


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

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
   





  






Review + Approval

Report

Campaign Request

Campaign

Project
   

Project
   

Review + Approval

Report

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