

## Task Layout

The Task screen is meant for the user to enter their miscellaneous tasks (i.e. reminder of Expiry of 10-days notice, Date of CDRs/AD/Trials, etc)

Tasks

Task Record Table

Task No.	Action Due	Closed Date	Modified Date	Prompt Details
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Task No.

Action Due

Closed Date

Modified Date

Prompt Details

Remarks

Fields Label	Field Type	Input Selections	Field Size	Remarks
Task No.	Number			Auto assigned by System in chronological order. Each Claim will have its own order
Action Due	Date		DD/MM/YYYY	Action Due Date
Closed Date	Date		DD/MM/YYYY	Action Completed Date
Modified Date	Date		DD/MM/YYYY	Task Modified Date
Prompt Details	Alphanumeric		100 chars	See Prompt Details Table below for input selections
Remarks	Alphanumeric		500 Chars	Additional text entered by user

### Task Fields

Prompt Details
Date of BC's appointment at law firms
Date of CDRs/AD/Trials
Due Date for Appearance after WOS
Expiry of 10-days notice
Expiry of 3 weeks
For follow up by CO
Sensitive cases - revert to claimants
Submit medical report
Submit reinspection report
Writ Cases
Pending Medical Report
Pending Survey Report
Pending CCTV footage
Pending IP Report
Due for Payment
Others