

Create custom prompts activities

Activity: Create custom prompts

1. Create a custom prompt that shows the following project statuses in the prompt drop-down menu:
 - Planning
 - Current
 - Completed
 - Dead
2. Modify the prompt to show current projects that are due this month.

Answers

1. Your custom prompts should look similar to this and have the following text mode:

Report Options

Report Prompts

Custom Prompt: Project Status

Dropdown Item Label	Condition	Default
In Planning	status=PLN	<input type="radio"/> x
Active	status=CUR	<input type="radio"/> x
Finished	status=CPL	<input type="radio"/> x
Dead	status=DED	<input type="radio"/> x

Done

Once you save the custom prompt, the prompt drop-down menu should look like this:

2. The text mode in your custom prompt should look like this:

What should we include in your Report?

Project Status

✓ -- Any --

In Planning

Active

Finished

Dead

Run

```
status=CUR&plannedCompletionDate=$$TODAYbm&plannedCompletionDate_Mod=between&plannedCompletionDate_Range=$$TODAYem
```

And the drop-down label for active prompts should be updated to reflect the change in the code like this:

Report Prompts

Custom Prompt

Project Status

×

Dropdown Item Label	Condition	Default	
In Planning	status=PLN	<input type="radio"/>	×
Active Projects Due this Month	status=CUR&plannedCompletionDate=\$\$TODAYbm&plan	<input type="radio"/>	×
Finished	status=CPL	<input type="radio"/>	×
Dead	status=DED	<input type="radio"/>	×
		<input type="radio"/>	×

+ Add a Prompt

☐ Show Prompts in Dashboards