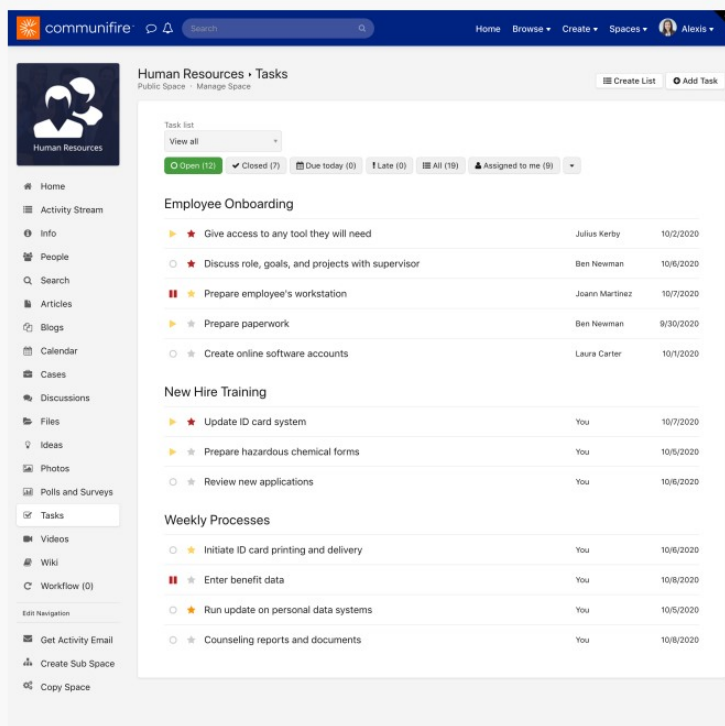


# Tasks

Version 19

Published 9/29/2014 07:58 PM by [Bryce Johannes](#) Last updated 4/18/2023 10:58 AM by [Harshit Malhotra](#)

Tasks are to-do items relevant to a space. Tasks are separated into task lists and are assigned to specific users. Tasks have a priority and status and can have a due date and estimated completion time. You can sort tasks and move tasks to different task lists. Users can comment on and follow tasks.



The screenshot displays the Communifire interface for a 'Human Resources' space. The top navigation bar includes the Communifire logo, a search bar, and links for Home, Browse, Create, Spaces, and a user profile for Alexis. The main content area is titled 'Human Resources - Tasks' and features a 'Task list' dropdown menu set to 'View all'. Below the menu are filters for 'Open (12)', 'Closed (7)', 'Due today (0)', 'Late (0)', 'All (19)', and 'Assigned to me (8)'. The task list is organized into three sections: 'Employee Onboarding', 'New Hire Training', and 'Weekly Processes'. Each section contains a list of tasks with icons, descriptions, assignees, and due dates.

Task List	Task	Assignee	Due Date
Employee Onboarding	Give access to any tool they will need	Julius Kerby	10/2/2020
	Discuss role, goals, and projects with supervisor	Ben Newman	10/6/2020
	Prepare employee's workstation	Joann Martinez	10/7/2020
	Prepare paperwork	Ben Newman	9/30/2020
	Create online software accounts	Laura Carter	10/1/2020
New Hire Training	Update ID card system	You	10/7/2020
	Prepare hazardous chemical forms	You	10/8/2020
	Review new applications	You	10/8/2020
Weekly Processes	Initiate ID card printing and delivery	You	10/8/2020
	Enter benefit data	You	10/8/2020
	Run update on personal data systems	You	10/8/2020
	Counseling reports and documents	You	10/8/2020

[Create Tasklist](#)

[Edit Tasklist](#)

[Delete Tasklist](#)

[Create Task](#)

[Edit Task](#)

[Delete Task](#)

[Update Task Status](#)

[Update Task Priority](#)

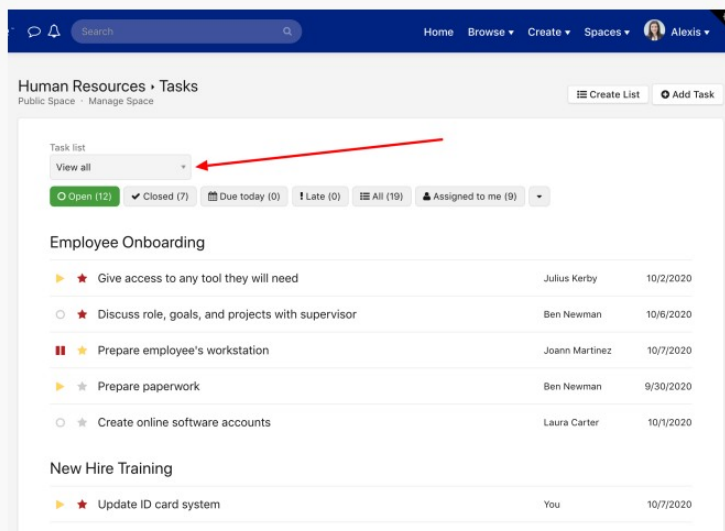
[Add Task Time Log](#)

[Delete Task Time Log](#)

[Sort Tasks](#)

## Filter Tasks

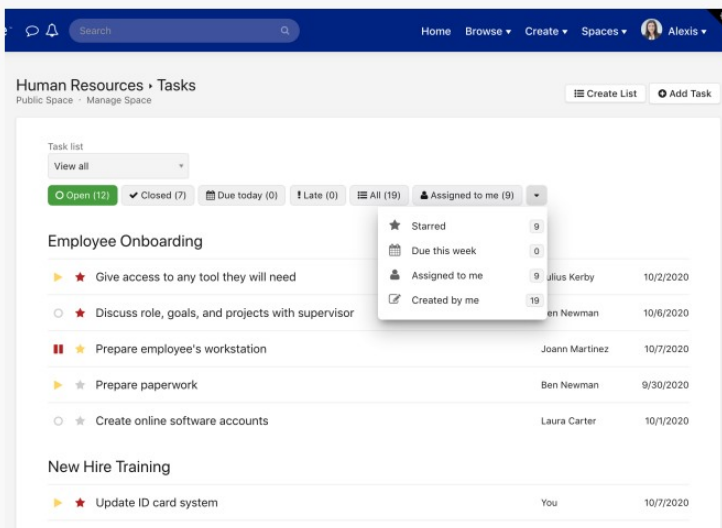
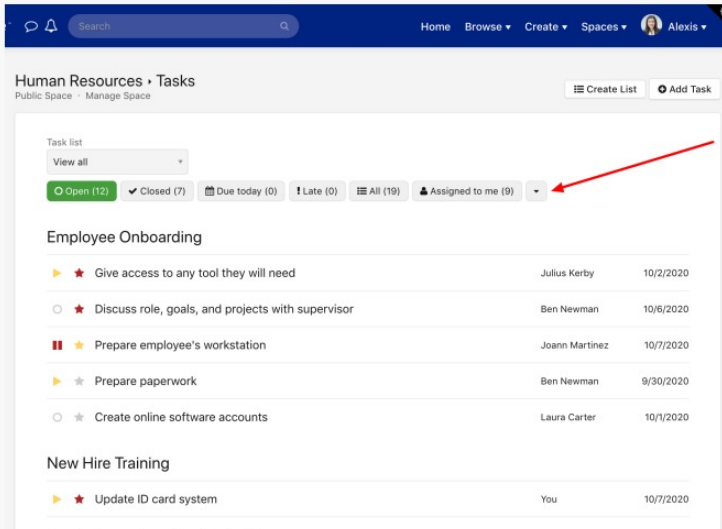
You can filter tasks by tasklist.



You can also filter tasks in the following ways:

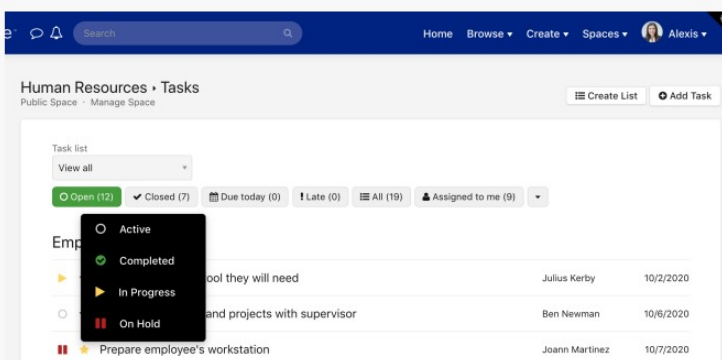
- Open
- Closed
- Due Today
- Late
- All
- Assigned to me
- Starred
- Due this week

- Created by me



## Automatic Time Logging

Task statuses can be used for automatic time logging. Set a task to In Progress to start the timer. When you change the status to On Hold or Complete, a time log will be added to the task's time log tab, and the time spent and time left will be updated.



- ▶ ★ Prepare paperwork Ben Newman 9/30/2020
  - ★ Create online software accounts Laura Carter 10/1/2020
- New Hire Training**
- ▶ ★ Update ID card system You 10/7/2020

The screenshot shows the 'exero' web application interface. On the left is a navigation menu with options like Home, News, Events, People, Spaces, Activity, and Content. The main area displays 'Human Resources - Tasks' with a list of tasks under 'Employee Onboarding'. A modal window titled 'Update task' is open, showing details for a task named 'Discuss role, goals, and projects with supervisor'. The modal includes fields for 'Task name', 'Due Date', 'Description', 'Task list', 'Assigned to', 'Followers', and 'Attachments'. There are also buttons for 'Delete', 'Copy link', 'Update task', and 'Close'.

This is a detailed view of the 'Update task' modal. It has tabs for 'Task' and 'Time Log'. The 'Time Log' tab is active, showing a summary of time spent: 'Estimated time: 2 hours', 'Time spent: 2.00 hours', and 'Time left: 0.00 hours'. Below this are input fields for 'Start time', 'End time', and 'Who' (currently set to 'Ben Newman'). There is a 'Description' text area and a 'Save Time Log' button. A list of time log entries is shown, including: 'Ben Newman spent 1.58 hours from 3/12/2018 9:15 AM to 3/12/2018 10:50 AM' with notes 'Went over goals and introduction to manager.', and 'Ben Newman spent 0.42 hours from 3/12/2018 8:30 AM to 3/12/2018 8:55 AM' with notes 'Checked in on latest updates.'. At the bottom, there are buttons for 'Delete', 'Copy link', 'Update task', and 'Close'.

**Copy link** will copy to the clipboard a URL to the task item.

## Manage Task Permissions

You can set task permissions in Manage Space.

The screenshot shows the 'Permissions' settings page. At the top, there are links for 'Human Resources', 'Manage All Spaces', and 'Exit Space Control Panel'. On the left is a 'Settings' sidebar with options for Home, Space Settings, and Application Settings. The main content area is titled 'Permissions' and contains the instruction 'Choose a content type to set its permissions' followed by a dropdown menu.

Permissions

- Integrations
- External Drives
- Workflow
- Page Builder
- System Properties
- People
- People
- Roles
- Invite People

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Role	Create	View	Edit	Delete	Upload Attachments	Update Status	Update Priority	Assign User	Add Recipients	View All	Update All Tasks	Delete All Tasks
Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Moderator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE CHANGES

## Task Permissions

## Task Comment Permissions

## Task List Permissions

tags : member