New job workflow example

user creates new job in workflow system.
- job has an invoice required
- new supplier setup required
- social deliverable
- event deliverable

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Once all information is entered into job the user submits job

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System creates a folder in the Talents job folder in google drive for the new job and puts all files in appropriate folders

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Emails are sent to

1. accounts to flag that a new supplier needs to be setup

2. to the talent to inform them of the requirements for the new social and event deliverable

a new calendar event is created in the clients calendar with details of required social deliverable

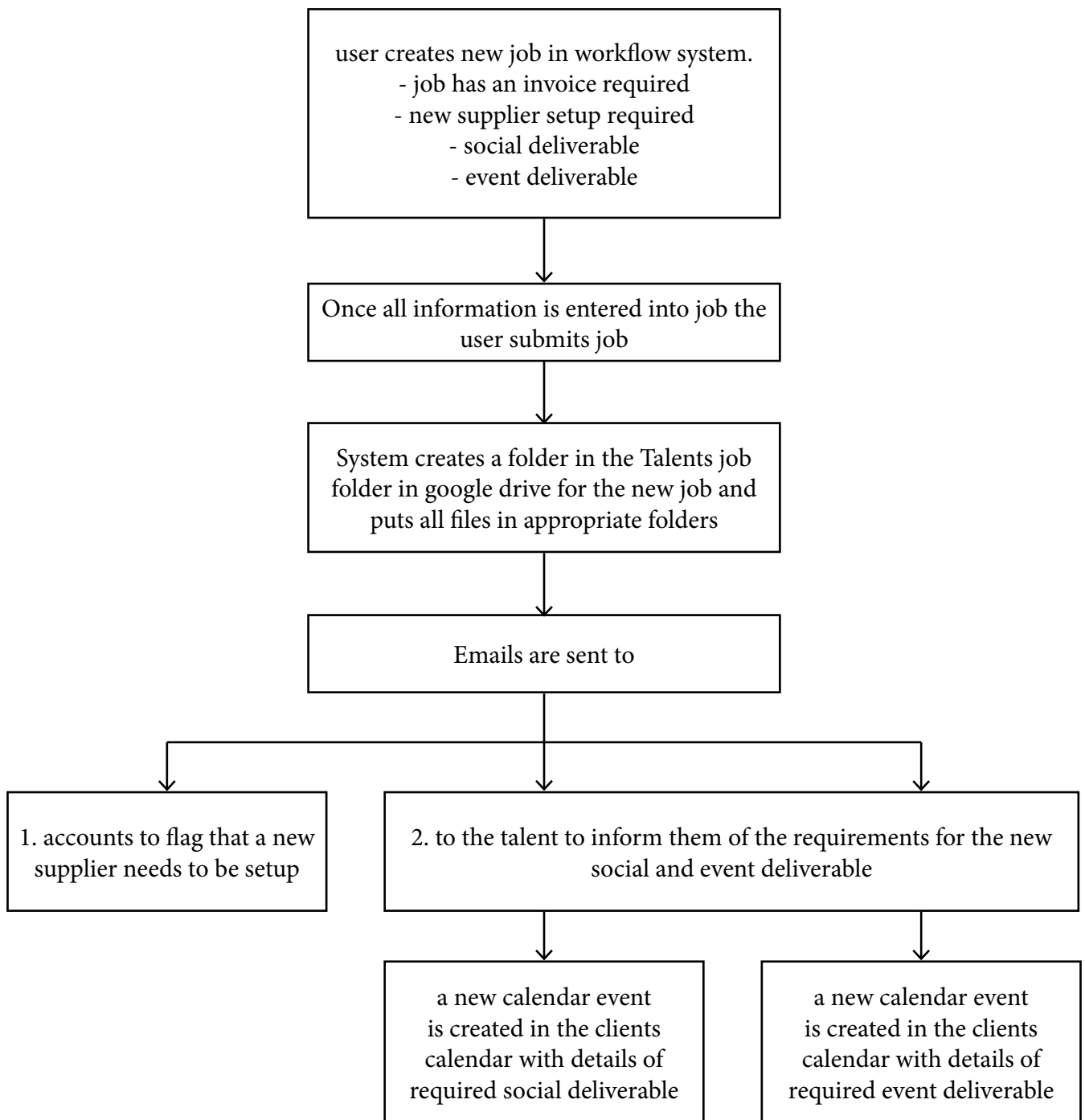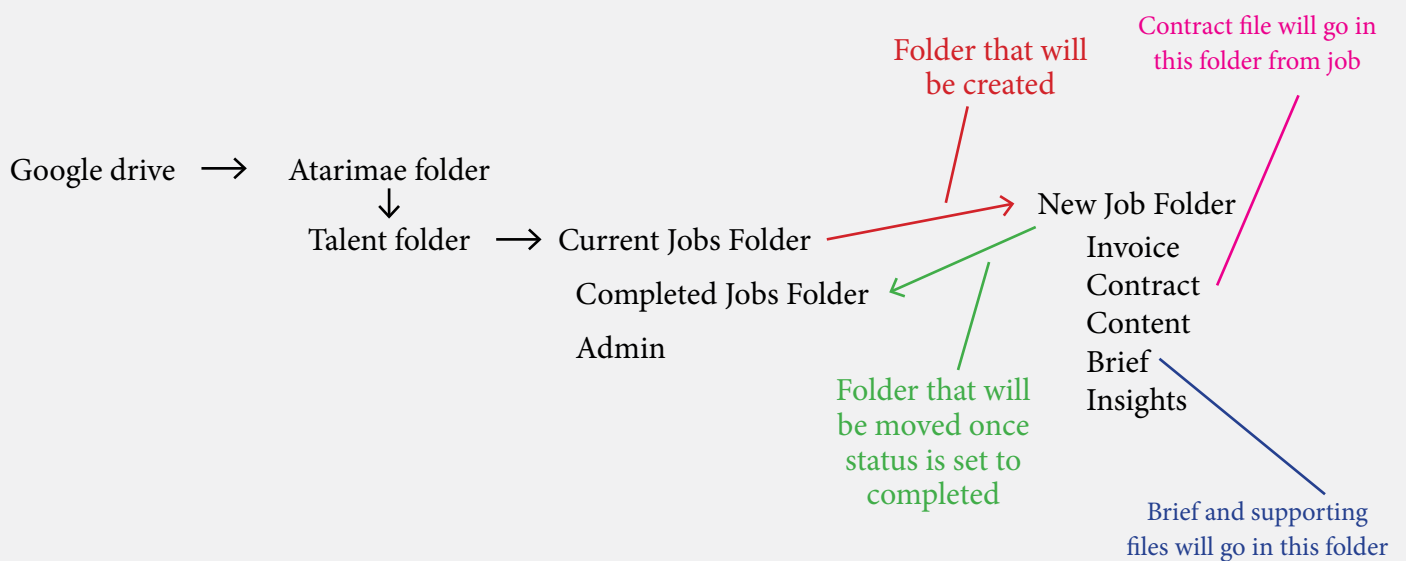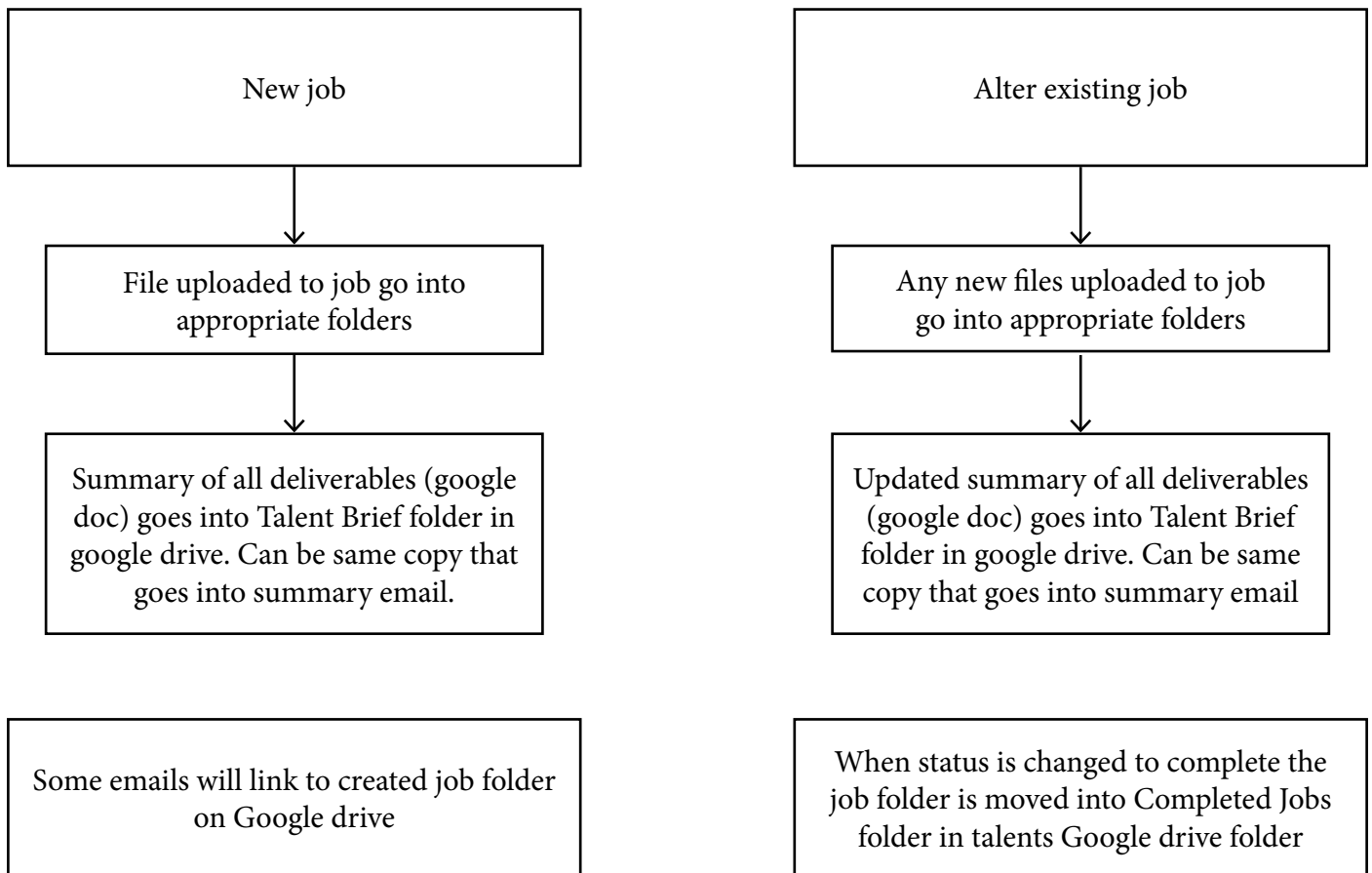a new calendar event is created in the clients calendar with details of required event deliverable

As the job goes through the system various emails are sent to talent, accounts and clients depending on the status of the job.

The above is an example of a new job

Google Drive Integration

New job

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File uploaded to job go into appropriate folders

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Summary of all deliverables (google doc) goes into Talent Brief folder in google drive. Can be same copy that goes into summary email.

Some emails will link to created job folder on Google drive

Alter existing job

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Any new files uploaded to job go into appropriate folders

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Updated summary of all deliverables (google doc) goes into Talent Brief folder in google drive. Can be same copy that goes into summary email

When status is changed to complete the job folder is moved into Completed Jobs folder in talents Google drive folder

Folder that will be created

Contract file will go in this folder from job

Google drive ⟶ Atarimae folder
↓
Talent folder ⟶ Current Jobs Folder — New Job Folder
Completed Jobs Folder   Invoice
Admin   Contract
                          Content
                          Brief
                          Insights

Folder that will be moved once status is set to completed

Brief and supporting files will go in this folder

Email Integration

New job

- Email to talent to inform them of job with all elements/delierables. Link to Job folder in email
- If required, email to accounts to request supplier setup

Edit existing job

- Email to talent to inform them of changes to existing deliverables. Link to Job folder in email

In Production

- No email needed

With Client for approval

- Email to talent to inform them of changes to existing deliverables. Link to Job folder in email

Changes required

- Email to talent to inform them of changes to existing deliverables. Link to Job folder in email

Approved to go live

- Email to talent to inform them that the deliverable is ready to go live. Link to Job folder in email
- Auto email 2 weeks from this date to talent to remind them to put the insights into the job folder. Link to Job folder in email

To Invoice

- Email accounts to let them know the job is ready for invoice, include all invoice information in email

Invoiced

- Email to talent to inform them that the job has been invoiced, and invoice for the job in in the job folder

Paid

- Email to talent to inform them that the job has been paid.

Completed

- No email needed

Weekly Sends

- Weekly summary email sent to each of the Talent with active jobs
- Weekly summary email sent to Accounts with invoices that need to be sent out

Who is who

User - Someone using the workflow system. This will be a manager or someone who works in accounting.

Manager - Person managing the Talent / employee of Atarimae also a user

Talent - The person atarimae manage, a 'celebrity' that works on jobs.
The talent will not interact with the workflow system other than recieve emails.

Client - A corporate client or agency that employs Atarimae to manage a job with the Talent. The Client will not interact with the workflow system other than recieve emails.