



Start Processing
Useful Data

Tasks

ISSUE REFERENCE:

SC DCI-0001


Doc. No. SNTR-31

Issue No: 01

Issue Date: 01.06.19

[Communication / Tasks.](#)

The screenshot shows the 'Task Manager' interface. On the left is a vertical navigation menu with icons for home, documents, shopping cart, calendar, chat, bar chart, and settings. The main area features a 'Task Manager' header with 'Quick links' and 'Help' buttons. Below the header is a search bar and filter controls: 'Created by', 'Project', 'Status', and 'User To Complete', along with a 'Filter' button and '+ Add New Internal Training' and '+ Add New Task' buttons. A calendar for June is displayed, with the 18th highlighted as 'TODAY'. The calendar shows dates from 27 to 7. A legend indicates: 1 Overdue, 0 Pending, 2 Completed. Two task cards are shown: 1. 'Brief site team on clock in changes' (Overdue, 4 MAR), Project: Reagus, Task type: Internal Training, Created by: John Jones, Users to complete: User Junior. 2. 'Ensure all pods are signed' (Complete, 4 MAR), Project: Kingsbury Road, Task type: Task, Created by: John Jones, Users to complete: John Jones.

- This feature allows you to set tasks, or things that need to be done against users.
- To create a new task click the  tab.

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Add Task

[Quick links](#)
[Help](#)

Project*

Category

Subcategory

Document

Users*

Due date

Description

Emails

[Save](#)

- Fill in all the necessary information pictured above.
- **Project** = The project that the task relates to
- **Category & subcategory** = The type of task that it is. These will need to have been prepoluaed in order to be selected
- **Document** = Any necessary documents or paperwork required to complete the task.
- **Users** = The person/people you would like the task to be assigned to.
- **Due date** = The date the task is to be completed by.
- **Description** = The details of the task and any notes or comments you woud like to make about the task.
- **Emails** = The email addresses of the people you would like to be notified when the task is completed.
- When you are ready so submit and upload the task, click the button.

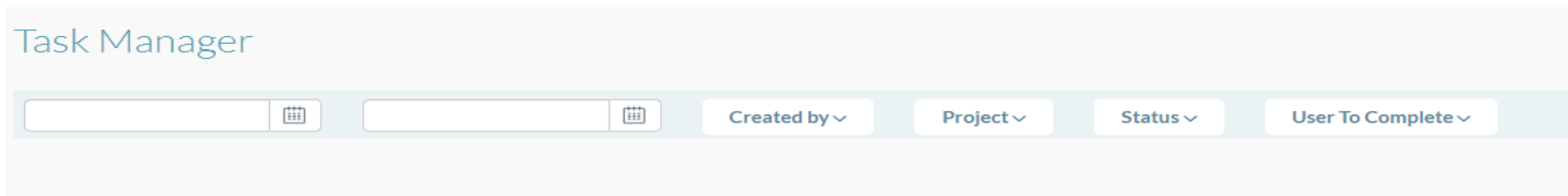
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- On the task Manager page, a list of all tasks can be seen.
- All tasks highlighted in red are overdue.
- All tasks highlighted in amber are Pending, meaning that they still have to be completed but their due date has not passed yet.
- All tasks highlighted in Green are completed


- At the top of the page, this information can also be seen through the traffic light style system.



- The task manager homepage can be filtered to allow you to search for tasks created within a certain date range, by the user who created the task, tasks assigned to a particular project, certain task status' or by a particular user who have to complete the task. To do this select your desired filter



from the list pictured below :

- When you have selected the filter/filters you wish to search by, click the  tab to apply the filter and search.



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