

Tasks (DEPRECATED)



Tasks require the calendar feature.

Tasks are sorted automatically by due date, but you can re-sort the list to show the tasks alphabetically by name, completion status, or due date. Tasks sorted by status show completed items first, then not started and then in progress.

Task Legend

No icon Items that you have not started.



Items that are in progress.



Items due today or past due.

Items with a strikethrough have been

Completed Example (5)

completed. Completed items will stay at the top, even when sorted.



Select the up arrow to collapse or expand the list.

Create a Task

1. Open calendar from the main navigation bar to see the My Tasks menu.

My Tasks

Sort By: Name | Status | Due

1 Past Due Example (-19)

1 Completed-Example (-7)

1 In Progress Example (9)

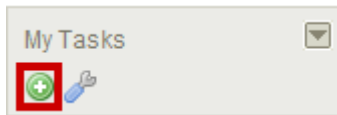
Not Started Example (13)

Activity Report Due to Management (15)

Calendar

September 2011						
Sep	2011	Go >>				
S	M	T	W	T	F	S
				1	2 Ends - Company Picnic	3

2. Select the plus symbol (+) in the My Tasks menu.



3. Complete the form. The task description is optional.

Add Task

close or Esc Key

Title:

Description:

Appears on Calendar:

☐ Yes
 ☒ No

Due Date:

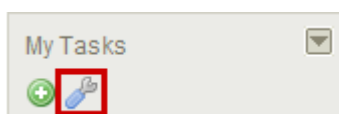
Save

4. Select Yes next to **Appears on Calendar**.
5. **Save**. Upon saving, the event will be viewable on My Task list and on the calendar, as applicable.

Edit or Delete a Task

You can edit a task's title, description, status, calendar presence, or due date. Tasks can be updated with the following statuses: completed, in progress, or not started.

1. Select the **wrench** in the My Tasks menu.



2. Select the **Delete** or **Edit** button next to the applicable task title.

	Title	Issue Date	Due Date ▼	Status	Complete Date		
!	Past Due Task	3/30/2015	3/1/2015	Not Started		Delete	Edit
	Completed Task	3/30/2015	3/31/2015	Complete	3/30/2015	Delete	Edit
	In Progress Task	3/30/2015	12/31/2015	In Progress		Delete	Edit

3. **Save** after making any edits.



Only you can see your own tasks.