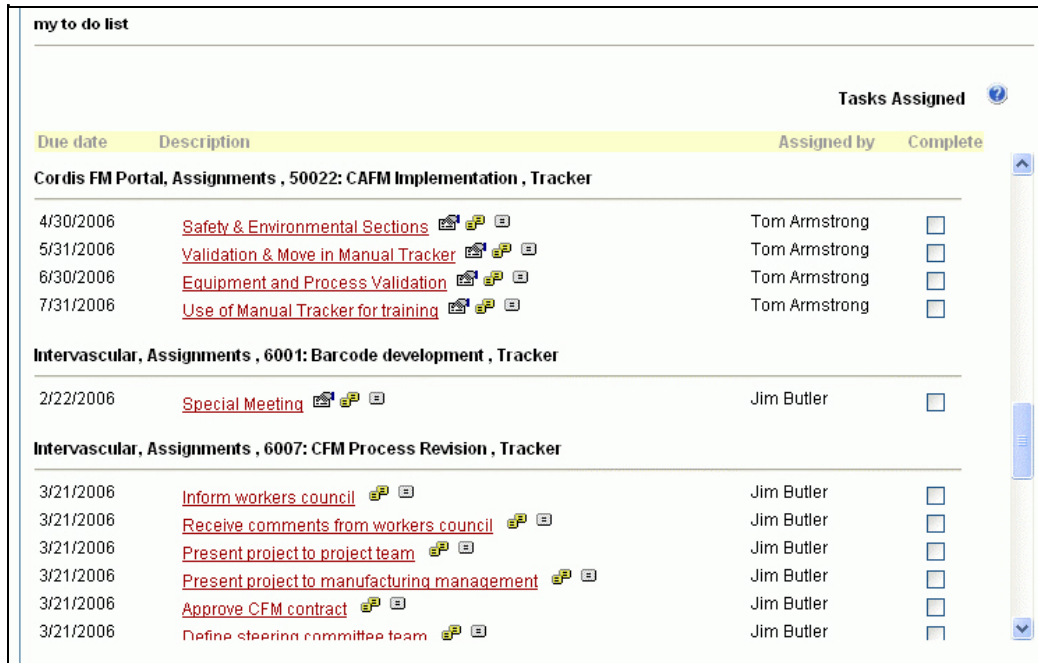


# How To Use Projxs Tasks My To Do List

## Overview.

My To Do List is a global function that allows you to see all tasks that are released to you within Projxs. Ad hoc tasks that you have created for yourself, project tasks assigned to you by others and tasks from multiple Projxs accounts are shown in this list.



Due date	Description	Assigned by	Complete
<b>Cordis FM Portal, Assignments , 50022: CAFM Implementation , Tracker</b>			
4/30/2006	<a href="#">Safety &amp; Environmental Sections</a>	Tom Armstrong	<input type="checkbox"/>
5/31/2006	<a href="#">Validation &amp; Move in Manual Tracker</a>	Tom Armstrong	<input type="checkbox"/>
6/30/2006	<a href="#">Equipment and Process Validation</a>	Tom Armstrong	<input type="checkbox"/>
7/31/2006	<a href="#">Use of Manual Tracker for training</a>	Tom Armstrong	<input type="checkbox"/>
<b>Intervascular, Assignments , 6001: Barcode development , Tracker</b>			
2/22/2006	<a href="#">Special Meeting</a>	Jim Butler	<input type="checkbox"/>
<b>Intervascular, Assignments , 6007: CFM Process Revision , Tracker</b>			
3/21/2006	<a href="#">Inform workers council</a>	Jim Butler	<input type="checkbox"/>
3/21/2006	<a href="#">Receive comments from workers council</a>	Jim Butler	<input type="checkbox"/>
3/21/2006	<a href="#">Present project to project team</a>	Jim Butler	<input type="checkbox"/>
3/21/2006	<a href="#">Present project to manufacturing management</a>	Jim Butler	<input type="checkbox"/>
3/21/2006	<a href="#">Approve CFM contract</a>	Jim Butler	<input type="checkbox"/>
3/21/2006	<a href="#">Define steering committee team</a>	Jim Butler	<input type="checkbox"/>

Each task shows the Due Date, Task Description, Name of the person that assigned the task to you and a check box for you to mark the task complete.
































## Switching to a list of tasks that you have assigned to others.

Click the "Tasks Assigned" link in the right top corner, and the "Tasks Assigned" list will replace "My To Do List".



## How To Use Projxs Tasks My To Do List

The “Tasks Assigned” list is similar to “My To Do List” in appearance, however it shows all tasks that you have assigned. If you have assigned yourself tasks, they will appear on both lists. The “Assigned By” column is replaced by the “Assigned To” column.

tasks assigned			
My To Do List 			
Due date	Description	Assigned to	Complete
<b>Cordis FM Portal, Assignments , 50021: ATC Relocation , Tracker</b>			
1/30/2006	<a href="#">Construction Review</a>   	Jim Butler	<input type="checkbox"/>
3/15/2006	<a href="#">Construction and Project Review</a>   	Jim Butler	<input type="checkbox"/>
5/15/2006	<a href="#">Construction Progress Reviews</a>   	Jim Butler	<input type="checkbox"/>
6/20/2006	<a href="#">Project Completion</a>   	Jim Butler	<input type="checkbox"/>
7/3/2006	<a href="#">Project Closure</a>   	Jim Butler	<input type="checkbox"/>
<b>Intervascular, Assignments , 6001: Barcode development , Tracker</b>			
2/22/2006	<a href="#">Special Meeting</a>   	Jim Butler	<input type="checkbox"/>
6/3/2006	<a href="#">Move in complete.</a>   	Tom Armstrong	<input type="checkbox"/>
<b>Intervascular, Assignments , 6007: CFM Process Revision , Tracker</b>			
3/21/2006	<a href="#">Inform workers council</a>  	Jim Butler	<input type="checkbox"/>
3/21/2006	<a href="#">Receive comments from workers council</a>  	Jim Butler	<input type="checkbox"/>
3/21/2006	<a href="#">Present project to project team</a>  	Jim Butler	<input type="checkbox"/>
3/21/2006	<a href="#">Present project to manufacturing management</a>   	Jim Butler	<input type="checkbox"/>

### Using the task icons.

A group of icons is associated with each task. This allows you to directly request an action, such as view the task, view the task notes and view the task approvals.

### Update

The link on the task name takes you to the task update dialog.

1/28/2006	<a href="#">Location</a>   
1/29/2006	<a href="#">Major Milestone Schedule</a>   

With sufficient permissions you can change the task values. You must also be logged onto the task’s portal, or you can only view the task information.

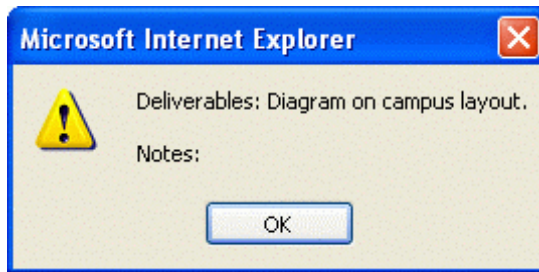
- Due Date
- Description
- Assigned To
- Notes
- Category
- Parent
- Placement
- Complete

## How To Use Projxs Tasks My To Do List

### Notes

You can show the notes for a task using the “Notes” icon. Close the note window to view another.

1/28/2006	<a href="#">Location</a>			
1/29/2006	<a href="#">Major Milestone Schedule</a>			



### Add After

The “Add After” icon takes you to the update add task dialog with values pre-selected to add a task immediately after this one.

1/28/2006	<a href="#">Location</a>			
1/29/2006	<a href="#">Major Milestone Schedule</a>			

With sufficient permissions you can add a new task. You must also be logged onto the task’s portal, or this icon will not appear.

### Approvals

The “Approvals” icon takes you to the Approvals dialog for this task.

1/28/2006	<a href="#">Location</a>			
1/29/2006	<a href="#">Major Milestone Schedule</a>			

With sufficient permissions you can update or process the approval. You must also be logged onto the task’s portal, or this icon will not appear.

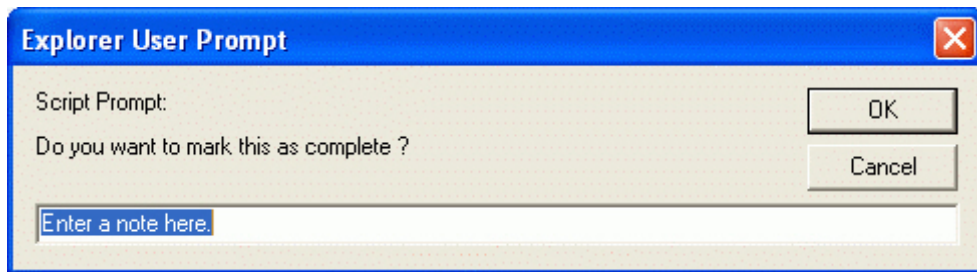
## How To Use Projxs Tasks My To Do List

### Completing a task.

The check box allows you to complete a task. When you check a box, a completion prompt appears.



Enter your completion note and press "OK" or select "Cancel" to close the completion prompt.



### More Help

If you would like additional information, please contact us at:

Email: [support@projxs.com](mailto:support@projxs.com)

Phone: 888-324-7931 (toll free in the United States)  
203-364-8701