

My Tasks Screen

Updated on April 2018

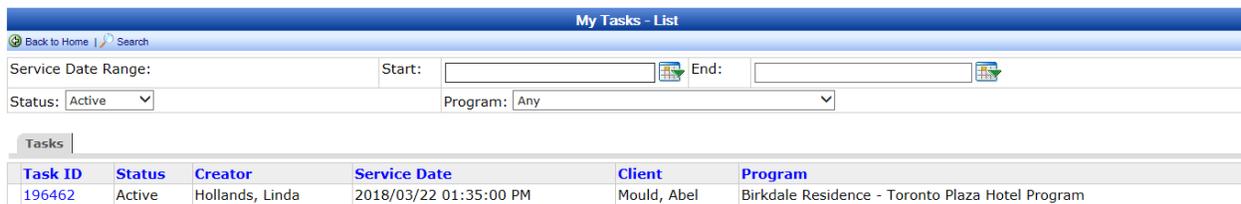
[Home](#) > [My Tasks](#) > [Update Task](#)

Business Purpose:

My Tasks – Update Task page allows to update the tasks assigned to the user.

How to:

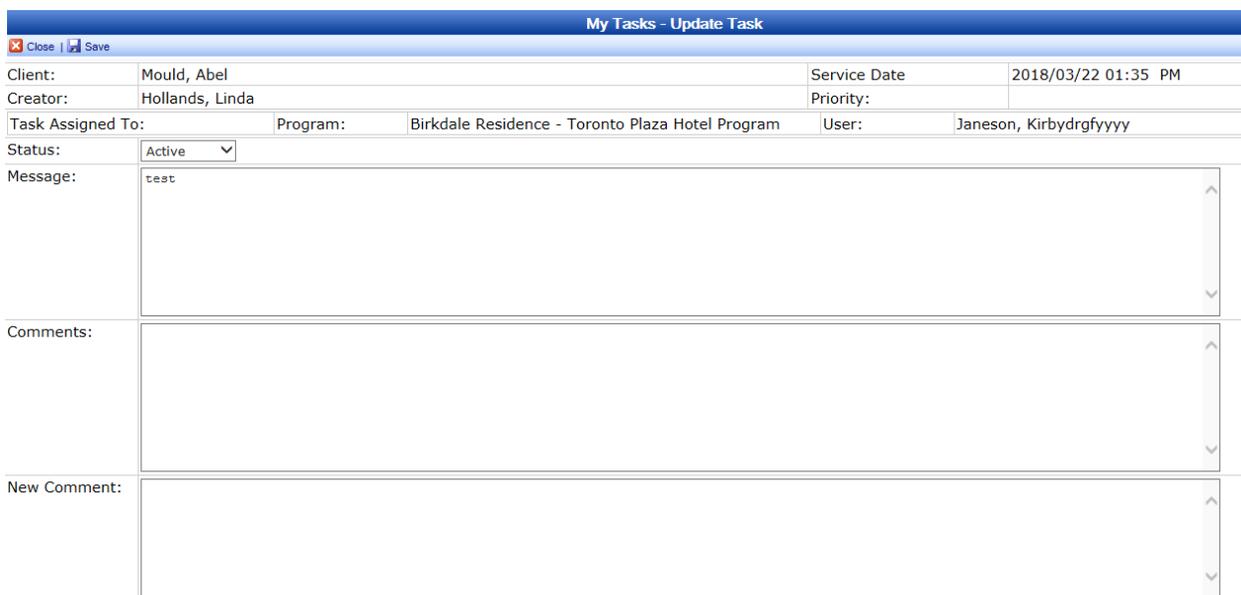
1. From the **Home** screen, click the **My Tasks**  icon or the Program Nav Button at the top RHS of the Home screen to go to the **My Tasks – List** screen.



The screenshot shows the 'My Tasks - List' interface. At the top, there is a 'Back to Home' link and a search icon. Below this are filters for 'Service Date Range' (with 'Start' and 'End' date pickers), 'Status' (set to 'Active'), and 'Program' (set to 'Any'). A 'Tasks' tab is active, displaying a table with the following data:

Task ID	Status	Creator	Service Date	Client	Program
196462	Active	Hollands, Linda	2018/03/22 01:35:00 PM	Mould, Abel	Birkdale Residence - Toronto Plaza Hotel Program

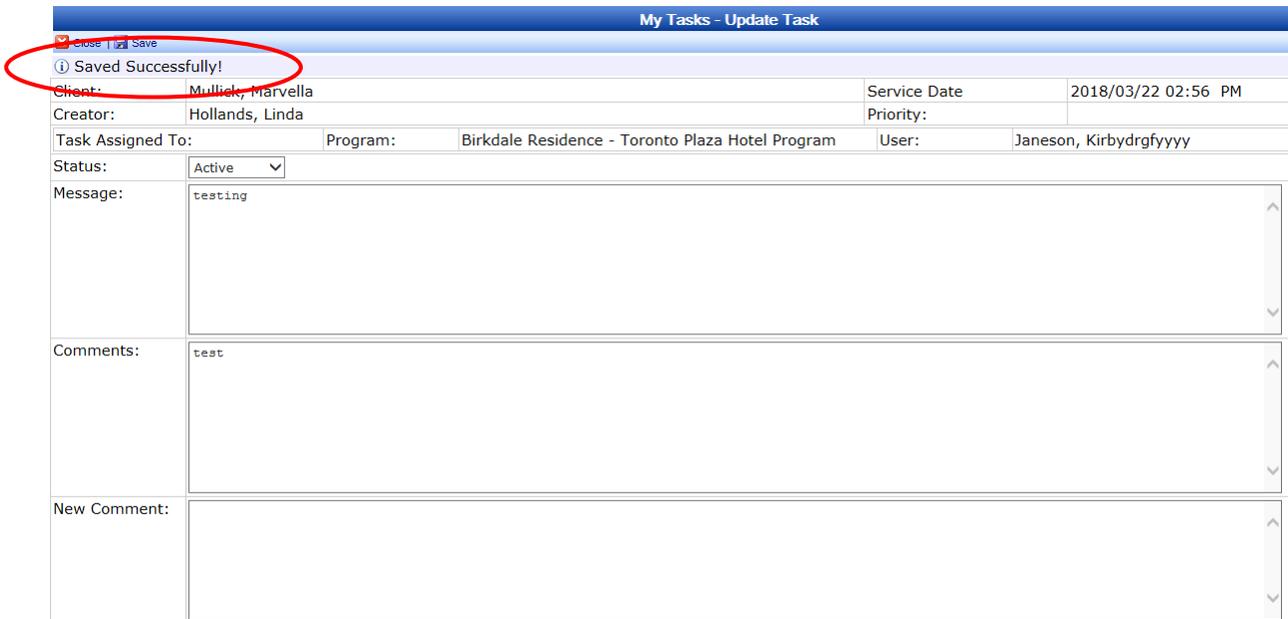
1. Click on the **Task ID** to update a specific task and **My Tasks – Update Task** screen will be displayed.



The screenshot shows the 'My Tasks - Update Task' interface. At the top, there are 'Close' and 'Save' buttons. The form contains the following fields:

- Client:** Mould, Abel
- Service Date:** 2018/03/22 01:35 PM
- Creator:** Hollands, Linda
- Priority:** (empty)
- Task Assigned To:** (empty)
- Program:** Birkdale Residence - Toronto Plaza Hotel Program
- User:** Janeson, Kirbydrgfyyyy
- Status:** Active (dropdown menu)
- Message:** text area containing 'test'
- Comments:** text area (empty)
- New Comment:** text area (empty)

2. The **Client, Service Date and Time, Creator, Priority, Task Assigned To: Program** and **User, Status, Message, Comments** and **New Comments** are displayed on the screen.
3. To update the task, user may enter comments in the **New Comment** textbox and select **Status** from the dropdown list.
4. Click on the  **Save** action button to save the comment and this comment is displayed in the Comments textbox.



My Tasks - Update Task

Saved Successfully!

Client:	Mullick, Marvella	Service Date:	2018/03/22 02:56 PM	
Creator:	Hollands, Linda	Priority:		
Task Assigned To:	Program:	Birkdale Residence - Toronto Plaza Hotel Program	User:	Janeson, Kirbydrfyyyy

Status:

Message:

Comments:

New Comment:

5. Click on the  **Close** action button to go back to the **My Tasks – List** screen.

Important Notes:

1. Once a task is completed, it becomes read-only and will be removed from the My Tasks – List screen.

My Tasks - Update Task

Close | Saved Successfully!

Client:	Mullick, Marvella	Service Date:	2018/03/22 02:56 PM	
Creator:	Hollands, Linda	Priority:		
Task Assigned To:	Program:	Birkdale Residence - Toronto Plaza Hotel Program	User:	Janeson, Kirbydrgfyyyy
Status:	Completed			
Message:	testing			
Comments:	test completed			
New Comment:				

My Tasks - List

Back to Home | Search

Service Date Range: Start: [] End: []

Status: Active Program: Any

Tasks

No task found.