



A Quick Guide to Wrike

The task list shows you an overview of tasks employees are working on

Navigate folders that may be used as projects, clients, offices etc.

See applied filters

Switch between Task list, Activity Stream, Time reports, Gantt chart, Timeline view and Table view.

Access filters

Hide/show tasks from subfolders

Sort tasks by date, priority, importance, status, or title

Click task to view task details

Advanced filters help you create custom reports

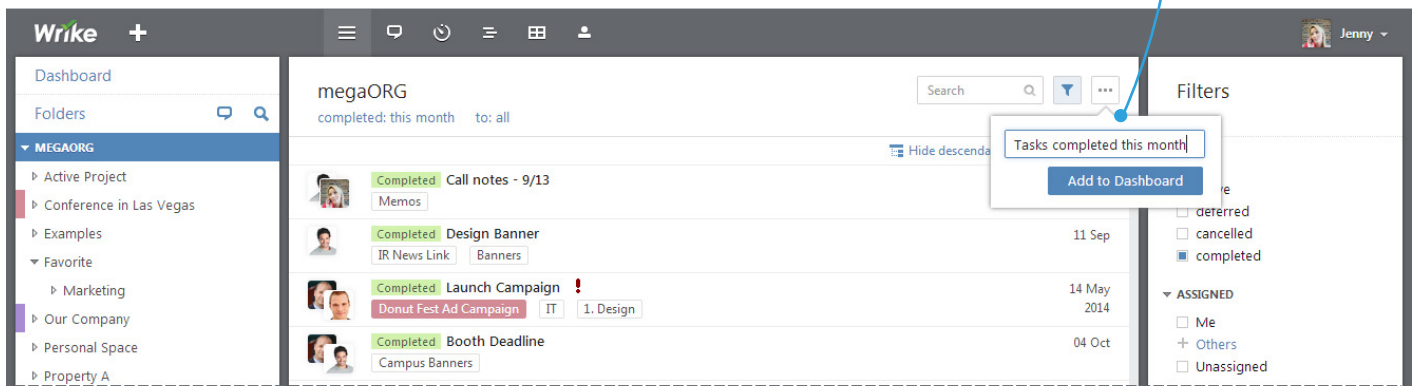
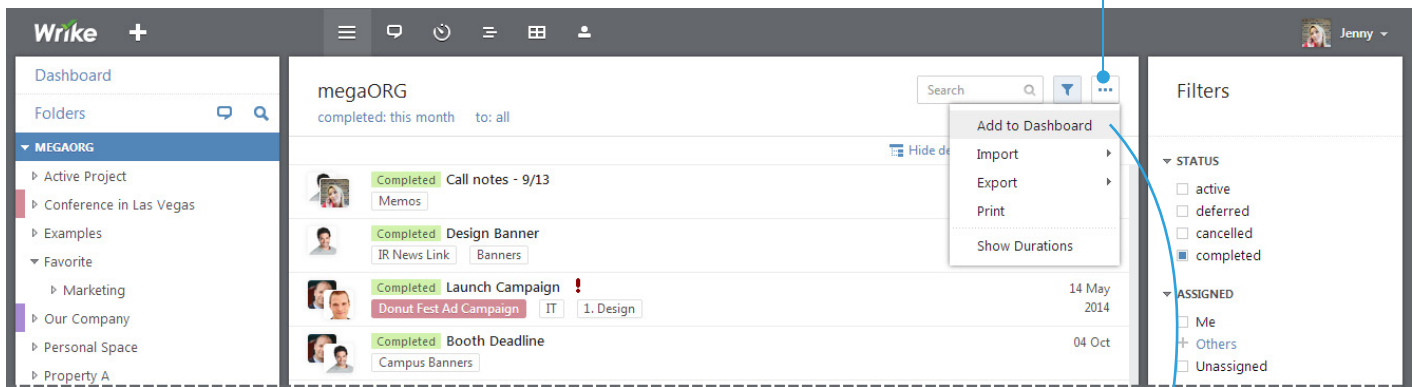
The screenshot shows the Wrike dashboard interface with several annotations:

- Applied filters:** Points to the filter icon in the top right of the task list.
- Check this box to filter tasks completed this month:** Points to the 'completed on' checkbox in the 'Advanced filters' section.
- When your report is ready, export it to Excel or print it:** Points to the 'Export' option in the dropdown menu.
- Filter tasks by different criteria:** Points to the 'Filters' sidebar on the right.
- Total number of tasks in the list:** Points to the 'Total: 7 tasks' status at the bottom of the task list.

The dashboard displays a list of tasks for 'megaORG' with columns for status, task name, and due date. The 'Filters' sidebar on the right includes sections for STATUS, ASSIGNED, TASKS TO DO, and COMPLETED ON, each with checkboxes for various criteria.

Advanced filters help you create custom reports

Add these filter criteria as a separate widget on the dashboard for further reference



The Dashboard gives you quick access to the most important reports

Customize the content of your dashboard

Save your reports as custom widgets on the dashboard

Access the detailed view of the report

Track project progress in real time

Leave a message to all employees

Comment on tasks

The screenshot displays the Wrike dashboard interface with several key sections and annotations:

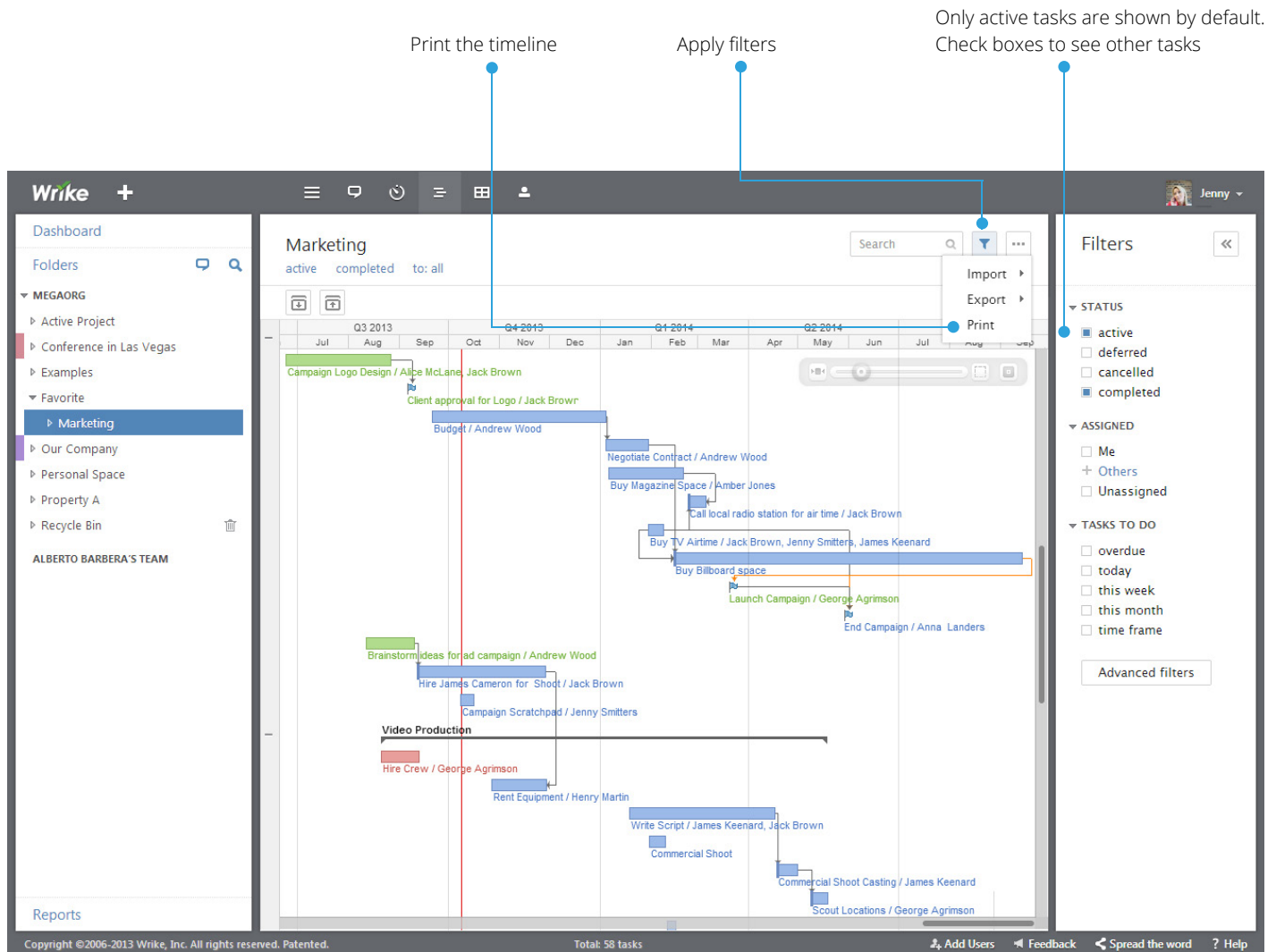
- Dashboard Header:** Includes the Wrike logo, a plus sign for customization, and a user profile for Jenny.
- Left Sidebar:** Contains a 'Folders' section with a search icon and a list of folders including 'MEGAORG', 'Active Project', 'Conference in Las Vegas', 'Examples', 'Favorite', 'Marketing', 'Our Company', 'Personal Space', 'Property A', and 'Recycle Bin'. Below this is the 'ALBERTO BARBERA'S TEAM' section.
- Main Content Area:**
 - Tasks completed this month:** A list of tasks including 'Call notes - 9/13 / Memos', 'Design Banner / IR News Link, Banners', 'Launch Campaign / Donut Fest Ad Campaign, IT, 1. Design', 'Booth Deadline / Campus Banners', and 'Draft agreement with Jane Smith / Pending Approval'.
 - Top priority:** A list of tasks including 'Copy Review / Social Media', 'Campaign Scratchpad / Donut Fest Ad Campaign', and 'volunteers / Christmas 10K'.
 - This week for me:** A list of tasks including 'Campaign Scratchpad / Donut Fest Ad Campaign', 'Copy Review / Social Media', and 'volunteers / Christmas 10K'.
 - Favorite tasks:** A list of tasks including 'Review and Baseline Build / Integration Build', 'we need to improve our logo / web site, Website, Marketing', 'Lori Britton / CRM, 2 Appointment, More than \$10 000', 'prepare a banner mock-up / Advertising', and 'Print the new leaflets / \$Product Backlog'.
- Activity stream:** A section for sharing thoughts and ideas with all users in your account. It includes a post from Jack about updating a description and a post from Jenny about rescheduling tasks.

Annotations with blue lines point to various features: 'Customize the content of your dashboard' points to the plus sign; 'Save your reports as custom widgets on the dashboard' points to the 'Tasks completed this month' widget; 'Access the detailed view of the report' points to the 'Call notes - 9/13 / Memos' task; 'Track project progress in real time' points to the 'Copy Review / Social Media' task; 'Leave a message to all employees' points to the 'Activity stream' section; and 'Comment on tasks' points to the comment icon on the 'Copy Review / Social Media' task.

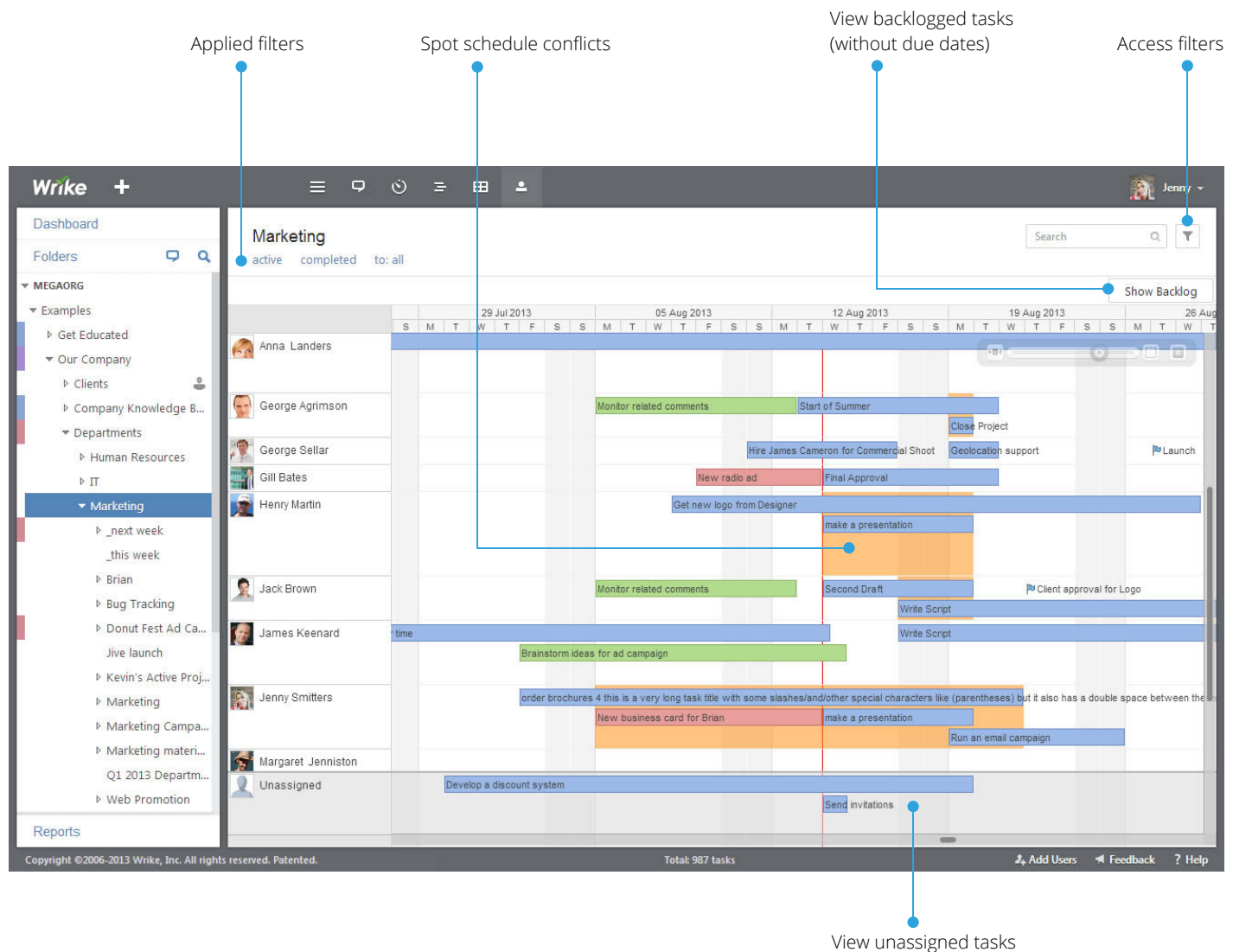
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Add Users Feedback Spread the word Help

Dynamic Gantt chart diagrams your project plans



Workload view enables you to overview employees' schedules



Customized time reports help you keep track of every minute spent on tasks

Filter by folder/project

Drag and drop a column's title to reposition it

View time reports

Access drop-down menu

Select columns for time report

Access filters

Export or print time report

Click to open time report for this folder/project

See full report for this task

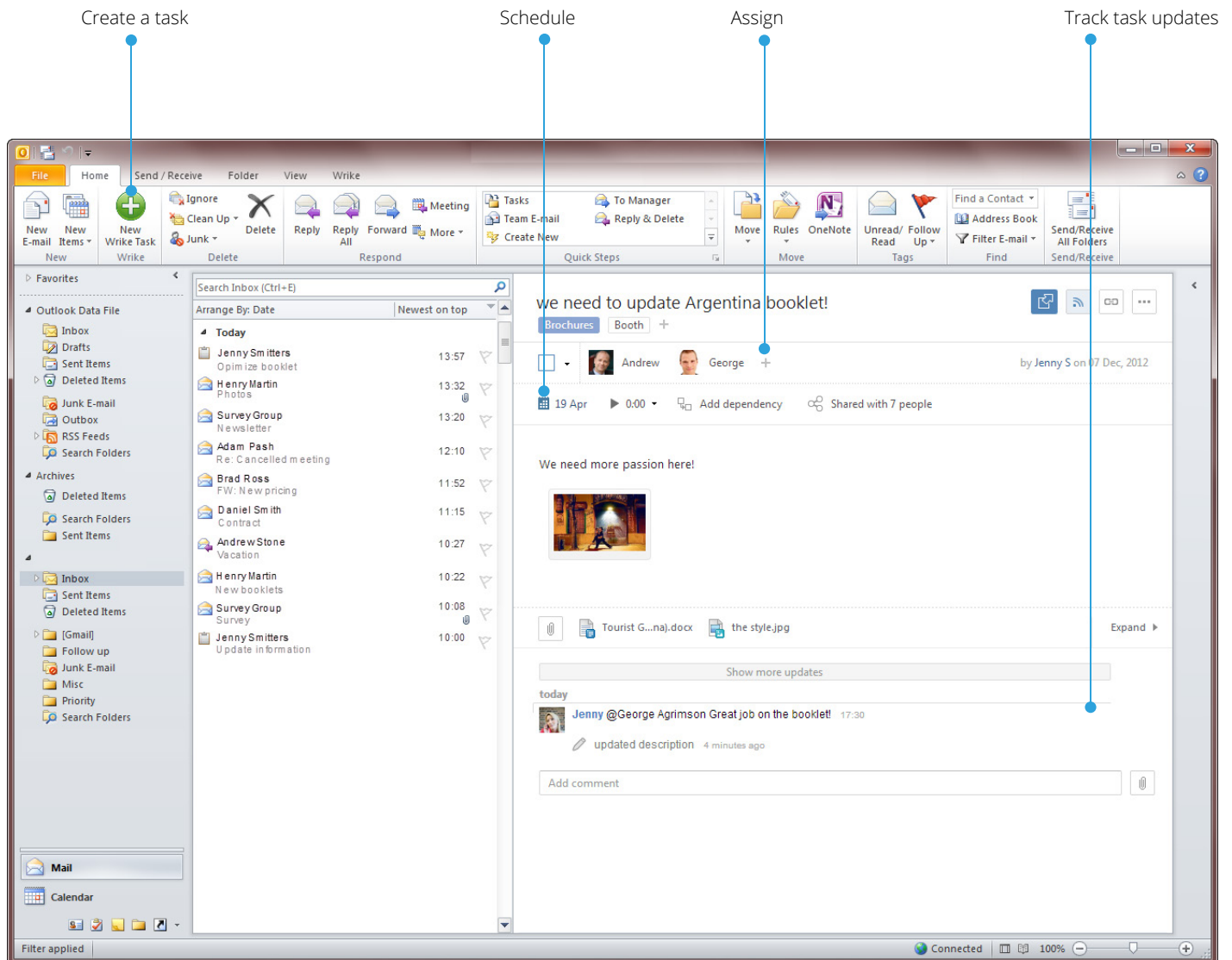
Delete time entry

Select time period

Filter by employee

The screenshot displays the Wrike interface with a time report for 'megaORG' (08 Oct - 08 Nov). The interface includes a sidebar with navigation options like Dashboard, Folders, and Backlog. The main area shows a table of tasks with columns for Date, Person, Hours, Task title, and Comment. A dropdown menu is open for the 'Task title' column, showing options for sorting and grouping. The right sidebar contains filters for contacts and time frames. Annotations with blue lines point to various UI elements, explaining their functions.

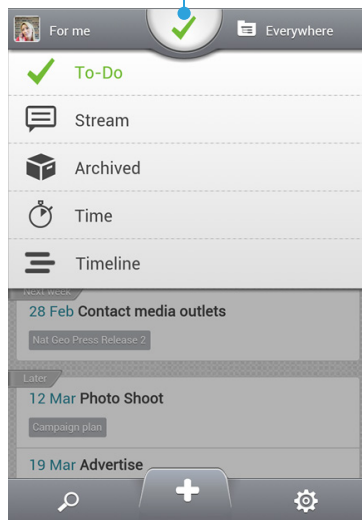
Outlook add-in turns your emails into live tasks and discussions



Mobile apps help you stay up-to-date with work progress on the go

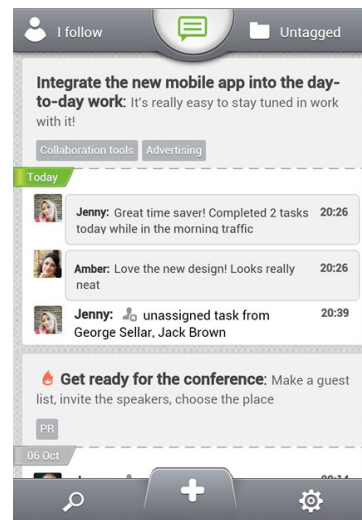
Available for both [iPhone](#) & [Android](#)

Employee's current tasks in To-Do view

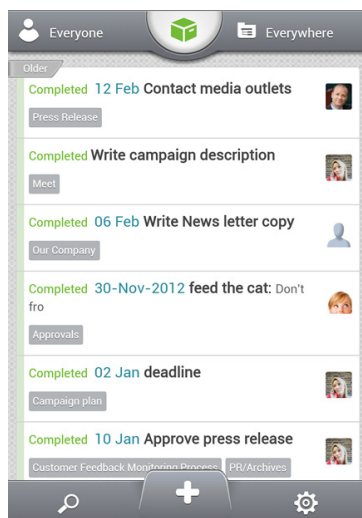


Use the big button to navigate the view

Real-time updates in Activity Stream

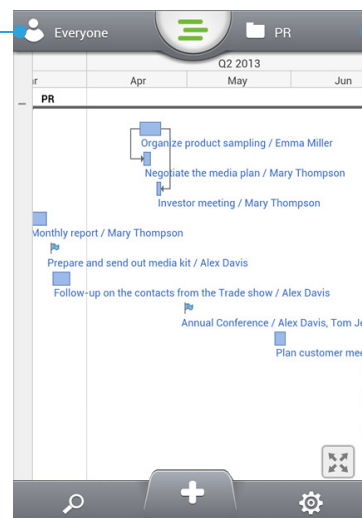


The Archived view (shows completed tasks)



The Gantt chart view

Choose assignees

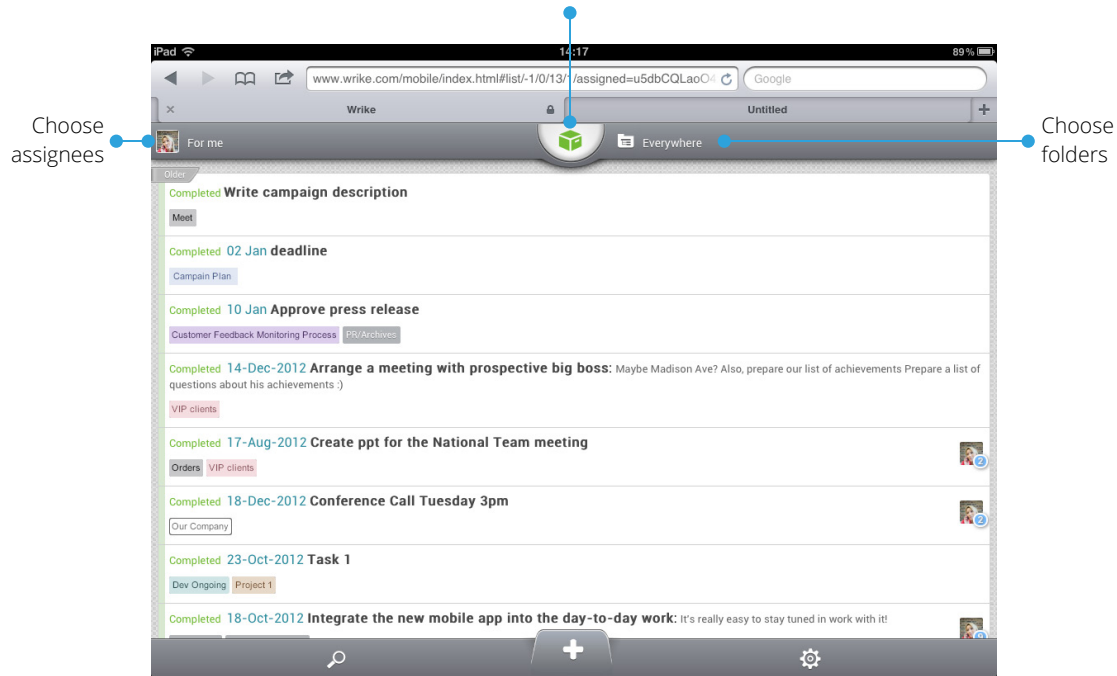


Choose folders

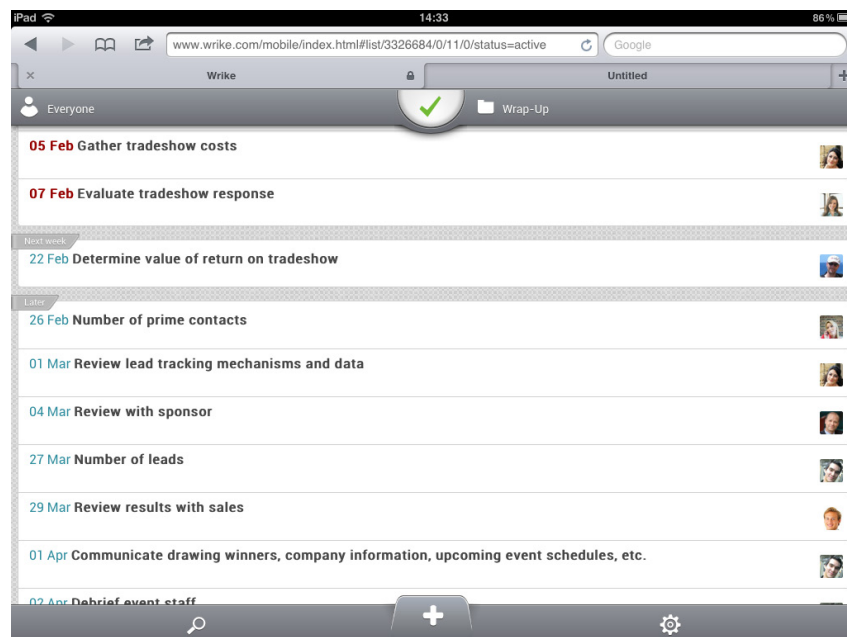
iPad app helps you stay up-to-date with work progress on the go

Employees' current tasks in To-Do view

Use the big button to navigate views



The Archived view (shows completed tasks)





Project management software that makes your life easier

The Gantt chart view

