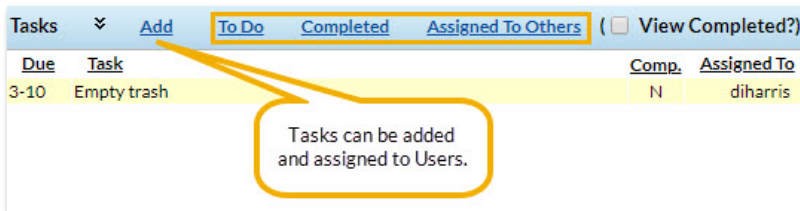


Tasks on the Dashboard

Last Modified on 06/05/2019 8:48 pm EDT

The *Tasks* section of the *Executive Dashboard* may be used to assign Tasks to any staff member who has a Jackrabbit User ID. Tasks may be assigned to specific users or to all users.



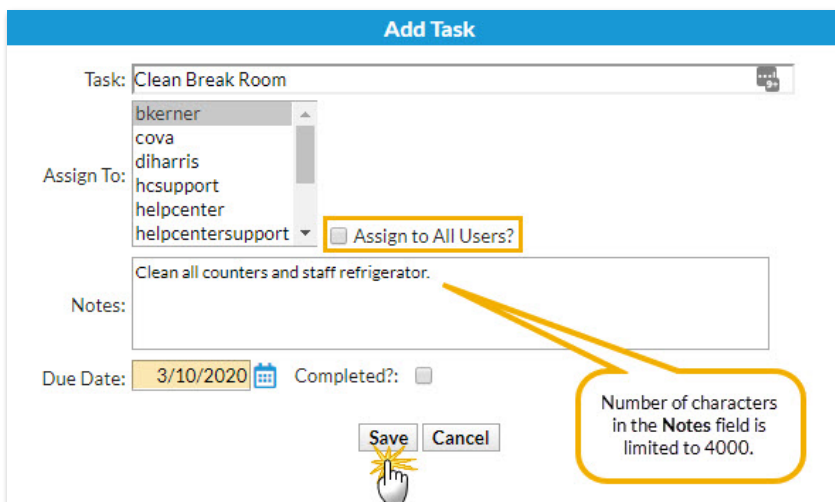
The screenshot shows the 'Tasks' section of the dashboard. At the top, there is a navigation bar with 'Add', 'To Do', 'Completed', and 'Assigned To Others' tabs. A callout box points to the 'Add' link with the text: 'Tasks can be added and assigned to Users.' Below the navigation bar is a table with columns: 'Due', 'Task', 'Comp.', and 'Assigned To'. The first row shows a task due on '3-10' with the task name 'Empty trash', a completion status of 'N', and assigned to 'diharris'.

Due	Task	Comp.	Assigned To
3-10	Empty trash	N	diharris



Only the tasks assigned to the User currently logged into the database will display.

Click the **Add** link to add a task. After they have been added, assign tasks in the pop-up window.



The 'Add Task' pop-up window shows a form for creating a new task. The 'Task' field contains 'Clean Break Room'. The 'Assign To' dropdown menu is open, showing a list of users: 'bkerner', 'cova', 'diharris', 'hcsupport', 'helpcenter', and 'helpcentersupport'. A callout box points to the 'Notes' field with the text: 'Number of characters in the Notes field is limited to 4000.' The 'Notes' field contains the text: 'Clean all counters and staff refrigerator.' The 'Due Date' is set to '3/10/2020' and the 'Completed?' checkbox is unchecked. There are 'Save' and 'Cancel' buttons at the bottom.

Enter the name of the **Task**. Check **Assign to All Users?** to quickly assign a task to all Jackrabbit User IDs or select a specific user by highlighting the **User ID**. Add **Notes** and a **Due Date** if needed. Be sure to click the **Save** button.

Note: Number of characters in the Notes section is limited to 4000.





Assigning a task to all users is best used when each staff member needs to complete the task. When one user marks the task complete, it will still show for other users until they mark it complete. If one person is in charge of the task, it is best to assign the task to that person only.

Click the links in the Tasks window to view *Completed* tasks, tasks *Assigned to Others*, etc.
