smartsheet

# ENGAGE

# Maximize project efficiency with new views

SEA21

Alissa Johnson, Amy Yarrington



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# **Session Speakers**



**Alissa Johnson**Director, Product Management



Amy Yarrington
Sr. Solutions Engineer,
Large Enterprise





# **Learning Objectives**



Identify optimal uses for timeline view



Customize, use, and share timeline view



Be ready to use table view after release



## **Table of contents**

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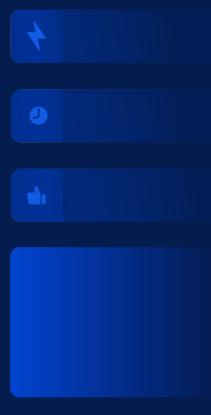
Tips for optimal use of timeline view

4

Future of new views

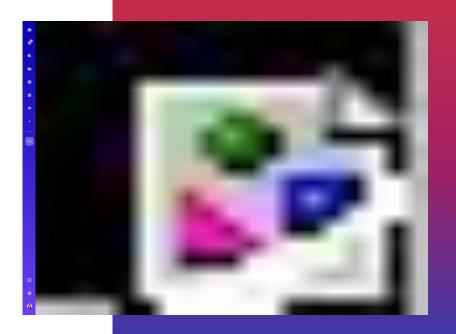


What are new views?



## **Smartsheet views**

- Provide the core work surface for project, program, and process management
- Seamlessly switch between different views based on mode of work
- Leverage conversations, automations, proofs, and more to collaborate on work



### **New views. More choices**

#### Choose the view that best fits your work.

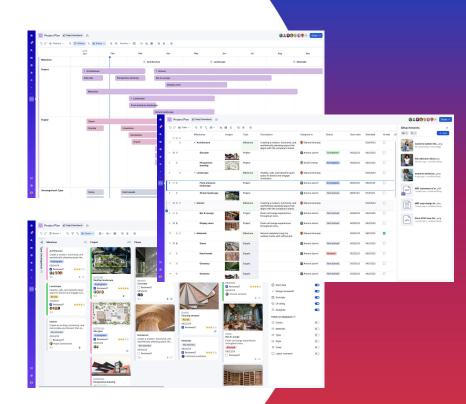
New views join calendar, card, grid and Gantt to provide you with more ways to view and manage your work.

**Timeline** for visualizing and communicating plans, roadmaps, campaigns, and more

Board for kanban and visual work management

**Table** (available in EAP) - a modern, scalable experience for managing projects and processes

All with live collaboration, continuous save, greater accessibility, a modern look and feel and fast performance.

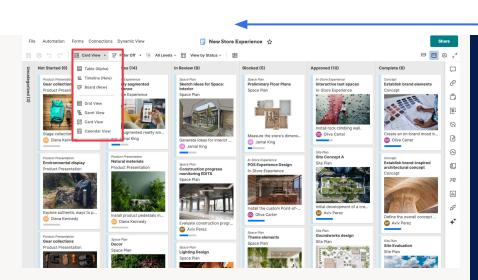




# Parallel experience

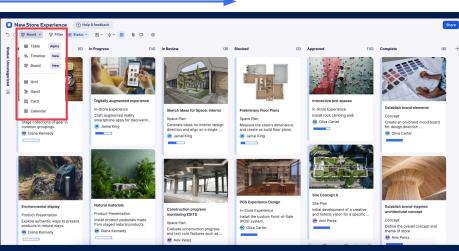
#### Seamlessly switch between new and existing views

Each new view will release alongside existing views, and is easily switchable per user, per sheet, allowing users to interact with and edit sheet information in the view of their choice.



#### **Existing Views**

All existing features Supports all scenarios including solution building

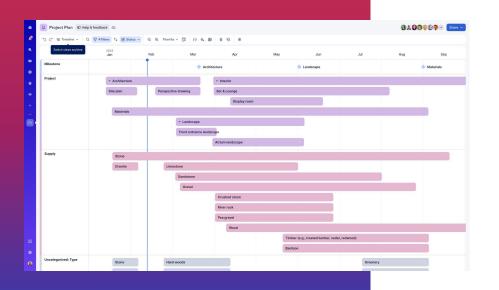


#### **New Views**

Modernized core feature set (expanding over time) Optimized for managing and collaborating on work

# Introducing timeline view

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# Why did we build timeline view?

#### Customers wanted a visual roadmap

- High-level summary of time-based work
- Group work thematically
- Zoom in/out from days to years
- Edit item details and see real-time changes
- Collaborate using conversations and attachments





"Timeline is a visual masterpiece, ideal for presenting our high-level project timelines to executive sponsors.

It's simple to group project schedules by phase and clearly see expected completion times."

Samuel Mueller Project Business Analyst, Memorial Health



2

# Real world examples of timeline view

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# Simple Project Portfolio Template Set

Free in the Solution Gallery

Do you have more than one project? You have a portfolio!

This template contains:

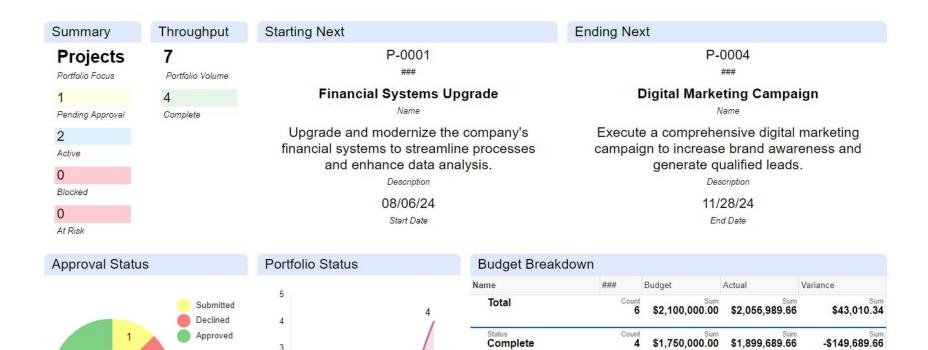
- Portfolio intake sheet (list of all projects)
- Project plan to duplicate
- Dashboards and reports for project and portfolio





## Portfolio Overview

## Simple Project Portfolio



File	Automation	Forms f	Connections Dynar		Pc	☐ Portfolio Intake ☆														
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	0 <b>-</b> - i	date	Created by	###	Name	Description	Department	Category	Approved By	Approval Status	Priority	Assigned To	Project Plan	Status	Start Date	End Date	At Risk	Budget	Actual	Variance fx
1	1 0	09/12/23	Harley Sterling	P-0001	Financial Systems Upgrade	Upgrade and modernize the company's financial systems to streamline processes and enhance data analysis.	Accounting & Finance	System Upgrade	Oliva Carter	Approved	Medium	Aviv Perez	Work Breakdown Schedule	In Progress	09/03/24	02/15/25		\$200,000	\$107,000	\$93,000
2		09/12/23	♣ Jamal King	P-0002	Employee Performance Management Tool		Human Resources	Process Automation	Vera Bowers	Declined	Low	Sheldon Greene		Blocked	09/30/24	04/11/25		\$100,000	o so	\$100,000
3	3 0	09/12/23	Guadalupe Garcia	P-0003	Network Infrastructure Upgrade		Information Technology	Infrastructure Upgrade	Vera Bowers	Approved	High	Aviv Perez		Complete	08/01/24	11/26/24		\$300,000	\$317,533	-\$17,533
4	4 0	09/12/23	Harley Sterling	P-0004	Digital Marketing Campaign	Execute a comprehensive digital marketing campaign to increase brand awareness and generate qualified leads.	Marketing	Marketing Campaign	Oliva Carter	Approved	Medium	Aviv Perez	Work Breakdown Schedule	In Progress	09/07/24	12/26/24		\$150,000	\$50,300	\$99,700
5		09/12/23	Guadalupe Garcia	P-0005	Supply Chain Optimization	Implement supply chain optimization strategies to reduce costs, improve efficiency, and enhance supplier collaboration.	Operations	Process Optimization	Jonathon Wor	Submitted	High	Sheldon Greene		Not Started	11/29/24	05/03/25		\$250,000	o so	\$250,000
6	6 0	09/12/23	Jamal King	P-0006	New Product Development	Lead the development and launch of a new innovative product, from ideation and market research to		New Product Launch	Jonathon Wor	Approved	Low	Sheldon Greene		Complete	07/02/24	05/18/25		\$1,000,000	\$887,251	\$112,749

Int	ake & Management
Ac	tions •
	Name
	Active by Department & Category
	Active Work Breakdown Schedules by Assignee
	Budget Breakdown
	Completed
☆	Portfolio Intake
	Portfolio Metrics
	Portfolio Overview
	Portfolio Submission & Status

# **Overview Dashboard**



# Summary P-0001 \* Financial Systems Upgrade \*

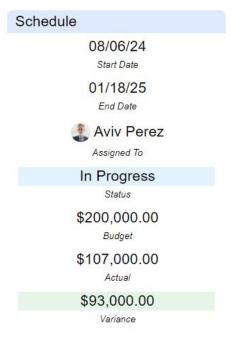
Name

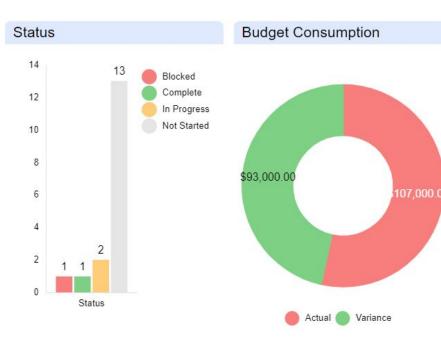
Upgrade and modernize the company's financial systems to streamline processes and enhance data analysis.

Description

Medium priority submission created by Harley Sterling on 08/13/24 9:49 AM

Priority





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	0 <b>, .</b> i	Skip WBS	WBS Name		Description	Assigned To	Status	Start Date	End Date	At Risk	Budget	Actual	Variance ∱x
1	â		P-00	001	Medium priority submission created by Harley Sterling on 08/13/24 9:49 AM		Approval status, Approved						
2	â			nancial Systems grade *	Upgrade and modernize the company's financial systems to streamline processes and enhance data analysis.	Aviv Perez	In Progress	08/06/24	01/18/25		\$200,000.00	\$107,000.00	\$93,000.00
3			1 E PI	nase 1									
4			1.1	Database Upgrade	Upgrade database system		In Progress	08/06/24	08/10/24		\$70,000.00	\$65,000.00	\$5,000.00
5			1.1.1	Data Backup	Perform data backup and export		Complete	08/09/24	08/12/24		\$20,000.00	\$19,000.00	\$1,000.00
6			1.1.2	Data Transformation	Implement data mapping and transformation		In Progress	08/12/24	08/15/24		\$25,000.00	\$23,000.00	\$2,000.00
7			1.2	User Interface Upgrade	Upgrade user interface		Blocked	08/15/24	08/18/24		\$50,000.00	\$0.00	\$50,000.00
8			1.2.1	UI Design	Create UI design and mockups		Not Started				\$15,000.00	\$0.00	\$15,000.00

□ Wo	ork Breakdown Schedule (Save As New)
Ac	tions ▼
	Name
	Deliverables by Status
	Project Dashboard
☆	Work Breakdown Schedule



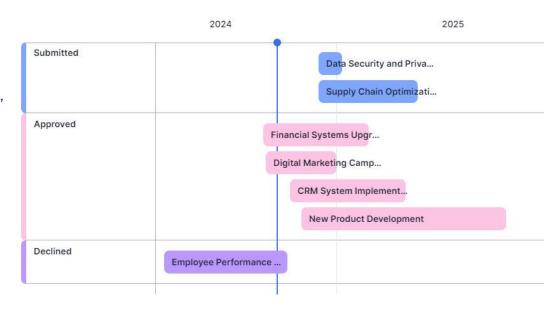
# Contextual use of timeline view

#### Portfolio sheet = Roadmap

"Which projects have been approved for funding?"

"When will we deliver this feature?"

"Do we have too many projects occurring at the same time?"





# Contextual use of timeline view

**Project sheet = Schedule** 

"What tasks are occurring during Phase 1? Which tasks are complete?

"When will the Market Research be complete?"

"Do we have the same resource assigned to overlapping tasks?"





# Demo

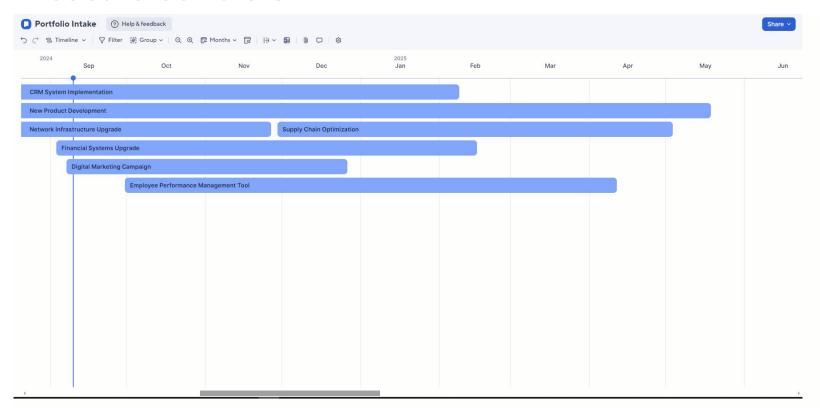
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# **View switcher**

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	0 mai	Created date	Created by	###	Name	Description	Department	Category	Approved By	Approval Status	Priority	Assigned To	Project Plan	Status	Start D
1	0	09/12/23	Harley Sterling	P-0001	Financial Systems Upgrade	Upgrade and modernize the company's financial systems to streamline processes and enhance data analysis.	Accounting & Finance	System Upgrade	Oliva Carter	Approved	Medium	Aviv Perez	Work Breakdown Schedule	In Progress	09/08/24
2		09/12/23	🆺 Jamal King	P-0002	Employee Performance Management Tool	Develop an automated tool to streamline employee performance tracking, goal setting, and feedback processes.	Human Resources	Process Automation	Vera Bowers	Declined	Low	Sheldon Greene		Blocked	10/05/24
3	0	09/12/23	Garcia Garcia	P-0003	Network Infrastructure Upgrade	Upgrade and optimize the company's network infrastructure to enhance security, reliability, and performance.	Information Technology	Infrastructure Upgrade	Vera Bowers	Approved	High	Aviv Perez		Complete	08/06/24
4	0	09/12/23	Harley Sterling	P-0004	Digital Marketing Campaign	Execute a comprehensive digital marketing campaign to increase brand awareness and generate qualified leads.	Marketing	Marketing Campaign	Oliva Carter	Approved	Medium	Aviv Perez	Work Breakdown Schedule	In Progress	09/12/24
5		09/12/23	Garcia Garcia	P-0005	Supply Chain Optimization	Implement supply chain optimization strategies to reduce costs, improve efficiency, and enhance supplier collaboration.	Operations	Process Optimization	Jonathon Wor	Submitted	High	Sheldon Greene		Not Started	12/04/24
6	0	09/12/23	🊯 Jamal King	P-0006	New Product Development	Lead the development and launch of a new innovative product, from ideation and market research to prototyping and commercialization.	Product Development	New Product Launch	Jonathon Wor	Approved	Low	Sheldon Greene		Complete	07/07/24
7	0	09/12/23	Garcia Garcia	P-0007	CRM System Implementation	Implement a customer relationship management (CRM) system to centralize customer data, improve sales processes, and enhance customer interactions.	Sales	CRM Implementation	Vera Bowers	Approved	Low	Sheldon Greene		Complete	08/16/24
8	0	09/12/23	Harley Sterling	P-0008	Data Security and Privacy Audit	Conduct a thorough audit of data security and privacy practices to ensure compliance with regulatory requirements and protect sensitive information.	Information Technology	Security Audit	Oliva Carter	Approved	High	Aviv Perez		Complete	07/07/24
9												1			
10															

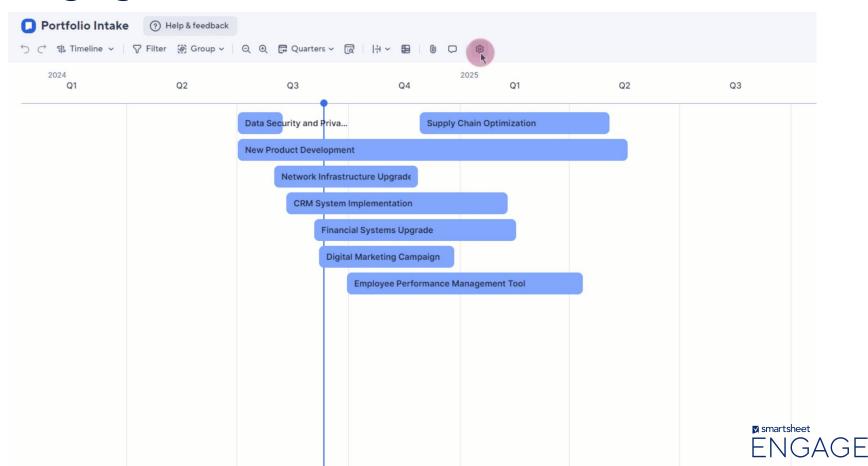


## Timescale controls

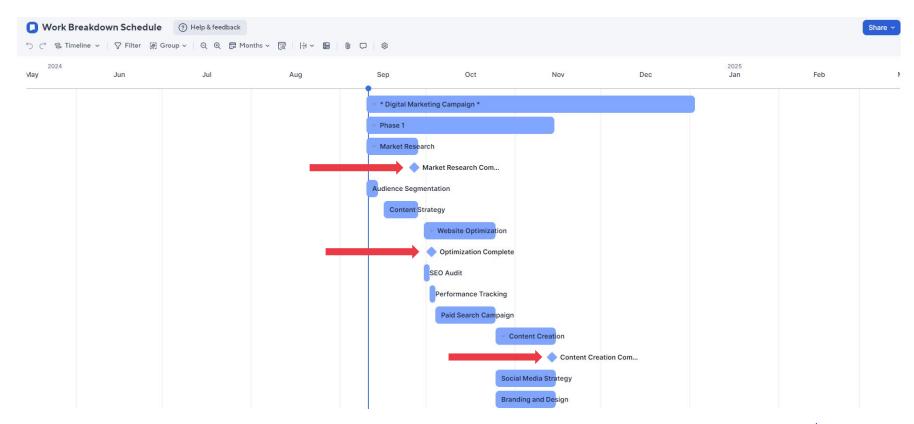




# **Changing label text**



## **Milestones**





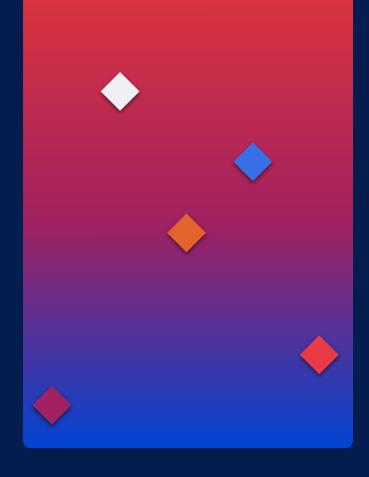
# Milestones

What displays as a diamond vs. a bar?

Sheets with only **ONE DATE FIELD** 

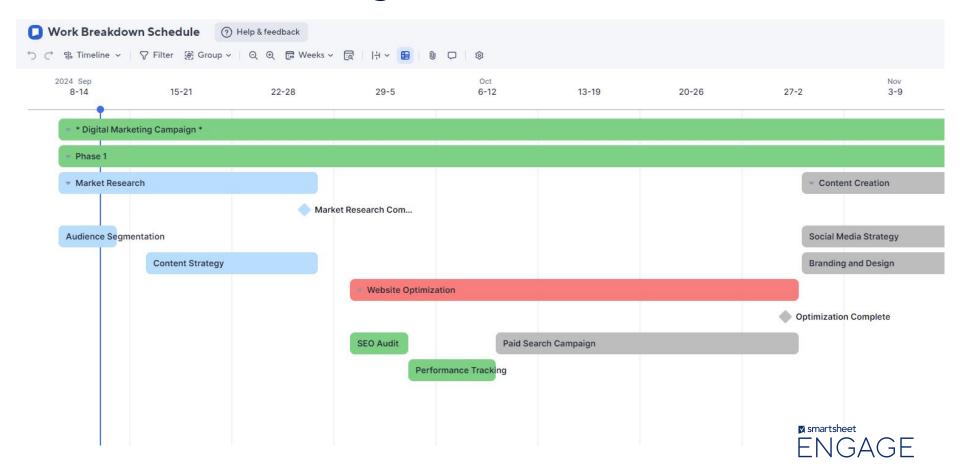
OR

**ZERO DURATION TASKS** on sheets with dependencies enabled





# **Conditional formatting**

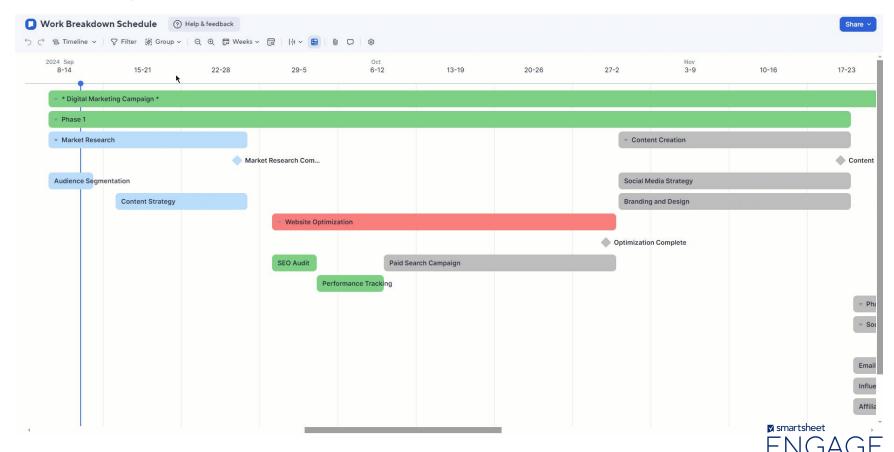


# **Conditional formatting**

Medium priority submission created by Harley Sterling on 09/12/23 10/38 AM	2 ( )	⊞ G	rid View	▼ ∇ Filter	rial • 12 • B I U S	<u>♦</u> • <u>A</u> •	- ■ ⊗	7	<i>□</i> c:	g Oĝ Σ •	\$ * %	9 .0, .00,	•	
	Q1 100 min /			Task	Description	Assigned To	Status	Start Date	End Date	Budget	Actual			Durat
Campaign   Market Research   Conduct market research and competitor analysis   Complete   Opinional analysis   Complete   Opinional analysis   Opinional a				P-0004	by Harley Sterling on 09/12/23		status,							i
1.1	A				marketing campaign to increase brand awareness and generate	Aviv Perez	In Progress	09/10/24	01/08/25	\$150,000.00	\$50,300.00	\$99,700.00		
			1	Phase 1			In Progress	09/10/24	11/20/24					П
1.1.2   Content Strategy   Develop content strategy and marketing plan   Develop content strategy and marketing plan   Complete   09/27/24   S20,000 00   S10,500 00   S1,500 00   S1,50			1.1	<ul> <li>Market Research</li> </ul>			Complete	09/10/24	09/27/24	\$25,000.00	\$22,000.00	\$3,000.00		1
Pan			1.1.1	Audience Segmentation			Complete	09/10/24	09/13/24	\$10,000.00	\$9,800.00	\$200.00		
12   Website Optimization   Optimize website for SEO and performance   Blocked   O9/30/24   10/30/24   S15,000.00   S0.00   S15,000.00   S15,000.00   S15,000.00   S20,000.00   S20,000.0			1.1.2	Content Strategy			Complete	09/16/24	09/27/24	\$20,000.00	\$18,500.00	\$1,500.00	5	
Performace			1.1.3	Market Research Complete			Complete	09/27/24	09/27/24				5, 6	
Improvements			1.2	<ul> <li>Website Optimization</li> </ul>			Blocked	09/30/24	10/30/24	\$15,000.00	\$0.00	\$15,000.00		
1.2.3   Paid Search Campaign   Launch paid search advertising campaign   Not Started   10/10/24   10/30/24   \$20,000.00   \$0.00   \$20,000.00   10			1.2.1	SEO Audit			In Progress	09/30/24	10/03/24	\$5,000.00	\$0.00	\$5,000.00	6	
1.2.4			1.2.2	Performance Tracking	Set up performance tracking and analytics		In Progress	10/04/24	10/09/24	\$8,000.00	\$0.00	\$8,000.00	9	
1.3   Content Creation   Create engaging content for marketing   Not Started   10/31/24   11/20/24   \$15,000.00   \$0.00   \$15,000.00			1.2.3	Paid Search Campaign	Launch paid search advertising campaign		Not Started	10/10/24	10/30/24	\$20,000.00	\$0.00	\$20,000.00	10	
1.3.1   Social Media Strategy   Develop social media marketing strategy   Not Started   10/31/24   11/20/24   \$12,000.00   \$0.00   \$12,000.00   \$1			1.2.4	Optimization Complete			Not Started	10/30/24	10/30/24				11	
1.3.2   Branding and Design   Improve branding and design for marketing   Not Started   10/31/24   11/20/24   \$10,000 0 \$0.00 \$10,000 00 8			1.3	Content Creation	Create engaging content for marketing		Not Started	10/31/24	11/20/24	\$15,000.00	\$0.00	\$15,000.00		
1.3.3   Content Creation Complete   Not Started   11/20/24   11/20/24     15   15   17     2   Phase 2   Not Started   11/21/24   12/18/24     11/21/24   12/18/24     18   11/21/24   12/18/24     18   11/21/24   12/18/24   18   11/21/24   12/18/24   18   18   18   18   18   18   18   1			1.3.1	Social Media Strategy	Develop social media marketing strategy		Not Started	10/31/24	11/20/24	\$12,000.00	\$0.00	\$12,000.00	8	
77   2   Phase 2   Not Started   11/21/24   12/18/24			1.3.2	Branding and Design	Improve branding and design for marketing		Not Started	10/31/24	11/20/24	\$10,000.00	\$0.00	\$10,000.00	8	
2 1 Social Media Campaign Launch social media marketing campaign Not Started 11/21/24 12/18/24 \$30,000 00 \$0.00 \$30,000 00 00 00 00 00 00 00 00 00 00 00 0			1.3.3	Content Creation Complete			Not Started	11/20/24	11/20/24				15	
2.1.1 Influencer Marketing Collaborate with influencers for brand promotion Not Started 11/21/24 12/18/24 525,000.00 \$0.00 \$25,000.00 13			2	Phase 2			Not Started	11/21/24	12/18/24					
promotion			2.1	<ul> <li>Social Media Campaign</li> </ul>	Launch social media marketing campaign		Not Started	11/21/24	12/18/24	\$30,000.00	\$0.00	\$30,000.00		
			2.1.1	Influencer Marketing			Not Started	11/21/24	12/18/24	\$25,000.00	\$0.00	\$25,000.00	13	
20 2.1.2 Email Marketing Execute targeted email marketing Not Started 11/21/24 12/11/24			2.1.2	Email Marketing	Execute targeted email marketing		Not Started	11/21/24	12/11/24	\$15,000.00	\$0.00	\$15,000.00	13	



# **Grouping in timeline view**



# **Grouping in timeline view**

What columns can you use?



#### **Dropdown lists**

Single select only

Groups will sort in the order the list items are defined



#### **Symbols**

Groups will sort in the order the symbols are defined



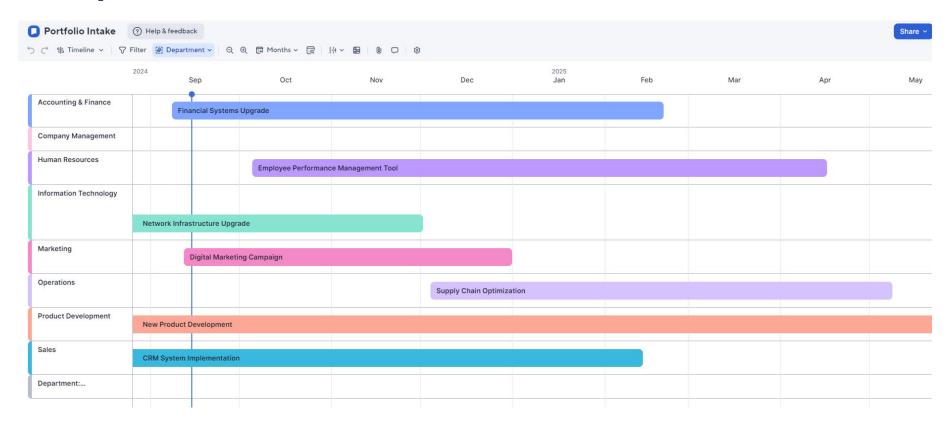
#### **Contact lists**

Single select only

Only people in the "preferred contacts list" will appear as groups



# **Group colors**

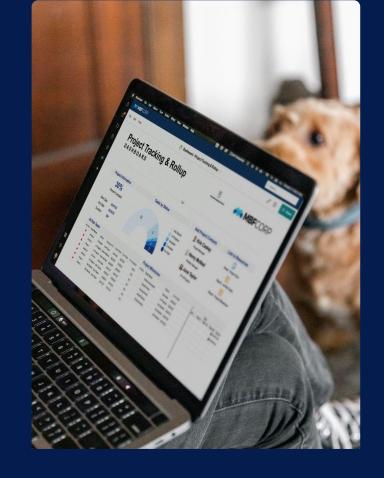




# Grouping in timeline view could eliminate the need for sheet hierarchy

If you have used hierarchy (parent/child rows) in the past to **visually group rows** on your sheet, you might not need it any longer!

- Hierarchy is useful in project plans for rolling up information into phases or other groups
- Hierarchy in a sheet is not reflected in reports
- Placing a row in a hierarchy doesn't give it MEANING

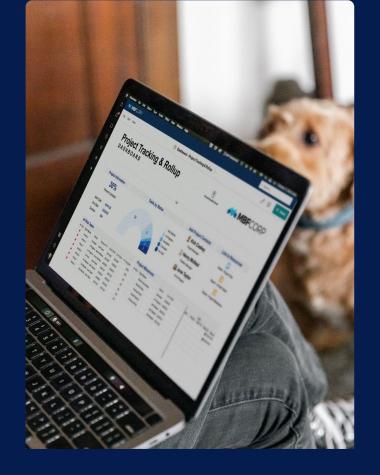




# Power Tip: Add "helper" columns to group and filter rows

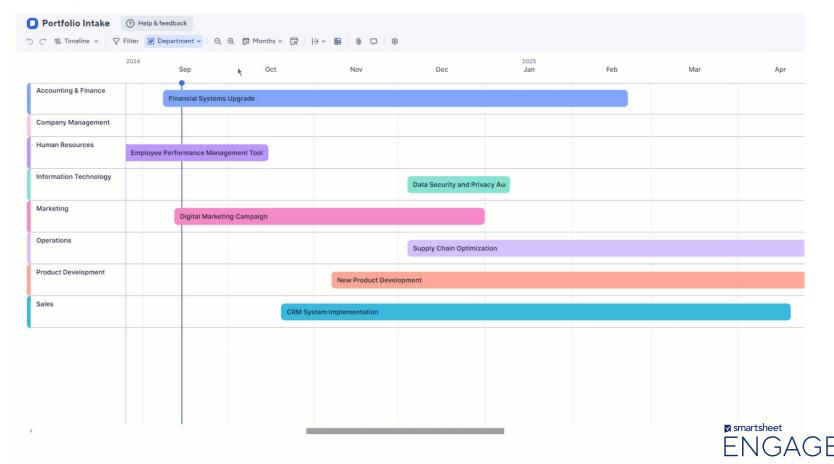
**Add columns to the sheet** to store any information that you might want to group or filter by, for example:

- Category/Type
- Phase
- Status
- Department
- Year/Quarter/Month

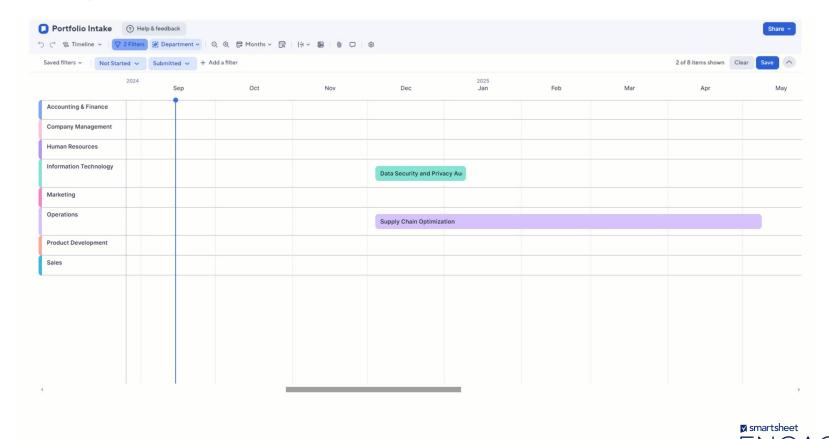




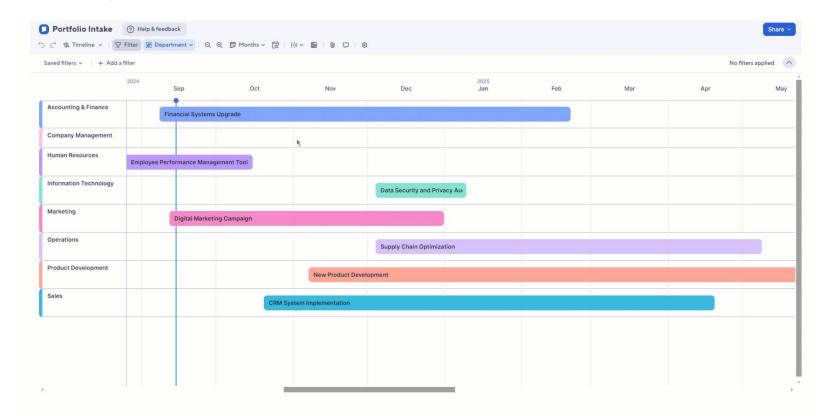
# Filtering in timeline view



# Filtering in timeline view

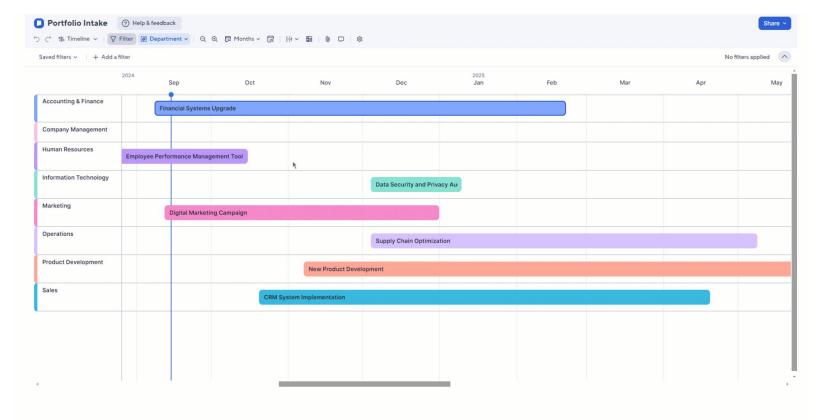


# **Editing rows in timeline view**



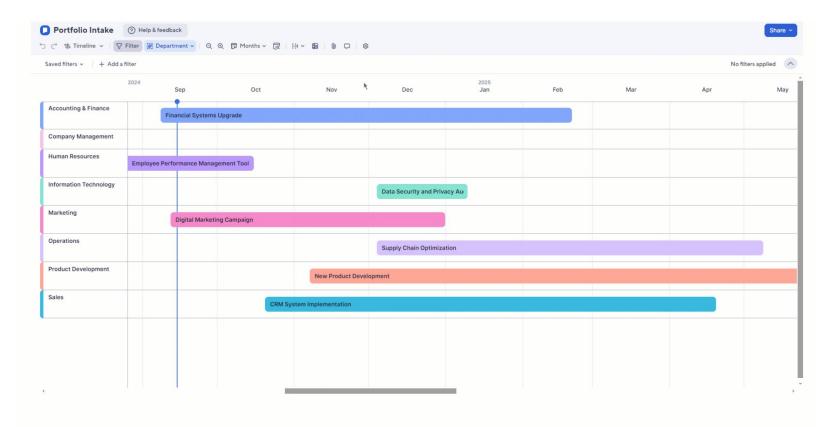


#### Attachments in timeline view



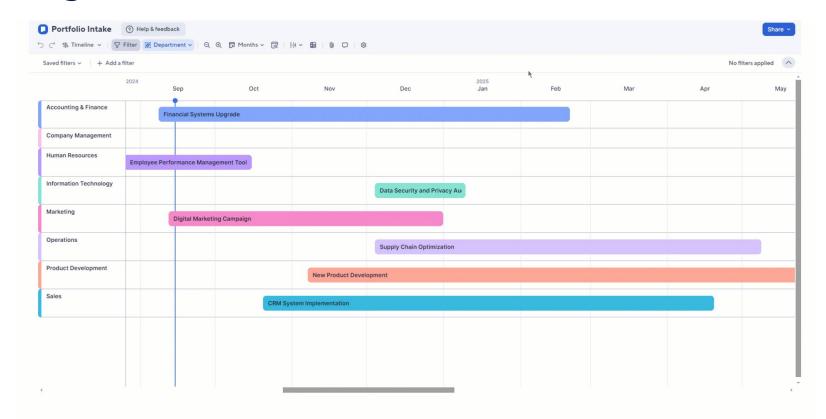


#### Conversations in timeline view





# **Sharing timeline view**





# Sharing timeline view

Use the timeline view URL

Sharing the URL link of your sheet's timeline view will navigate directly to it with the current grouping and filter already applied

Remember, people clicking the link must already have access!

Use these links in:

- Dashboard shortcuts and buttons
- Chat messages and emails
- Microsoft Teams "website" tab



3

# Tips for optimal use of timeline view

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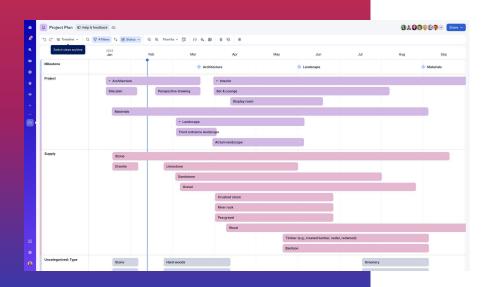




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## **Future of new views**

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#### **Timeline View**

# An all new way to see and communicate the overall plan

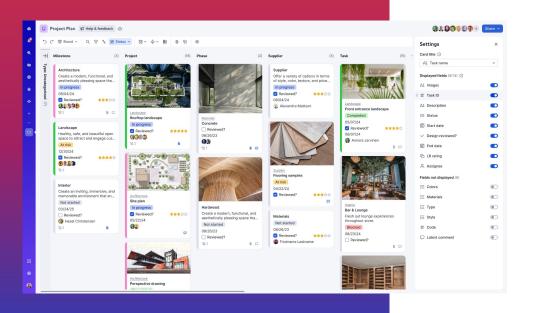
#### **Recent improvements:**

Use with single date sheets

#### Planned enhancements:

- Create new items directly in timeline
- Expand and collapse hierarchy
- Display additional details on bars
- Embedding in a dashboard





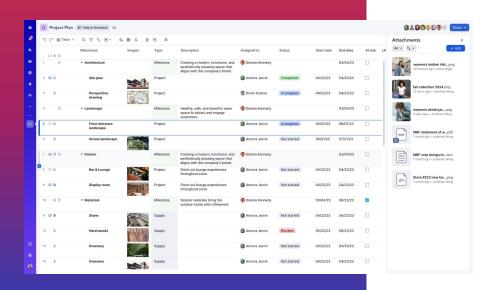
#### **Board View**

All-new more visual view to use for agile, kanban work management

#### **Planned enhancements:**

- Sorting within lanes
- Combined conversations, attachments and RDX panel
- New card coloring experience
- In-line editing





Available to EAP customers

## **Up next: Table view**

A new grid experience that scales from simple to complex

- Quick load times for large sheets
- Faster formula calculations
- Continuous save & real-time updates



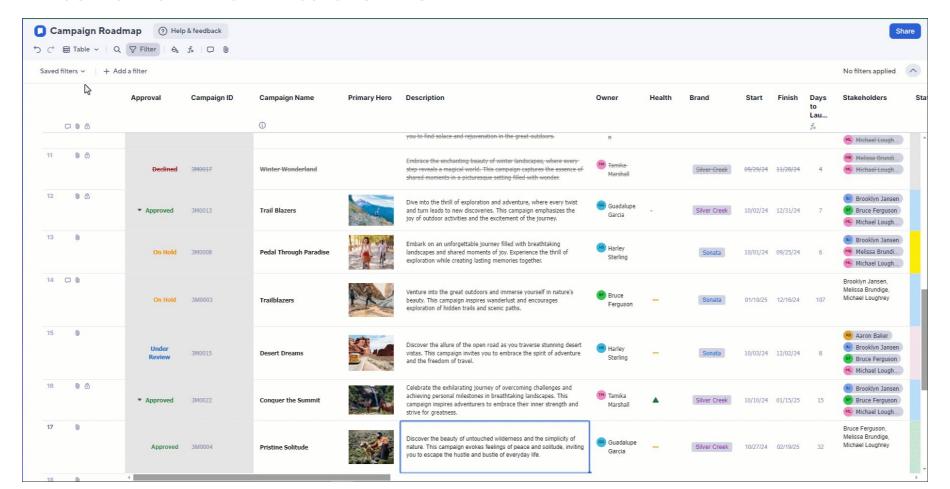
### Delete columns in table view

	mpaign Ro		Help & feedback     ⇔     fx □ □												Sh	hare
	₽ 0 6	iss →	Project Objectiv :	Target Audience	Client Background	Key Message	USP	Brand Attributes	Delivera ble #1	Delivera ble #2	Delivera ble #3	Delivera ble #4	Delivera ble #5	Initial Consultati on f <sub>×</sub>	Strategy Developm ent f <sub>x</sub>	D e
1	0	3	Increase brand awareness, drive website traffic, generate leads	Millennials aged 25-35, urban, tech- savvy	SaaS company, 5 years old, innovative productivity tools	Our tools help you work smarter, not harder	Al-powered features, intuitive design	Modern, efficient, user-friendly	Social media ads	Landing pages	Email nurture campaign s	Influence r collaborat ions	Retargeti ng ads	03/17/24	03/31/24	(
2	0		Increase brand awareness, drive website traffic, generate leads	Millennials aged 25-35, urban, tech- savvy	SaaS company, 5 years old, innovative productivity tools	Our tools help you work smarter, not harder	Al-powered features, intuitive design	Modern, efficient, user-friendly	Social media ads	Landing pages	Email nurture campaign s	Influence r collaborat ions	Retargeti ng ads	03/18/24	04/01/24	C
3	0		Increase brand awareness, drive website traffic, generate leads	Millennials aged 25-35, urban, tech-savvy	SaaS company, 5 years old, innovative productivity tools	Our tools help you work smarter, not harder	Al-powered features, intuitive design	Modern, efficient, user- friendly	Social media ads	Landing pages	Email nurture campaigns	Influencer collaborati ons	Retargetin g ads	03/15/24	03/29/24	0
4	0	5	Increase brand awareness, drive website traffic, generate leads	Millennials aged 25-35, urban, tech-savvy	SaaS company, 5 years old, innovative productivity tools	Our tools help you work smarter, not harder	AI-powered features, intuitive design	Modern, efficient, user-friendly	Social media ads	Landing pages	Email nurture campaigns	Influencer collaboratio ns	Retargetin g ads	04/25/24	05/09/24	(
5	0	ā	Increase brand awareness, drive website traffic, generate leads	Millennials aged 25-35, urban, tech-savvy	SaaS company, 5 years old, innovative productivity tools	Our tools help you work smarter, not harder	Al-powered features, intuitive design	Modern, efficient, user- friendly	Social media ads	Landing pages	Email nurture campaigns	Influencer collaborati ons	Retargetin g ads	01/02/25	01/16/25	(
6	0	š	Increase brand awareness, drive website traffic, generate leads	Millennials aged 25-35, urban, tech-savvy	SaaS company, 5 years old, innovative productivity tools	Our tools help you work smarter, not harder	Al-powered features, intuitive design	Modern, efficient, user- friendly	Social media ads	Landing pages	Email nurture campaigns	Influencer collaborati ons	Retargetin g ads	03/12/24	03/26/24	
7	0		Increase brand awareness, drive website traffic,	Millennials aged 25-35, urban, tech-savvy	SaaS company, 5 years old, innovative productivity tools	Our tools help you work smarter, not harder	Al-powered features, intuitive design	Modern, efficient, user- friendly	Social media ads	Landing pages	Email nurture campaigns	Influencer collaborati ons	Retargetin g ads	03/16/24	03/30/24	

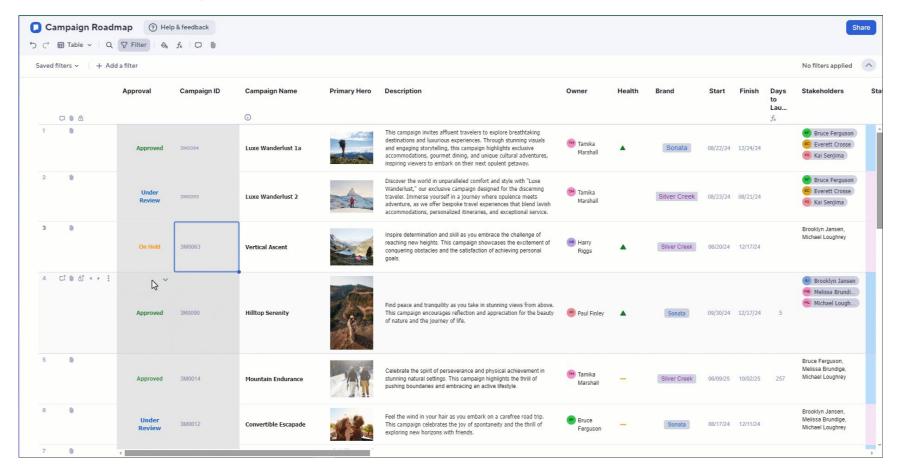
# **Indenting/outdenting rows**

₽ 0 6	Approval	Campaign ID	Campaign Name	Primary Hero	Description	Owner	Health	Brand	Start	Finish	Days to Lau	Stakeholders
9	Approved	ЗМ0094	Luxe Wanderlust 1a		This campaign invites affluent travelers to explore breathtaking destinations and luxurious experiences. Through stunning visuals and engaging storytelling, this campaign highlights exclusive accommodations, gourmed failing, and unique cultural adventures, inspiring viewers to embark on their next opulent getaway.	Tamika Marshall		Sonata	08/22/24	12/24/24		Bruce Ferguson E Everett Crosse  KS Kai Senjima
ਹ • ਰਿ •	Under Review	зм0093	Luxe Wanderlust 2		Discover the world in unparalleled comfort and style with "Luxe Wanderlust," our exclusive campaign designed for the discerning traveler. Immerse yourself in a journey where opulence meets adventure, as we offer bespoke travel experiences that blend daish accommodations, personalized itineraries, and exceptional service.	Tamika Marshall		Silver Creek	08/23/24	08/21/24		Bruce Ferguson  EC Everett Crosse  KS Kai Senjima
0	On Hold	3M0063	Vertical Ascent		Inspire determination and skill as you embrace the challenge of reaching new heights. This campaign showcases the excitement of conquering obstacles and the satisfaction of achieving personal goals.	Harry Riggs	•	Silver Creek	08/20/24	12/17/24		Brooklyn Jansen, Michael Loughrey
. 0	Approved	3M0090	Hilltop Serenity		Find peace and tranquility as you take in stunning views from above. This campaign encourages reflection and appreciation for the beauty of nature and the journey of life.	Paul Finley	•	Sonata	09/30/24	12/17/24	5	Brooklyn Jansen     Melissa Brundi     Michael Lough
0	Approved	3M0014	Mountain Endurance	TAR	Celebrate the spirit of perseverance and physical achievement in stunning natural settings. This campaign highlights the thrill of pushing boundaries and embracing an active lifestyle.	Tamika Marshall	-	Silver Creek	06/09/25	10/02/25	257	Bruce Ferguson, Melissa Brundige, Michael Loughrey
0	Under Review	3M0012	Convertible Escapade	42	Feel the wind in your hair as you embark on a carefree road trip. This campaign celebrates the joy of spontaneity and the thrill of exploring new horizons with friends.	Bruce Ferguson	_	Sonata	08/17/24	12/11/24		Brooklyn Jansen, Melissa Brundige, Michael Loughrey

#### Filter and find in table view



## **Direct linking to rows**



# **Learning Objectives**



Identify optimal uses for timeline view



Customize, use, and share timeline view



Be ready to use table view after release



# Next steps...

- Check out the SEA30 Intro Session: Supporting agile work, prioritization and content planning with board view
- Sign up for EAP to try table view and more

Visit the New Views Booth and the Community Booth

#### Take the survey

We'd love to hear your thoughts on the session.

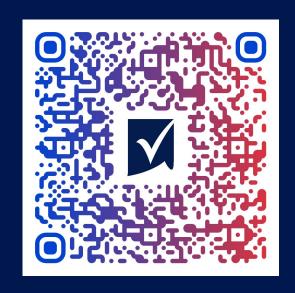
Open this session in the mobile app, click "Survey," and answer two questions — it's that easy!

Thank you.

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# Thank you!