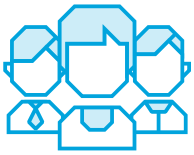
Level Up Your Workspace

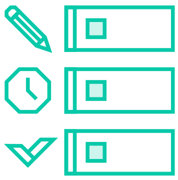
User Groups



• Quickly share information with groups of people, instead of one person at a time, and don't miss anyone.

• @mention User Groups for FYIs, visibility, and to quickly share tasks or Folders.
• Use the My Team group to mention all Regular Users in your account and quickly share items across your entire workspace.

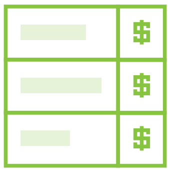
Custom Workflow



• Structure different workflows for all the work you carry out in Wrike by creating a Custom Workflow for unique lifecycles.

• Use statuses in a Kanban workflow to simplify your work using Dashboards, the Board View or set up a Report to sort your tasks by these new Custom Statuses.

Custom Fields



• Track unique data points on a task, Folder, or Project by adding the necessary type of Custom Field.

• Filter, Report, and differentiate your tasks by custom values.
• Add an additional level of visibility to sensitive and confidential data.

Project Templates

• Duplicate your existing repeatable Project as a template and next time you need to run a new project, simply duplicate the template instead of creating a Project from scratch.

• Use mass-editing options to change multiple tasks' properties at once.
• Put your templates and Request forms to work together by triggering a new Project from a template with a form submission.

Request Forms

• Automate the intake of new work with Request forms.
• Enable your customers and clients to send their requests right into your Wrike account, even without being invited into it, by setting up external access.

• Make your forms even more flexible with conditional, dynamic capabilities.

Reports

• Get an overview or your data in real-time with Reports.
• Share information with others involved.

• Set up reminders about your Reports to review them in time.
• Utilize pre-configured Report templates which cover some of the most popular use cases.

Last update: August, 2017
Wrike, Inc.