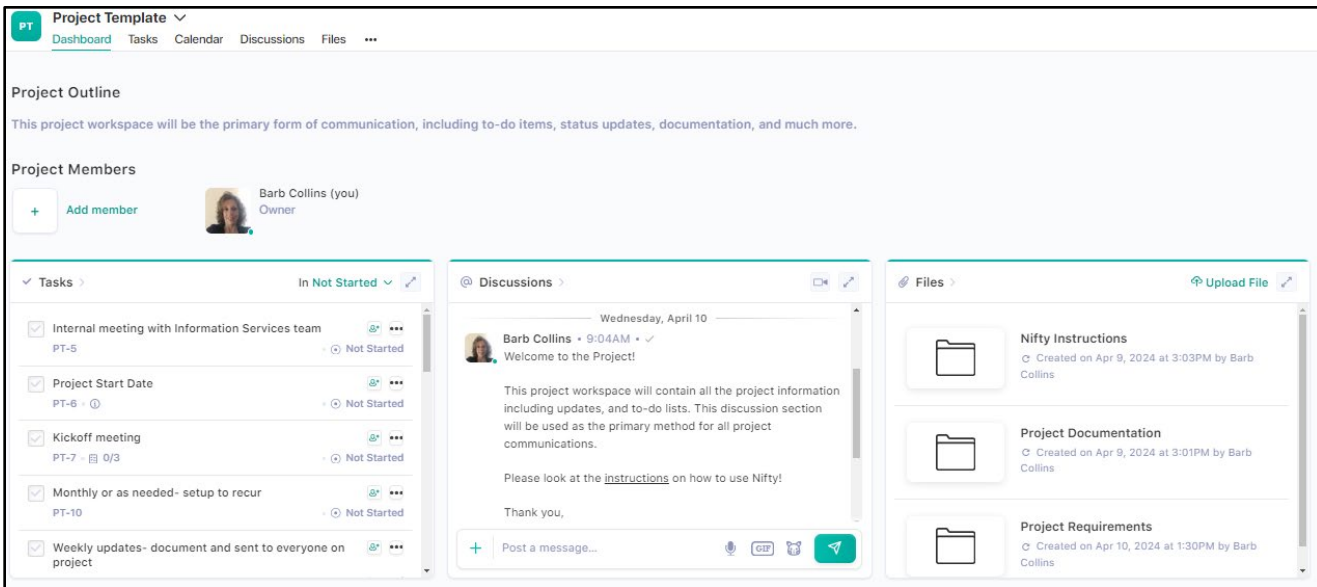




Nifty Basics

Nifty Project Workspace

This Nifty project workspace will be the primary form of communication, including to-do items (Tasks), status updates, documentation, and much more.



Dashboard: Customized widgets containing the project's other modules without having to flip through the project to get caught up.

Project Outline: Provides a brief description of the workspace.

Project Members: Name of members invited to the project.

Tasks: Here you will find to-do lists. Each task list contains specific items assigned to a project team member and given a due date.

Calendar: A calendar view of all dates assigned in the project.

Discussions: The discussion board, a collaborative tool, allows all project members to share ideas, view/post comments, and foster a sense of teamwork. Any announcements, discussions, and questions should be posted here.

Files: Any project documentation can be uploaded to this section. Instructions for Nifty are uploaded here.