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.
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.
Task panel
Report work 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.

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**Design Invitations**
Web Design

- **In Progress**
- Sarah A.

- 12–13 Nov (2d)
- Approvals
- Attach files
- No dependencies

Please provide an example image

**Additional details**
The invitation letter should inspire the audience to attend the event, as well as include all the logistical details they need to know. It should feel formal but also friendly. We want it to be professional yet inviting.

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**Sample.png**
20 Oct  Jessica Brown

**Month ago**

**Jessica Brown**  20 Oct

@Sarah Alvarez Let me know if you need more time to complete this task.

**Add a comment...**
**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.

**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**.

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

Fill out your **profile**.

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

Join Wrike Community

Visit the Help Center