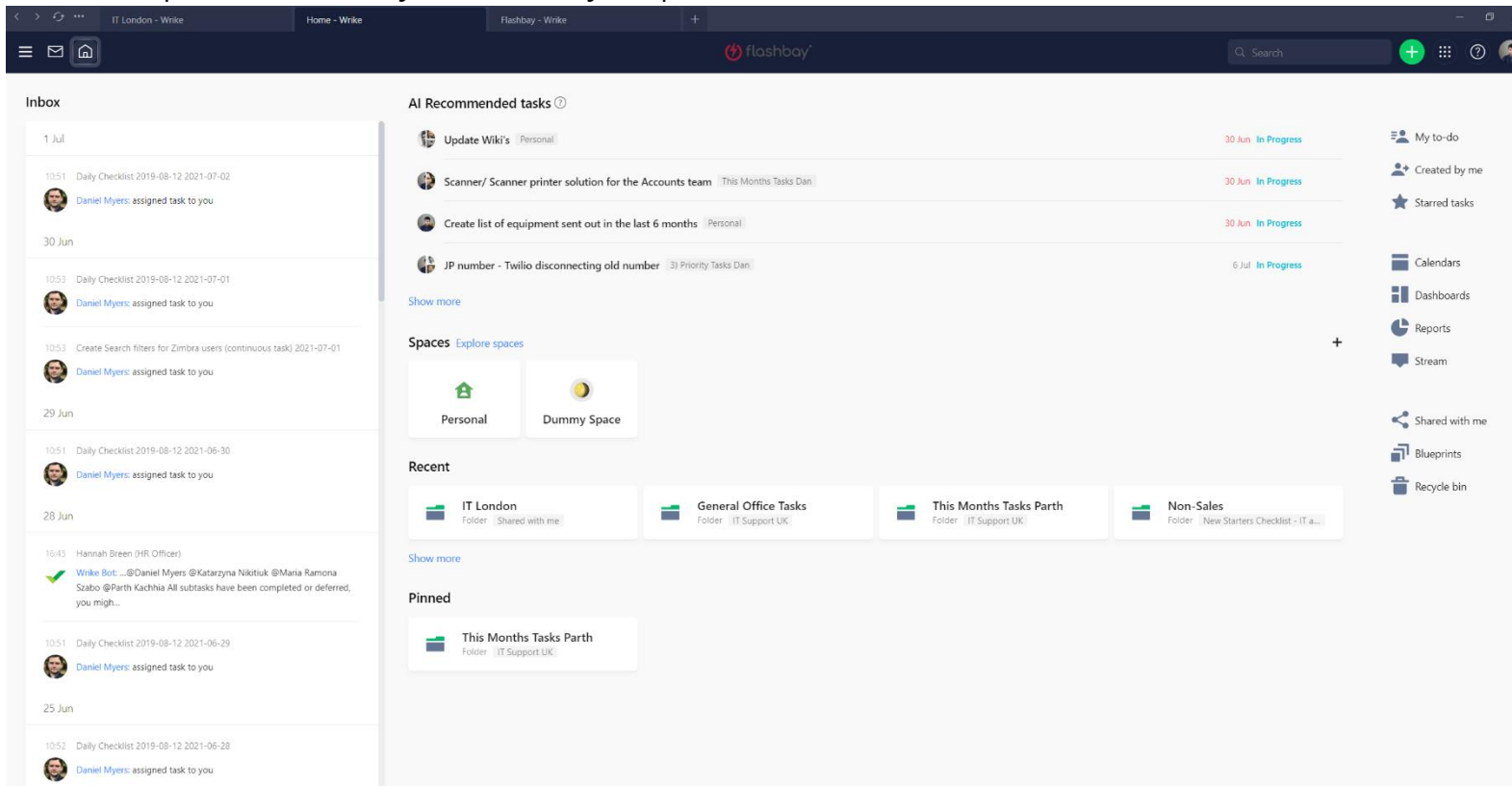


Introduction

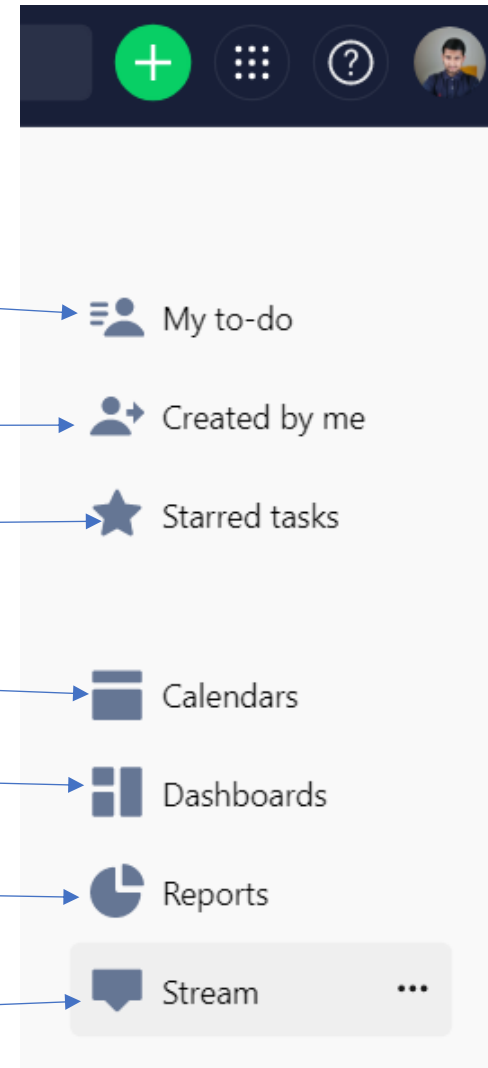
Wrike is a digital work management tool that lets users track and coordinate projects, combining a simple user experience and interface with enough depth for power users.

Wrike helps you organize and track your work, collaborate with others, and report on what's been done.

Below is a quick look at what you see when you open Wrike.



Side Bar



Your personal view. It primarily shows tasks assigned to you. Feel free to drag and drop tasks here without impacting due dates or any task details.

A quick overview of all tasks you have created personally.

Tasks that are starred can be accessed here.

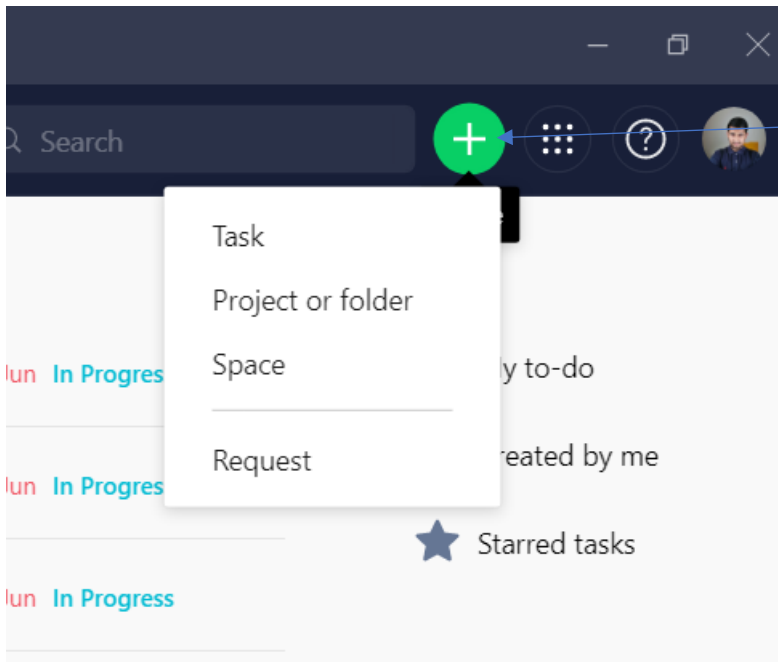
Helps you keep track of what needs to be worked on and when, stay in sync with your team, and visualize your project's schedule.

Generate real-time Reports on Tasks, projects & user activity.

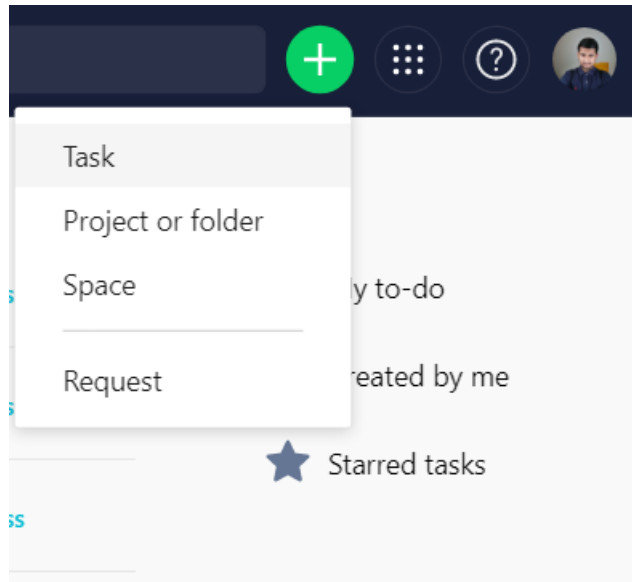
Live feed on all updates to work you're shared with in Wrike.

Creating a new task

In Wrike you can create tasks that will help you organise your workload. You will be able to assign tasks to colleagues who are involved in these tasks, set deadline & request updates.



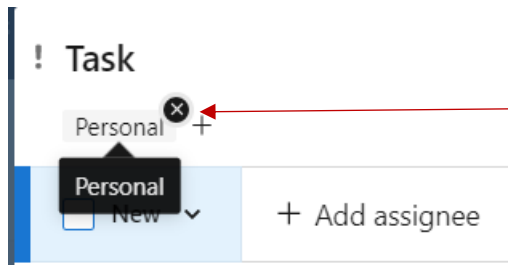
To begin creating a new task, press this button.



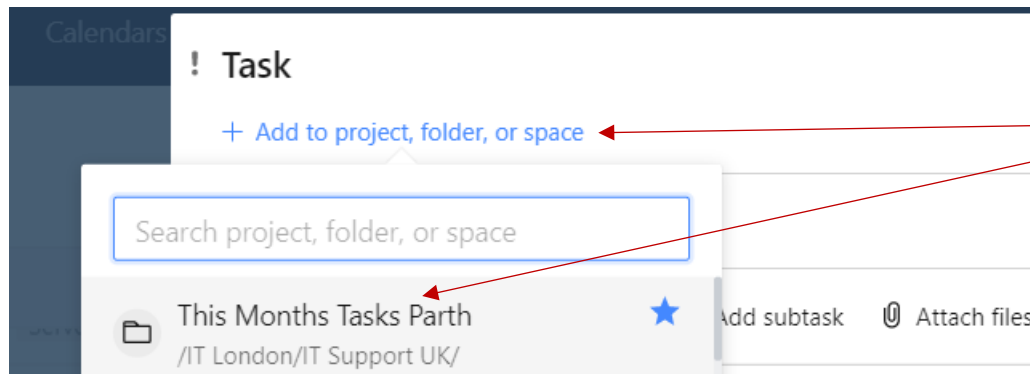
A dropdown menu will appear, click on the task option.

You will then need to enter the name of the task. This can be edited later if needed.

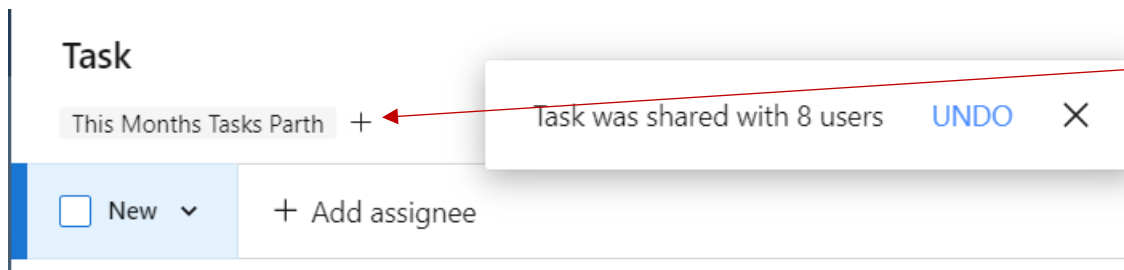




Once the task has been created, it is important to move the task out of your personal folder and into a folder relevant to the task. If you do not do this other users will not be able to find your task. To remove the task from personal, simply click on the "X" as shown.

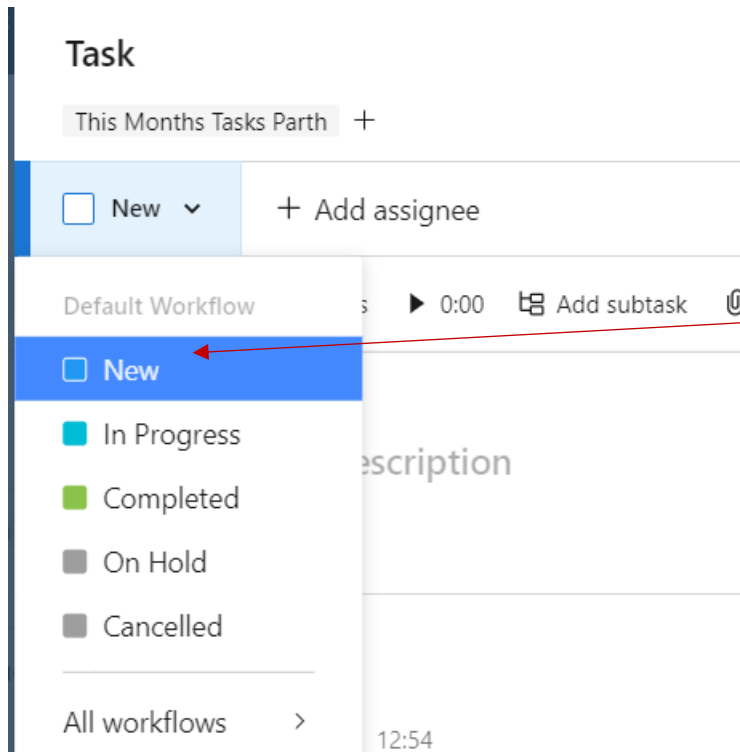


Once you have removed the folder from Personal you can click on "Add to Project, folder or Space" and assign to the relevant folder.



Now you will see the task has been assigned to a folder, you can add other folders by clicking here.

Task Status



Now that the task has been created and assigned to the correct folders, the status of the task needs to be set. The options are 'New', 'In Progress', 'Completed', 'On Hold' and 'Cancelled'

Assigning Users







Task

This Months Tasks Parth +

In Progress ▾ + Add assignee ←

Se

Click

-  Daniel Myers
daniel.m@flashbay.com
-  Erwin Emmanuel
erwin@flashbay.com
-  Parth Kachhia
parth@flashbay.com
-  Maria Ramona Szabo
m.szabo@flashbay.com
-  PB Petros Bellos
petros@flashbay.com
-  Robert Czikkel
r.czikkel@flashbay.com

Now we can assign the tasks to the people who will be working on them, this can be done by clicking here. Multiple people can be assigned to a single task.






Setting Deadlines

Task

This Months Tasks Parth +

In Progress ▾

 Parth K. +

 Set date  Approvals ▶ 0:00  Add subtask  Attach files  Add dependi

Start date	Due date	Duration
<input type="text" value="20/01/2021"/>	<input type="text" value="29/01/2021"/>	<input type="text" value="8d"/>

< January 2021 February 2021 >

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31							

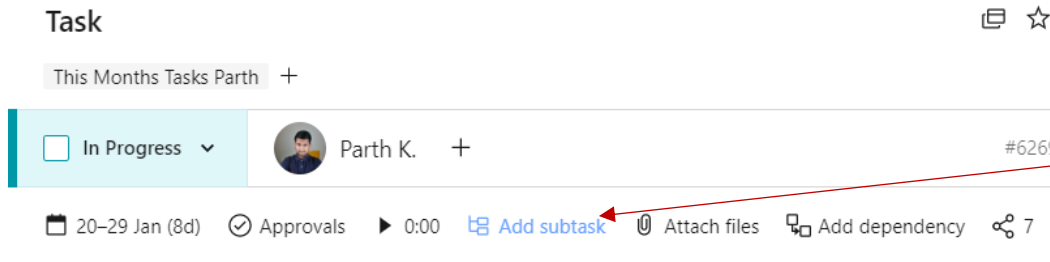
Save Cancel Clear dates

Working days only

Now that you have assigned the users who will be working on this task you can set a deadline.

This can be done by clicking on "Set date" and configuring the date via the "Start date" and "Due date" boxes or by clicking on the dates in the calendar below.

Adding Subtasks



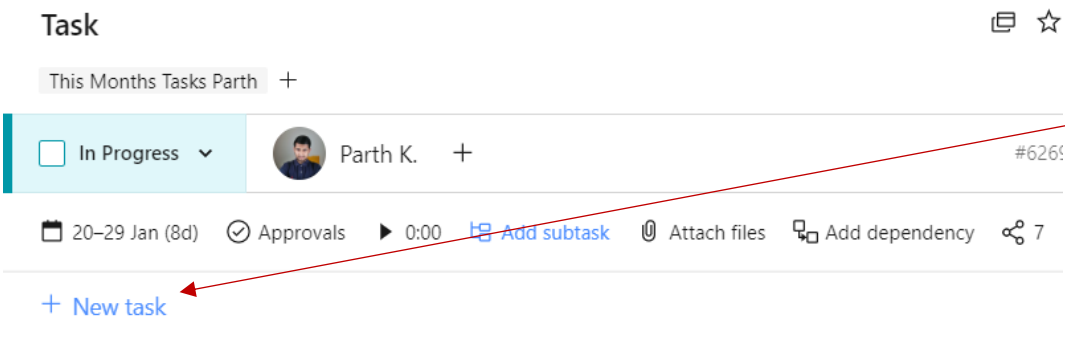
Task

This Months Tasks Parth +

In Progress ▾ Parth K. + #6265

20-29 Jan (8d) Approvals ▶ 0:00 [Add subtask](#) Attach files Add dependency 7

You can also add sub tasks, this helps when trying to break down a task/project into sections for better visibility.



Task

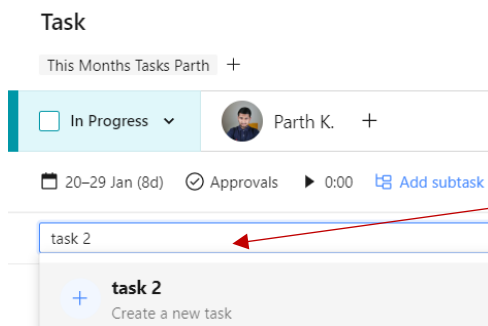
This Months Tasks Parth +

In Progress ▾ Parth K. + #6265

20-29 Jan (8d) Approvals ▶ 0:00 [Add subtask](#) Attach files Add dependency 7

[+ New task](#)

After clicking on 'Add subtask' you will need to click on "+ New task" to begin creating your subtask.



Task

This Months Tasks Parth +

In Progress ▾ Parth K. +

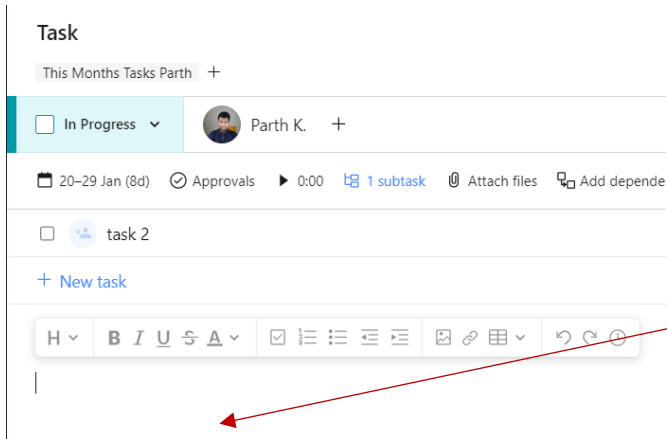
20-29 Jan (8d) Approvals ▶ 0:00 [Add subtask](#)

task 2

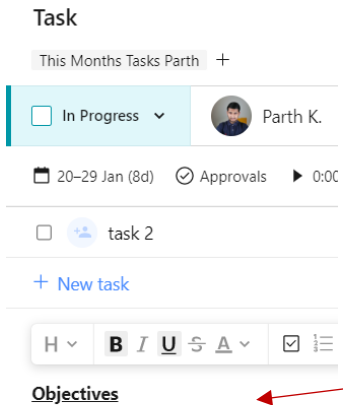
[+ task 2](#)
Create a new task

Type in the name of the task, then press enter. The subtask has now been created.

Adding Objectives/Descriptions



You can add objectives and create a check list from here, this will be visible to everyone the task has been shared with.



To add a description or a list of objectives simply click on the add description text and start typing.

Task

This Months Tasks Parth +

In Progress ▾



 20-29 Jan (8d)  Approvals  0:00

 task 2

+ New task

H ▾ **B** *I* U ~~S~~ **A** ▾ 

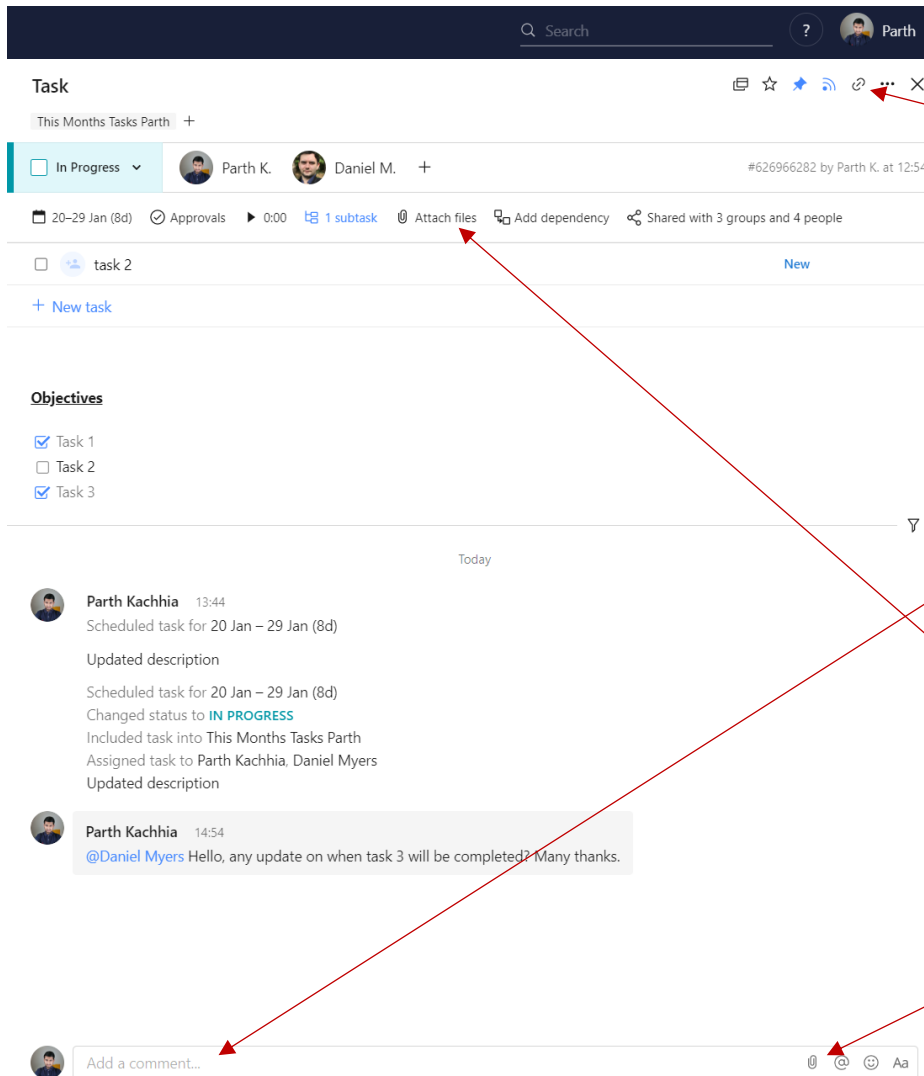
Objectives

- Task 1
- Task 2
- Task 3

You can also format the text to show as bullet points, numbers or check boxes.

Checkboxes are especially useful as it allows you and the other users on the task to check off objectives as they go.

Comments and updates



The screenshot shows a task management interface. At the top, there is a search bar and a user profile for 'Parth'. Below this, the task details are shown, including a status of 'In Progress', assigned users 'Parth K.' and 'Daniel M.', and a task ID '#626966282 by Parth K. at 12:54'. There are several icons for task management: a calendar icon for '20-29 Jan (8d)', a clock icon for 'Approvals', a play icon for '0:00', a subtask icon for '1 subtask', a file icon for 'Attach files', a dependency icon for 'Add dependency', and a share icon for 'Shared with 3 groups and 4 people'. Below the task details, there is a list of tasks: 'task 2' (marked as 'New') and a '+ New task' button. Underneath, there is an 'Objectives' section with a checklist: 'Task 1' (checked), 'Task 2' (unchecked), and 'Task 3' (checked). The main content area shows a timeline of updates. A red arrow points from a text box to the share icon at the top right. Another red arrow points from a text box to the 'Attach files' icon. A third red arrow points from a text box to the 'Add a comment...' input field at the bottom. A fourth red arrow points from a text box to the comment section, specifically to the '@Daniel Myers' mention in a comment.

You can click here to find the URL link to this task. This will allow you to share your task with other users.

You can add comments to the tasks here. Always ensure you @mention @Followers & any specific individuals that needs to see your comments.

You can add attachments to the task at the top of the task or you can add attachments to a specific comment in the comment section at the bottom.