Using Tasks Feature

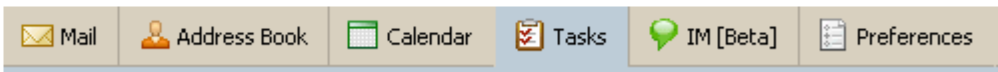
Purpose of Tasks

The Collaboration Tasks feature lets you create to-do lists and manage tasks through to completion. You can add tasks to the default Tasks list, and you can create other task lists to organize your to-do lists by more specific activities, such as by work or personal projects.

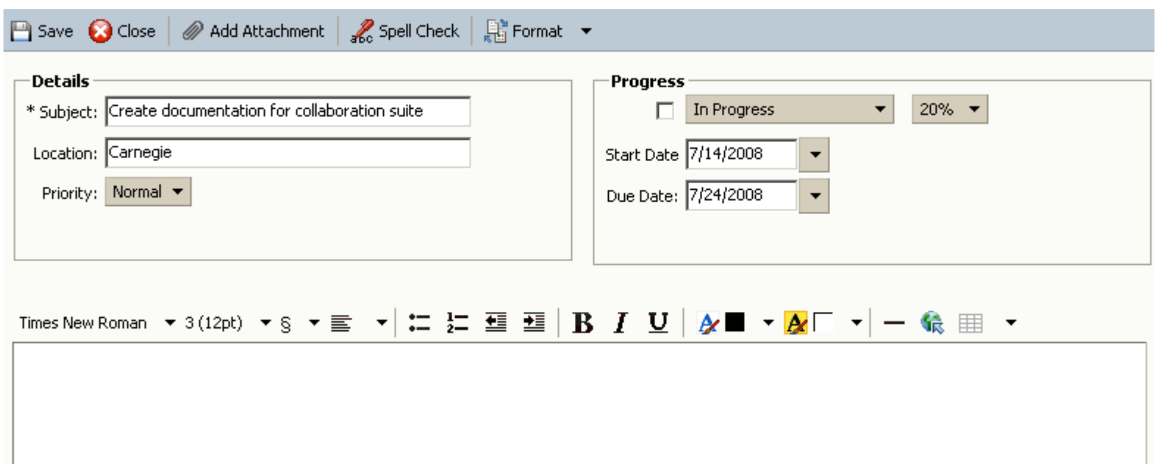
Creating new task

For a simple task all you may need to do is create a task from the Content pane. If a task needs to be managed, you can add more details, define a start and due date, set the priority to the task - high, normal, or low, and keep track of the progress and percentage complete.

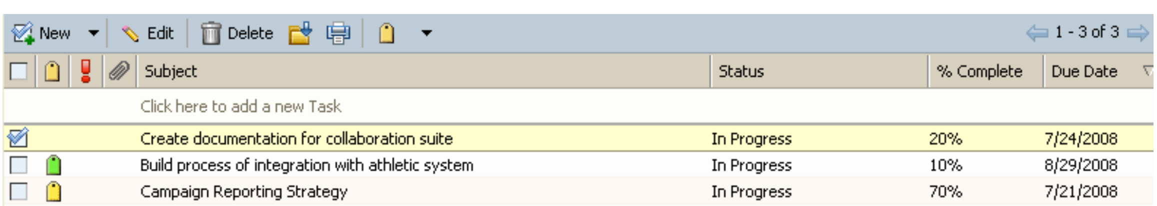
Click on the Tasks tab to view existing tasks or create a new one.



The Subject field is required and the Location, Priority, Progress, Start and Due Date fields are optional.   There is a Spell Check tool to use to verify spelling in the description field. Attachments can be appended to the task as well. All the various formatting tools are available for usage directly above the freeform text area. After all necessary information has been input, click on the Save button to retain the task entry.

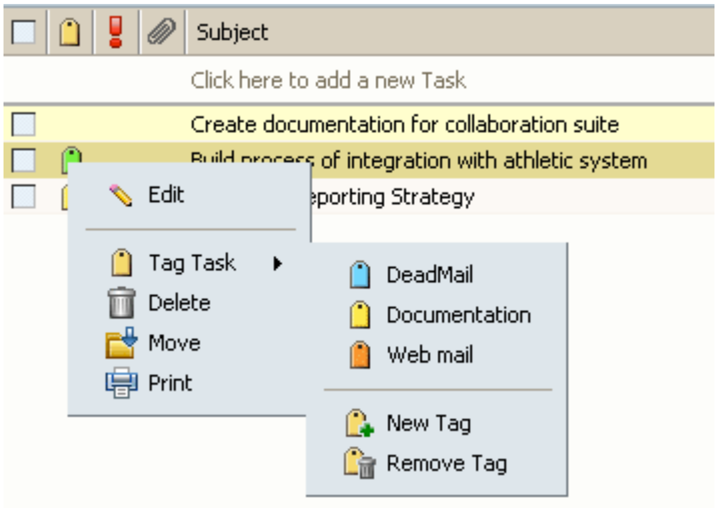


In the screen shot that follows, three task lists have been created. The tasks listed in the Content pane show the status, percentage of the work completed, and the date the task should be completed.



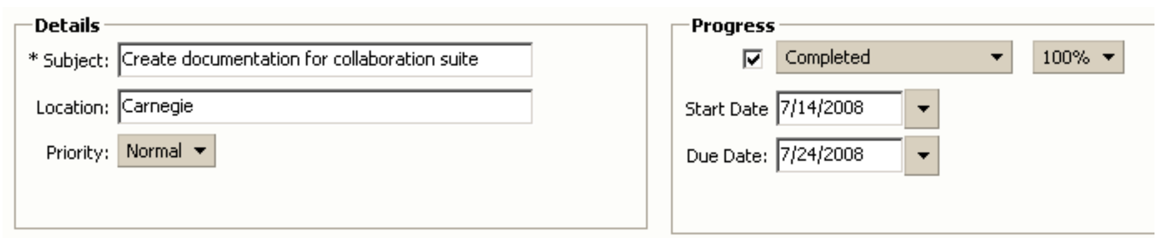
Adding Tags

Tags can be entered to personalize the task with a color tag for easy identification. You can right-click in the tag field to the right of the check-box. The following menu will appear allowing for selection of a specified tag using the Tag Task option.

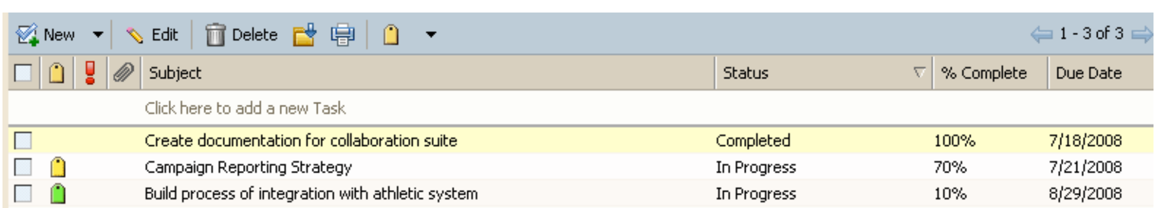


Completing task

Within the task content pane, clicking on the checkbox in the Progress window will change the status to Completed and the percentage will show as 100%



The completed task will show in the Content pane with the 'Completed' Status.



Share Task Lists

You can share your task lists with other people in your office, with external guests, and with the public. When you share your task lists with internal users, you can select the type of access the internal users can have, either manager which gives full access to view and modify a task, or viewer, which gives read-only access. External guests and the public have read-only access.