My Tasks

Version 12

Published 3/1/2017 01:03 AM by [Anonymous User] Last updated 6/2/2021 11:31 PM by [Grace Kamau]

The task manager is great for scheduling project phases, due dates, and deliverables. The task manager helps you collaborate on projects and assignments, so who's doing what is no longer a mystery. Each space has its own task manager for managing tasks among space members, and everyone has a personal task manager in My Apps and Tools.

In My Tasks, you can view, edit, and delete personal tasks and tasks in all the spaces you are a part of.

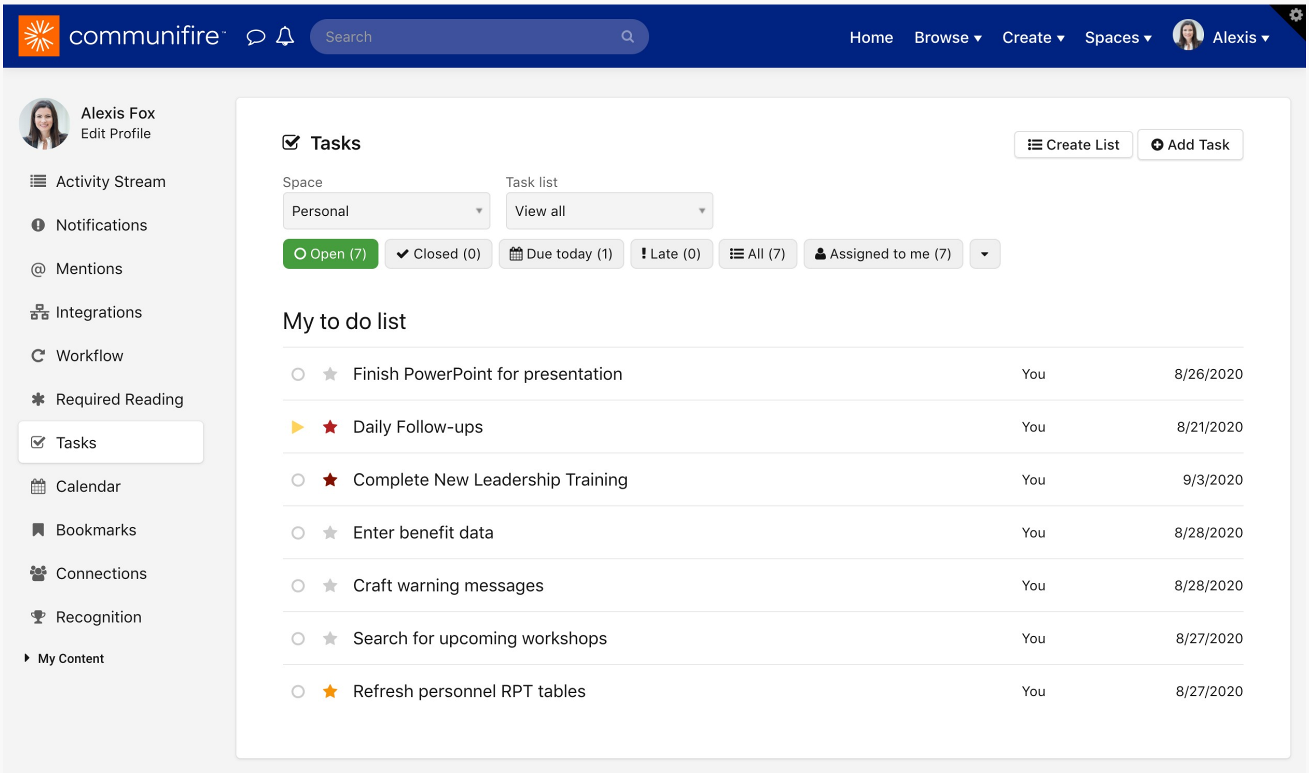
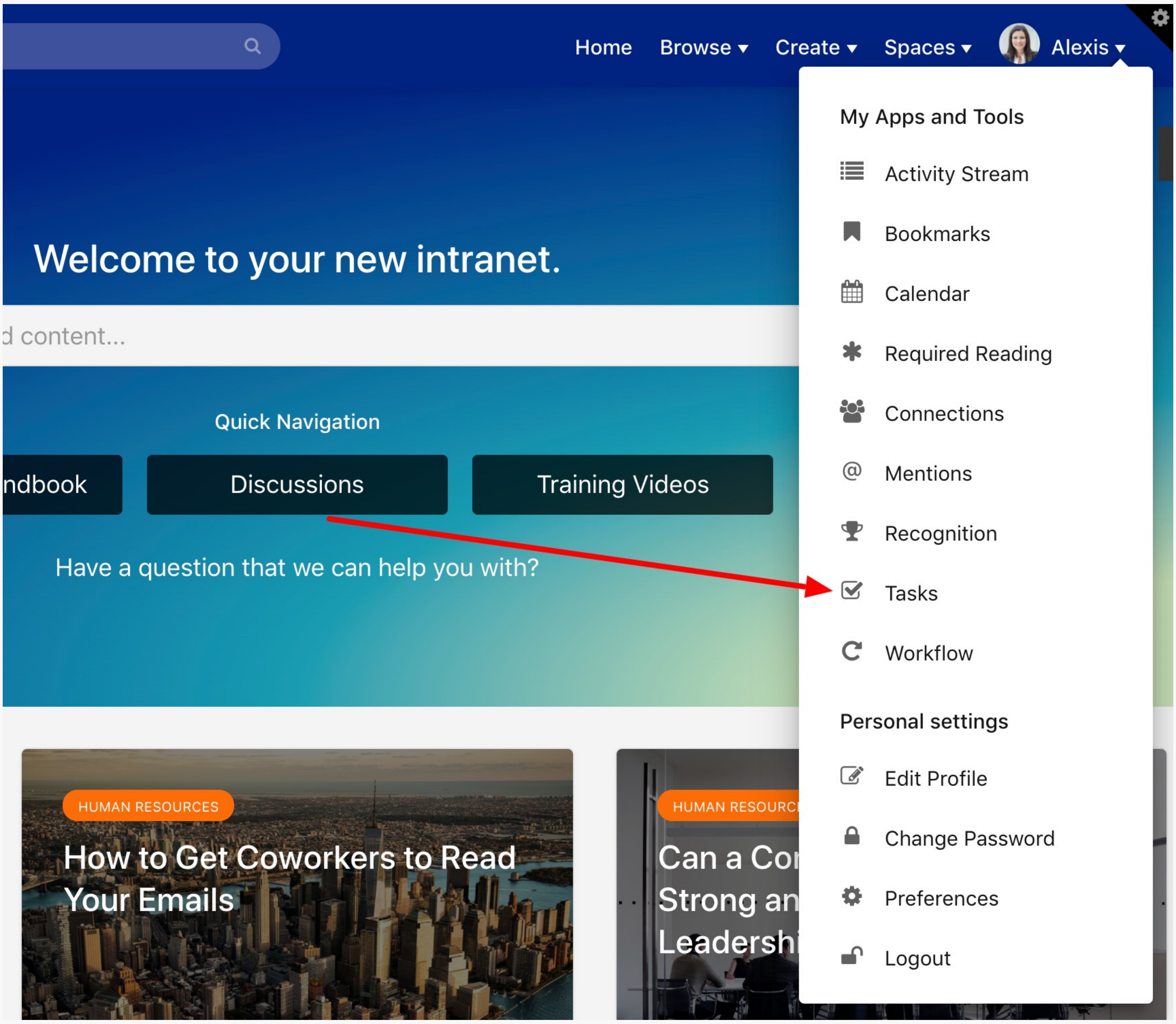


Table of Contents

Access My Tasks

To access My Tasks, click your name in the header > **Tasks**.



Create Tasklist

1. Click **Create List**.
2. Enter a name and description for the task list.
3. Select the space.
4. Click **Create List**.

Edit Tasklist

1. Place the cursor over the tasklist name to bring up options.
2. Click the edit icon.
3. Make changes to the task list.
4. Click **Update list**.

Delete Tasklist

1. Place the cursor over the tasklist name to bring up options.
2. Click the delete icon.
3. Click **Yes**.

Create Task

1. Click **Add Task**.
2. Fill out the following sections:
    - **Task name**: The name of the task.
    - **Due Date**: When the task should be completed by. (Optional)
    - **Description**: A description of the task. (Optional)
    - **Space**: The space to create this task in.
    - **Task list**: The list to create this task in.
    - **Assigned to**: Who should complete the task. The user will receive a notification that they have been assigned a task.
    - **Followers**: Add followers for the task and they will get notifications when the task is updated or commented on. (Optional)
    - **Attachments**: Add files relevant to the task. Drag and drop files into the area, or

click **Select Files**.
  - **Estimated time**: How long in hours the task will take. (Optional)
3. Click **Add Task**.

Edit Task

1. Click the task. A side modal will open.
2. Make changes to the task.
3. Click **Update task**.

Update Estimated Time

1. Click the task. A side modal will open.
2. Click **Time Log**.
3. In **Estimated time**, click the edit icon.
4. Update the time.
5. Click the check icon.
6. Click **Update task**.

Delete Task

1. Click the task. A side modal will open.
2. Click **Delete**.
3. Click **Yes**.

Update Task Status

1. Click the status icon.
2. Select a status:
   - **Active**
   - **Completed**: If the task is In Progress or On Hold, this status will stop automatic time logging and add a time log to the time log tab.
   - **In Progress**: This status starts automatic time logging.
   - **On Hold**: This status pauses automatic time logging and adds a time log.

Update Task Priority

1. Click the priority icon.
2. Select a priority:
    - Very High
    - High
    - Medium
    - Low
    - Very Low
    - None

Add Task Time Log

Add a time log to keep a record of when you worked on a task, how long you worked on it, and a description of the work. When you add a time log, the total time spent on the task is automatically updated.

1. Click the task. A side modal will open.
2. Click **Time Log**.
3. Fill in the following sections:
    - Start time
    - End time
    - Who
    - Description
4. Click **Save Time Log**.

Delete Task Time Log

1. Click the task. A side modal will open.
2. Click **Time Log**.
3. For the time log, click the delete icon.
4. Click **Yes**.

Sort Tasks

Click and drag tasks to reorder them. You can move tasks to different tasklists.