

## My Tasks Screen


Updated on March 2018

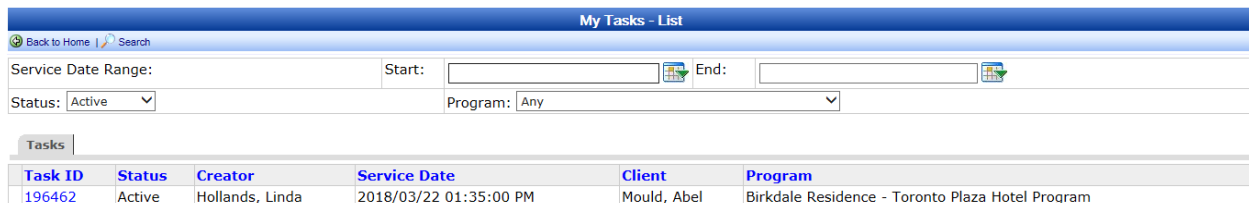
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Business Purpose:

**My Tasks - List** page displays a list of active tasks that were assigned to the user. It may be a reminder and or an appointment with or for a client, sent to a staff.



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 is a 'Service Date Range' section with 'Start:' and 'End:' input fields, each with a calendar icon. To the left of the 'End:' field is a 'Status' dropdown menu set to 'Active'. To the right of the 'End:' field is a 'Program' dropdown menu set to 'Any'. Below the search fields is a 'Tasks' tab. The main content is 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

2. A search can be performed by **Service Date Range Start** and **End** dates. For dates, click on  icon. For all other fields, click on the dropdown  arrow.
3. For each task record, the **Task ID**, **Status**, **Creator**, **Service Date**, **Client** and **Program** are displayed.
4. The column headings can be clicked to sort the records. (For example, when you click on the **Task ID**, the task records will be sorted in ascending or descending order.)

5. Clicking on the **Task ID** will drill down into that individual task's detailed screen.

My Tasks - Update Task			
Client: Mould, Abel		Service Date: 2018/03/22 01:35 PM	
Creator: Hollands, Linda		Priority:	
Task Assigned To:	Program: Birkdale Residence - Toronto Plaza Hotel Program	User: Janeson, Kirbydrgfyyyy	
Status:	Active		
Message:	test		
Comments:			
New Comment:			

### Important Notes:

1. Only active tasks are displayed on the list.