



R1 Release

FREQUENTLY ASKED QUESTIONS FOR CUSTOMERS

What do I need to know about the R1 release?

The Workfront R1 release will engage more of your knowledge workers and executives in work. It provides executive visibility into where and how resources are allocated for each project, empowers knowledge workers to collaborate efficiently from anywhere, and customizes the Workfront experience for both knowledge workers and executives.

What are the key takeaways from the R1 release for my team?

- Workfront continues to help your team work more efficiently.
- Workfront will help you gain better visibility into your team's work.
- Workfront is more customizable than ever before.

What features are included in the R1 release to help my team work more efficiently?

Workfront Recycle Bin: Accident Forgiveness

Accidentally delete a task or project? Ask your admin to immediately restore work with the new recycle bin within 30 days of deletion.

Workfront Outlook Integration: Work More Efficiently

Work more efficiently with the game-changing Outlook 365 integration. With the R1 release you can now convert emails to tasks, send emails and attachments as updates, and respond to Workfront comments—all without leaving the desktop or online version of Outlook 365.

ProofHQ Proof Preview: Better Preparation for New Features

Get access to new features in your instance of ProofHQ before they are released in the product. Now you can test the new features, using your data, before features are publically released in ProofHQ. New leadtime will help you incorporate enhancements into your processes and uncover any workflow changes before the public release.

ProofHQ Search and Find: Find Text Faster

Quickly search and find text inside the proof viewer in all text-based documents including PDFs and MS Word documents. ProofHQ will highlight all instances of the phrase or words so you can quickly and easily review the proof and make comments.

ProofHQ Approvals in My Work: Easier Workflows

Quickly review and approve requested content from the My Work approvals tab, no matter where they originated—ProofHQ or Workfront.

ProofHQ and Workfront Unified Navigation: Easier Workflows

Work faster with consistent navigation between ProofHQ and Workfront. Now, it's one click to your proofs, and then back again. This seamless experience provides an easier workflow for your work in ProofHQ and Workfront.

Workfront DAM Embedded Links: Better Control of Published Assets

Easily track where your digital assets are published and how often they are downloaded with the new embedded links. You can now centrally manage asset publishing and reporting from Workfront DAM. Need to make an update on an asset that's published on an external platform? Simply update it in the Workfront DAM dashboard and it's updated everywhere.

What features are included in the R1 release that will help me gain better visibility into my team's work?

Workfront Utilization Report: Better Resource Visibility

Get better visibility of your resources with a new quick view of budgeted, planned, and actual hours for a specific project by role. Quickly identify departments that are utilizing more hours than allocated and those that are right on track.

Workfront Milestone View: Better Resource Visibility

Monitor and report on key milestones with updates to the Milestone View. Easily monitor and report on progress status and percent complete for projects and tasks directly in the report. Need to edit the deadline or percent complete for individual tasks? Quickly make changes in the same view for quick updates.

ProofHQ Visual Reporting: More Visibility

Stay in the know with new visual reporting in ProofHQ. Track four new metrics to optimize your review and approval process: proof turnaround time, percentage of late proofs, number of comments per proof, and time to first activity. Need to see numbers as a trend or static numbers? Both are available over the past 90 days.

What features are included in the R1 release that will help me and my team make our Workfront experience more customizable?

Workfront Personalized Terminology: Customized Experience

Personalize your instance of Workfront by changing Portfolio, Program, Project, Task, and Issue to names that better fit your organization (i.e. Campaign, Request, etc.).

Workfront Email Digests: Customized Experience

Fight spam—get the Workfront notifications you want, in the doses you prefer, with the new daily digest. Select updates that require immediate notifications while deeming others appropriate for a daily digest, delivered to your inbox right when you want.

Workfront DAM Required Metadata Fields: Improved Digital Asset Categorization

Standardize asset tagging with required metadata fields. Once assets are stored with the correct metadata content, stakeholders can easily search, consume, and publish the right assets at the right time.