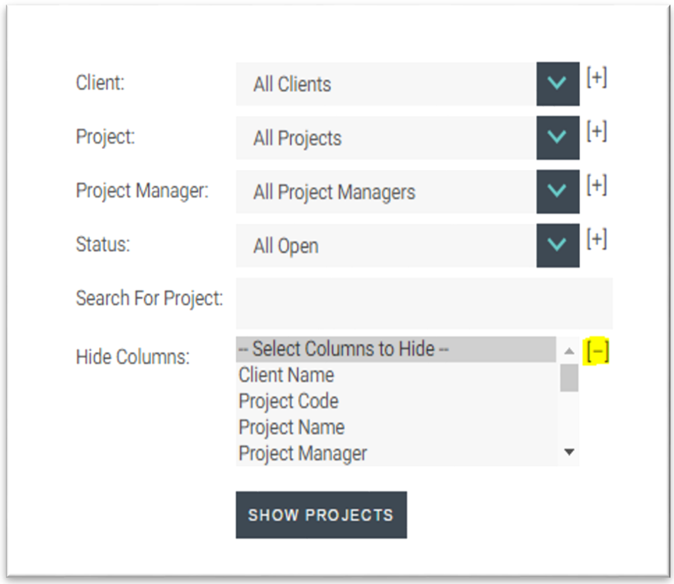
Welcome to FunctionFox! If you are looking for help with setting up your account, including adding Clients, Projects and Tasks, please refer to the FunctionFox Quick Start PDF guide, or contact us at 1.866.369.8463 or email staycreative@functionfox.com. We are here to help!

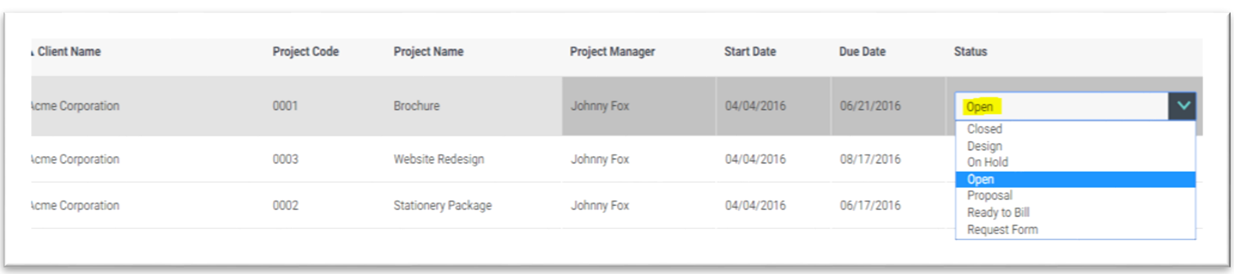
Project Status Page

The Project Status page allows you to view, edit, and update your projects. Click on Projects > Project Status in the left menu.



The fields at the top of the page allow you to filter your results by Client, Project, and Project Manager (or you can choose ALL for the most comprehensive overview of your projects). The Hide Columns drop-down allows you to select information that you DON'T want to see on the page. Click the [+] next to the drop-down, and use Ctrl+click (or CMD if you are on a Mac) to multi-select different columns. Click Show Projects.

The Project Status page also allows inline editing, which makes it a convenient place to close and archive projects, reassign project managers, or adjust due dates, etc. To inline edit project details, simply click directly within the column of information that you're wanting to change. A drop-down menu with a blue outline will appear and allow you to make the change.



Note: Please refrain from using your browser's back button immediately after making edits on the Project Status page. Use the left menu or Homepage to navigate.

To generate this information in report format, use the Status Report, under Reports in the left menu.