

# Working in Workflow



Work items are comprised of tasks and proofs.

## ☑ Tasks

A task represents a to-do item that you would like to track as a part of your team workflow.



Your task can be stand-alone



Or associated with a project



You can assign tasks to people



You can convert a task to a proof

## 🔍 Proofs

A proof represents a draft of work requiring review and approval that you would like to track as a part of your team workflow.



## 📁 Projects

A project is comprised of multiple work items to create a single deliverable.



- ☑ GATHER RESEARCH MATERIAL
- ☑ BRAINSTORM CONCEPT
- 🔍 CREATE AND FINALIZE AD

## 📣 Campaigns

A campaign is comprised of multiple projects to create multiple deliverables.



- 📁 ☑ ☑ ☑
- 📁 ☑ ☑ ☑

## 📁 Requests vs Campaign Requests



Requests for a **single** deliverable can be accepted into tasks, proofs, or projects.



Requests for **multiple** deliverables are accepted into campaigns.

