

Step 1: Settling In

Wrike Overview

Wrike is an online work collaboration solution that helps teams achieve better work results faster.

With Wrike you can manage your work more efficiently:

- Focus on the most important work.
- Get a single hub for your work, including tasks, files, and discussions.
- Spend less time on emails and meetings.

https://fast.wistia.com/embed/iframe/e4um3xp15v?modestbranding=1&autohide=1&showinfo=0&con-trols=0

My Home page in Wrike

The Home page in Wrike is the first thing you'll see when logging into your account, and is the best starting place for navigating your workspace. You can return to your Home page any time by clicking the home icon in the top left of your workspace.



Your Home page contains:

- An inbox widget 1 so you can quickly view and react to your notifications.
- A quick navigation section 2 containing your spaces, pinned items, and folders or projects you viewed recently.
- A right-hand navigation bar 3 which includes access to tools such as Calendars and Dashboards, as well as access to My to-do and Created by me, Shared with me, blueprints and the Recycle bin.

The Home page can be customized to your liking by rearranging, re-ordering, re-resizing, and hiding a number of elements.

Navigating Wrike

Many of Wrike's navigational features have been recently updated, and we're going to cover the features of Wrike's new navigation. If you're not sure if you're using the new or old navigation check out the main FAQ here.

The top navigation bar



Analytics		► 1:00 ~ 🔍 Search 🕂 🖽 🕐 👰
 Projects and folders 1. All Projects 	+	Analytics Public 2 members
 2. Departments 3. Company 		E List ··· □□ Board ■ Table B Gantt Chart +
> 🗅 4. Clients		🝸 All active tasks 👻 By Priority 👻 🛛 🗄 Leave feedback 🚥
> 🗅 5.Archive > 🗅 Marketing		+ New task
		1. All Projects
		2. Departments
		3. Company
		4. Clients
		5.Archive
		D Marketing

The options available in this bar persist in almost any view of your Wrike workspace, the exception being from inside your settings menu. This bar contains:

- The **Hamburger** icon, 1 which opens a navigation bar which can take you to any of your spaces (and the tools, folders, and projects in those spaces), as well as Shared with me, Blueprints, and your Recycle bin.
- **Inbox** 2 and **My Home** 3 icons on the left hand side. Click these at any time to go to your Home page or Inbox.
- A **Search** bar 4, use this to quickly access your work.
- A green + button 5 for creating new items. Click this to choose between creating a new task, folder, or project, and item from a blueprint, or a request.
- A **Launchpad** button 6, which gives you access to tools such as Calendars and Dashboards, as well as access to My to-do and Created by me, Shared with me, blueprints, and the Recycle bin.
- A circled ? icon 7 for accessing Wrike Assistant.
- Your profile picture 8, clicking which gives you access to various settings and options.

The left-hand navigation bar



😑 🖂 🔂 > Analytics		🛨 🏼 🕐 🦚
Dependence Bookmarks	Analytics Public 2 members Add bookmark	缘 ① …
 Roadmap Time Spent This Month 	Ist Image: Boold Image: Bo	Leave feedback 🚥
Projects and folders + □ 1. All Projects - □ 2. Departments - □ 3. Company - □ 4. Clients - □ 5.Archive - □ Marketing -	 New task 1. All Projects 2. Departments 3. Company 4. Clients 5.Archive 	
	Marketing	

Available from inside spaces, the options here help you navigate a space and find your work inside of it. This bar contains:

- A **Tools** section 1 containing any tools (Calendars, Dashboards, etc) which have been added to the space. Space admins can also add tools from here.
- **Projects and folders** 2 accessible in that space. Items here can be expanded to display their subfolders and subprojects, pinned, or right-clicked for various options.
- A Bookmarks button 3 (if bookmarks are being used in that space).

What you see in Wrike

Different users are able to view and access different things in the same Wrike account at different times. This can be for a number of reasons.

License type

Each Wrike user is assigned their own license type, admin, regular user, external user, or collaborator. License types affect what actions users can take in their account, and what is accessible to them.

Sharing

Once items (spaces, folders, projects, or tasks) are created in Wrike, they must be shared with you in order for them to appear in your account. If something isn't shared with you, you can't access it. Once something is shared with you, it appears in your workspace, and you can then view and search for it.

Views and filters

Wrike has a number of views that influence the way you see tasks, folders, and projects. These are changeable and can be <u>configured</u> to suit you. In addition, you can apply any set of filters while you are working to influence the items you see.

What's Next?

• Step 2: Learn the Fundamentals