

A Team Member's Guide to Woven

The Basics

Woven is an online tool that we will use to:

- Communicate within our teams and with individuals
- Assign and complete tasks
- Find links to the most frequently visited websites used for work

Everyone will get a Woven account username and password. Access Woven on your desktop by visiting <https://app.woven.team/Login> or download the Woven phone app:

- Download on Android: <https://play.google.com/store/apps/details?id=com.lumarc.woven>
- Download on iOS: <https://itunes.apple.com/us/app/woventeam/id1452397439>

Woven on the Desktop

There are four main areas to Woven on the desktop: your **Home Page**, **Direct Messages**, the **Team Hub**, and the **Knowledge Base**.

Home Page

Your Woven **Home** page shows birthdays and anniversaries **Celebrations**, **Quick Actions** to take in Woven, **Announcements**, and assigned **Tasks**.

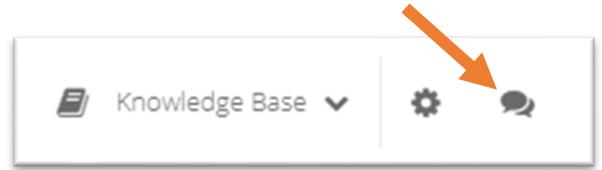
The screenshot shows the Woven Home Page interface. At the top left, it says "Hey, John! Great to see you again." and at the top right, "Get the App!" with Apple and Android icons. The page is divided into three main columns:

- Celebrations:** Shows a birthday for John Knight on June 25. A callout box highlights the text: "Celebrate team member birthdays and work anniversaries in the Celebrations section."
- Announcements:** Shows two announcements from Ryan Knight. A callout box highlights the text: "Check for any announcements in this Announcements section."
- Tasks:** Shows one task: "Clean the front desk." with a due date of 7 days and a high priority. A callout box highlights the text: "Check for any tasks that you need to complete in this Tasks section."

At the bottom of the Quick Actions section, there is a callout box that says: "From your Quick Actions menu, message your manager."

Direct Messages

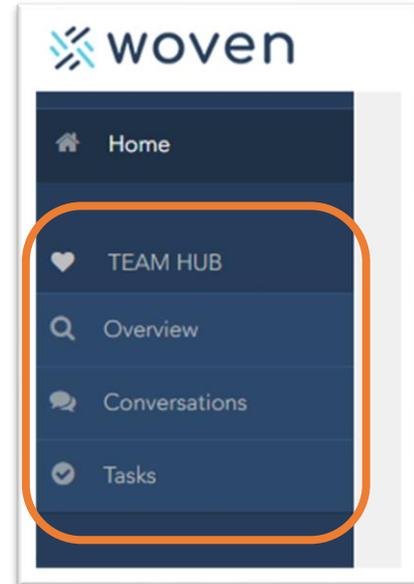
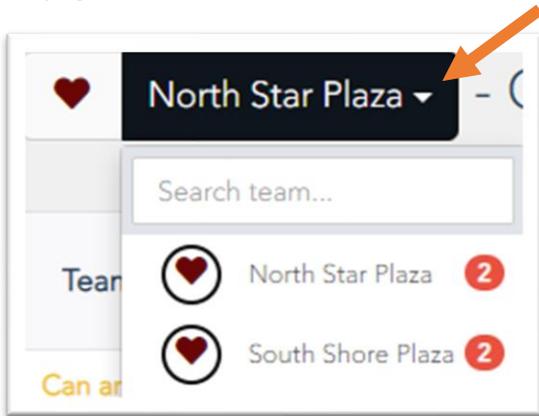
Click on the **Direct Message** icon in the upper right-hand corner to start a conversation with one of your team members – no need to exchange phone numbers!



Team Hub

Your **Team Hub** section appears in your left-hand navigation. Use Team Hub to communicate with your team(s) and review tasks assigned to you and your fellow teammates.

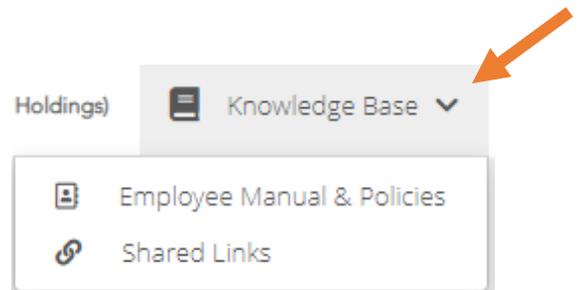
Do you work at multiple locations? Toggle between your locations using the team drop-down menu located at the top of each Team Hub page.



Knowledge Base

Your **Knowledge Base** section appears in the upper right-hand corner. Use this section's options to:

- Learn more about company rules by reading the Employee Manual (**Employee Manual & Policies**)
- Find links to the most frequently visited websites used for work (**Shared Links**)



The Woven Mobile App

Currently, the Woven phone app has announcements, direct messaging, and team conversations. Click on any of these features from the main page of the app or click the hamburger icon  to view a selectable list of available features. Log into Woven on a desktop to review and assign tasks, access shared links, and read the employee manual.

