

Gigs, Projects and Tasks

What is a workgroup?

Workgroups are collections of projects/gigs/chats which needs to be accesses by a different team of users (like a another branch, department or company). The good news is that if you select the "All worgroups" options it shows all the gigs from all the workgroups and even your own private projects all in one location.

The main difference in a workgroups is that you can register your team, staff, or group of people that will work in that workgroup. All team members of a workgroup can see all the public projects and tasks of all the other team member on the same workgroup. However if projects/gigs are set to be private then only the invited participants on the workgroup will be able to see that project or gig. Soon you will be able to assign specific tasks and workflow sets to workgroups.

Note: you have to select a workgroup to change settings in that workgroup. If you select i.e "ALL Workgroups" the group settings will not be visible.

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The screenshot shows a mobile application interface. At the top, there is a dark header with 'My Company' on the left, a notification bell with '37' in the center, and 'Jobs 1' on the right. Below the header, there is a navigation bar with a funnel icon, a profile picture, and 'My Tasks'. The main content area is titled 'My Gigs' and contains a search bar and a list of tasks:

- Finish Presentation**
Gerrard assigned project to Ted
- School Assignment** ⓘ
client viewed your quote
- Do.chat Demo**
Gerrard: Delete
- Ben's Birthday** (highlighted)
Overdue: Book Venue
- Homepage Redesign**
Gerrard: To late now zZ
- My new diet**
Gerrard: Fresh Smoothies

On the right side, there is a chat window titled 'Ben's Birthday' with a 'Status' indicator. The chat contains several messages, including task assignments:

- dfgdasfsdf
- Gerrard >> Unass
- Task
asdfasdf
- Gerrard, 9:29
- Task
sfsadf
Gerrard : Do
- Gerrard, 9:33
- Task
16 Nov 10:
You will be rem
sdfasdf
Gerrard : Up

A blue arrow points from the 'My Gigs' section to the 'Ben's Birthday' task. A blue text overlay says 'select or add workgroups here'.

Unique solution ID: #1073
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Last update: 2020-09-03 14:26