

Create Tasklist

Version 3

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The screenshot shows the Communifire interface. At the top, there is a dark blue navigation bar with the Communifire logo, a search bar, and links for Home, Browse, and Create. Below this is the 'Human Resources' space header, which includes a search bar and quick navigation buttons for Employee Handbook, Discussions, and Training. A sidebar on the left lists various space features, with 'Tasks' highlighted and a red arrow pointing to it. The main content area displays a post by Alexis Fox and an upcoming event for a Party Planning Committee Meeting. At the bottom, the 'Human Resources > Tasks' section is shown, featuring a 'Create List' button with a red arrow pointing to it, and a table of tasks under the heading 'Employee Onboarding'.

Task list	Open	Closed	Due today	Late	All	Assigned to me
View all	12	5	0	9	17	9

Employee Onboarding			
<input checked="" type="checkbox"/>	★ Prepare paperwork	Ben Newman	3/23/2018
<input type="checkbox"/>	★ Discuss role, goals, and projects with supervisor	Ben Newman	3/24/2018
<input checked="" type="checkbox"/>	★ Prepare employee's workstation	Anthony Ruckman	
<input type="checkbox"/>	★ Create online software accounts	Brenda Keen	
<input type="checkbox"/>	★ Prepare benefits package	Not assigned	

New Hire Training

▶ ★ Update ID card system

You

10/7/2017

The screenshot shows a web application interface with a dark header bar containing a search bar and navigation links (Home, Browse, Create, Space). Below the header, the main content area is titled 'Human Resources' and 'Public Space · Manage'. A 'Task list' section is visible with a 'View all' button and an 'Open' button with a '12' indicator. A 'Create List' modal dialog is open in the center, featuring a 'Task list' input field, a 'Description' text area, and two buttons at the bottom: 'Create List' (highlighted with a red arrow) and 'Close'. The background content includes a list of tasks: 'Prepare paperwork' (marked with a red square and star) and 'Discuss role, goals, and projects with supervisor' (marked with a red star), both assigned to 'Ben Newman'.

tags : member