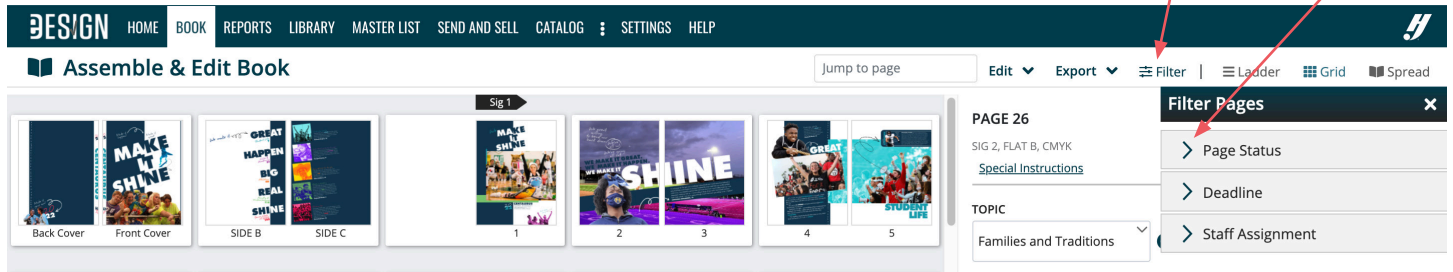# FILTERING THE LADDER BY STATUS, STAFF & DEADLINE

PRO TIPS TO **STRATEGIZE** & **MAXIMIZE** IN eDESIGN

Streamlining your work, monitoring your progress, and supporting your staff are important adviser and editor responsibilities. You need to pinpoint pages on a roll and pages stuck in a rut. You need to find staffers who need a push and staffers who deserve praise. You need to identify deadlines that are on track and deadlines running off the rails. The GREAT news is that filtering the ladder helps you do all that.
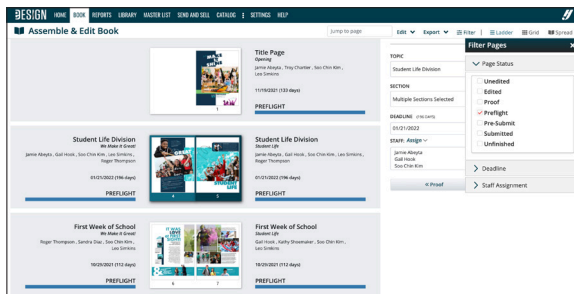
Click here

Toggle open filters here.

FILTERING FOCUSES YOUR ATTENTION

Filtering the ladder empowers you to view pages that share the same attributes so you can easily find what you need.
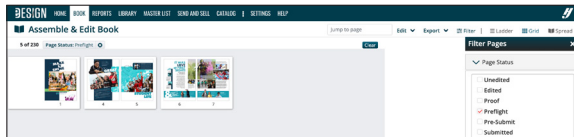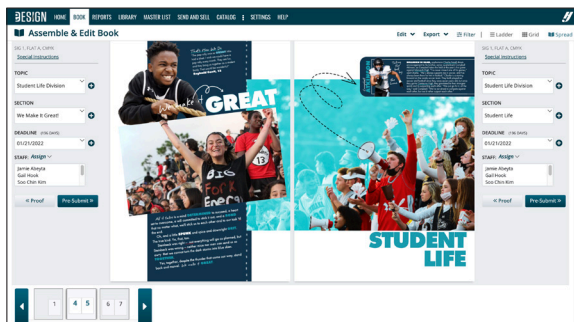

FILTER IN ALL THREE BOOK VIEWS

PAGES IN PREFLIGHT IN LADDER VIEW

PAGES IN PREFLIGHT IN GRID VIEW

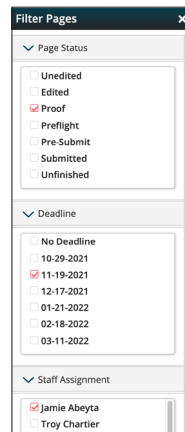

PAGES IN PREFLIGHT IN SPREAD VIEW

When you toggle from Ladder View to Grid or Spread View, the Filter menu will collapse so it won't be in your way, but filters will remain so you can maintain your focus on the pages you have in view while you go where you need to go.

FILTER BY PAGE STATUS, DEADLINE, STAFF OR A COMBINATION

SELECT ONE OR A COMBINATION OF FILTER TO GET PRECISELY THE INFO YOU NEED

PAGE STATUS
This filter helps focus your work and track progress. A perk to keep in mind is you can move pages as a group to the next or previous level of submission.

DEADLINE
This filter helps you monitor progress on a deadline. It will quickly reveal pages not on track. Also, you can click on a page to open the Page Assignments panel to see to whom it's assigned and to make adjustments as needed.

STAFF ASSIGNMENT
Use this filter to monitor distribution of work among staff members and monitor their progress on pages.

YOU CAN COMBINE FILTERS

It's quite powerful to select multiple filters to apply at one time. In the example below, Jamie Abeyta has four pages in proof that are due on the November 19 deadline.