

Daily & Emergency Operation - Task and Project Management

Wrike is a flexible and adaptable platform that helps teams collaborate and get things done. Users can schedule, prioritize, discuss and track progress in real time. Wrike includes an interactive dashboard, micro-blogging, real-time activity streams and instant email notifications about changes will help you stay on top of your tasks. Wrike will help you track projects and tasks for daily and emergency operations, plan projects, collaborate in real-time, communicate with groups, share information, track time spent on tasks or projects, and more.

Wrike helps stakeholders manage day-to-day and emergency operations tasks, assignments, and projects.

Log in to ViewPointe:

1. Using any browser, go to <https://www.wrike.com/login.jsp> or click the Wrike login link at www.wa-cop.org or in CommandBridge.
2. Log in with your username and password.
3. Contact bobp@wa-cop.org if you have further questions.

Main Menu - provides access to the major sections of Wrike workspace. All participants have access to the WA-COP | Emergency Incidents (LIVE) folder.

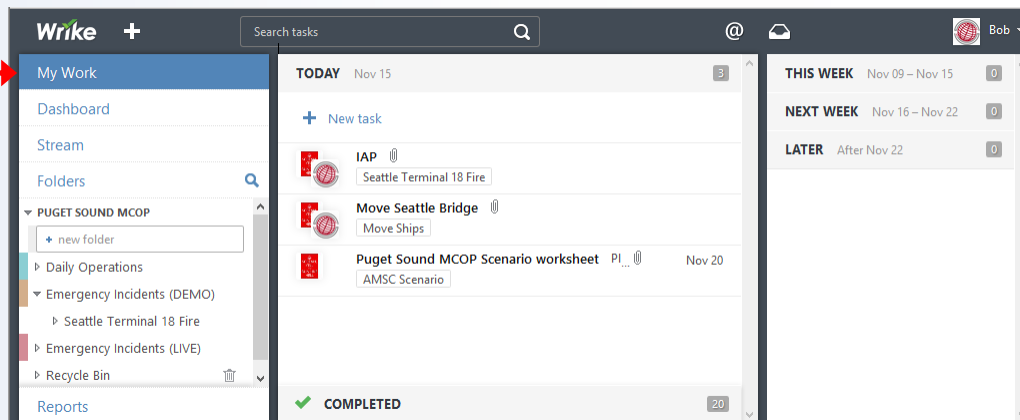
Daily Operation folder – Provides a workspace for daily operations activities. This is a private folder for your organization only and those you invite in.

Emergency Incidents (LIVE) folder – Provides access to all active emergency incidents.

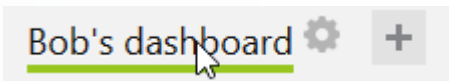
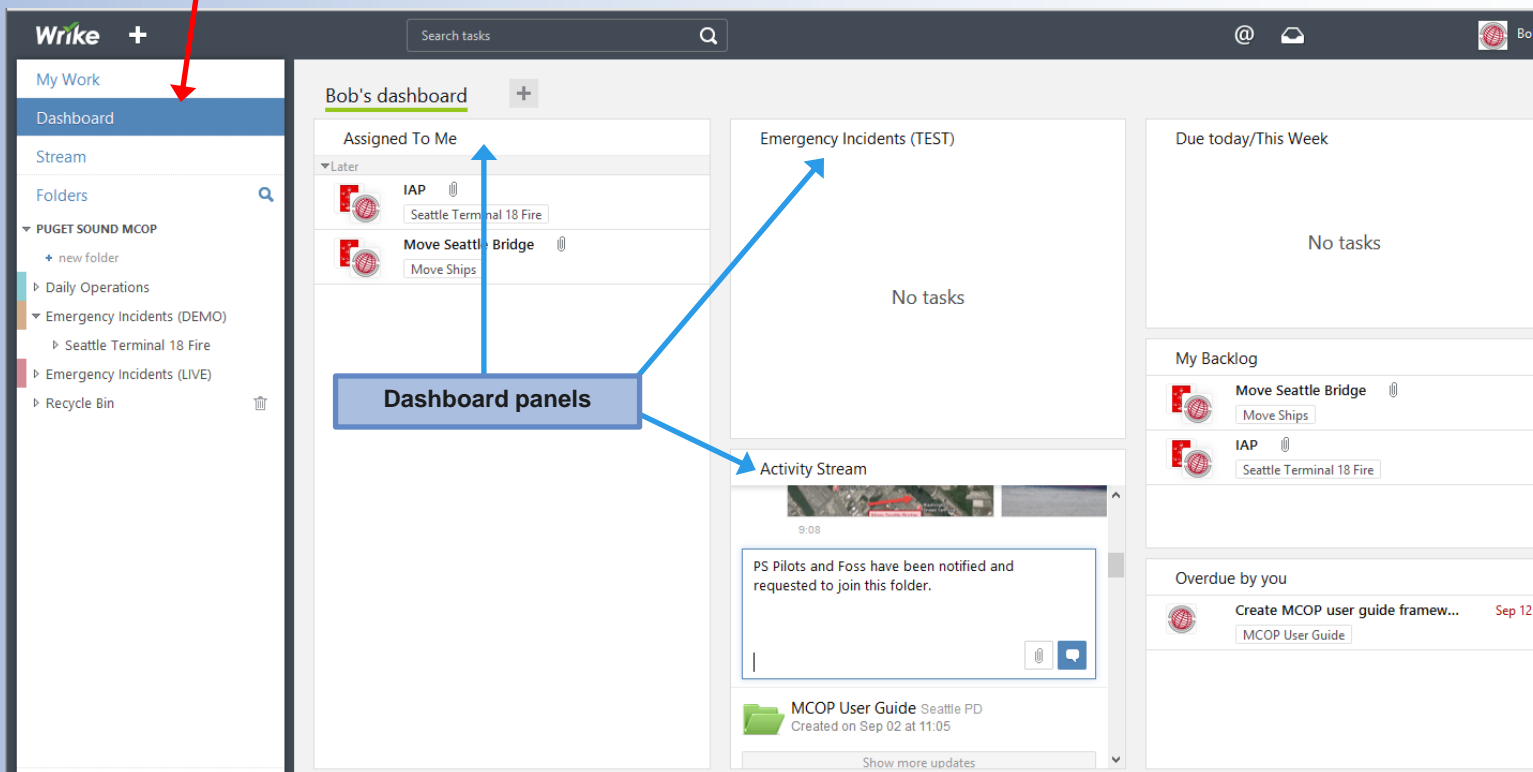
The screenshot shows the Wrike interface with several annotations:

- Main Menu:** A yellow box highlights the left sidebar menu. A red arrow points from the 'Emergency Incidents (LIVE) folder' text to the 'Seattle Terminal 18 Fire' folder in the menu.
- Folder Tasks:** A blue box at the bottom explains that this section shows assigned tasks for the 'Seattle Terminal 18 Fire' folder. A red arrow points from this box to the 'Seattle Terminal 18 Fire' folder in the main menu.
- Create a New Folder:** A blue box in the center explains how to create a new folder by right-clicking on a folder and selecting 'Add Folder' from the pop-up menu. A red arrow points from this box to the 'Add Folder' option in the context menu.
- Task Management:** A blue box in the center explains how to assign a new task by clicking the '+ New Task' button. A red arrow points from this box to the '+ New Task' button in the 'Seattle Terminal 18 Fire' task view.
- Task Details:** A blue box on the right explains how to add a description and a file to a task. Red arrows point from these boxes to the 'Click to add the description' and 'Click to add a file.' buttons in the 'Move Seattle Bridge' task details view.
- Task Assignment:** A blue box on the right explains how to add an assignee. A red arrow points from this box to the '+ Add assignee' button in the 'Move Seattle Bridge' task details view.
- Task Following:** A blue box at the top right explains how to follow a task. A red arrow points from this box to the 'Click to follow this task.' button in the 'Move Seattle Bridge' task details view.

My Work – Shows tasks assigned to me,



Dashboard – Provides an overview of information. Can be customized for your needs.



Add or Edit a Dashboard – Hover your mouse over the current Dashboard and click the icon to edit an existing Dashboard.

Click the icon to add a new Dashboard and add new panels.