



The Smart Azendoo Guide

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Azendoo is a web and mobile application that helps individuals get things done and synchronize their teams. It works as a collaborative tool to simplify team communication, work management and document sharing.

In Azendoo, you can discuss with your team, share and store documents, keep track of your group information, and manage all the work you need to do in-team.

The application is available on the web, desktop, mobile, and tablets. Besides, Azendoo's integrations with other applications such as Evernote, Google Drive, Box and Dropbox enable users to centralize all of their data sources.

Azendoo is free to use for 14 days. You can find our pricing details on our [pricing page](#). Feel free to contact us at sales@azendoo.com if you need more information.



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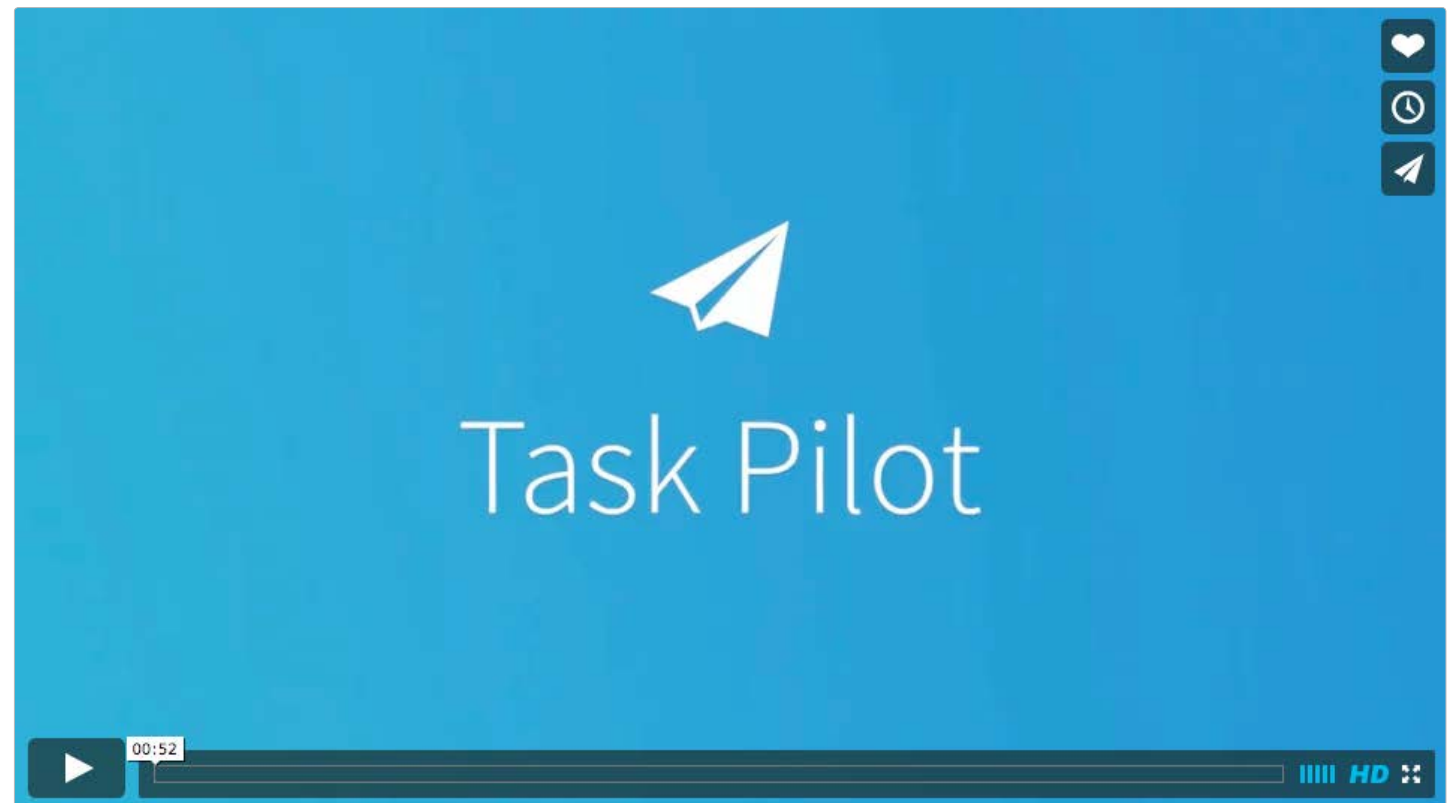
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Getting started on Azendoo

This section is here to help you understand Azendoo's basic features so that you can start using the application right away.

Using a new tool can sometimes be difficult, so the Azendoo team is always here to help if you need. You can contact us via the [Support team](#), by [email](#), on [Twitter](#) or directly from within your Azendoo interface with our live chat.

Watch the Azendoo Tasks overview



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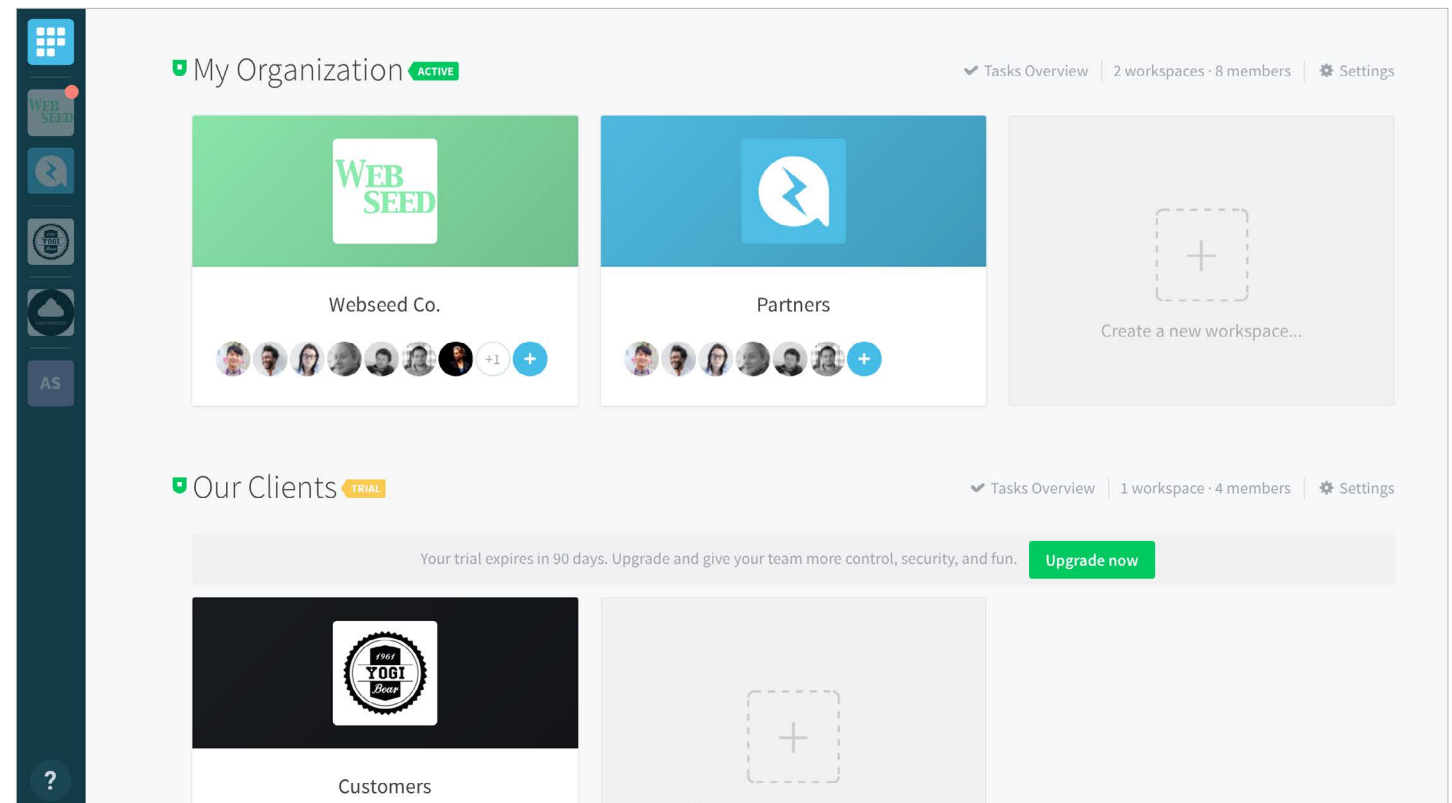
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Organizations

One Organization regroups multiple Workspaces. It's managed by managers and corresponds to one billing subscription.

Workspaces are created within an Organization, and you can have as many Workspaces and Organizations as you want.

[Learn more about Organizations.](#)



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Workspaces

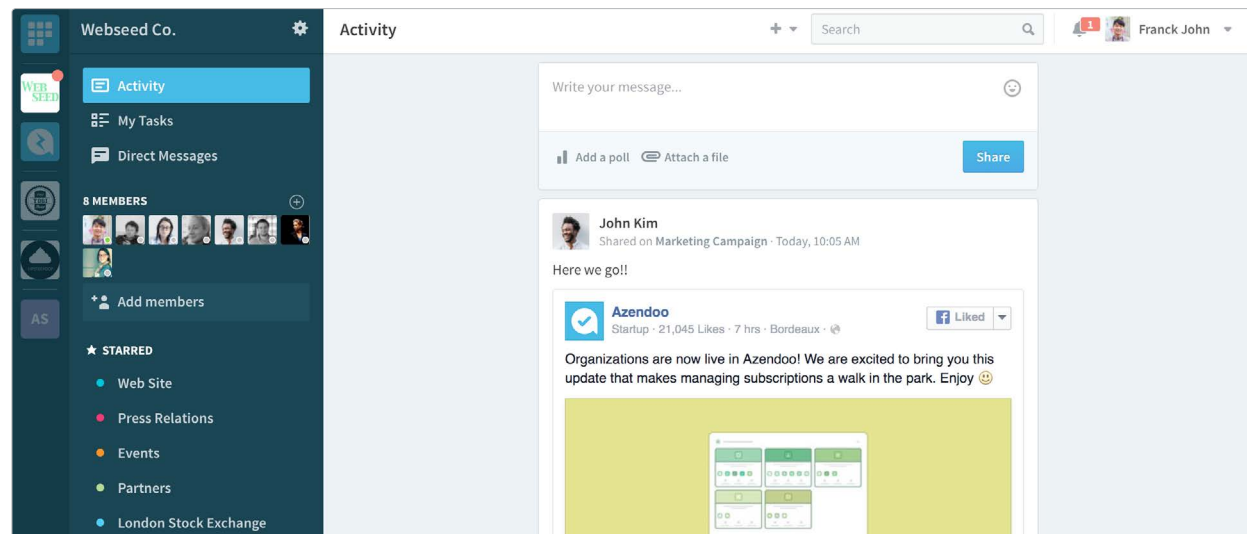
A Workspace is **a place to regroup** your entire team, your department, a tradeshow, an initiative, a student group, etc.

A Workspace regroups Subjects, Teams, Activities, Documents and Tasks. Workspaces are spaces for private collaboration, and no information is shared between them.

People listed on a Workspace can:

- post Messages on any Subject or to the whole Workspace;
- share files and documents;
- organize Tasks, and have them shared, assigned, followed, commented, etc;
- list, search, filter, favorite, and create Subjects;
- follow content made public to anyone on the Workspace.

You can have as many Workspaces as you want (several with your company; one with a client; one with your non-profit, one with your family...) and work on each one independently from the others. Think of a Workspace as a **team** with whom you share information and organize all the things you have to do.



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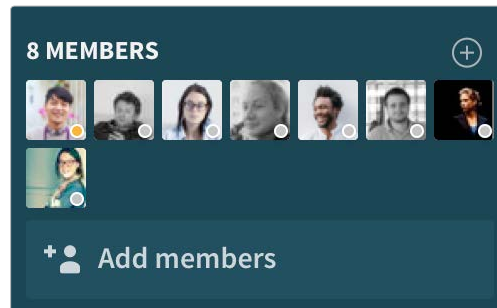
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Invite your team to collaborate

Start by **inviting your teammate on your Workspace to collaborate with you.**

You can invite people by entering their email addresses, accessing your Google Contacts or by sending them a public invitation link.



INVITE WITH A LINK

☒ **Enable invitation link**
 Anyone with the link can join the workspace.
 Disabling an invitation link is permanent. Creating a new link replaces any previous link.

INVITE BY EMAIL

If you're the Workspace manager, you can see and manage your team members in your Workspace settings.

Invite members to this workspace: Webseed Co.

WITH A LINK

☒ **Enable invitation link**
 Once generated, copy the link and send it out to the people to invite.
 Anyone with the link can join the workspace.

OR BY EMAIL

Team Webseed Co.

USERS 3 GUESTS 2 PENDING 0

	Franck John Admin Marketing Director azdemo@azendoo.com	
	John Kim Admin Financial Manager azdemo1@azendoo.com	
	Michelle Thompson Admin Marketing Manager azdemo+2@azendoo.com	
	Terry Blumborg Market Manager azdemo+3@azendoo.com	
	Paolo Estrada Marketing Manager azdemo+5@azendoo.com	
	Zee Burner Senior Event Manager azdemo+6@azendoo.com	

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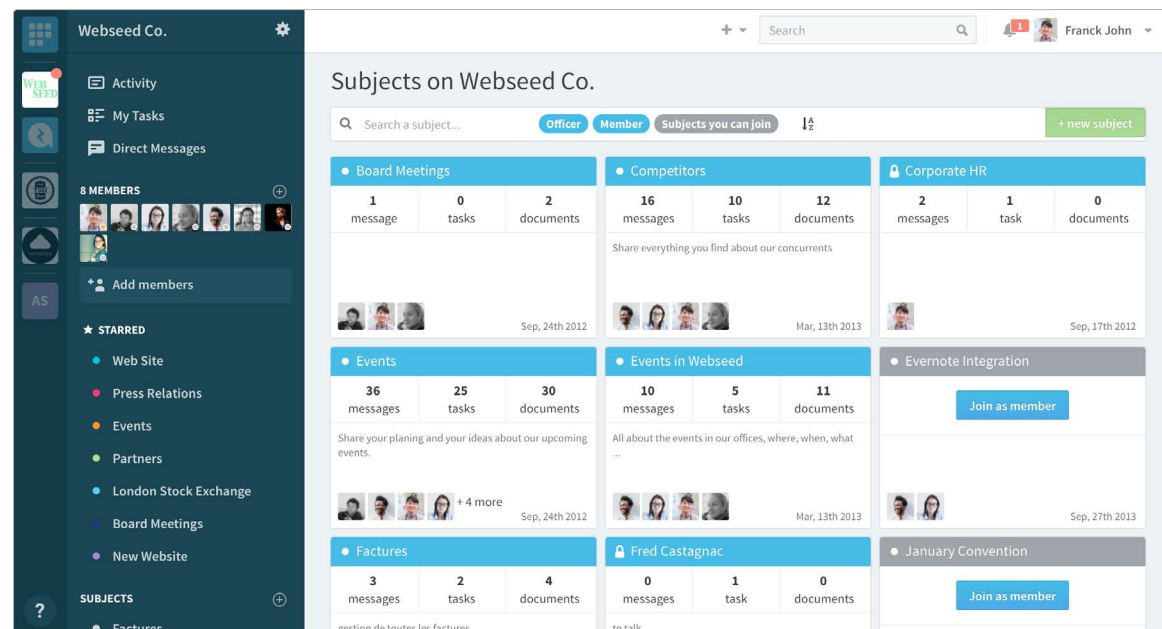
Subjects

A **Subject is subgroup on your Workspace** and can be anything: a topic, a project, a meeting, a product, a customer, an event, or whatever you want. You can have as many Subjects as you want on a Workspace.

You regroup a team in a Subject by **selecting people from your Workspace to collaborate with you**. Then you can discuss in real time; comments; or ask for approvals; share and assign Tasks, share files from your computer and documents from Evernote, Google Drive, Box or Dropbox. This is all thanks to our fully featured integrations.

Subjects let the sub-teams on your Workspace focus on a specific piece of work and keep it work filtered for its members.

A Subject allows people to collaborate and organize their work.



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Invite Guests to a Subject

As we explained above, you can invite anyone from your Workspace to a Subject.

Plus, you can also invite people who are not in your Workspace to collaborate with you only on specific Subjects only.

They will [participate as Guests](#) on those Subjects, without viewing the rest of the Workspace. This is great for working with:

- a contractor who just needs access to a particular event or project;
- your accountant on the “Accounting” Subject;
- your lawyer on the “Legal” Subject or a specific secret company acquisition;
- or even for managing relationships with a select number of customers or partners..

Members		
Name	User Type	
 Paolo Estrada azdemo+5@azendoo.com	OFFICER	⚙️
 John Kim azdemo1@azendoo.com	OFFICER	⚙️
 Franck Pierce azdemo@azendoo.com	OFFICER	⚙️
 Terry Blumborg azdemo+3@azendoo.com	MEMBER	⚙️
 Michelle Thompson azdemo+2@azendoo.com	MEMBER	⚙️
 Abigail Hudson azdemo+7@azendoo.com	MEMBER	⚙️
 Zee Burner azdemo+6@azendoo.com	<div>Make officer</div> <div>Revoke</div>	⚙️
 Lara Marks fcastagnac@gmail.com		

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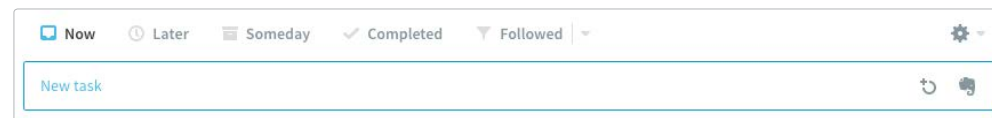
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Tasks

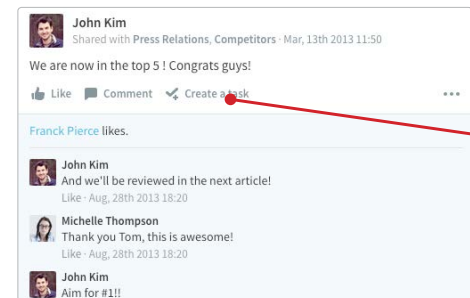
Create a Task

You can create a Task for **anything you have to do**, a report to write, a bill to send, an article to correct, a call to make, etc. There are many ways to create a Task in Azendoo:

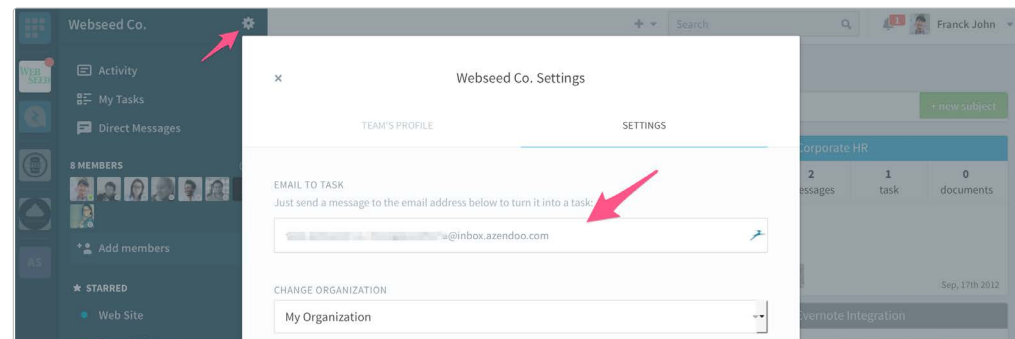
- in the top bar, the «Create a Task» button
- from the “Add task” bar in your Task panel



- from a Message



- with the [Email to Task feature](#): forward any email to the email address you'll find in your Workspace settings and it will automatically create a Task in your planner



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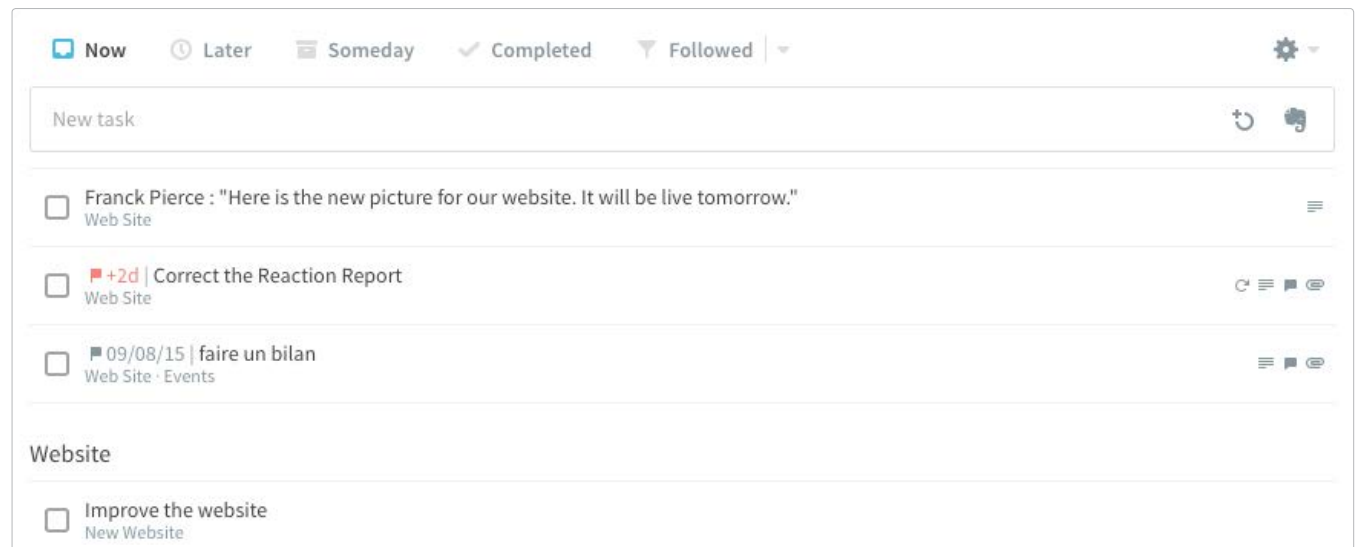
- by using the keyboard shortcut: Shift + [T]
- from the mobile app by clicking the “+” button.

Decide when you want to work on your Tasks.

 **Now**  **Later**  **Someday**

To organize the work you have to do you can:

- add Tasks to your **Now** list, for the Tasks that need to be done now;
- add Tasks to your **Later** list, for the Tasks that need to be done later: you can pick any date and time for a snoozed task;
- add Tasks to **Someday**, for Tasks that no longer need to be done, or that have not been completed but that you want to keep noted.



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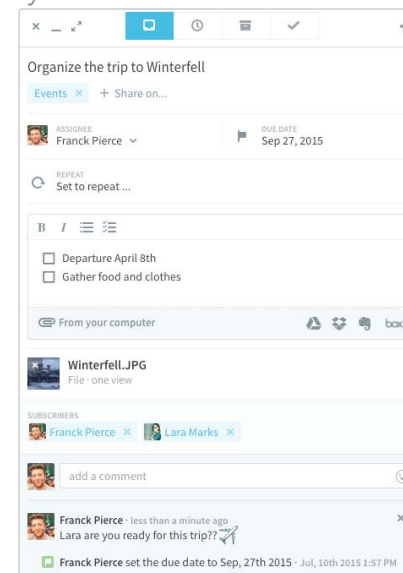
Enrich your Tasks

You often **need information in order to complete a Task** (the phone number of the person you need to call, the article you need to correct, the information of the client to whom you need to send a bill etc.).

So you can open your Azendoo Task by clicking on it. This will open a Task card, in which you can interact and add any type of information:

- a description
- a due date and a reminder
- files and documents
- attach one or more Subjects (to share the task with your co-workers)
- assign the Task to one of your team members
- add followers and live chat with them from the Task card
- etc.

You can also share a Task publicly, if you need to share information with people outside of Azendoo.



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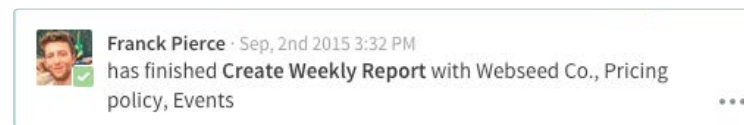
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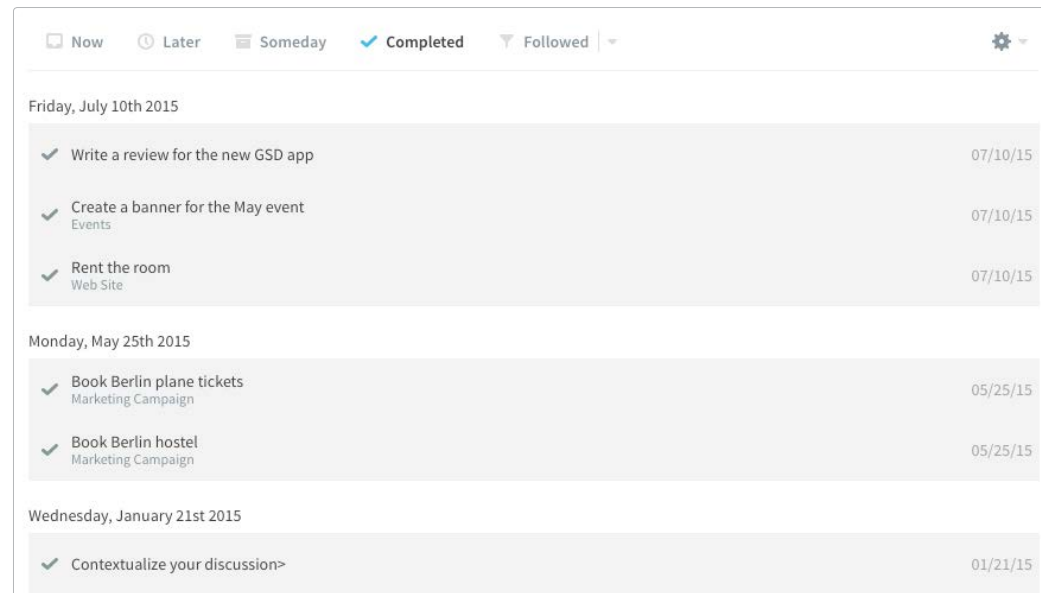
Tasks

Once the work is done, you simply **mark your Task as “done”** by checking the top-left check box. Your co-workers will then be informed that you’ve completed your Task and will move on to the things still to do.

Here is how it appears in the Activity feed:



You can find all your finished Tasks in the **Completed** section:



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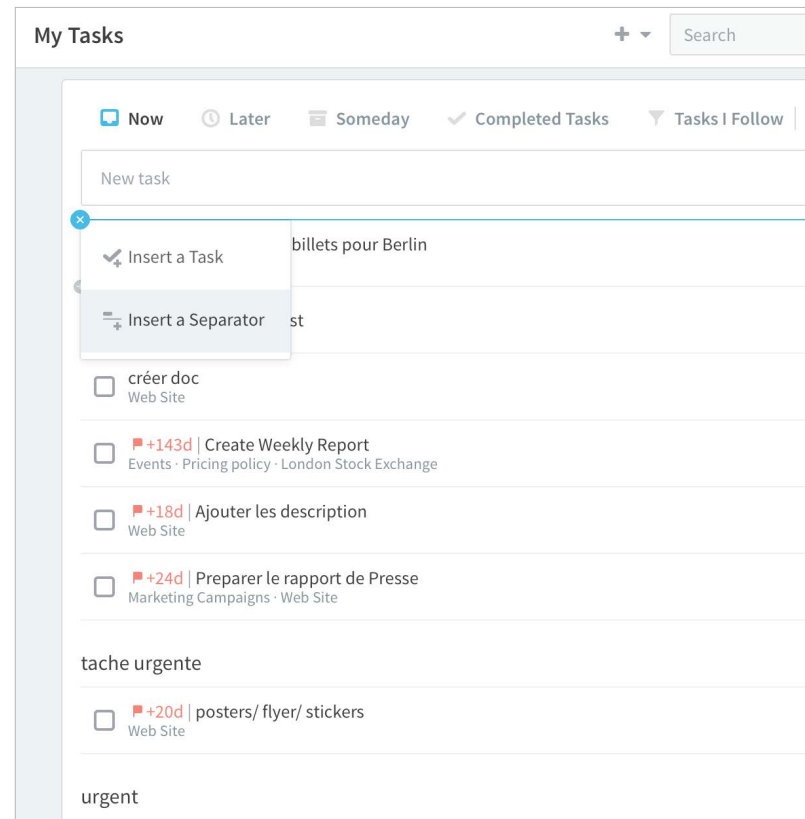
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Separators

Separators act as dividers to structure your Task list into groups of Tasks. You can use the Separators in your personal Tasks list or in your Subject Tasks lists.

To do so, just rollover the “+” button and select “Insert a separator”, then you can name your Separators the way you want.

To learn more about the Separators read our [blog post](#).



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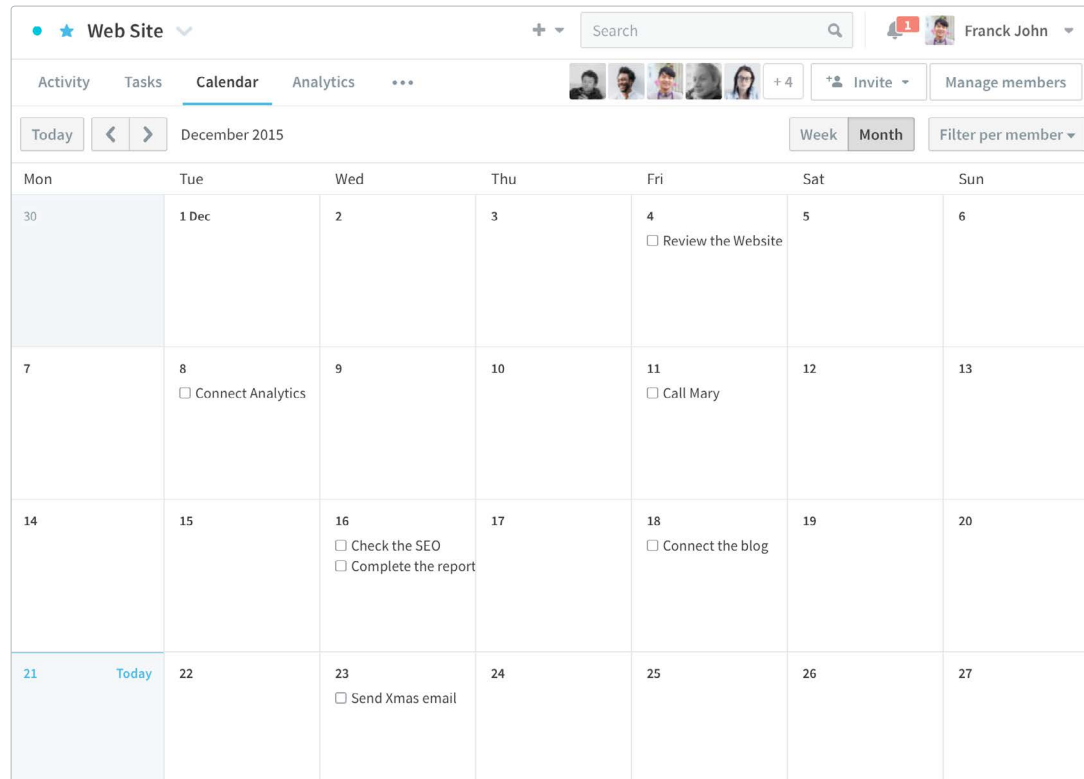
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Calendars

You can find Calendar views within each Subject, between the Tasks and Analytics tabs. This function show you all of your team's Tasks with a due date. You can also create a Task directly from your Calendar.



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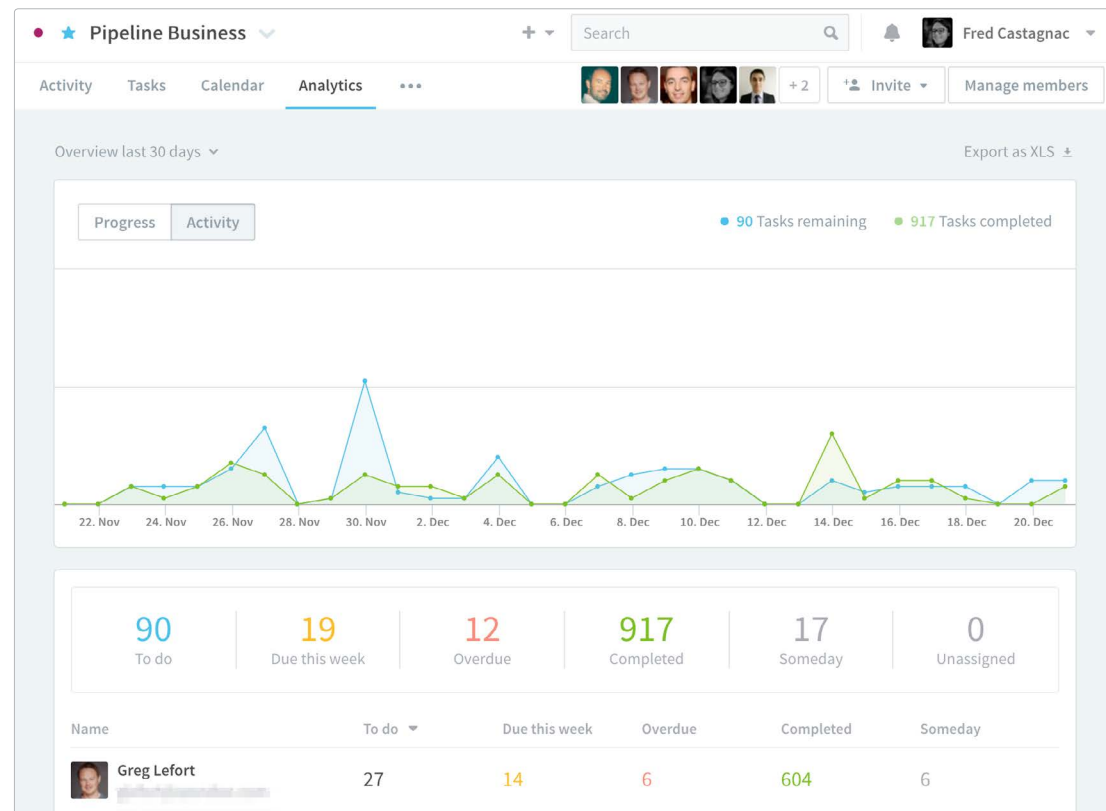
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Analytics

In each Subject you will find the Analytics tab, from where you can monitor your projects. They include two main views: a graph view, and a view for the total number of Tasks per category, including a breakdown of the Task distribution by team member. The graph's time frame options are 7, 60 or 90 days. You can also export the data to an XSL file.

Learn more about the Analytic dashboards [here](#).



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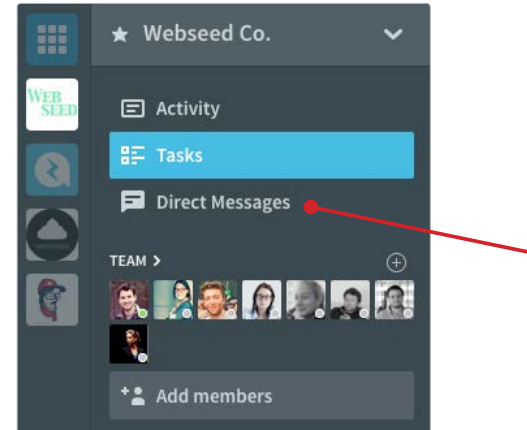
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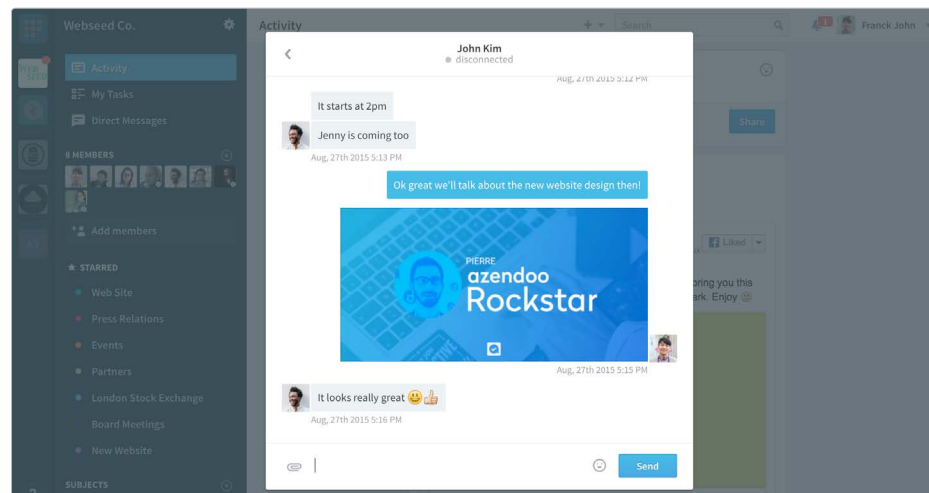
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Direct Messages

Direct Messages are personal conversations with each of your team members. They are entirely private: only you and the person with whom you are discussing have access to them, and you can also share files, web links, pictures, etc.



When you receive a new Direct Message, you'll get a notification at the bottom right of your app, and you'll also see a red dot next to the Direct Messages tab. You can open the discussion thread simply by clicking on the notification.



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Post a Message

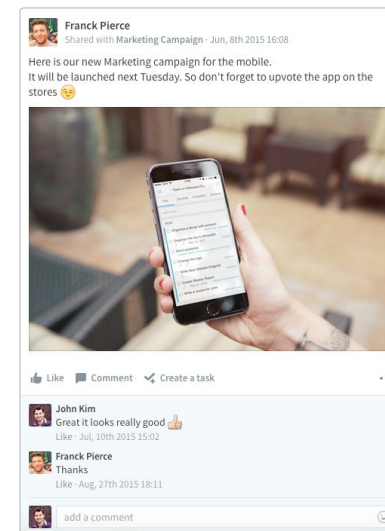
The Activity feed allows you to **discuss with your team**, share relevant information and see what's going on in your team's work.

To post a Message on the Activity feed, simply go to "Activity" and click on "Write your message".

Consider Azendoo Messages as an **alternative to your email exchanges**. Messages are rich and productive real-time conversations that help you sync in-team.

You can also take a vote (to share ideas and ask for approval), upload a file, or directly share an Evernote note.

- **Type in what you want to share**; add any files, links, notes or documents, from your computer or from your cloud accounts like Google Drive, Dropbox, Box or Evernote.
- **Choose the Subject(s) and/or Workspace** on which you want to post this message.
- Or you can **"Add a poll"** to ask your teammates a question.



You can also like and comment on your team members Messages.

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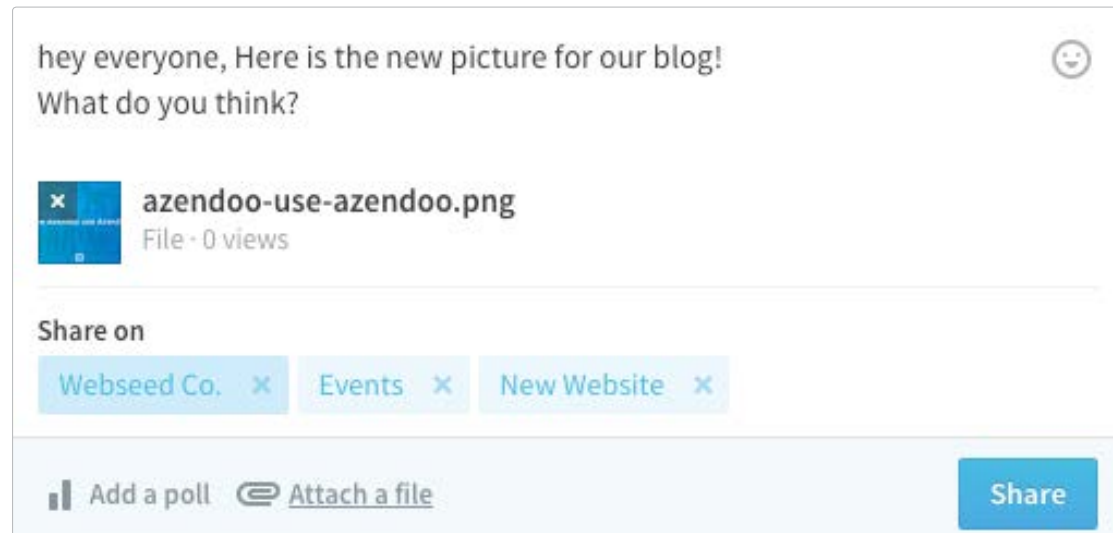
Activity

Who receives and can see your message?

When you share a Message, a vote, or files in your Activity feed, you can **identify exactly who will receive and who will have access to your message**, depending on the selected Subject(s) or Workspace.

If you share the Message on a Workspace, everyone will receive it, wherea if you share it on selected Subjects, only the Subject's members will receive it.

You can also share a Message on a Workspace AND on several Subjects at the same time.



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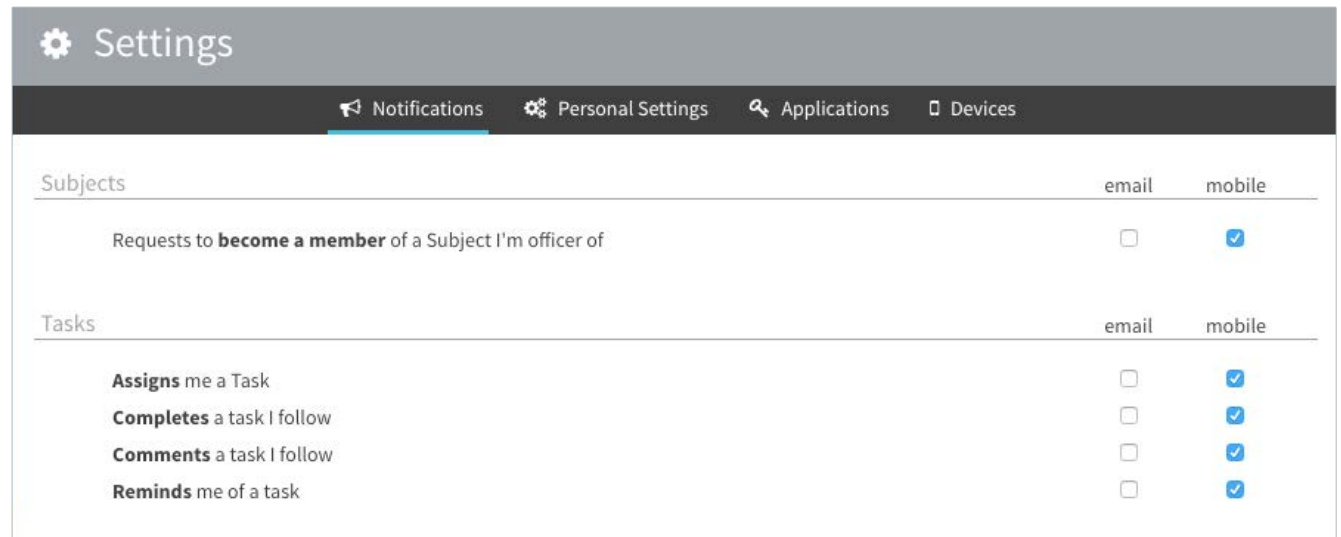
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Settings

Your settings

To access your settings you need to click on your profile picture (top left). From there you will be able to **access your notifications**, personal settings (including language, timezone, etc.), application authorizations, and connected devices.



[Setting up your notifications](#) is very important for staying in sync with important information. All Azendoo users can be notified via the application, by emails, on their mobile and/or on their desktop, in order to stay in contact with their team.

By default, all notifications (on mobile and by emails) are enabled to help new users get used to Azendoo. However, **we recommend that you adjust your email and mobile notification settings** according to your current app usage.

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Mobile Application

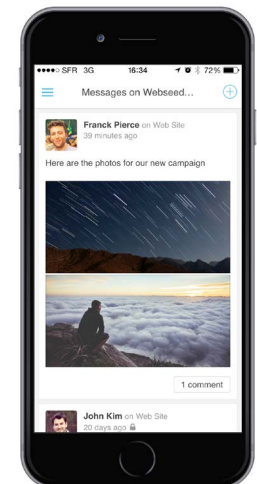
Azendoo is available on the web, on your desktop, and also on mobile devices and tablets (iOS and Android).



All Azendoo features are available on the mobile app. You can :

- create Tasks and Messages
- create a Subject
- access any information
- comment in Tasks
- etc.

You can **download the** [iOS](#) or [Android](#) version.



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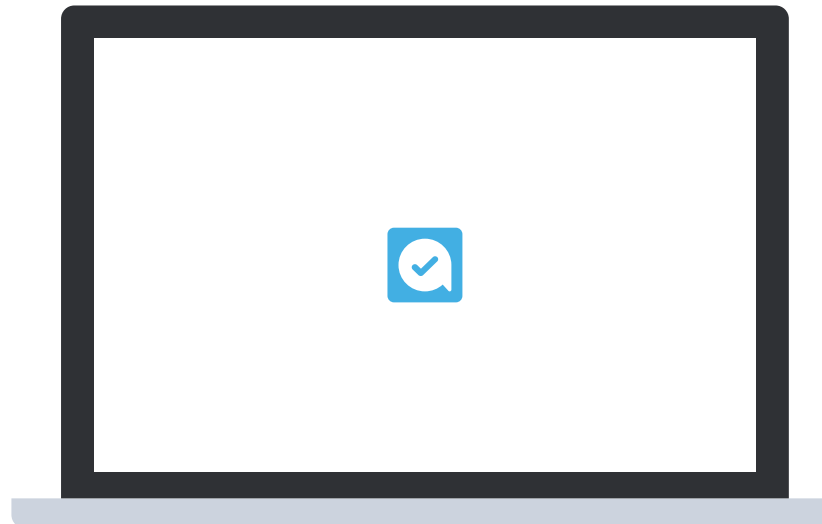
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Desktop application

You can also download the [Azendoo desktop application](#) for Windows, MacOS and Linux.

Having Azendoo on your computer desktop will allow you to access your favorite application quickly. You'll also be able to see **your notifications directly from your desktop**. Plus, you will enjoy the new features we are going to release, such as shortcuts to create new objects, a widget to complete your Tasks faster, etc.



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Azendoo integrates with your favorite apps

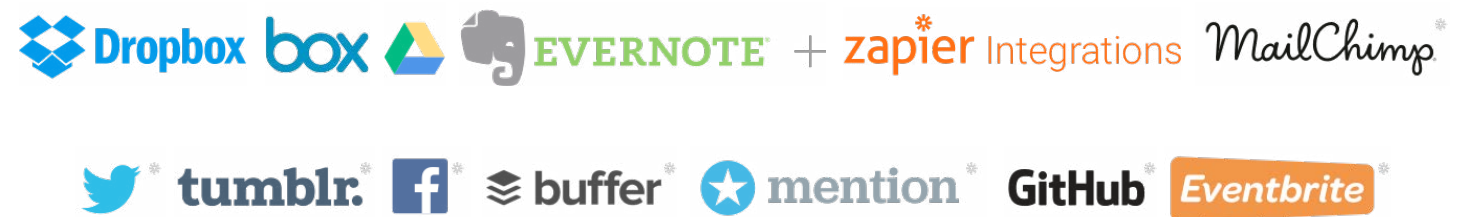
Azendoo's main focus is to help you **easily share content with your teammates easily**, no matter where the content is stored. This includes the information that you have on your hard drive, on your company's intranet, on the web, in your emails, but also in cloud apps such as Google, Evernote, Box, and Dropbox.

Azendoo has integrated with these applications to help you **centralize all your information** in one secure place and to let you take action on that content (discuss; create Tasks; delegate Tasks; share in Subjects; etc.).

Azendoo is also connected to [Zapier](#) to integrate with more than 80 external services, such as GitHub, Buffer, Twitter, Mailchimp, Mention, Facebook, EventBrite, and many more.

When adding an authorization to Google Drive, Dropbox, Box, or Evernote, [none of your contents is shared without you explicitly doing it](#).

Your teammates will ONLY have access to the selected contents that you share with them.



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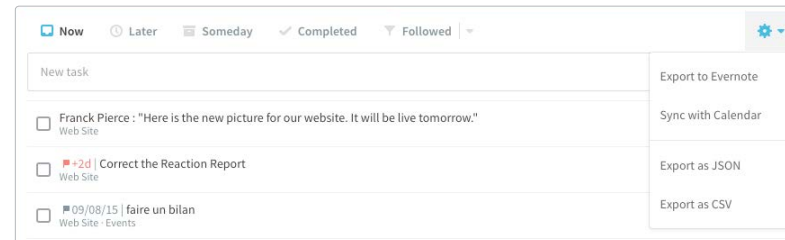
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Calendar syncing and emails integrations

Sync your Azendoo deadlines to your own calendar

By [syncing your Azendoo](#) to your calendar (Google Calendar, iCal, Outlook Calendar, or others), you can see your upcoming due dates coming on the calendar you use for your meetings. The calendar sync will only use Tasks for which **you have specified due date**, as these have an exact deadline.

You can sync Tasks from your planner or from a specific Subject, from any Workspace.



Create Tasks from your emails

This helps you manage (and empty) your email inbox.

With Azendoo, you can **create a Task directly from an email**. For every email you receive, just forward it to the email address that you can find in your Workspace settings, from the email address that is linked to your Azendoo account. The email's subject line will become the task label.

A Task is instantly created in your personal planner at the Tasks Overview level. You can then add any additional content and/or delegate the Task to someone else.



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Evernote

Link your Evernote account

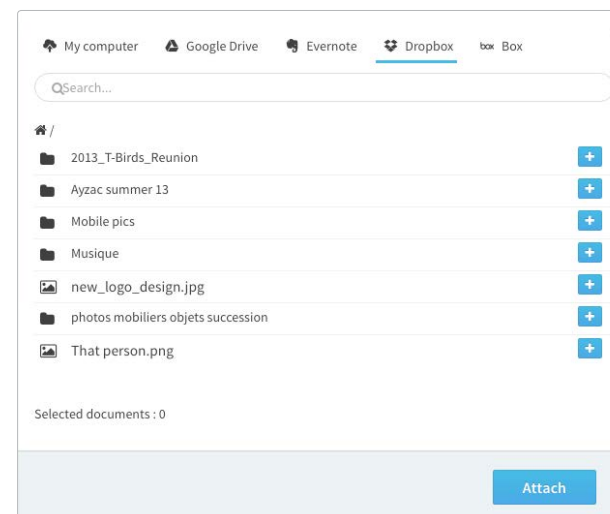
Evernote works natively with Azendoo, whatever your version of [Evernote](#) (Basic, Plus, Premium, or Business).

If you want to **share your Evernote content** in Azendoo, **to export your Task** planner to Evernote, or **to import your Evernote tasks list**, simply add your Evernote account: Go to your [settings page](#) and navigate to the Applications tab, and click the “Connect” button.

Share an Evernote note in a Message, in a Task, or in a Direct Message.

Once you’ve added your Evernote account to Azendoo, you can directly share Evernote notes in Azendoo.

From a Message or a Task, you can attach one or several Evernote notes from your personal or business Notebooks by clicking on the Elephant icon for a Message, and on the paperclip icon for a Task:



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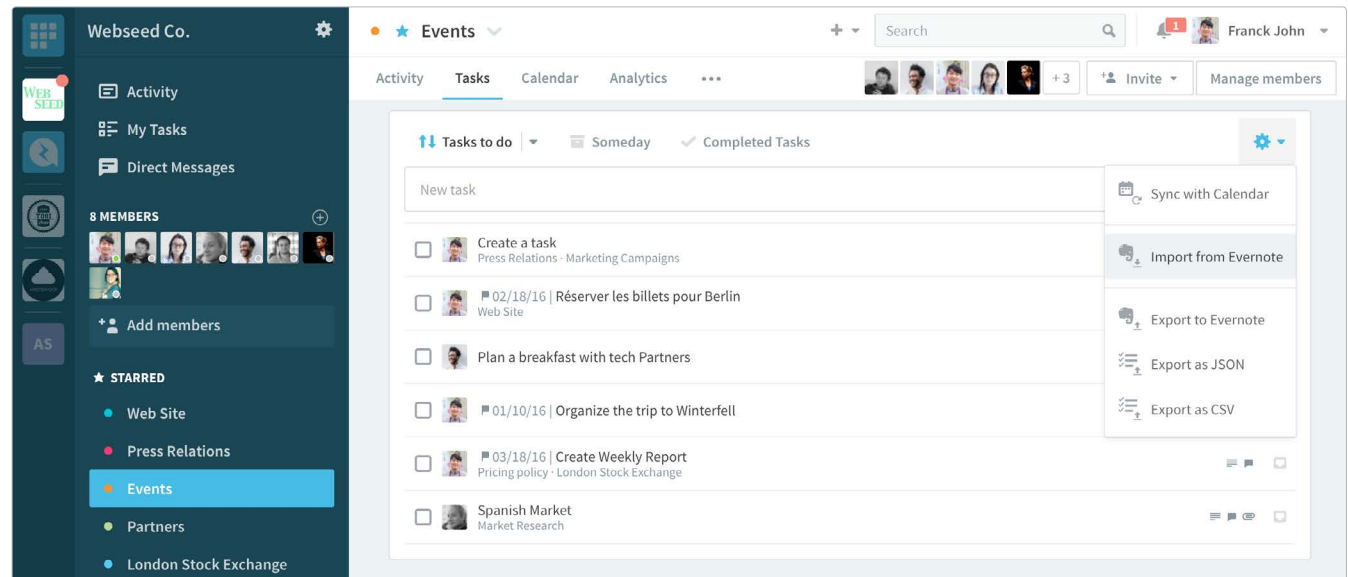
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Evernote

Import your Evernote to-do lists into Azendoo

You can **import any Evernote Note that contains checkboxes** into your Azendoo Task list, automatically transforming your checkboxes into actionable Azendoo Tasks.

You can choose to import from your Task planner or directly from a Subject. Each checkbox from the Evernote note will be transformed into an Azendoo Task.



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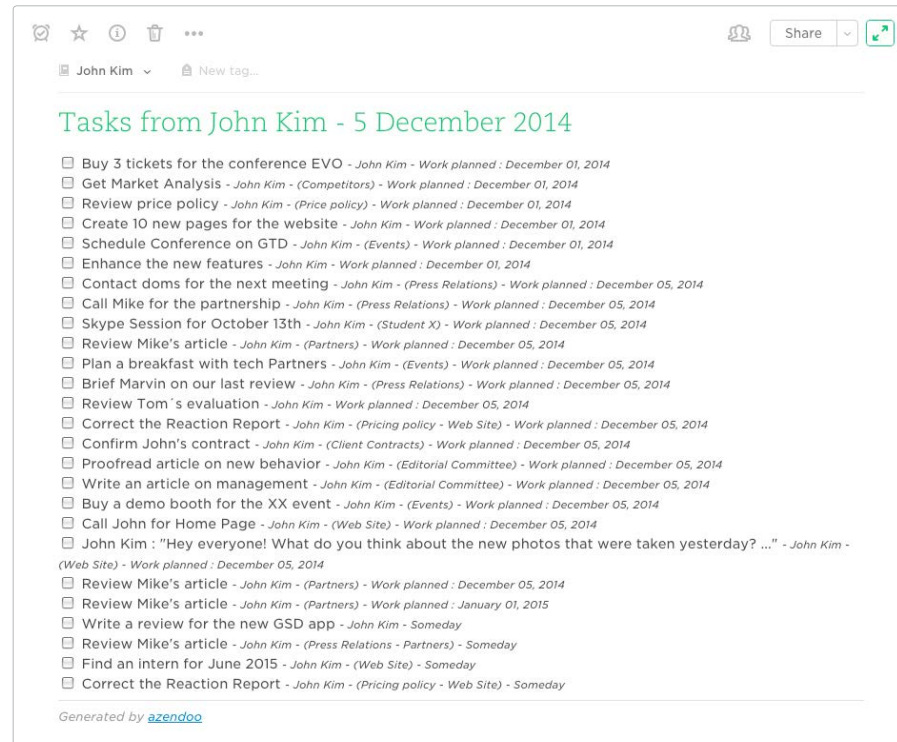
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Evernote

Export your Azendoo Tasks to Evernote

You can [export any Azendoo Tasks list](#) (from a Subject, from your personal planner,etc.) to an Evernote note.



A checkbox will be created in your Evernote note for each Azendoo Task.

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Google Drive

Link your Google account

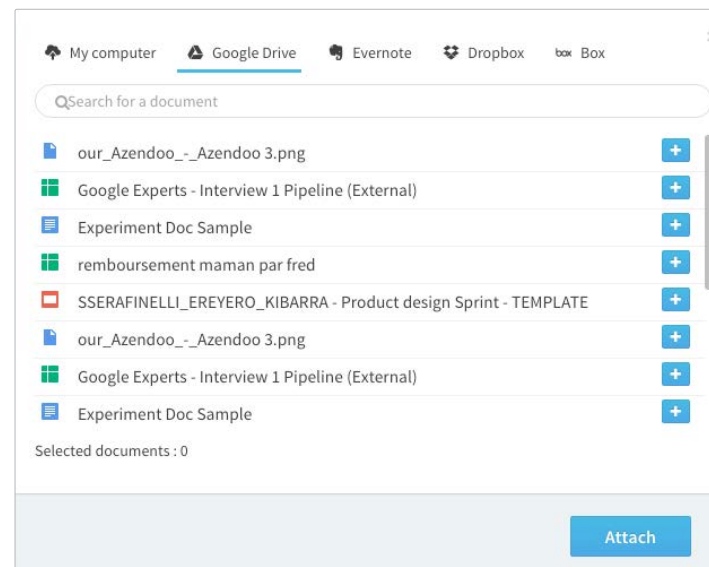
Your Google account works natively with Azendoo.

To **share your Google Drive content** in Azendoo, login to Azendoo with your Google account. Alternatively you can **invite your Google Contacts** directly, simply by adding your Google account:

Go to your [settings page](#) and then to the Applications tab, and click the “Connect” button.

Share a Google Drive doc in a Message, in a Task, or in a Direct Message

You can share Google Drive documents, spreadsheets, presentations, or forms, all in Azendoo. Simply click on the Google Drive icon within a Message or a Task. From the Google tab, you can then search for and add the documents you want to share from your Google Drive.



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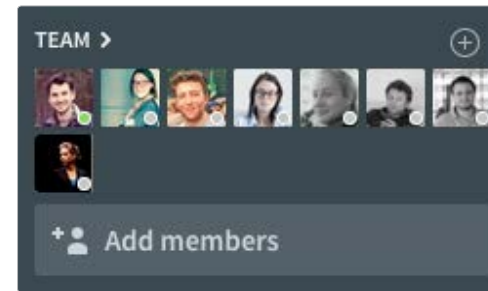
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Google Drive

Invite your Google contacts

In Azendoo, you can **invite people to collaborate with you**. Simply make sure you are viewing the Workspace you want to invite people to. To invite them, click on the “Add Members” button on the team menu in the left column.

You can choose to invite them by email; to **access your Google Contacts and invite them by selecting their email addresses**; or to send them an invitation link.



Add members to this workspace (Webseed Co.)

INVITE WITH A LINK

☒ Enable invitation link
Anyone with the link can join the workspace.
 Disabling an invitation link is permanent. Creating a new link replaces any previous link.

https://app.azendoo.com/p/workspa

Copy link

INVITE BY EMAIL

Add names or emails

Use Google Contacts

Send Invitations

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Box

Link your Box account

Azendoo provides you with a native integration with Box, so that you can share your Box folders and files easily and get straight to the heart of collaboration.

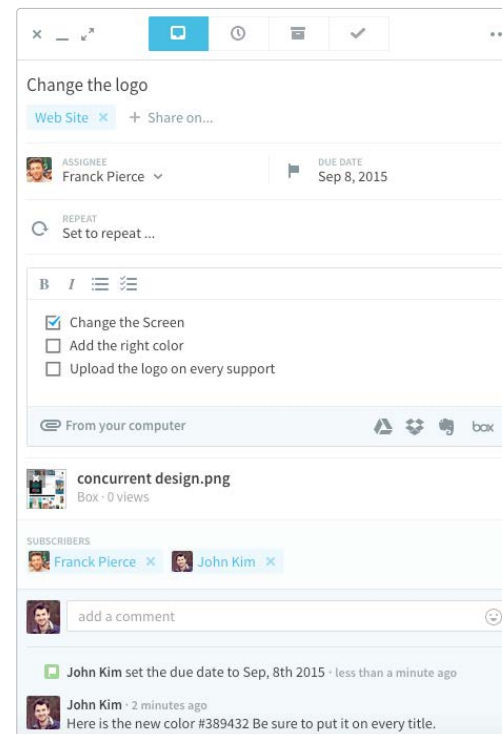
You just need to add your Box account, and share the content you want to share.

Go to your [settings page](#) and then to the Integrations tab, and click the “Connect” button.

Share Box files and folders in a Message, in a Task or in a Direct Message

Simply click on the Box icon from a Message, a Direct Message, or when creating a Task.

From the Box tab, you can then search for and add the documents you want to share.



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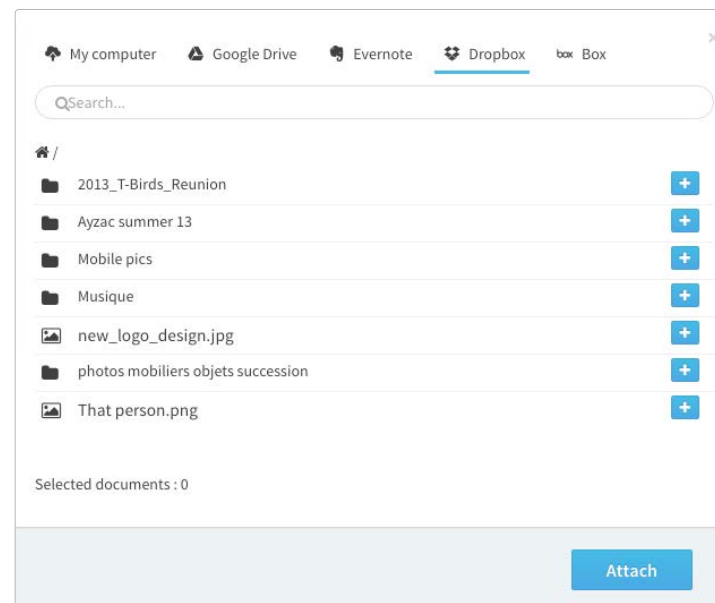
DropBox

Link your DropBox account

Like many people, you are probably using Dropbox as a cloud storage service. Azendoo allows you to list and share your folders and files easily, directly from within Azendoo. Simply go to your [Applications page](#), and click on “Connect” button to authorize.

Share Dropbox files and folders in a Message, in a Task, or in a Direct Message

You can see the of list your Dropbox files and folders from within Azendoo, tin order o attach and share them in a Message, in a Task, or in a Direct Message.



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Zapier

Connect more than 80 apps to Azendoo via Zapier

Use our integration with Zapier to connect more than 80 applications such as Twitter, Buffer, Facebook, GitHub, Mailchimp, Mention, and so [many more](#).


To use the Zapier integration, go to your [Zapier](#) account and start triggering data from other apps to Azendoo.



MailChimp (zapier)
 Shared with Test Zapier Integration · 3 hours ago


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👍 Like 💬 Comment ✨ Create a task







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THE SMART AZENDOO GUIDE

Using Azendoo

You can use Azendoo to **manage your daily workflow** with your marketing team and any other members of your company and NPOs; with your friends; or for your school projects.

Azendoo is your application, so you can use it the way you want to.

In this section, we have collected a few user stories to help you understand how you can best use the application. If you want to read more of these stories, you can find them on the [Azendoo Blog](#).

Learn how teams achieve more

Make your teams more productive, deliver lightning-fast, and more.



Marketing Departments

Coordinate campaigns and product launches with improved overall communication and collaboration for your whole team.

[Learn more](#) ►



Designer Teams

Focus on each task and unleash your creativity. Azendoo does the rest: receive project specifics, share your work, and get feedback and approval.

[Learn more](#) ►



Marketing Agencies

Manage multiple clients and projects, encourage teamwork and collaboration to provide higher-quality service.

[Learn more](#) ►

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THE SMART AZENDOO GUIDE



Joe Caesar
Director of European Operations

JOE CANGELOSI SHARES HOW PRODUCTION ASSOCIATES USES AZENDOO

How did you first hear about Azendoo? Why did you choose Azendoo?

Before I worked for this company, the owner of Production Associates first recommended it to me. So, I actually used it at my old company as well. What made me use it is that it is fully integrated with Google Apps, because my old business was all Google Apps. We have a business in China so we can't really use Google Apps, which is very sad for me.

The thing that was most appealing for me was that it wasn't expensive, it was really easy to use and it was super integrated with all the software that I was using already. Because of all that, I really stuck with it when I took a job here. The integration was key. Box is huge because we use Box for everything. That's what really makes it work for me.

How did Azendoo meet your expectations? Why did you feel Azendoo was right for you?

I have to say that overall, I'm pretty happy with it. The thing that I like about it is that it's pretty simple; it works pretty much as described. It's really up to us to organize the subjects and the workspaces so things don't turn into chaos.

I think that if you added another layer of organization, it would just become a nightmare. It's just the right amount of organization and it's up to us to stay organized. There is not that much that I would change about it, honestly. I love it: it's one of the few things that works the way that I think it should.

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JOE CANGELOSI SHARES HOW PRODUCTION ASSOCIATES USES AZENDOO

How did you implement Azendoo in your company? What challenges did you meet and how did you overcome them?

We basically just started putting stuff in there and making people use it; like, what I do is I definitely don't email people about stuff. We joke that we have Azendoo bombs where everyday I go in, and I ping all the Subjects that I want answers on. So, since we're all on different time zones, people wake up to 300 Azendoo notifications from me.

So, I would say that from an implementation standpoint, we just dived in and used it and made people use it. The challenge that I have encountered is that some people don't use it, or they don't use it well.

So, for example, sometimes somebody will put a comment for a specific Task in the general discussion for a Subject, which is obviously just them being lazy. But I would say that willingness is the only thing, other than typical training, that needs to be overcome. Willingness is our biggest stumbling block. The people who don't use it mostly email me, and for the ones that I've given up on, I'll just email them back, but a lot of times I'll respond with Azendoo.

Can you give me a concrete example of how you have used Azendoo for a particular project, and explain the role Azendoo played in this project?

We have a checklist that we use for every show, because there are certain elements that are needed in every show. So, one of the first things that I do on a new project is I sit down with a checklist and enter it in to Azendoo.

I don't think it's worth having a template to always automatically auto-fill that stuff in, but I think that the needs for each show are specific enough that I don't mind entering them every time, because I add little notes in every time.

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JOE CANGELOSI SHARES HOW PRODUCTION ASSOCIATES USES AZENDOO

What have been the results of implementing Azendoo in your company?
How does Azendoo help you reach your goals?

I can tell you that, as a project manager, using Azendoo makes things extremely easy to track: not having to dig through emails and not looking at a giant paper binder for things that I am checking on. I sit down, I go to Tasks I follow and there is everything that I care about! So, for me as a project manager it makes it easy to follow what everybody's up to. Even the people who don't use it that much, even if I have to ping them to get an answer out of them, there is still a record of the conversation that is relevant to the Task. It's just so much better than email that it's not even worth discussing it.

In the course of a project, there are hundreds, if not thousands, of emails I no longer get, thanks to Azendoo.

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THE SMART AZENDOO GUIDE



Pentagram

Eddie Opara
Partner & Designer

HOW PENTAGRAM USES AZENDOO

Pentagram is the largest independent design firm in the world. Exclusively run by designers who are partners in the firm, Pentagram employs 200 people across 19 different teams spanning the globe — and their fresh approach to projects belies their 43 year vintage.

Teams based across Europe and the US operate independently under the guidance of designer-partners. Without a mandate to use any specific software for communication or project management, teams have the freedom to arrange themselves according to their own unique mix of clients and employees. Ever since one designer-partner based in New York adopted Azendoo as an antidote to email frustration, however, use of the platform has spread organically among Pentagram teams. Eddie Opara, one of Pentagram's designer-partners, explains:

“ The conversation that I had with one of my partners was just on a whim, where she said: «what the hell is that, let me have a look at it”. I told her what it is and immediately she was on it, and then her whole team was on it! Then my other partner was on it, who I hadn't had a conversation with at all. It was somebody from my team who had basically started talking to them about Azendoo, and then they were using it! ”

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HOW PENTAGRAM USES AZENDOO

These days, Eddie's team use Azendoo as their sole means of internal communication. Documents are attached to tasks, and even within the most complex of projects they can't be mislaid because of the smart search function. Even better, by using Azendoo on their smartphones and other devices, alerts and notifications ensure no messages get missed — putting an end to nagging emails (and snarky replies) forever.

“ To be absolutely honest I really hate – despise – email. I don't find it very useful at all, especially if I need to be reminded to do something. Azendoo has been incredibly beneficial in that regard. ”

Azendoo works for Pentagonum because the simplicity of delegating and viewing progress on tasks allows for transparent and assured team communication.

“ We're right on time. We're able to relay that information to the client, and that has been a very, very hard thing to do previously. ”

No matter which project the team is working on, from branding quirky toy apps to dealing with exclusive architecture consultants, meeting and exceeding client expectations is easier with Azendoo.

Pentagram works at a level of speed and productivity that would leave Usain Bolt feeling just a little bit dizzy, posting new projects on their blog every couple of days. Keeping up-to-date used to be arduous for Eddie and his project coordinator, necessitating tedious team meetings to update each other on project progress. Using Azendoo, Eddie can simply view, update and follow up on delegated project tasks — and reserve meetings for talking about the really interesting stuff.

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HOW PENTAGRAM USES AZENDOO

“What Azendoo has done is that it allows us to actually have team meetings without going over projects, and that’s what we wanted to do. We want to talk about design and new ideas, or what event or books we are reading. We don’t want to be talking about ‘did you do this task, did you do that task’ in a meeting. I just don’t think it’s viable, I don’t think it’s right, and Azendoo has started to take that away very, very quickly for us, which is fantastic.”

With Azendoo improving team task-management and meetings – and pushing their productivity up another notch – Pentagram’s continued ascent to world domination seems assured.

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stoneful

Gleb Maltsev
CEO

HOW STONEFUL, A CONTENT AGENCY, USES AZENDOO

Stoneful is an international content agency based out of Tallinn, Estonia. The crew of six resembles a mini—UN General Assembly, or the Google Analytics geo-data of a global eCommerce site. The folks are from the UK, the US, Switzerland, Brazil, and Russia. They're writers, designers, marketers and journalists, all (mostly) working from a single office. They're a multidisciplinary content team with an attitude. They also happen to love cat GIFs and Azendoo.

Stoneful's client roster includes onoff telecom, a company founded by Taig Khris. They've worked with the award-winning CRM, Pipedrive. They are managing the community of Rabaconda, which includes many Global, AU and FR enduro champions. The bragging list includes Matthew J. Phillips, Pierre-Alex Renet, Christophe Nambotin, and Mathias Bellino. Heck, they've even helped launch CoFounder Magazine, a print magazine dedicated to startup journalism, with a list of contributors that includes Kaarmann, Cristobal Alonso, and Antti St. Stén.

The full list of their clients would make for a colorful police lineup. Managing, creating, and curating content for all of them can be a challenging task, or according to Stoneful's founder, @glebmaltsev:

“Managing content on that scale and of such variety can be a massive pain.”

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HOW STONEFUL, A CONTENT AGENCY, USES AZENDOO

For their first major telecom project for TravelSim they made do with email, Dropbox, and Google Docs and Sheets. Before Azendoo, they had a project manager who had a workflow document for each client. That lasted them for six months or so, after which, in part due to an influx of clients, they started experiencing growing pains. The established project management platforms were either too expensive or they were too complicated. It was around a year ago that Rachel, their Editorial Director and Writer had discovered Azendoo and introduced it to the team. Oh happy days. It just made sense, they've even written an app review on the subject.

“ We were looking for something simple without much of a learning curve. We also liked the layout and that it was possible to view tasks vertically (a to-do list) or horizontally (the Activity feed). ”

According to Gleb, when out of the office, he can still interact and engage with his team as everything is in the system (project briefs, task related documents, previous conversations etc.). For him, this is one of the most direct ways of staying connected with his team, wherever he is.

“ With the Azendoo app, I can see what everybody is working on, in real-time [dramatic Silicon Valley tone]. It works like a dashboard where I can focus on the workflow, without having to ask anyone to brief me. Not disturbing my team with micro-requests had an overall positive effect on productivity, with a corresponding reduction in the amount of death stares. ”

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HOW STONEFUL, A CONTENT AGENCY, USES AZENDOO

As of today, all Stoneful projects are managed through Azendoo, mostly using a single Workspace, with clients listed under “subjects”. The content created is stored in Google Drive, which serves as the central hub or “brain” of the whole operation. The Editorial team (Rachel, Claire, Tati) schedules Tasks in line with publishing and editorial calendars. The Creative team (Lewis and Gia Lam) uses the system to keep track of the constant stream of visual work.

The Tasks range from a basic “edit Emily Pross images” or “infographic #2”, to “communication guide additions”, which would often provoke a raging discussion in the feed. Upon opening the app, the first screen shown is a list of completed Tasks. That gives the team a warm, fuzzy feeling.

For special projects, like eBooks for instance, the team creates a separate Workspace where they invite freelancers as Guests to work with them on specific Tasks.

The end of the month for Rachel and Tati is dedicated to performance metrics and reporting. Rachel extracts the major Tasks that have been done, and Tati creates a template in Google Sheets where she adds those tasks along with the main KPI reports (such as Google Analytics stats, WooCommerce sales numbers or Hootsuite data). They make extensive use of the task-assigning feature, in order to prioritize and delegate work. This basic, yet essential feature is what allows them to keep communication on track and content published on time.

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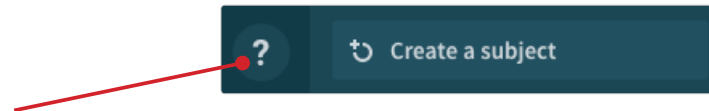
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The Azendoo team is here to help you be more productive with our application. So not only you can you contact us via our [Support team](#), but you can also contact us directly within the app (using the “?” button).



You can also send us an email to contact@azendoo.com to request a personal online demo of the application for you and for your team.

Thank you for reading this guide! I hope it will help you to better understand Azendoo. See you soon in Azendoo.

Made with ❤️ by the Azendoo team ;-)