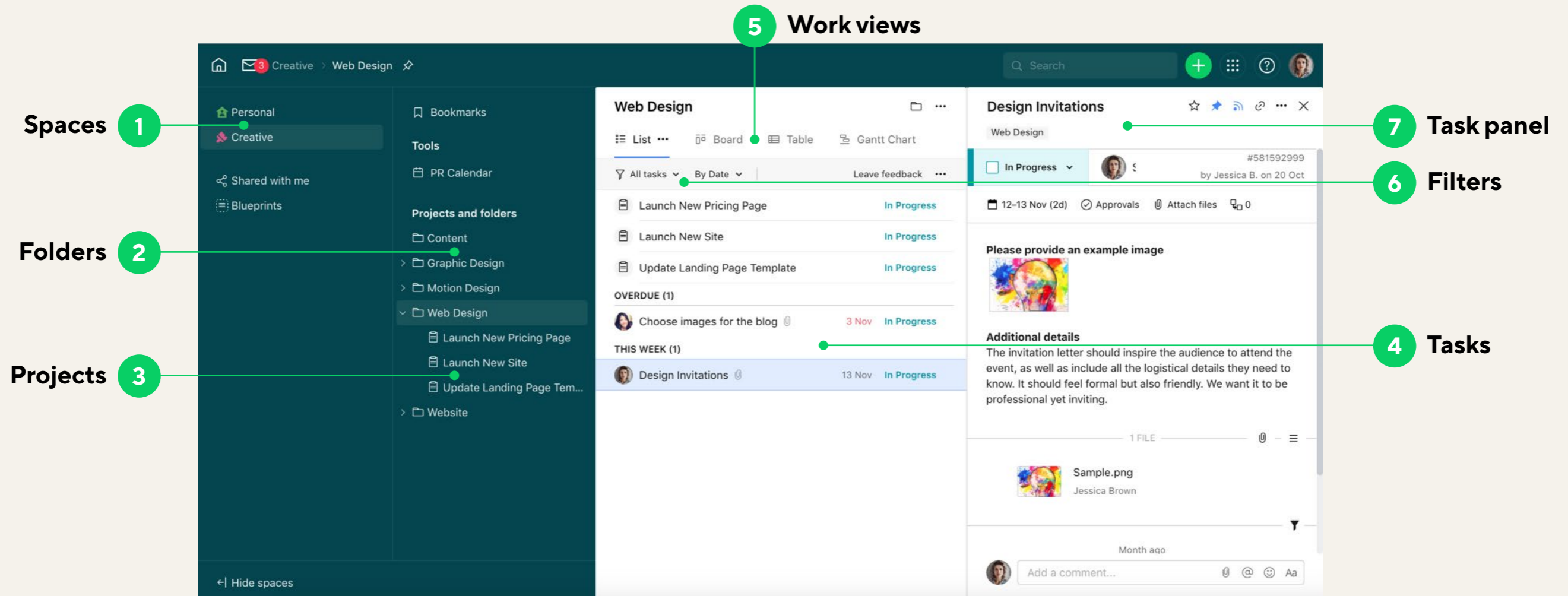


Guide for Collaborators

Workspace at a glance

- 1 **Spaces** are centralized repositories for all your team's work. They help organize the folders and projects your team uses.
- 2 **Folders** are used to organize the data stored in spaces. You can think of them as buckets to house projects and tasks.
- 3 **Projects** are initiatives containing related tasks dedicated to a single goal.
- 4 **Tasks** are the main actionable units in Wrike. They keep track of what needs to be completed.
- 5 **Work views** provide different ways to see the tasks in a folder, project, or space.
- 6 Use **filtering and sorting options** to slice and dice your tasks.
- 7 **Task panel** shows task details.



Task panel

Understand the work context

These task details help you understand what should be done, by whom and when. Keep in mind that your Collaborator license doesn't allow you to change them.

The screenshot shows a task panel for 'Design Invitations' with the following annotated elements:

- 1 Task title**: Points to the main title 'Design Invitations'.
- 2 Task tags**: Points to the 'Web Design' tag.
- 3 Task link**: Points to the share icon in the top right corner.
- 4 Task assignee**: Points to the assignee profile 'Sarah A.'.
- 5 Start and finish dates**: Points to the date range '12-13 Nov (2d)'.
- 6 Task description**: Points to the main body of text describing the task requirements.

The task panel includes a status bar with 'In Progress', a progress indicator, and various icons for approvals, attachments, and dependencies. Below the description is a section for 'Additional details' and a file upload area containing a file named 'Sample.png'.

Task panel

Report work progress

If needed, you can change these task details to report on your progress.

- 1 Change **task status** to show work progress.
- 2 Add **approvals** to tasks or approve tasks if you're assigned as an approver (available for Business and above subscriptions).
- 3 Add and download **attachments**.
- 4 **Comment** on tasks and @mention your teammates to loop them in to discussions.

The screenshot shows a task panel for 'Design Invitations' in Wrike. The task is assigned to Sarah A. and is currently in the 'In Progress' status. The task details include a due date of 12-13 Nov (2d), an 'Approvals' section, and options to 'Attach files' and 'No dependencies'. The task description is 'Please provide an example image' with a corresponding image attachment. Below the description, there is an 'Additional details' section. The task has one file attachment, 'Sample.png', uploaded on 20 Oct by Jessica Brown. A comment from Jessica Brown, dated 20 Oct, says '@Sarah Alvarez Let me know if you need more time to complete this task.' The comment input field is visible at the bottom.

1 Task status

2 Approvals

3 Attachments

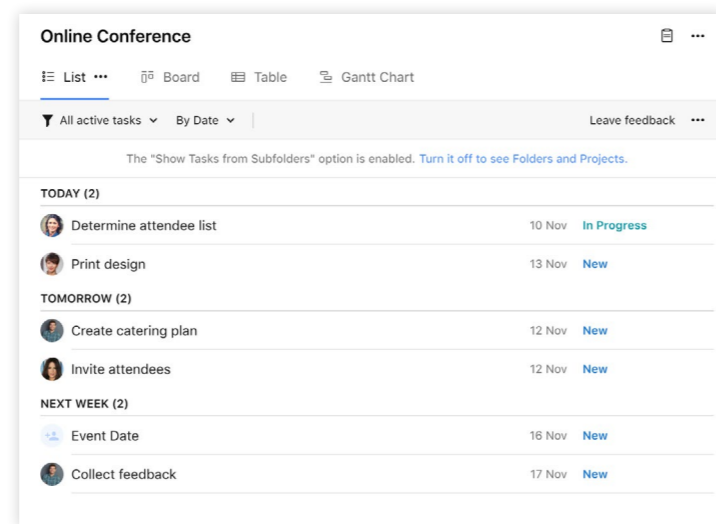
4 Comments

Toggle views

to get a better perspective on your work

List view

Quickly access each task's details.



Board view

Track tasks as they progress through workflow stages.

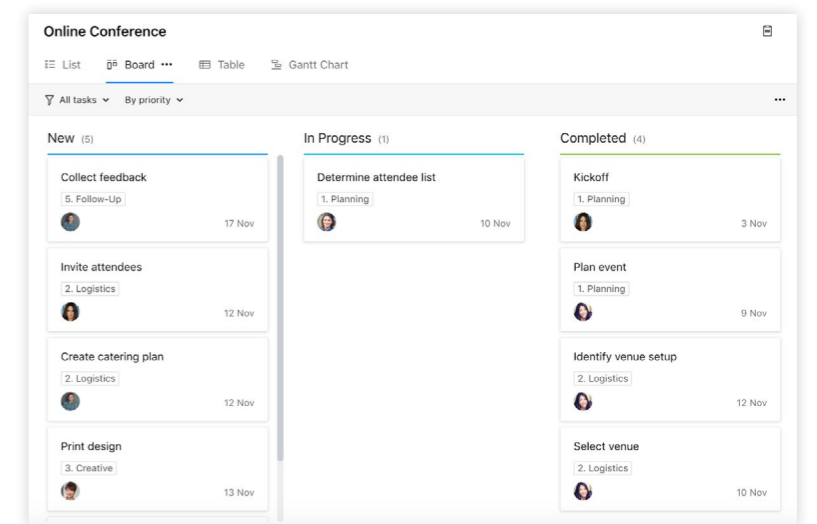


Table view

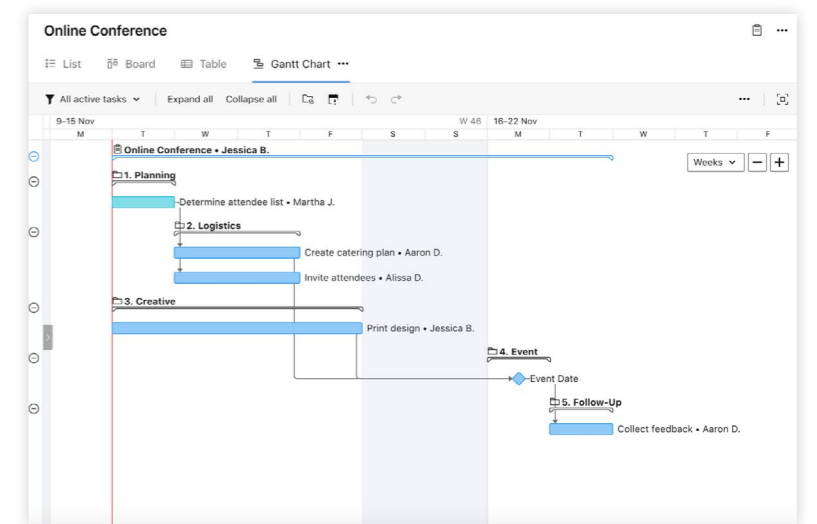
It's a great view for seeing many task details at once.

The screenshot shows a table view of tasks for an 'Online Conference' project. The table has columns for Title, Assignee, Status, Start date, and Due date.

ID	Title	Assignee	Status	Start date	Due date
1	Online Conference	Jessica Brown	New		
2	1. Planning				
3	Determine attendee list	Martha Jenniston	In Progress	10/11/2020	10/11/2020
4	2. Logistics				
5	Invite attendees	Alissa Dizzone	New	11/11/2020	12/11/2020
6	Create catering plan	Aaron Davids	New	11/11/2020	12/11/2020
7	3. Creative				
8	Print design	Jessica Brown	New	10/11/2020	13/11/2020
9	4. Event				
10	Event Date	Jessica Brown	New		16/11/2020
11	5. Follow-Up				
12	Collect feedback	Aaron Davids	New	17/11/2020	17/11/2020

Gantt Chart view

Get a bird's-eye picture of the project plan with all its dependencies and milestones.



Homepage

Your work at your fingertips

- 1** **Inbox** shows new assignments and @ mentions.
- 2** **My to-do** aggregates all the tasks assigned to you or that require your attention.
- 3** **Shared with me** stores all work that

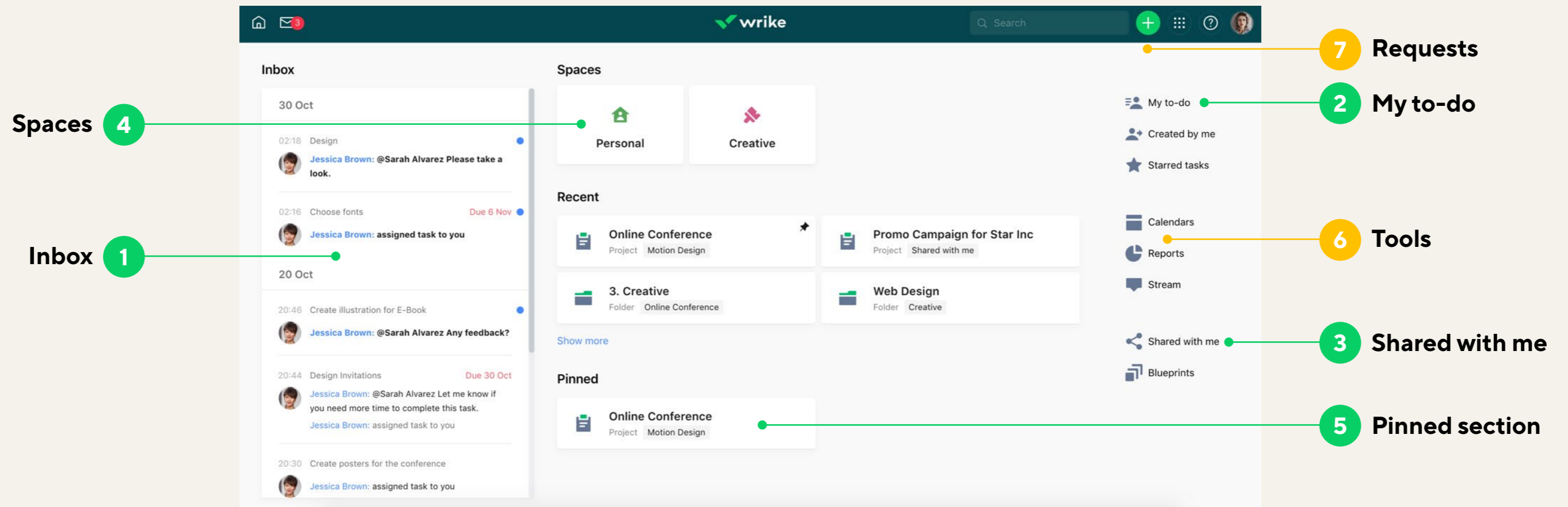
has been shared with you but doesn't belong to any space.

- 4** **Spaces** section includes all spaces you're a member of.
- 5** **Pinned** section shows all folders and projects that you've pinned so you

can access them quickly.

Business and above subscriptions:

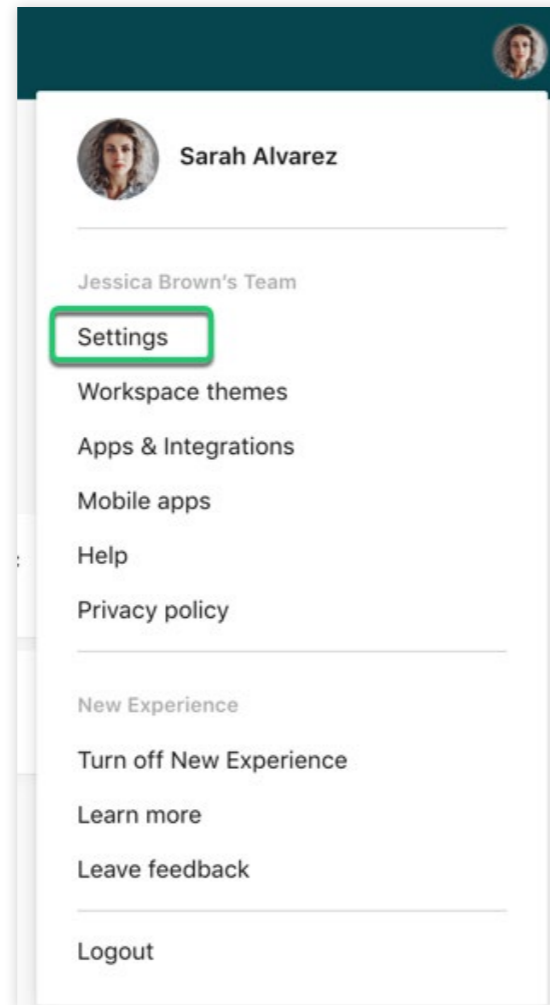
- 6** **Access tools** (Calendars and Reports) that have been shared with you
- 7** Click + to **submit requests** if they're created in your account.



Settings


Customize your experience

Click your avatar in the top right corner to access your **settings**.



Fill out your **profile**.

Profile Details

 Sarah Alvarez

First name: Last name:

Company: Job title:

Country of residence: Location:

Department: Phone:

Adjust your **email notifications** settings to get only the updates that you need.

Task, Project, and Folder Updates

To help you stay up-to-date with work, we [notify you via email](#) of changes made to tasks you follow.

Notify me by email when:

- Someone @mentions me
- Someone assigns me a task
- Folder or task I follow is shared with someone new
- Report is shared with me or delivered on schedule

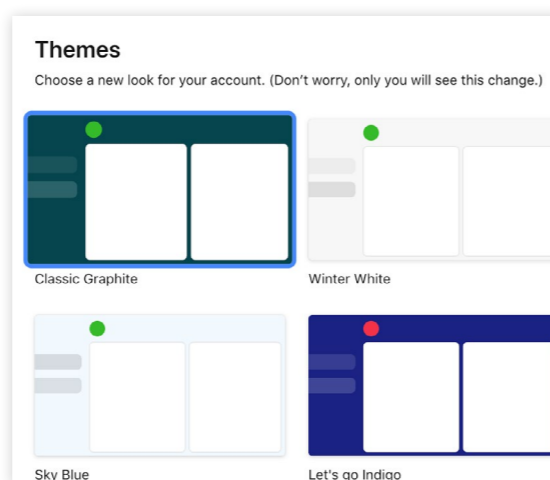
For tasks assigned to me or created by me:

- Date, Assignee, or Status is changed
- Task description changes, or files are added
- Someone comments without @mentioning me or my group
- Task is added or removed from a Project or Folder

For other tasks I follow:

- Date, Assignee, or Status is changed
- Task description changes, or files are added
- Someone comments without @mentioning me or my group
- Task is added or removed from a Project or Folder

Choose the **workspace theme** that you like the most.



Collaborator rights

Collaborators can:

- Change task statuses.
- Attach and download files.
- Comment on tasks and @mention teammates in comments.

On Business and above subscriptions:

- Submit requests if they're created in the account.
- Approve tasks.
- Submit tasks for approval.
- Access reports and calendars shared with them.

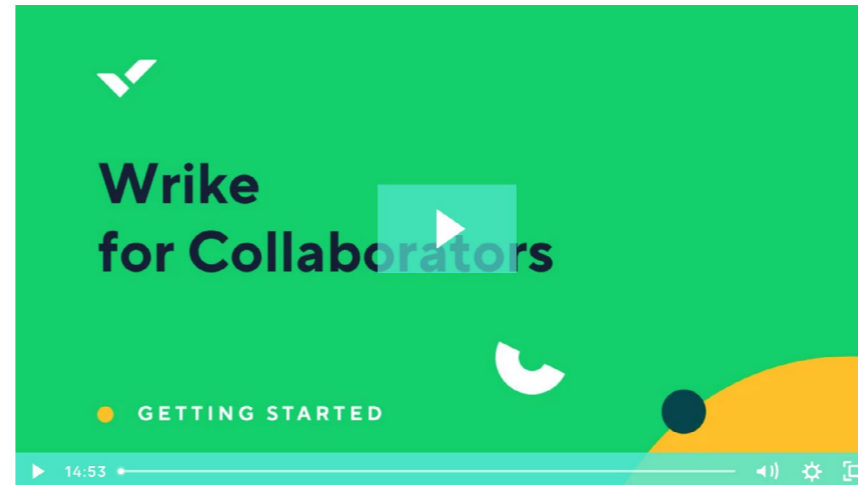
Collaborators can't:

- Create tasks, projects, folders, and spaces.
- Schedule and assign tasks and projects.
- Change task titles and descriptions.
- Share any work items.
- Access dashboards.
- Track time.

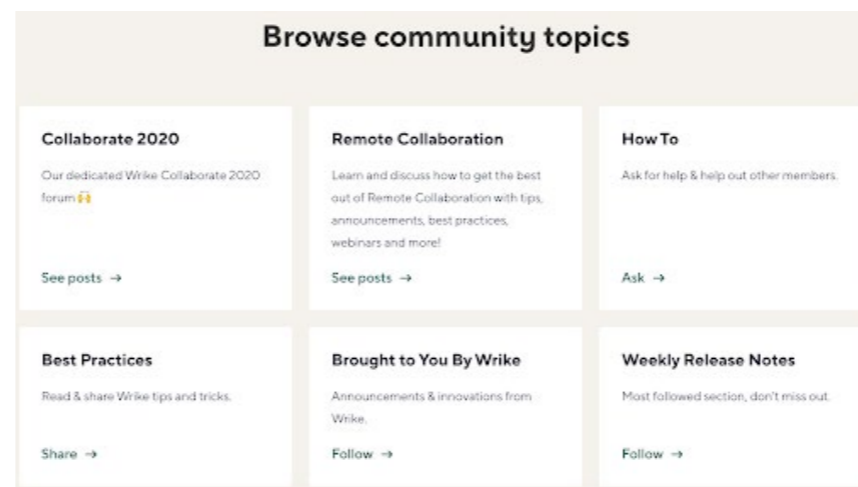
If you need access to more features, contact your account administrator.

Learn more about Wrike

[Watch our tutorial video](#)



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[Visit the Help Center](#)

