



Timeline Snapshot

The Timeline View (Gantt Chart) is available to all users on all [paid](#) accounts.

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Overview

Timeline Snapshots create a record of the Folder or Project's current timeline. When you create a Snapshot, a link is generated and saved in Wrike. Share the link to a Timeline Snapshot to allow others to view a project's current timeline.

Snapshots show the Folder or Project's:

- Subtasks and tasks (only those with scheduled dates appear on the timeline). The Snapshot automatically includes the tasks' titles, statuses, scheduled dates, and dependencies, and you have the option of including task assignees on the Snapshot as well.
- Any Subfolders or Subprojects which the Folder or Project has. Subfolders and Subprojects only appear on the timeline if they have tasks with scheduled dates.

From a Snapshot you will be able to:

- Expand and collapse Folders and Projects.
- Scroll through the timeline to see past and future tasks with scheduled dates.

Please note, you cannot click on a task and access the Task View from a Timeline Snapshot.

Important Information

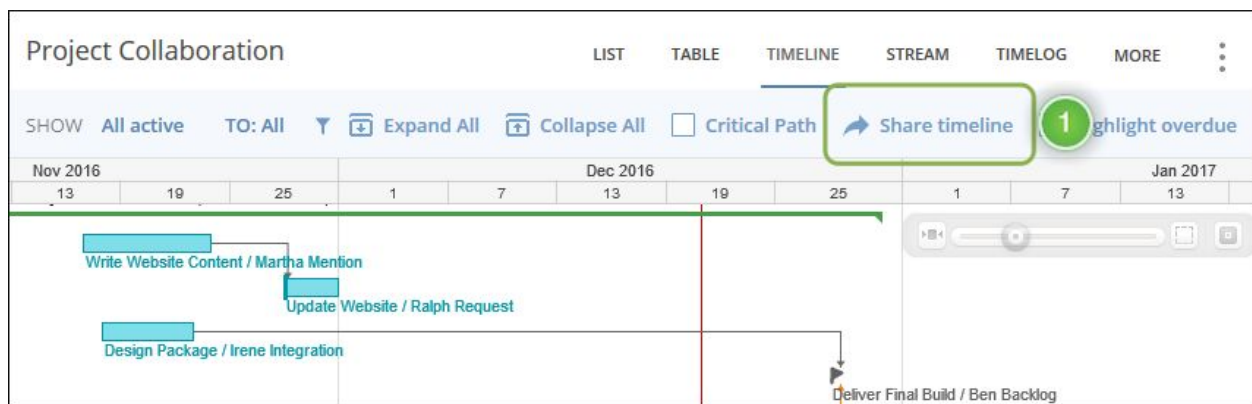
- If you have the link to a Timeline Snapshot, then you are able to see the Snapshot, even if the Folder or Project is not shared with you.
- Anyone with a link to a Timeline Snapshot, even if they aren't Wrike users, can use the link to view the associated Snapshot.
- Snapshots do not update as changes are made to a timeline in Wrike.
- The [Activity Streams](#) on Folder and Project info panels document when a user creates a Timeline Snapshot.

- Only subtasks and tasks with scheduled dates, and which match applied [filters](#), appear on Timeline Snapshots.
- Collaborators cannot create Snapshots.

Create a Timeline Snapshot

1. Select a Folder or Project from the left-hand Navigation panel in the Workspace.
2. Switch to the Timeline View.
3. Click the “Share timeline” icon **1** located in the upper right-hand corner of the Timeline View.
4. Select “Create new snapshot” from the dropdown.
5. From the pop-up which appears: rename the Snapshot and choose whether to show or hide assignee data.
6. Click “Share”.

A link is generated which you can use to view your Snapshot. Share the link with others to allow them to view the Snapshot.



View Past Timeline Snapshots

1. Select a Folder or Project from the left-hand Navigation panel in the Workspace.
2. Switch to the Timeline View.
3. Click the “Share timeline” icon located in the upper right-hand corner of the workspace.
4. You will see a list with the titles of that Folder or Project's previous Snapshots. If no Snapshots have been created, then you will only see the option to create a new Snapshot.
5. Select a Snapshot from the dropdown list to open a pop-up window with the link to that Snapshot.

Please note, you can also view past Snapshots from the activity streams on a Folder or Project's info panel. Links to Snapshots are located to the right of activity stream records which indicate that a Snapshot was created.

Delete a Timeline Snapshot

1. Select a Folder or Project from the left-hand Navigation panel in the Workspace.
2. Switch to the Timeline View.
3. Click the "Share timeline" icon located in the upper right-hand corner of the Timeline View.
4. You will see a list with the titles of that Folder or Project's previous Snapshots. If no Snapshots have been taken, then you will only see the option to create a new Snapshot.
5. Select a Snapshot from the dropdown list.
6. Click the trash can icon in the lower right-hand corner of the pop-up which appears.

You will no longer be able to generate a link to the deleted Snapshot and anyone with the link will no longer be able to use it to view the Snapshot.