Here is the run-down of how it works on CNX247.

* Activity Stream:

The activity stream works like your regular newsfeed or Facebook timeline where you receive updates about recent happenings as relates to you either directly or as a group. For instance; if I send a direct task to you’ll see reflect on your activity stream whereas everyone else will not see it.

* Workflows:

In the event you want to place a demand on the management for anything, be it business trip, purchase request for an item, expense report or anything that generally needs to be approved before it can be formally recognized; workflows take care of that. If you need money to buy ink for your office or print flyers for marketing, *your to go place* on CNX247 will be **workflows.** I guess that explains it enough.

* Task:

Usually tasks are target specific. You could be assigned the task of issuing out 50 flyers daily as marketer within a timeframe of 2 weeks. As a smart marketer, you’ll have to register that task on CNX247 so that you can monitor your progress. This could be start date, due date, a little description about the nature of the task among other parameters.

* Workgroups:

Workgroups enable you to interact with your team members on a project or task that you’ve been assigned to do. By default, only workgroup members can access the group to share resources. Members of a group can upload and share files, leave comments on the subject of the group among other things.