

Capturing time in the List view

The My Tasks screen provides a way to view all of the tasks that have been assigned to you. This screen provides detailed information about the assigned tasks such as the client name, job number, expected finish date and actual hours.

You can update your tasks from the My Tasks screen.

Below are steps to show you how to update tasks from the My Tasks screen.

Step-by-step guide

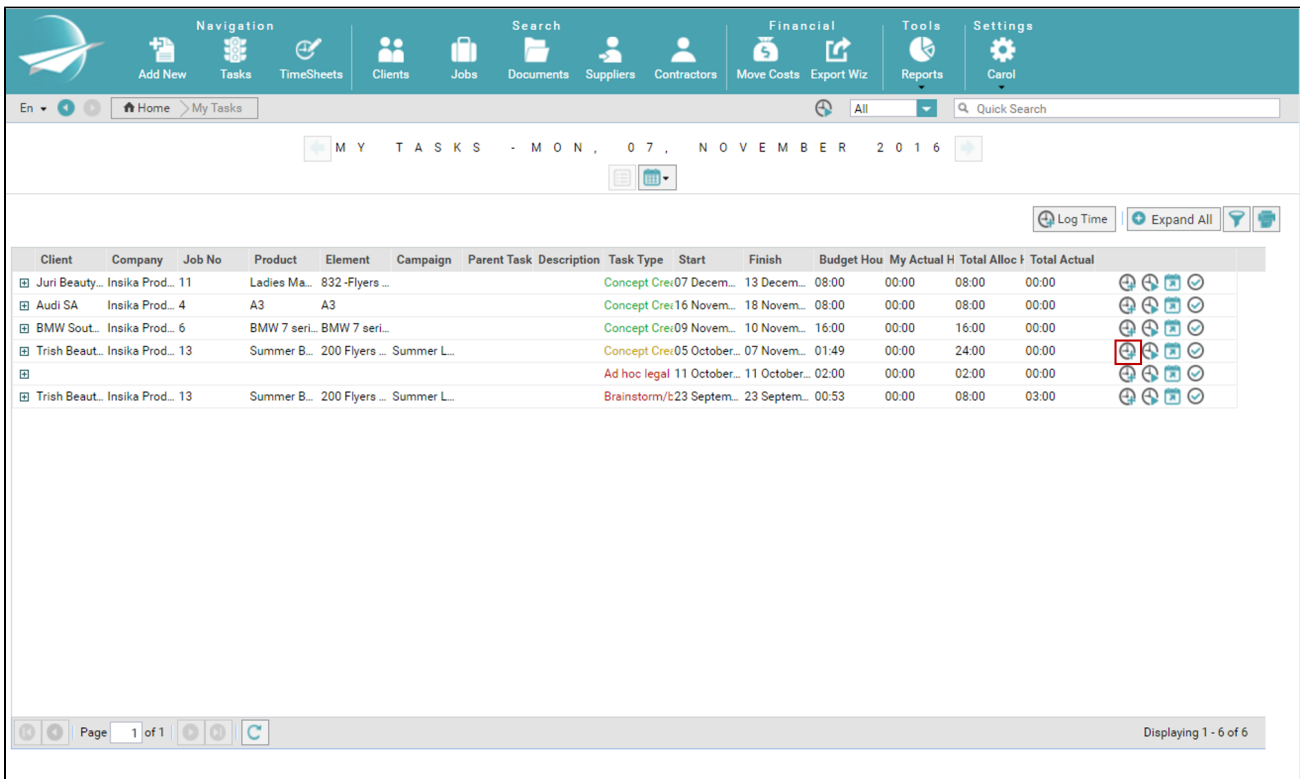
1. Click the **Task** button on the Ribbon.



The *My Tasks* screen appears with all tasks allocated to you.

2. Click the **Update Task** button against the task you want to update.

In this example, the **Update Task** button was selected against Job 13.

A screenshot of the 'My Tasks' screen. The interface includes a navigation ribbon at the top with buttons for 'Add New', 'Tasks', 'TimeSheets', 'Clients', 'Jobs', 'Documents', 'Suppliers', 'Contractors', 'Move Costs', 'Export Wiz', 'Reports', and 'Settings'. Below the ribbon is a search bar and a date filter set to 'MON, 07, NOVEMBER 2016'. The main area contains a table of tasks with columns for Client, Company, Job No, Product, Element, Campaign, Parent Task, Description, Task Type, Start, Finish, Budget Hou, My Actual H, Total Alloc, and Total Actual. The task for 'Trish Beaut... Insika Prod... 13' is highlighted, and the 'Update Task' button (represented by a traffic light icon) is circled in red. The bottom of the screen shows a page indicator 'Page 1 of 1' and 'Displaying 1 - 6 of 8'.

The *Add new line* dialog appears with all relevant job information.

3. Click in the relevant day and enter your hours and minutes.
4. Enter additional information about work carried out on the task in the **Notes** field.
5. Once satisfied with your entry, click **Save and Close**.

Click **Save** if you want to update multiple tasks without closing this screen. Select the next task at the **My Task** drop down field, and enter the time for this task.

Add new line

Time

Client Job My Tasks Internal

Company: Insika Productions

Client: Trish Beauty Spa - Heidelberg

Product: Summer Beauty

Campaign: Summer Look

Job: 13 - Summer Beauty - 200 Flyers for Geish Nail Promotion 2016

My Task: Job No 13 - 2016/10/05 - Open: Trish Beauty Spa - Heidelberg - Summer Look - 200 Flyers for Geish Nail Promotion 2016 - Concept Creation

Week of: Monday 7 - Sunday 13 November 2016

Day Times: 07:00 hh:mm hh:mm hh:mm hh:mm hh:mm hh:mm

Notes: First Draft design work for flyer almost complete

Save Save and Close Cancel

6. Once changes have been saved you will be redirected back to the *My Tasks* screen.

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