

Manage your projects, delegate tasks to team members, generate reports on project status and more!

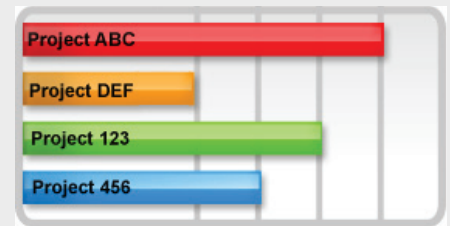
Share Your Projects

Lectora Online enables you to share your titles with team members so you can work together on projects. Lectora Online's version control system enables teams of users to work on separate parts of a title concurrently. Lectora Online will manage the content for you, so that each user is always working on the most up-to-date version of the title and can see the various changes that others have made.



Update Title Status

Each shared title has a status that can be updated. The initial status of a title is *Shared*. This status can be changed to *Development*, *Test*, *Review* and *Production* to indicate the current phase of the title within its development. For example, update a title's status from *Shared* to *Development* to indicate that authors are actively working on the title. Keep this status updated so that other users can quickly see where projects are within the development cycle.



Create and Manage Assignments

Administrators and Project Managers can create assignments to delegate specific tasks to individual users. Each assignment is associated with a title and can be assigned to any user with whom the title is shared. Users can write comments within their assignments and can modify the assignment status to reflect its acceptance and completion.



Chat with Team Members

Lectora Online's chat capabilities enable you to quickly connect with members of your organization. Click the **People** tab on the Lectora Online home page to view the list of people within your organization and their online status. When a chat icon is enabled, the corresponding user is online and you can initiate a chat by clicking on the chat icon.



Generate Reports

Various reports enable you to quickly see the status of titles and assignments. Generate title reports to view the status of your titles within Lectora Online, the team members with whom they are shared, and the notes that have been written within them. Generate assignment reports to view a summary of assignments within your organization. Assignment reports can be filtered by title, by creator, assignor or assignee, and by status.

Assignment	Assigned To	Assigned By	Completed
_____	_____	_____	✓
_____	_____	_____	✓
_____	_____	_____	✓
_____	_____	_____	✓
_____	_____	_____	✓

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