

Campaign Work Groups

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NOTE: Campaigns are only available to Business and Enterprise Tiers

What are Work Groups?

Work groups allow you to categorize your campaign work in a way that is intuitive and easy to manage. With work groups, project managers can take the complexity out of campaign schedules by creating groups that represent phases, deliverables, teams, or whatever categories make sense for the campaign at hand.

Creating a Work Group

Navigate to the campaign details page and click Add Group.

Click 'New Group' to edit the group name and press return on your keyboard to save.

Directly beneath the group name, click **'Add a project...'** and begin typing your project name. Press return on the keyboard to save your project.

Truesoap Mother's Day Promotion							
OVERVIEW CALENDAR SCHEDULE REQUEST							
0% Campaign Completion Ready to start this campaign? No campaign work has started yet. Your team has 8 days before this campaign is due.							
	0 / 3 Projects Completed						
_	Add Group						
	Truesoap Mother's Day Promotion - Email Campaign 007	* To Do	•••				
D	Truesoap Mother's Day Promotion - Social Media Campaign 008	* Te De	D				
0	Truesoap Mother's Day Promotion - Print Asset 009	* To Do	D				

Organizing Work

You can reorder groups as well as the projects in each group by dragging the work group header or project. You can also collapse and expand work groups as necessary to view your campaign work in whatever arrangement benefits you most at the time.



	0 / 4 Projects Completed			
Add P	roject Add Group			
Digita	il + Print			-
0	Truesoap Mother's Day Promotion - Email Campaign 007	* To Do	D	
0	Truesoap Mother's Day Promotion - Social Media Campaign 008	* To Do	0	
0	Truesoap Mother's Day Promotion - Print Asset 009	+ To Do	0	
Ad	id a project			
	*			
In-sto	re			-
0	Aisle displays	* To Do		

Deleting a Work Group

To remove a work group and all related projects, select the actions menu to the right of the group name. Click **Delete** to remove and confirm your selection by clicking **Delete Group**.

Digital + Print				
Truesoap Mother's Day Promotion - Email Campaign	• To D Delete			
Truesoap Mother's Day Promotion - Print Asset	• To Do			
Truesoap Mother's Day Promotion - Social Media Campaign	• To Do			



