Overview

FunctionFox In-House allows creative teams to communicate and receive requests from multiple departments through a specialized request form, and helps improve productivity while handling projects from concept to completion.

If you are looking for information on other account features such as estimates, project costs, and project scheduling, please refer to the FunctionFox Classic and FunctionFox Premier Overview guides (here).

Questions? Give us a call at 1.866.369.8463 or email staycreative@functionfox.com.
ULIMITED CUSTOM FIELDS
In-House gives users unlimited custom fields to capture additional information at project level.

Setup Custom Fields

1. Go to Settings and Preferences > Account Preferences
2. To create a custom field, enter a field name and select a field type:
   - Date Picker: for additional date type fields.
   - Input Box: additional text field allowing for a max of 200 characters.
   - Pick List: a custom single select pick list (once chosen a Manage link will appear to enter pick list options)
   - Pick List Multi-Select: allows for multiple options to be chosen in a pick list.
   - Text Area: large text field allowing for a max of 4000 characters.

You can change the order of your custom fields by dragging and dropping them to your desired position.

Custom fields will show on the Projects page, the Project Status page, the Project Info pop-up, Status Report and can be included and designated as a required field on a Project Request Form. You can also report on information captured in these fields by using the Advanced Department Report.

LEARN MORE
You can learn more about account customization from the Help Center article Customization.
PROJECT REQUEST FORMS

The Project Request Form allows non-FunctionFox users to request new jobs into FunctionFox.

Setup Request Forms

1. Go to Projects > Request Forms
2. Enter in a Form Title (max 100 characters), this title will appear on your request form.
3. Select the fields you wish to include on the request form:
   - **Mandatory fields include:** name, email, and project name (these fields cannot be hidden on the form).
   - Department is required, but can be hidden on the form (if choosing to hide the department field you must select a default department).
   - **Optional fields include:** phone number, project code, project type, scope, project manager, start and due dates; these fields can appear under a different name on the form using the 'Alternate Name' field. Note: Information entered in fields that have been renamed will still be entered under the original field names in FunctionFox.
   - **Custom Fields** can also be included by checking off the corresponding 'Show' box next to the field name. You can add or edit custom fields under Account Preferences > Custom Fields.
4. Customize the order of fields on the form by dragging and dropping the field using the \( \text{\textdagger} \) icon beside the field name.
5. Click Save New.

Form Customization

**One Column Layout:** you can force the form to a one column layout view. To enable this preference click on the 'Single Column' check box, then click Save.
**Tool Tip:** create a tool tip for any form input field. To do this, click on the tool tip icon (.currentTarget) to open up the tool tip modal, enter your desired text, then click Save.

**HTML Prefix:** You can insert HTML/text above any form field; this is helpful when you’re wanting to include additional details above a form label/section. To do this click on the HTML prefix icon (.currentTarget)

**Custom CSS:** You can add your own custom CSS to any form by going to Tip/Links > Custom CSS, once this preference is enabled you have the option to enter custom styles under the CSS input.

**LEARN MORE**
You can learn more about request forms by going to the Help Center article [Project Request Forms](#).
FLINK (FILE SHARING)

Flink allows users to upload project-related documents into FunctionFox, and gives the ability to share these uploaded files with non-FunctionFox users as well.

-Uploading Files-

1. Go to Projects > Flink.
2. Select the Department and Project.
3. Click the Choose Files button to select files from your computer (you can upload multiple files).
4. Choose if you would like to post the uploaded files to the Blog.
5. Enter a Subject.
6. Enter in any notes regarding the file(s).
7. Click Save New.

Files can also be uploaded from other places within FunctionFox

- The Projects > Manage page
- The Project Info Modal
- Project > Project Costs (for attaching files like receipts and invoices to costs)
- Traffic > Blog
- Project Request Forms

-Previewing Files-

You can preview image files (JPG, PNG, and GIFF only) without having to download them by hovering over the Download Link.
Downloading Files

1. Choose a Department and Project to display all files that have been uploaded for the project.
2. To download the file, click on the Download Link.

Emailing Files

- To email the file to someone outside of FunctionFox, click on the Email Download icon (✉️). Using your default email program, this will generate an email with a link to download the file.
- If you would like to email the file to someone outside of FunctionFox and allow them the ability to upload a file back, click the Email Reply icon (✉️). This will generate an email with a link to download the file as well as fields to upload a file back without requiring a login.

LEARN MORE
You can learn more about file sharing by going to the Help Center article Flink (File Exchange).
REPORTING

FunctionFox In-House includes powerful reporting capabilities which includes all the same reports from Classic/Premier PLUS the Advanced, Capacity, and Cycle Report; also included is a custom data export.

Advanced Report

The Advanced Department Report allows you to generate custom reports on your Departments, Projects, Personnel, and other data in FunctionFox.

1. Select the parameters for your report (e.g. Date Range, Department, Project, etc.)
2. Use the Show field to select the columns for your report (chosen fields will appear in boxes beside the menu bar)
   - Click and drag a field name to re-order the selections.
   - To remove a field double click on the field name.
   - Place the Subtotal field after the field you wish results to be subtotaled by.

3. If you wish to save your report as a template; enter a template name.
4. Click Produce Report.

Cycle Report

The Cycle Report (Reports > Cycle) is used to generate statistical information on how long projects are within a particular status and type, within a chosen date range, or all time. The top portion of the report displays the statistical information on Closed and Open status types, while the bottom shows specific project statuses, including custom statuses, if applicable.

<table>
<thead>
<tr>
<th>Status Type</th>
<th># Projects</th>
<th>Min Days</th>
<th>Avg Days</th>
<th>Max Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed</td>
<td>1</td>
<td>184.58</td>
<td>184.58</td>
<td>184.58</td>
</tr>
<tr>
<td>Open</td>
<td>15</td>
<td>1.58</td>
<td>22.11</td>
<td>23.58</td>
</tr>
</tbody>
</table>

Capacity Report

The purpose of the Capacity Report (Reports > Capacity) is to give you information on how many new projects were created and how many closed within a chosen date range. Any project that has a start date within the selected date range will count towards Started projects, while any project that has been closed and remains in a closed status within the selected date range will count as a Closed project.

<table>
<thead>
<tr>
<th>Started/Closed</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Started</td>
<td>14</td>
</tr>
<tr>
<td>Closed</td>
<td>1</td>
</tr>
</tbody>
</table>

LEARN MORE

Dive into some of FunctionFox’s more advanced feature and Become a FunctionFox Champion today.