

# Campaign Work Groups

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*NOTE: Campaigns are only available to Business and Enterprise Tiers*

## What are Work Groups?

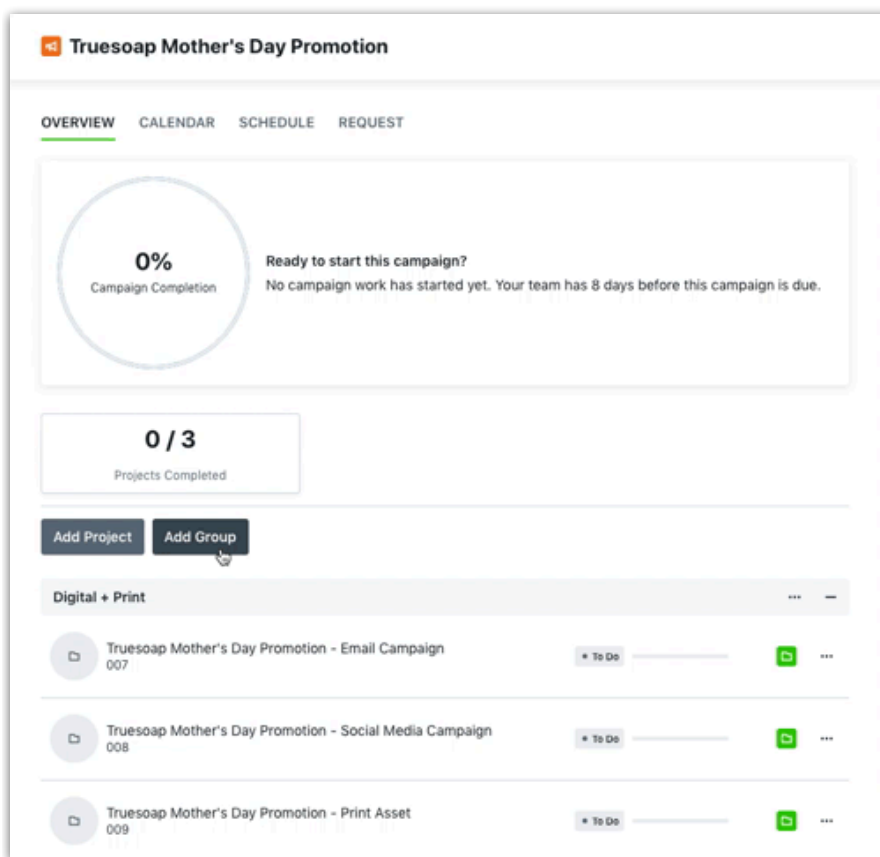
Work groups allow you to categorize your campaign work in a way that is intuitive and easy to manage. With work groups, project managers can take the complexity out of campaign schedules by creating groups that represent phases, deliverables, teams, or whatever categories make sense for the campaign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



## 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.

**Truesoap Mother's Day Promotion**

0 / 4

### Projects Completed

Add Project

Add Group

## Digital + Print



Truesoap Mother's Day Promotion - Email Campaign  
007

- To Do



•••



Truesoap Mother's Day Promotion - Social Media Campaign  
008

- To Do



000



Truesoap Mother's Day Promotion - Print Asset  
009

- To Do



Add a project...

## In-store

Aisle displays  
017

- To Do



•••

Add a project...

## 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  
007

- To D

Delete



Truesoap Mother's Day Promotion - Print Asset  
009

- To Do



...



Truesoap Mother's Day Promotion - Social Media Campaign  
008

- To Do



...

## Delete Group?



Deleting the group will also delete all of the projects, tasks, and proofs it contains. Are you sure you want to delete the group?

**Delete Group**

