextrange= $$TODAY
image.case.1.comparison.truetext=https://WEBADDRESS
image.case.2.comparison.icon=true
image.case.2.comparison.leftmethod=plannedCompletionDate
image.case.2.comparison.lefttext=plannedCompletionDate
image.case.2.comparison.operator=between
image.case.2.comparison.operatortype=date
image.case.2.comparison.righttext= $$TODAY-3y
image.case.2.comparison.righttextrange= $$TODAY-10d
image.case.2.comparison.truetext=https://WEBADDRESS
linkedname=direct
namekey=plannedCompletionDate
querysort=plannedCompletionDate
shortview=true
textmode=true
valuefield=plannedCompletionDate
valueformat=atDate
    
```

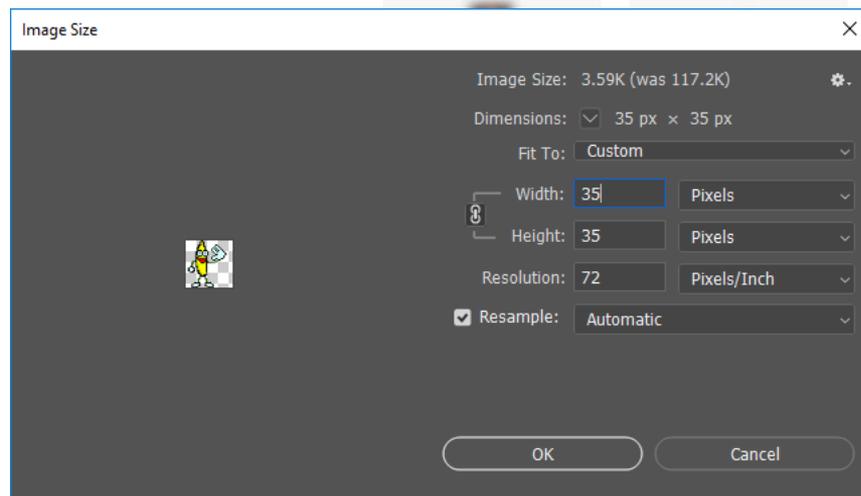
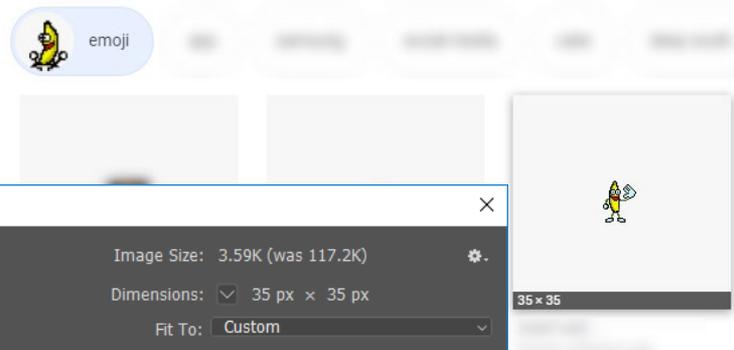
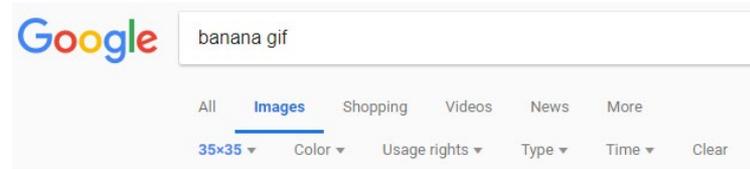
Start On	Due On ↑	% Complete	Task Constraint	Notes ↑	Alert ↑
3/2/20	3/2/20	0%	Must Start On	OVERDUE	
5/6/20	5/6/20	0%	Must Start On	OVERDUE	
5/11/20	5/11/20	0%	Must Start On	OVERDUE	

Helpful Tips!

- Consider what you want your icons to symbolize; use those as your parameters.
- We label our area as “Alert.”
Please use anything you like!
- We found that icons should be 35px by 35px (*that’s pretty tiny!*)
- Icons need to be hosted on a secure site (*https://*)
- You can use still images (*JPG or similar*) or animated GIFs!

Further Details and Explanation

Let's start with how to get icons onto your tasks. Whether you're creating or barrowing icons, you'll need to make sure the image is 35px by 35px square. These can be any standard photo file format or even an animated GIF file to add even more attention and flare. If creating your own images, you'll need to host the icons on a secure web address that will be referenced later. If you're barrowing icons, you'll just need to know the site.



Todd Ross Task Report Report Settings | X

Columns (View) | Groupings | Filters | Chart

For this to work the way we have it set up, we base everything off the planned completion date. Whether you want to create this as a view or put this on a report, the process works the same. But I'll show you how to do this in a report. Go to the columns view and click Add Column.

Select or add a new Column 

Column Preview Apply an Existing View - + Add Column

Project	#	Task Name	Assignments	Kickoff/FYI Team	Duration	Pin Hrs	Predecessors	Start On	Due On <input type="text"/>	% Complete	Task Constraint	Notes
CRM Integration - Tampa Office	1234	Train Inside Sales Team			1234 Minutes	20.57 Hours	↳ 2 ↳ 3sf	3/26/19	3/28/19	<input type="range" value="75"/>	Fixed Dates	

Save + Close Apply Cancel

Showing 29 tasks

Todd Ross Task Report Report Settings | X

Columns (View) | Groupings | Filters | Chart

Show in this column:

- Task > Planned Completion Date (X)
- Task
 - Planned Completion Date
- Default Baseline Task
 - Planned Completion Date
- Parent
 - Planned Completion Date
- Project
 - Planned Completion Date
- Rejection Issue
 - Planned Completion Date

Column Settings

Sort by this column

Summarize this column by:

-- Select --

Search for Task > Planned Completion Date (though if you want to base this off of the actual or projected completion dates, this will work too).

Done

Switch to Text Mode | Advanced Options

Column Preview Apply an Existing View | + Add Column

Project	#	Task Name	Assignments	Kickoff/FYI Team	Duration	Pln Hrs	Predecessors	Start On	Due On	% Complete	Task Constraint	Notes	Planned Completion Date
CRM Integration - Tampa Office	1234	Train Inside Sales Team			1234 Minutes	20.57 Hours	2 -> 3sf	3/26/19	3/28/19	75%	Fixed Dates		3/28/19

Save + Close | Apply | Cancel

Showing 29 tasks

Todd Ross Task Report Report Settings | X

Columns (View) | Groupings | Filters | Chart

Show in this column: Switch to Text Mode

Task > Planned Completion Date Advanced Options

- ▼ Task
 - Planned Completion Date
- ▼ Default Baseline Task
 - Planned Completion Date
- ▼ Parent
 - Planned Completion Date
- ▼ Project
 - Planned Completion Date
- ▼ Rejection Issue
 - Planned Completion Date

Column Settings

Custom Column Label: Field Format:

Show this column when on a Dashboard

Column Rules Allow you to format a column a specific way based on criteria you set.

Select Advanced Options and change the custom label to whatever makes the most sense to you. In this case, we use Hat.

Column Preview Apply an Existing View |

Project	#	Task Name	Assignments	Kickoff/FYI Team	Duration	Pln Hrs	Predecessors	Start On	Due On ¹	% Complete	Task Constraint	Notes	Hats
CRM Integration - Tampa Office	1234	Train Inside Sales Team			1234 Minutes	20.57 Hours	↳ 2 ↳ 3sf	3/26/19	3/28/19	<div style="width: 75%; background-color: #4f81bd; height: 10px;"></div> 75%	Fixed Dates		3/28/19

Showing 29 tasks

Click Switch to Text Mode and copy the following code.

Let's break down exactly what's in here.

Columns (View)

Groupings

Filters

Chart

Show in this column:

```
displayname=Hat
image.case.0.comparison.icon=true
image.case.0.comparison.leftmethod=plannedCompletionDate
image.case.0.comparison.lefttext=plannedCompletionDate
image.case.0.comparison.operator=between
image.case.0.comparison.operatortype=date
image.case.0.comparison.righttext=$$TODAY-9d
image.case.0.comparison.righttextrange=$$TODAY-4d
image.case.0.comparison.truestext=https://media.giphy.com/media/sJxAjl4GRACJi/giphy.gif
image.case.1.comparison.icon=true
image.case.1.comparison.leftmethod=plannedCompletionDate
image.case.1.comparison.lefttext=plannedCompletionDate
image.case.1.comparison.operator=between
image.case.1.comparison.operatortype=date
image.case.1.comparison.righttext=$$TODAY-3d
image.case.1.comparison.righttextrange=$$TODAY
image.case.1.comparison.truestext=https://us.v-cdn.net/6027503/uploads/authoricons/bananawave.gif
image.case.2.comparison.icon=true
image.case.2.comparison.leftmethod=plannedCompletionDate
image.case.2.comparison.lefttext=plannedCompletionDate
image.case.2.comparison.operator=between
image.case.2.comparison.operatortype=date
image.case.2.comparison.righttext=$$TODAY-3y
image.case.2.comparison.righttextrange=$$TODAY-10d
image.case.2.comparison.truestext=https://reygif.com/media/leon-9518.gif
linkedname=direct
namekey=plannedCompletionDate
querysort=plannedCompletionDate
shortview=true
textmode=true
valuefield=plannedCompletionDate
valueformat=atDate
```

Displayed Name

displayname=Hat

Icon #1

image.case.0.comparison.icon=true

image.case.0.comparison.leftmethod=plannedCompletionDate

image.case.0.comparison.lefttext=plannedCompletionDate

image.case.0.comparison.operator=between

image.case.0.comparison.operatortype=date

image.case.0.comparison.righttext=\$\$TODAY-9d

image.case.0.comparison.righttextrange=\$\$TODAY-4d

image.case.0.comparison.truetext=https://YOURSITEHERE1

You can build as many conditions as you like, and in this case as many images as you like. Your first image starts with image.case.0., second is image.case.1., and so on. We also picked our date range conditions to suit our needs, but yours can certainly be adjusted and customized further.

- ← These look at which sections to evaluate. This is the Planned Completion Date.
- ← This says to look between two sets of data.
- ← This says to look between two dates.
- ← These look at which specific timespan. In this case, it's between 4 and 9 days old.
- ← This puts the image or icon in place by linking.

For Icon #2, the coding works the same. For timespan, it's between 0 and 3 days old and the icon link is to a different image.

Icon #2

```
image.case.1.comparison.icon=true
```

```
image.case.1.comparison.leftmethod=plannedCompletionDate
```

```
image.case.1.comparison.lefttext=plannedCompletionDate
```

```
image.case.1.comparison.operator=between
```

```
image.case.1.comparison.operatortype=date
```

```
image.case.1.comparison.righttext= $$TODAY-3d
```

```
image.case.1.comparison.righttextrange= $$TODAY
```

```
image.case.1.comparison.truetext=https://YOURSITEHERE2
```

- ← These look at which sections to evaluate. This is the Planned Completion Date.
- ← This says to look between two sets of data.
- ← This says to look between two dates.
- ← These look at which specific timespan. In this case, it's between 0 and 3 days old.
- ← This puts the second icon in place by linking.

For Icon #3, follow the same steps as the two before, For the specific timespan. it's between 10 days and 3 years old. And the icon link is for a third, different image.

Icon #3

```
image.case.2.comparison.icon=true
```

```
image.case.2.comparison.leftmethod=plannedCompletionDate
```

```
image.case.2.comparison.lefttext=plannedCompletionDate
```

```
image.case.2.comparison.operator=between
```

```
image.case.2.comparison.operatortype=date
```

```
image.case.2.comparison.righttext= $$TODAY-3y
```

```
image.case.2.comparison.righttextrange= $$TODAY-10d
```

```
image.case.2.comparison.truetext=https://YOURSITEHERE3
```

- ← These look at which sections to evaluate. This is the Planned Completion Date.
- ← This says to look between two sets of data.
- ← This says to look between two dates.
- ← These look at which specific timespan. In this case, it's between 10 days and 3 years old.
- ← This puts the third icon in place by linking.

Displayed Name

linkedname=direct

namekey=plannedCompletionDate

querysort=plannedCompletionDate

shortview=true

textmode=true

valuefield=plannedCompletionDate

valueformat=atDate

And this is the rest of the coding that needs to be in place to make it all work together.

And that's how it all looks when launched!

Todd Ross Task Report

Show Filters | Report Actions | As of Mar 14, 2019 11:46 am Mountain Daylight Time

Your report for tasks not yet at 100% complete.

Details Summary

Export

Filter Report Default View Report Default Grouping Report Default

Project	#	Task Name	Assignments	Kickoff/FYI Team	Duration	Pin Hrs	Predecessors	Start On	Due On	% Complete	Task Constraint	Notes	Hats
Project: Name: 818370 - Todd Ross - Workfront Leap 2019 Project (3)													
818370 - Todd Ross - Workfront Leap 2019 Project	1	Kickoff	Todd Ross		1 Day	0 Hours		1/15/19	1/15/19	0%	Must Start On	OVERDUE	
818370 - Todd Ross - Workfront Leap 2019 Project	2	Development	Todd Ross		1 Day	0 Hours	>=1	1/15/19	1/15/19	0%	Must Start On	OVERDUE	
818370 - Todd Ross - Workfront Leap 2019 Project	3	Launch	Todd Ross		1 Day	0 Hours	>=1	3/6/19	3/6/19	0%	Must Finish On	OVERDUE	
Project: Name: 755426 - Marketing Internet Speeds (1)													
755426 - Marketing Internet Speeds								3/13/19	3/13/19	0%	Must Start On	OVERDUE	