



Wrike Requests

August 2025

WRIKE

Wrike is a project management platform that equips the Marketing Division with the exact tools we need to have full visibility and control over all our Marketing Requests, tasks and projects

WHO CAN SUBMIT REQUESTS IN WRIKE?

- Those with .ORG and .MIL network access can submit requests into the Wrike platform
 - MCCS employees on the .ORG network can click directly on request links to submit requests
 - MCCS Marine & Family Program Division (both .ORG & .MIL) submit their Marketing Request form documents for processing to Ms. Whitney Watts and any Business Card Request document form (or any outsourced request) to Mr. Allen Marcum.
 - MCAGCC .MIL network users (Hospital, Chapels etc.) click directly on the request links to submit their requests

HOW TO ACCESS REQUEST LINKS

- A one sheet has been created that lists all the Marketing Request links for use, this is emailed out by request and it's highly recommended that you bookmark the request link URLs to your **Google Chrome** browser
- Go to <https://29palms.usmc-mccs.org/marketing> to access request links



WRIKE SUBMITTING REQUESTS

SUBMITTING A REQUEST

- Once you click on one of the request links, you will see an online form to fill out
- Make sure to read and understand the guidelines, production timeline, and marketing policies
- Answer the questions in the form and provide as much detail as possible. Include any attachments that will be helpful for the Marketing team (Content, calendars, pictures, videos, PORs etc.) *Note: we are limited to Adobe Stock or MCCS owned photos for campaign use; however, we can use your creative direction images as references for the Marketing team.*
- Once you submit the request you will receive a confirmation email in your Outlook with a reference/request number

TIPS & TRICKS

- Please be sure to open the request form and proofing links using **Google Chrome**. Wrike links will not work properly using any other web browsers
- If the request form will not submit or proceed to the next page, please be sure “required fields” marked with an asterix are not missing information. Fields not filled out will be highlighted in **RED** to notify the cells are required to be filled out. The forms will need the correct type of information to proceed. *Example: Dates will need a calendar date, not text*

Let's see what this will look like...



WRIKE SUBMITTING REQUESTS

The screenshot displays the Outlook web interface. On the left, the 'Inbox' folder is selected in the navigation pane. The main view shows an email from 'Wrike' with the subject 'Your request successfully submitted...' and a timestamp of 7:22 AM. This email is circled in red. The right-hand pane shows the email content, which includes a confirmation message from the 'MCCS Marketing Team'. The message text is: 'Hello, Your request has successfully been submitted. If you have any questions or need to make any changes to the request you submitted, please reach out to Lorie Harbough at lharbough@usmc-mccs.org.' Below this, a red circle highlights the text: 'Below is a copy of your submitted form. Your request number is 1385160942.' The form fields shown are: '29 Marketing Project', 'POC First & Last Name: Test', 'POC Phone Number: Test', and 'POC Email:'. The Outlook interface includes a search bar at the top, a ribbon with 'Home', 'View', and 'Help' tabs, and a toolbar with various email actions like 'New mail', 'Read / Unread', and 'Quick steps'. The top right corner shows the time as 'LUNCH 12:00 PM'.

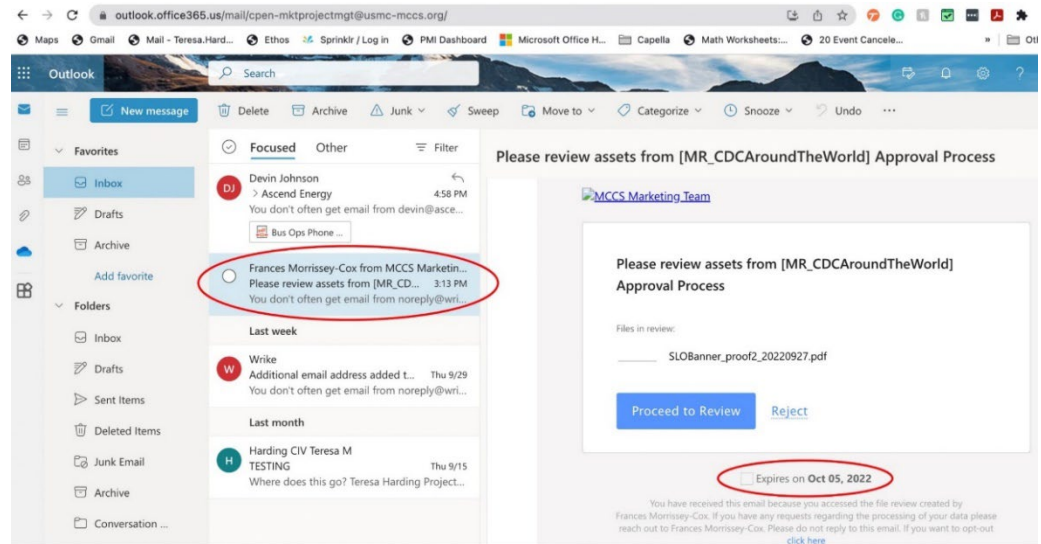


WRIKE REVIEWING PROOFS

REVIEWING A PROOF

- An email will be sent from Wrike to the email that was provided in the request form submitted
- The email will be titled “Please review assets from [MR_...] Approval Process”
- If you require multiple people to review a proof, additional emails may be added to the POC line.
- **Important Note:** File link access will only be available until the expiration date (*three business days*). The expiration date is in bold at the bottom of the email.

- Click on “**Proceed to Review**” to view the proof and request changes or approve the proof



WRIKE REVIEWING PROOFS

REVIEWING A PROOF

- If you have not used Wrike ever, a short “Welcome to Wrike Proof!” tutorial may begin showing the editing options
- Review the document, then choose the appropriate response:
 - Approve (**Green button** on tool bar), no other actions are required once selected
 - Changes Required (**Grey button** on tool bar)
- If “Changes Required” then prior to selecting the button, place a markup tool on the area in need of the edit, leave a comment and click the blue “Send” button
- Edit decisions can be undone, if necessary, by selecting the undo tool
- The web page can be viewed and proofed from various resolutions of Desktop, Smartphone, iPad/Tablet, Laptop/Ultrabook, and 4k viewing options



WRIKE REVIEWING PROOFS

Marketing will be able to reply in the comment thread back to you that is seen on the right.

The image shows a social media post for the School Liaison Program. The post features a teal and red graphic with the following text:

SCHOOL LIAISON PROGRAM

- IDENTIFIES COMMUNITY RESOURCES
- REDUCES THE IMPACT OF THE MOBILE MILITARY LIFESTYLE
- PROVIDES A WIDE ARRAY OF SERVICES

The graphic also includes a circular logo for the Marine Corps School Liaison Program (MCAGCC 29 PALMS) and a photo of a young boy in a school uniform pointing upwards. At the bottom of the graphic, contact information is provided: tinyurl.com/29palmslo, SMBPLMSSCHOOOLLIAISON@usmc.mil, 760-830-1574 | Building 1417.

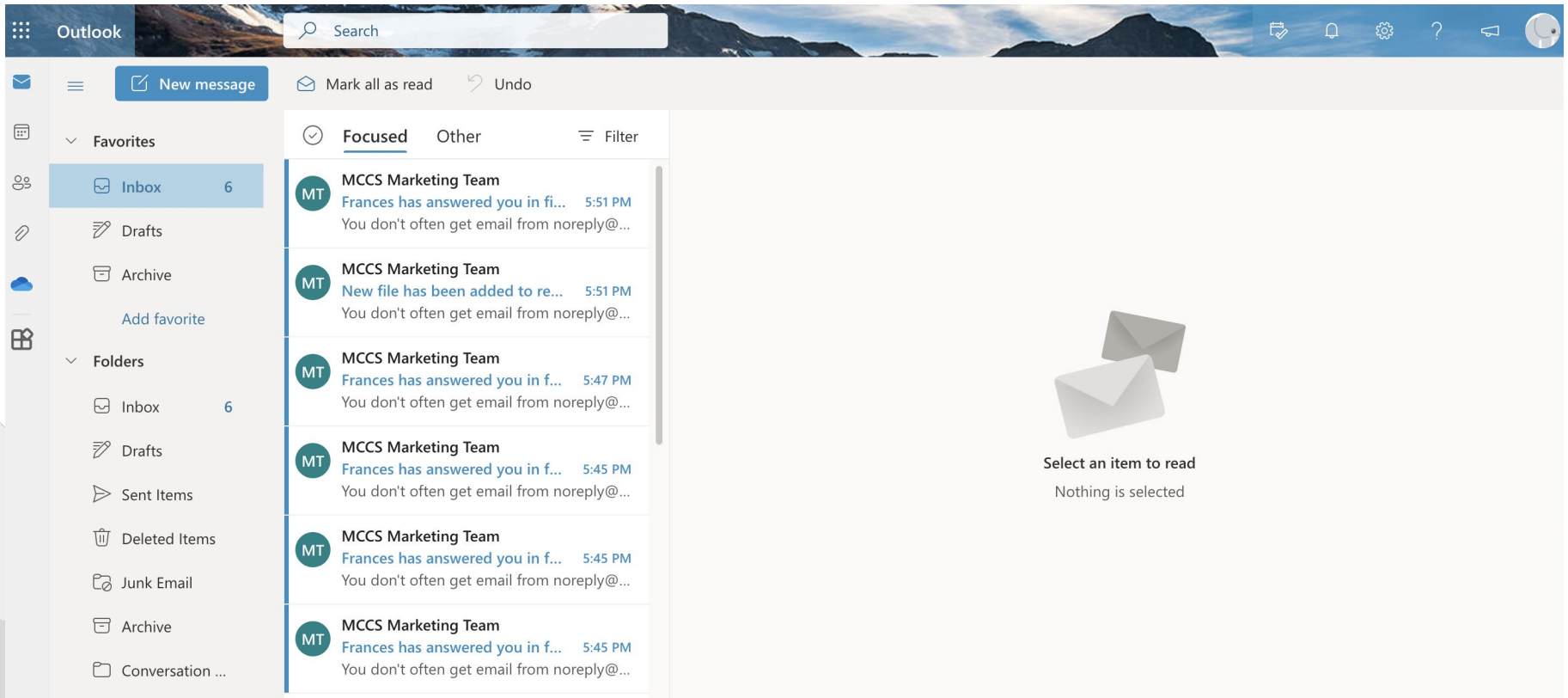
On the right side of the screenshot, a comment thread is visible:

- Teresa Harding** (1 hour ago): Comment 3 on page 1. (1 reply)
- Teresa Harding** (1 hour ago): Comment 2 on page 1. (1 reply)
- Teresa Harding** (1 hour ago): Comment 1 on page 1.
- Frances** (right now): I see the hot pink outlined box.

The comment thread includes a 'Collapse' button and an 'Add your comment' input field at the bottom.

WRIKE REVIEWING PROOFS


Each time Marketing makes a reply to your comment on the proof, the Wrike system will send you an email notification in Outlook.




WRIKE REVIEWING PROOFS


- The comment threads in the proofs are how to communicate with your Marketing Technician
- Client access to the proof is 3 days per the Marketing Production Timeline. **Once it expires you will have to email the Marketing Technician.** A new invite can be provided but this should be avoided to keep on track with the project timeline of the campaign
- If you know you will not be around to approve the proof, arrange to have a back up employee emailed the proof to keep on track with the project timeline of the campaign

Frances has answered you in file comments


 SLOBanner_proof2_20220927.pdf

 **Teresa Harding** 8:48
Comment 3

3 more replies

 **Frances** 10:45
So clients would just have to actively check on the proof link until it's expired pretty much OR talk on the phone or through Outlook with Marketing Specialist

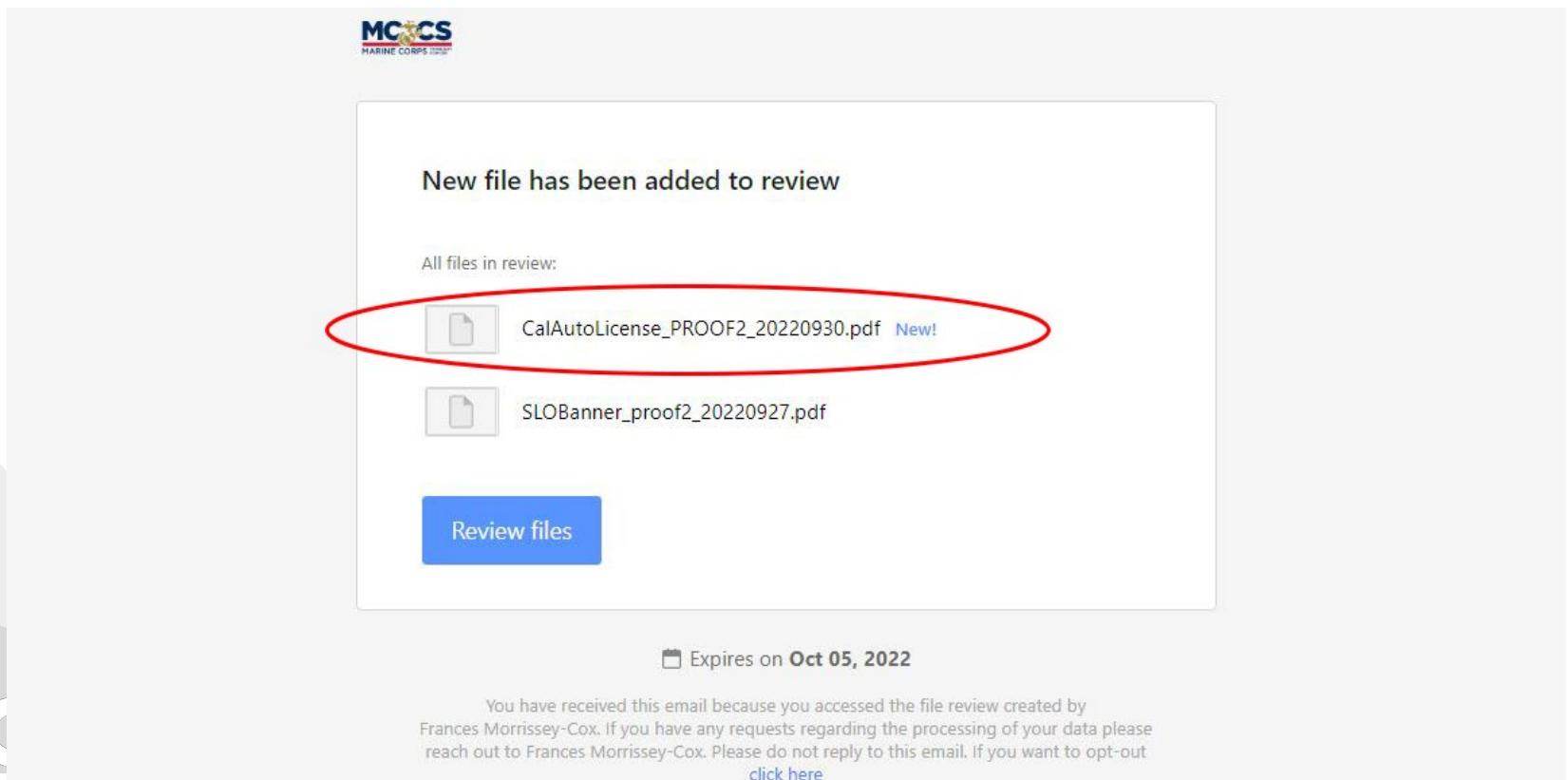
[Show comments](#)

 Expires on **Oct 05, 2022**

You have received this email because you accessed the file review created by

WRIKE REVIEWING PROOFS

- If “Changes Required” was selected, Marketing will send a second proof back to you
- When Marketing provides a new proof to you, the Wrike system will send you an email notification that looks like the below





MCCS

