WHAT IS WRIKE?

University Communications has implemented a new project management system called Wrike. Wrike is a robust tool that tracks progress, communications and keeps the behind-the-scenes activities moving forward so your project requests are completed in a timely manner. We will be using Wrike to collaborate with you on all communication and marketing projects.

THE PROCESS
Submit a Request

Submit the appropriate form at www.marshall.edu/ucomm/project. You will receive a confirmation email acknowledging our receipt of your request. You may be contacted for additional information or to adjust your project scope.

Once your project is accepted, it will be assigned to a University Communications staff member.

> **Project time lines vary widely**, and most include time to create or edit content, design, proof, and printing. Simple projects generally take two weeks. The more complex a project, the longer they will take so please plan accordingly. If something is pressing and time sensitive, please e-mail or call us first. Please be aware that limited time means we have fewer options to meet your requests.

Create a Wrike Account

A You will receive an invitation via email.

B Clicking **Accept Invitation** will take you to a new window to finish setting up your Wrike account. You will only have to do this once. Now the collaboration can begin!
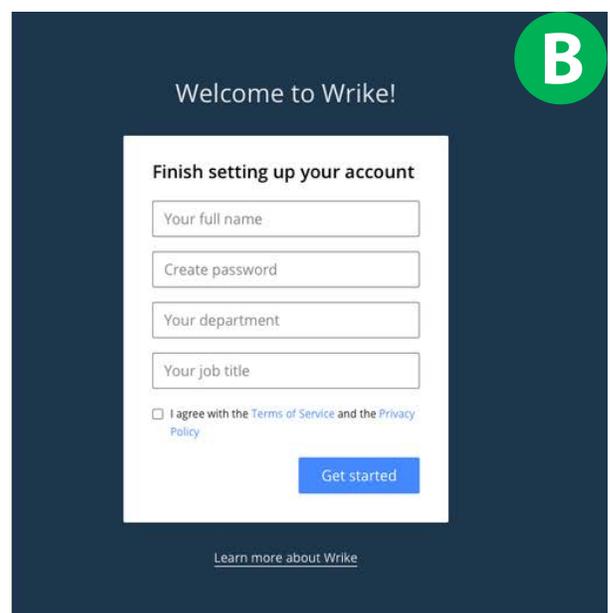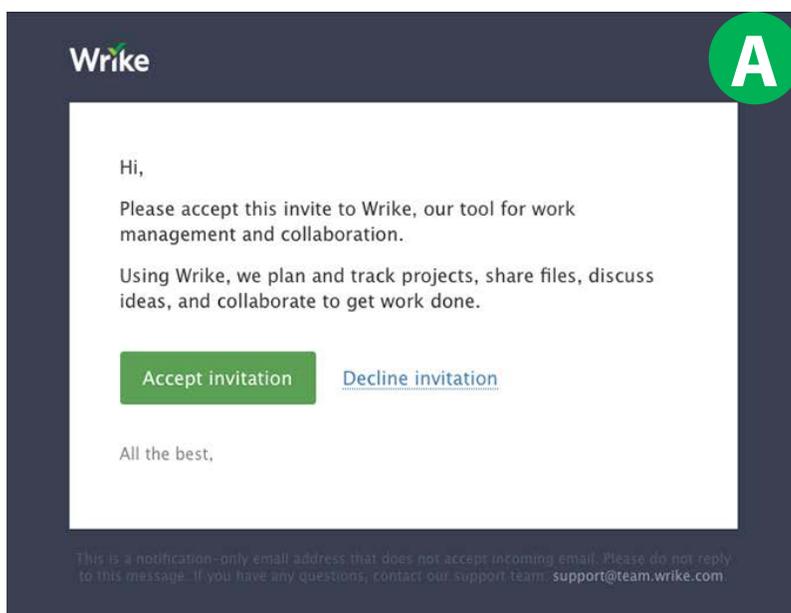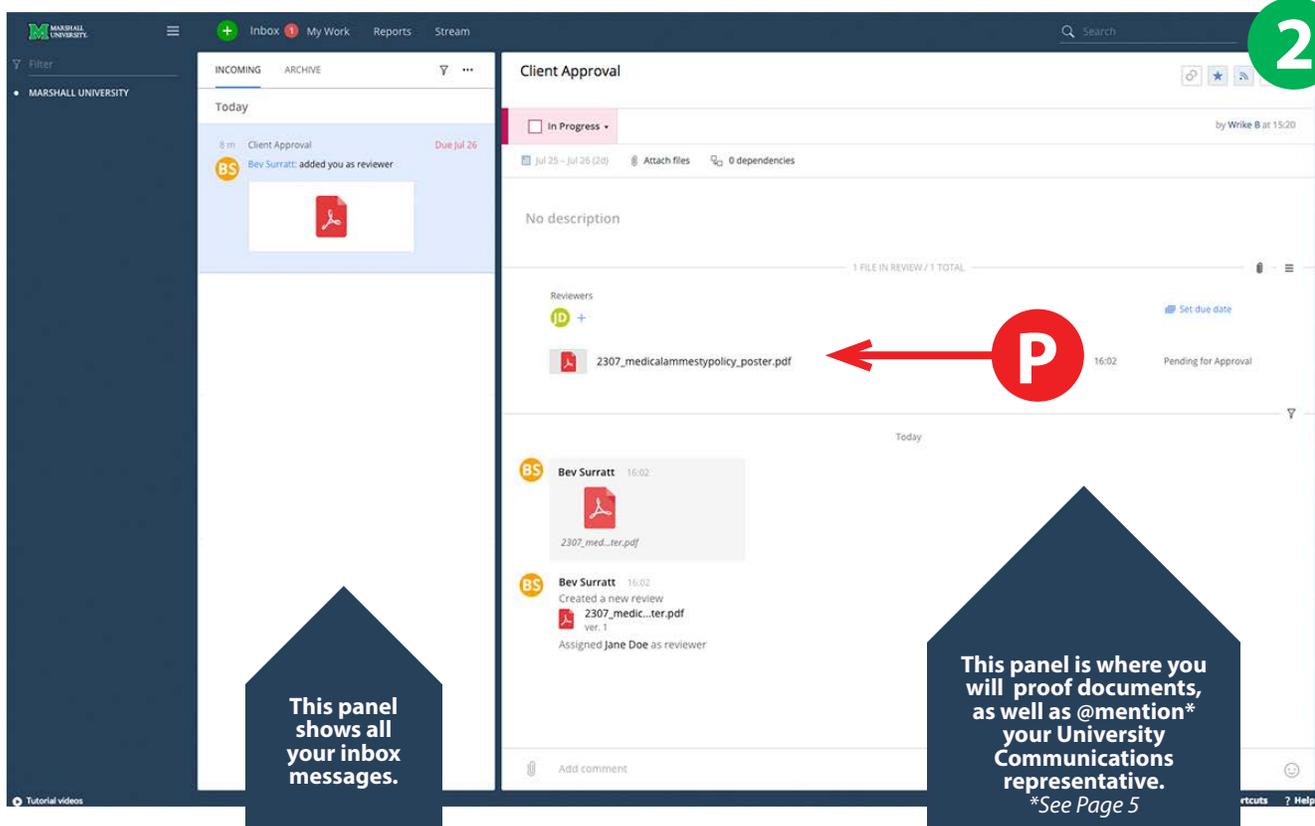
COLLABORATE IN WRIKE
Proof a Project

1 You will receive an email notification once a Proof is ready for review. Click **Open update in Wrike** to take you to the project.
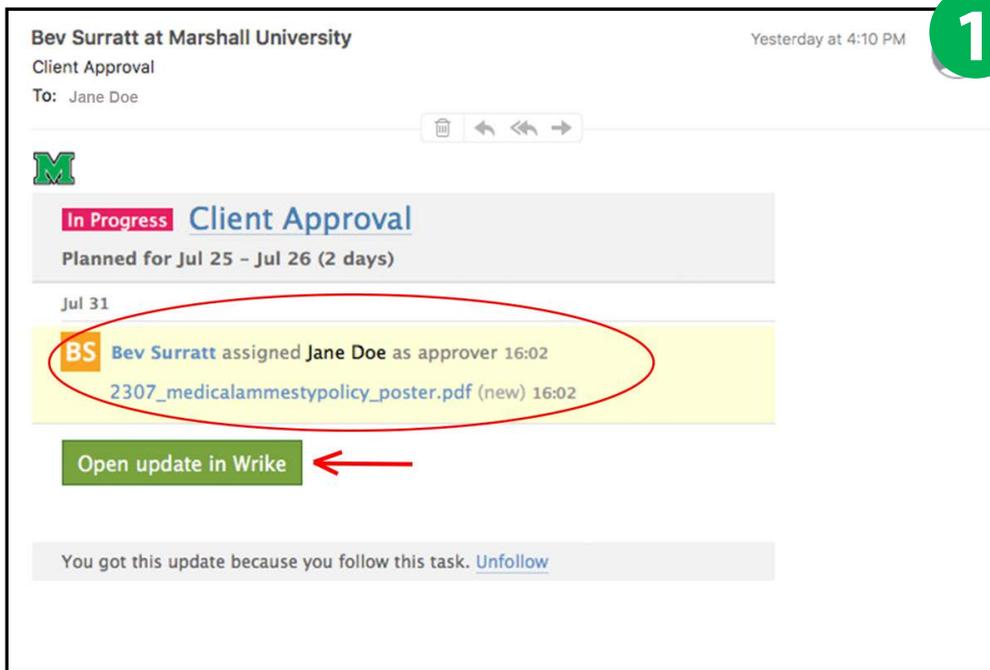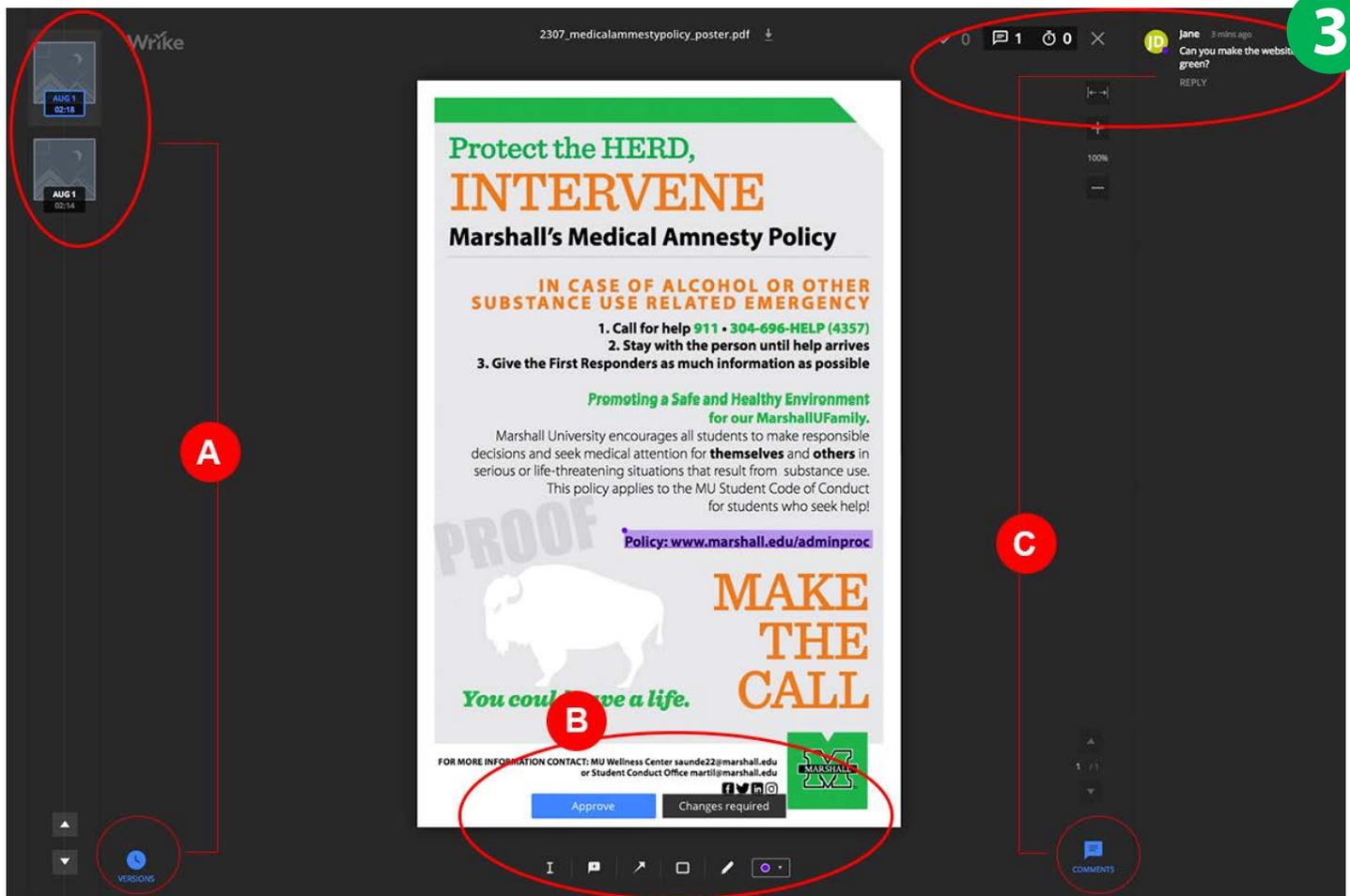

2 When you log into Wrike to review your proof, you will be taken to a **Collaborator Window**. Click on the document **P** under **Reviews** to open the **Proofing Window**.

This panel shows all your inbox messages.

This panel is where you will proof documents, as well as @mention* your University Communications representative.
*See Page 5

Proof a Project (Continued)
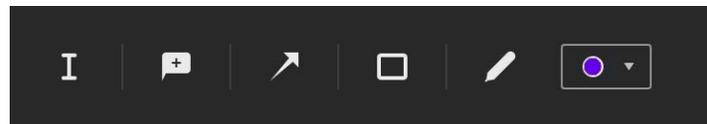
3 **Proofing Window**

A **Proof versions area**
See previous versions of proofs to confirm changes.

B **Approve/Changes Required and Proofing Tools area**

C **Commenting area**

Proofing Tools Closeup

Left to Right:
Text highlight tool. Allows you to highlight text in the proof.
Dot marker. Places a dot at the point where you click.
**Arrow marker.** Places an arrow at the point where you click.
Area highlight tool. Draws a box when you click and drag.
Free drawing tool. Draw free-form lines on the proof.
**Color selector.** Use this to pick the color of the comment.

4 After making a mark on the proof, a **Comment Box** will appear in the upper right-hand corner of the proofing window. Type your comments or questions there.
NOTE: You must press "enter/return" for the comment to post.
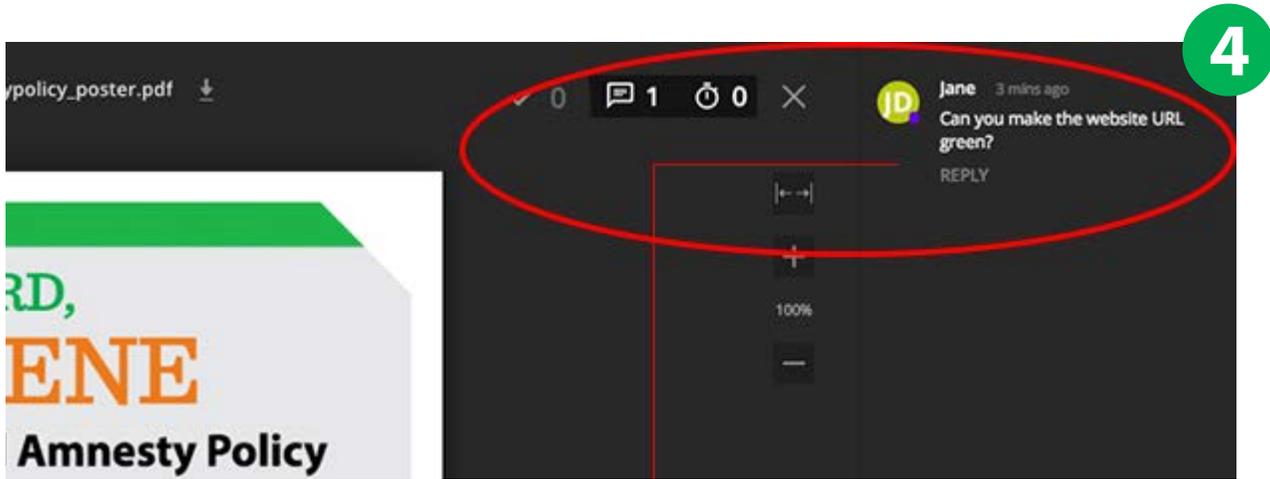
Need to delete or edit a comment? Hover over the comment, click the "…" and then click "Edit" or "Delete".

5 After you are finished reviewing the document click one of the two buttons at the bottom of the proofing window—either **Approve** or **Changes required**—to send a notification to the University Communications representative working with you on the project.

Once you **Approve** the final file, printing or electronic distribution will commence. You will receive all updates including **Pick Up** and/or **Delivery** information within Wrike and via email notifications.
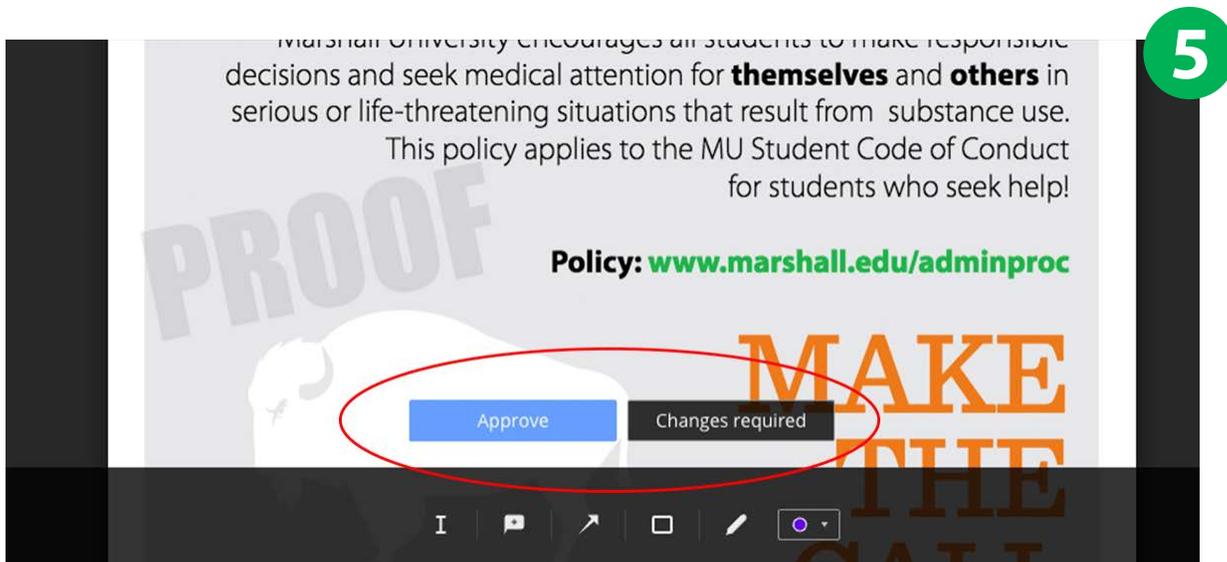
Need multiple people to review the proof? You have to options: 1) @mention your rep (see page 5) and let them know to add the other reviewers to the project or 2) download the PDF from Wrike and review with your team before marking up the PDF in Wrike with the consolidated comments.

COMMUNICATE IN WRIKE: @mention

How to @mention

Use the **@mention** (at-mention) feature in Wrike to communicate directly about your project. Simply type the "@" symbol followed by your University Communications representative's name to notify them you about your project.
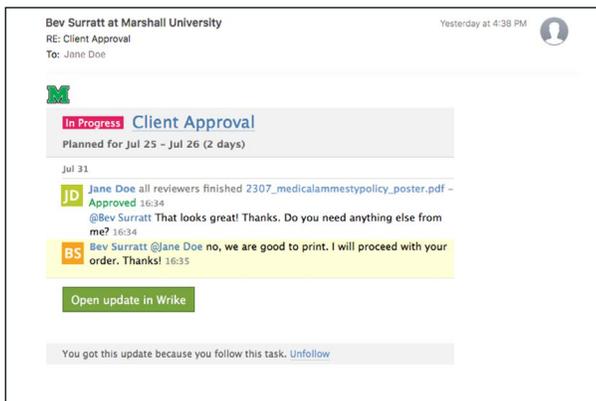
The same is true if a University Communications representative @mentions you.

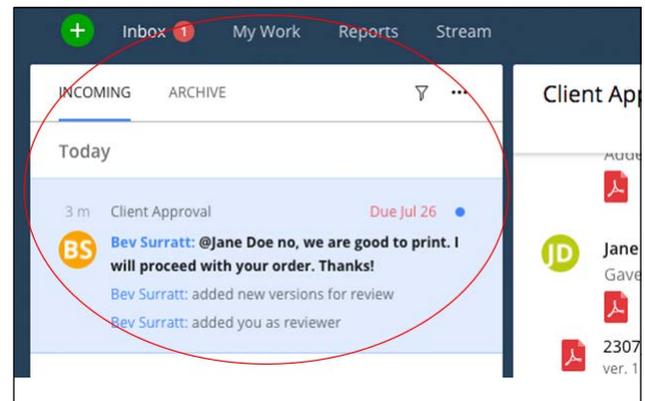**NOTE: if you do not use the @mention, comments will be missed.**
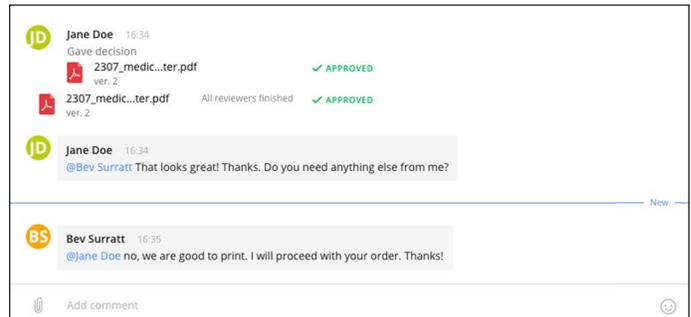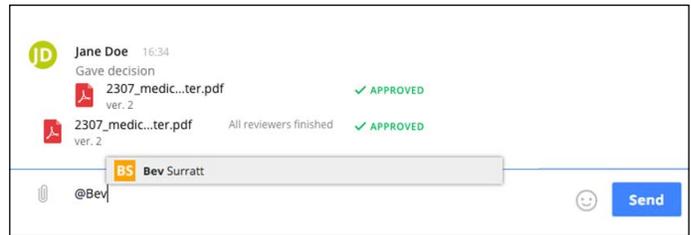
Notifications about @mentions

If someone **@mentions** you, you'll get a notification in your email that look like this:

If someone **@mentions** you, your Wrike dashboard will look like this: