FU+UREPLUS

UPLOADING YOUR ROADMAP INTO

CLICKUP

What is ClickUp?

Cloud-based collaboration and project management tool suitable for businesses of all sizes and industries. Areas you can manage using ClickUp: Process management, task management, time management, and collaboration and reporting.

Sign up via: https://app.clickup.com/signup

Register your email, create a password and respond to the verification email sent to your inbox (check your spam folder)

Free sign up includes
- 100MB storage
- Unlimited tasks
- Unlimited members
- Two-factor authentication
- Collaborative docs
- Email in ClickUp
- Real-time chat

ClickUp Pros

- Suitable for teams and solo users.
- Efficient dashboard view, such as task lists.
- Good integration to other platforms, for example, Outlook, OneDrive and Dropbox.

Getting started – ClickUp's hierarchical structure

Workspaces – Your Workspaces are the top level. Workspaces act as containers for all of your workflows. You can join or create as many Workspaces as you like - and easily switch between them.

N.B. ClickUp is separated at the Workspace level, so it is not possible to view or transfer information across Workspaces. If you need to see everything in one place, you should create one Workspace to manage everything.

Spaces – The 2nd level of the Hierarchy, and the containers for your work. Each Space has its own workflow settings. ClickUp makes it easy to switch and search between Spaces.

Folders & Lists – Lastly, the left-hand sidebar is made up of Folders, and Lists within the Folders. These are optional levels of the Hierarchy.

ClickUp Cons

- Possibly too many features.
  - Especially confusing during initial set-up.
- The user interface needs some improvement.
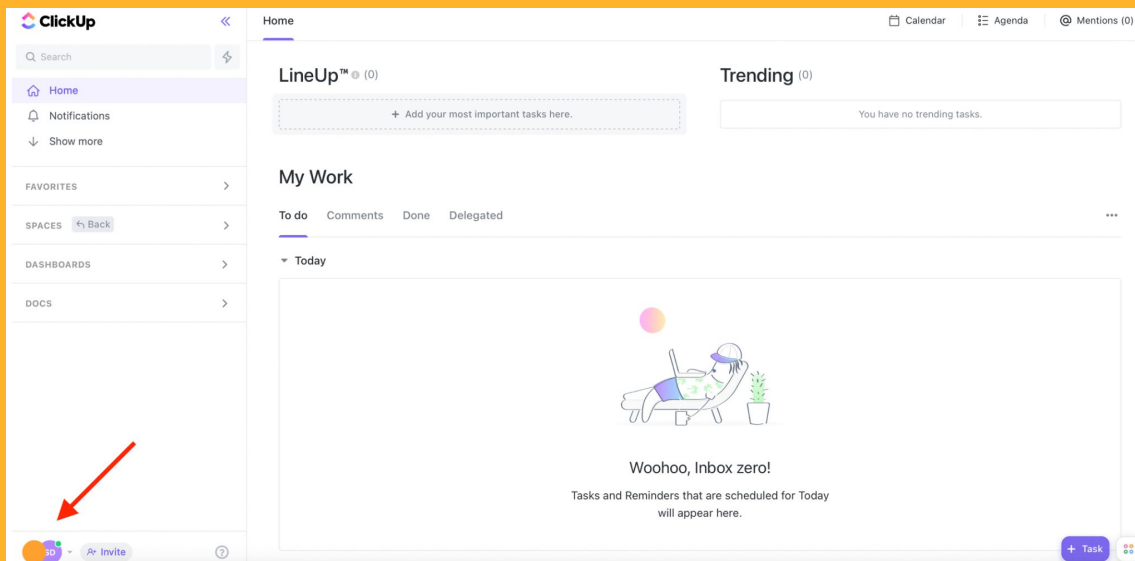- A lot of empty panes and spaces.
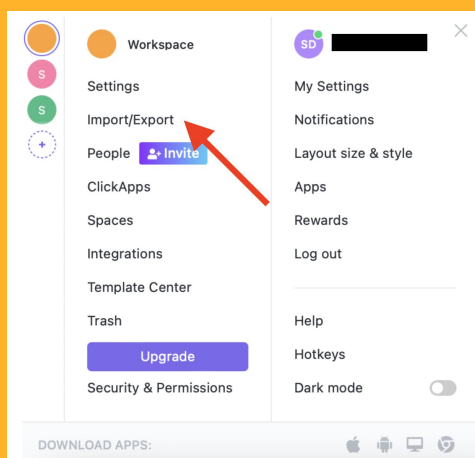
Downloading your FuturePlus Roadmap as a CSV file

On your FuturePlus Dashboard, simply scroll down to the bottom of your Roadmap and click 'Export To', then choose CSV file.

Uploading a CSV file into ClickUp

After setting up an ClickUp account, your homepage will look something like this:

To upload your CSV file

1. Click on your **user icon** on the bottom left corner
2. This menu will appear, then click on **Import/Export**
3. Press start import and select CSV file as the source of import.

Need more help?

Contact the FuturePlus team: team@future-plus.co.uk

Or for additional information and guidance visit:

https://docs.clickup.com/en/
https://www.youtube.com/c/ClickUpProductivity