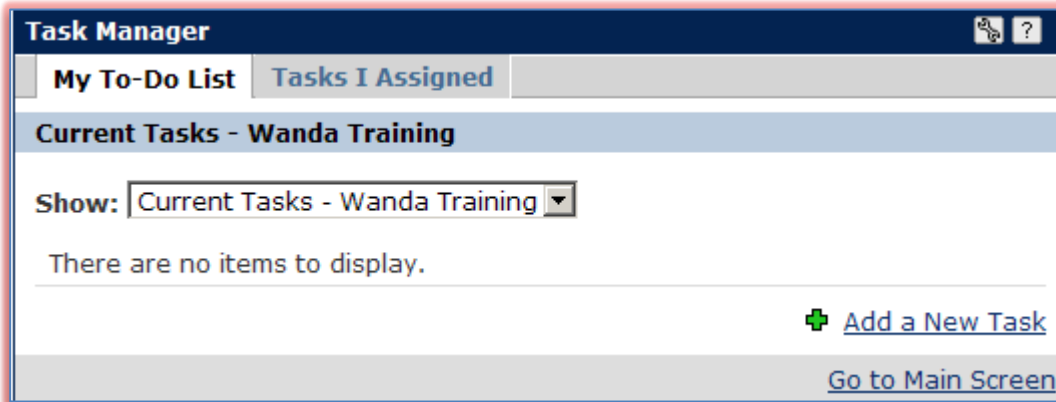


Tasks Manager Portlet

With this portlet, users can add personal tasks that they are to complete or can assign tasks to others.

Add Items to the To-Do List

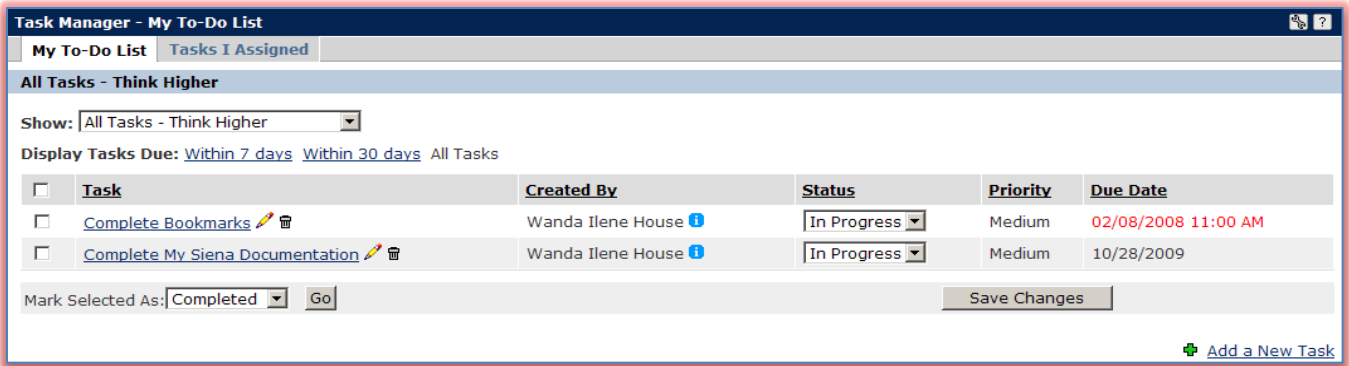
- ✦ In the **Task Manager** portlet, click the **My To-Do List** tab, if necessary.
- ✦ Click the **Add a New Task** link (see illustration below).



- ✦ The **Task Manager Add/Edit New Task** window will display (see illustration below).

- ✦ In the **Name** box, input the name of the task that is to be completed.
- ✦ Input a description for the task into the **Description** box.
- ✦ Click the **Calendar** image at the end of the **Due Date** box to select the date when the task is to be completed.
- ✦ Click the arrows for each of the time elements to specify the time when the task is to be completed.
- ✦ Click the **Status** arrow to select from **Not Started**, **In Progress**, **Deferred**, **Waiting**, or **Completed**.
- ✦ Click the **Priority** list arrow to select from **High**, **Medium**, or **Low**.

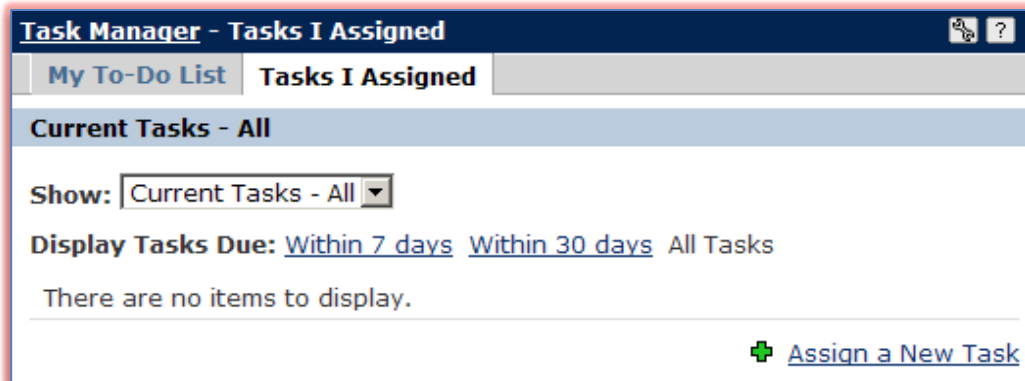
- ✦ Click the **Save** button to save the task.
- ✦ The **Task Manager – My To-Do List** window will display (see illustration below).



- ✦ If the task does not display, click the **Show** list arrow and select **Current Tasks-All**.
- ✦ To make changes to the task, click the **Edit an Item** image next to the task. This is the image that looks like a **yellow pencil**.
- ✦ To delete a task, click the **Delete an Item** button next to the image. This is the image that looks like a **trash can**.

Add Items to Tasks I Assigned

- ✦ In the **Task Portlet**, click the **Tasks I Assigned** tab.
- ✦ Click the **Assign a New Task** link (see illustration below).



- ✦ The **Assign/Edit Task** window will display (see illustration on next page).
- ✦ In the **Name** box, input a name for the task.
- ✦ Click the **Add Individual Users** link to select a user from the **Select Users** window (see illustration two on next page).
 - ✦ Select one of the options from the **Show** area.
 - ✦ Input the users' name into the appropriate boxes.
 - ✦ The users' name will appear in the list.
 - ✦ Click on the users' name.
 - ✦ Click the **Add** button.
 - ✦ When all the users have been selected, click the **OK** button.
- ✦ Click the **All Users in** ____ to add all the members of the group to this **Task**.
- ✦ Click the appropriate check boxes, **Leader** or **Member**, to specify what the member's role will be.
- ✦ Input a description for the task in the **Description** box.
- ✦ Select a date for when the task is due.
- ✦ Select the time of day when the task is to be completed.
- ✦ Select a **Priority** level for the task.

