


Working in Lytho Workflow

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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.

TRUE SOAP DIGITAL AD

 GATHER RESEARCH MATERIAL
 BRAINSTORM CONCEPT
 CREATE AND FINALIZE AD



TRUE SOAP FALL AD CAMPAIGN




Campaigns

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


TRUE SOAP FALL AD CAMPAIGN

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.

Request

Project

Task

Task

Task

Proof

Task

Proof

Task

Proof

Task

Review + Approval

Report

Campaign Request

Campaign

Project

Task

Task

Task

Proof

Project

Task

Task

Task

Proof

Review + Approval

Report

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