

# Wrike

**PROJECT MANAGEMENT  
INFORMATION SYSTEM**

MCCS MARKETING



# SUBMITTING A **MARKETING REQUEST**

- Go to [mccsCP.com/marketing](https://mccsCP.com/marketing) to submit a marketing request.
- Click on the **green** Marketing Campaign Request button if using **.org** or **.com** network
- Click on the **red** Marketing Request button if using **.mil only**.
- Answer the questions and provide as much detail as possible.
- Include any attachments that will be helpful for the Marketing team. (Content, calendars, pictures, etc.)
- The assigned Marketing Account Manager will contact you within 3 business days to discuss and review your request. Please note that all requests are subject to change at the Marketing Account Manager's discretion.
- Campaign and project timelines are based on the amount of project deliverables, resource availability, the complexity of content provided, and the proofing process.
- Print items require a minimum of 30 days to complete
- Digital items require a minimum of 10 days to complete
- For assistance with project submission or status updates, please contact:

**Teresa Harding**

**MARKETING PROJECT COORDINATOR**

[Teresa.harding@usmc-mccs.org](mailto:Teresa.harding@usmc-mccs.org)

(760) 763-6052

# SUBMITTING A **MARKETING REQUEST**

Request Forms Overview

Please allow 2-3 business days for the marketing team to review your request.  
For assistance with project submission or status updates, please contact the Marketing Project Coordinator, Teresa Harding,  
[Teresa.Harding@usmc-mccs.org](mailto:Teresa.Harding@usmc-mccs.org) or (760) 763-6052.

- Promotional methods based on time and resource availability
- Print options require a minimum of 30 days
- Digital options require a minimum of 10 days

Marketing Campaign Request

- Web requests only
- Please allow 24-48 hours for updates to post.
- The assigned Marketing Account Manager will contact you with questions.

Web Request

- Marketing request for .mil users only.
- Please allow an additional 2-3 days for project processing time.

Marketing Request .mil users only

# SUBMITTING A **MARKETING REQUEST**

## Marketing Request

Request for a Marketing Campaign or Project

### Project Details

What installation? \*

Please select the installation this campaign will target.

What division? \*

Please choose the most appropriate category

What facility or program? \*

Please provide the facility of program this campaign pertains to

POC Name \*

POC Phone Number \*

POC Email \*

### About your Campaign

What is the Cost Center? \*

XXXX-XX

Campaign Budget: \*

## SUBMITTING A **WEB REQUEST**

- Go to [mccsCP.com/marketing](https://mccsCP.com/marketing) to submit a Web Request.
- Click on the Web Request button and fill in the information requested.
- Please allow 24-48 hours for updates to post.
- This request is to be used for website changes and additions or to address any problems or issues.

- Web requests only
- Please allow 24-48 hours for updates to post.
- The assigned Marketing Account Manager will contact you with questions.

Web Request

# SUBMITTING A **WEB REQUEST**

## Web Support Request Form

Request for mccsCP.com or mcsBarstow.com websites

What's today's date? \*

Choose Division \*

Facility / Program \*

Affected Pages/URL \*

Add the url(s) of the page(s) that need change(s)

Priority \*

Type \*

Identify the type of web change

Provide details/changes \*

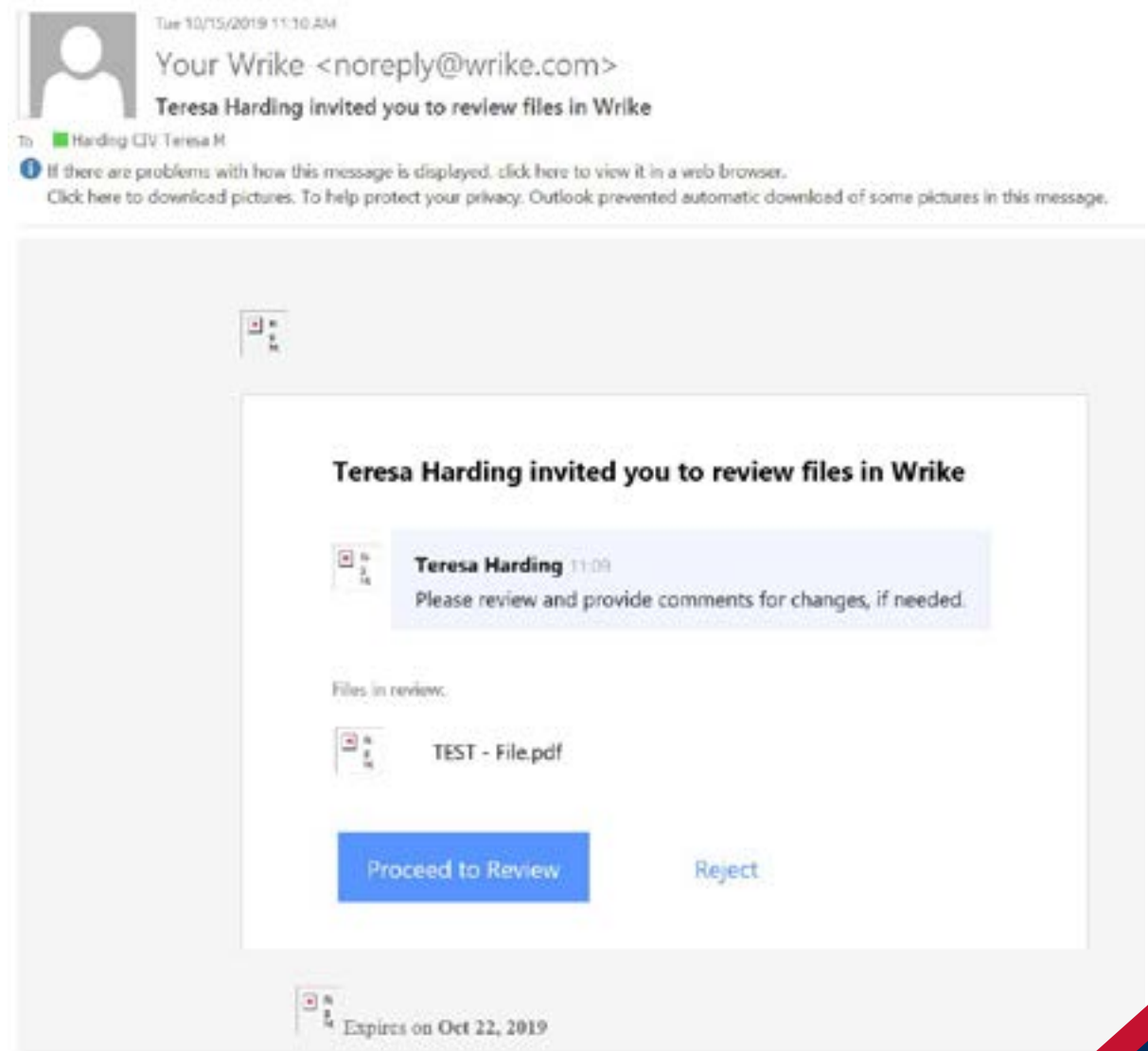
Attachment(s) (screenshot, document or any other file)

Download formats - PDFs/ Images- jpegs, GIF's

Name \*

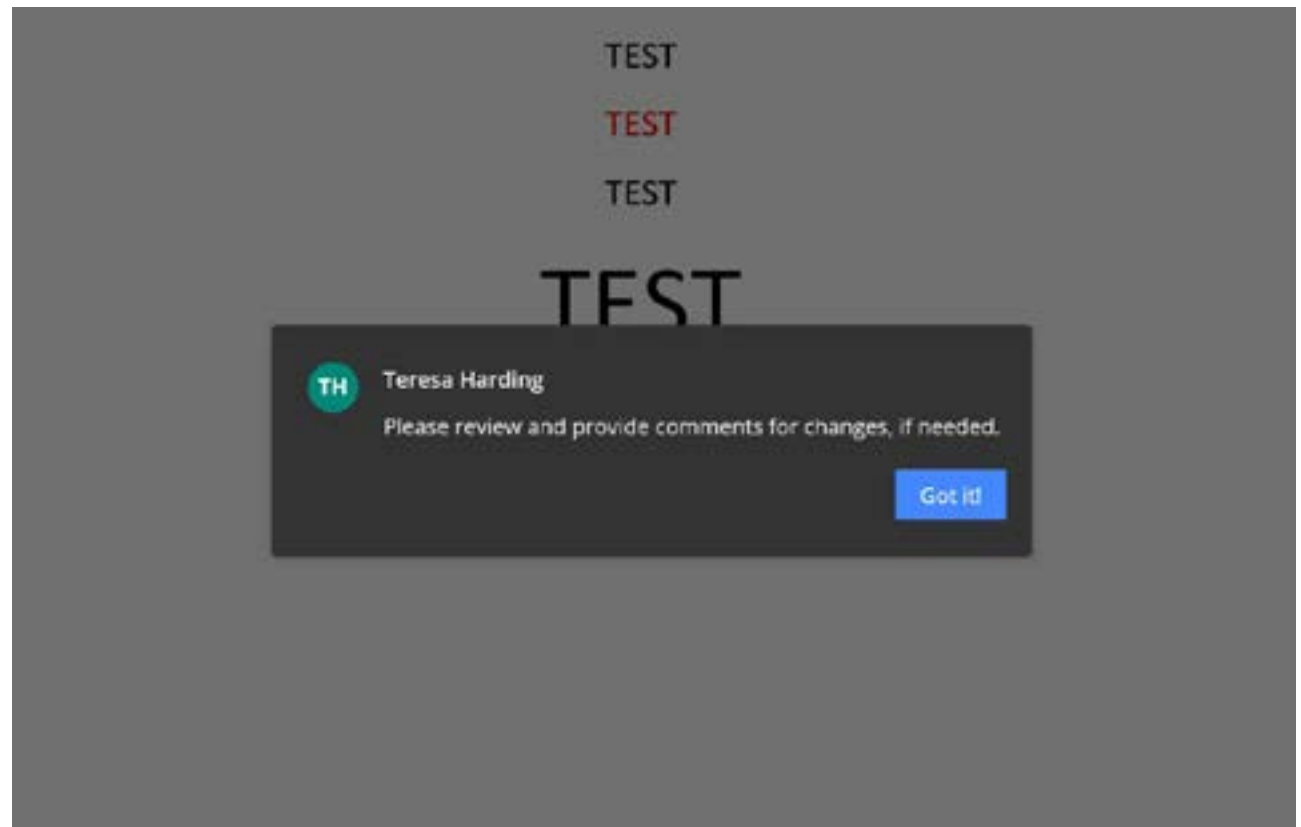
## REVIEWING A **PROOF**

- An email will be sent from Wrike to the email provided within the request form submitted.
- This email will provide access to review proofs and files created by our designers.
- Click on Proceed to Review to view the proof and request changes or approve the proof.



## REVIEWING A **PROOF**

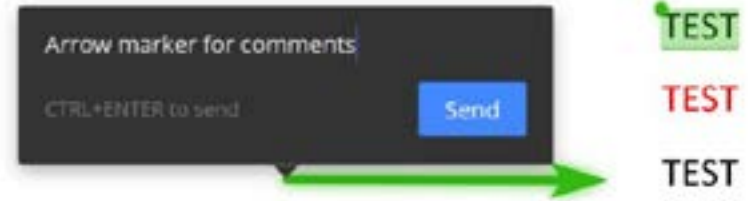
- Click “Got it!” to review the proof
- A short tutorial may begin to show the different editing options.





# REVIEWING A PROOF

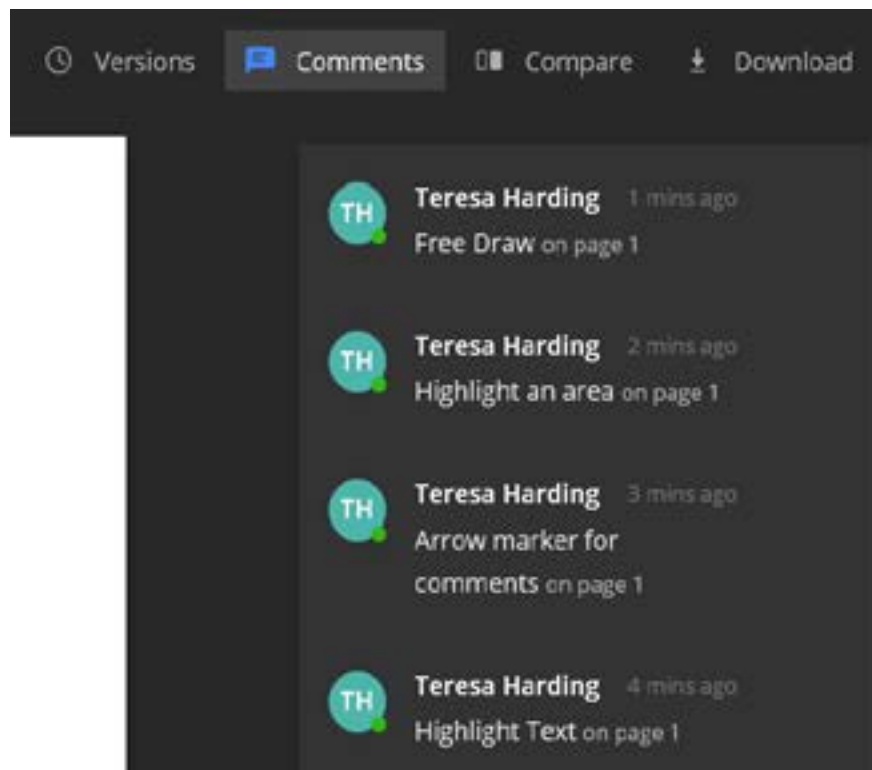
| There are several options to leave comments and request changes.



# REVIEWING A **PROOF**

Other viewing options:

- **Comments preview:** View all comments provided by all guest reviewers
- **Compare:** Compare multiple versions
- **Download:** Download files to your computer.



## REVIEWING A **PROOF**

- Please choose the appropriate response:
  - Approve
  - Changes Required
- No other actions required once decision selected.
- Decisions can be undone, if necessary, by selecting undo.

