

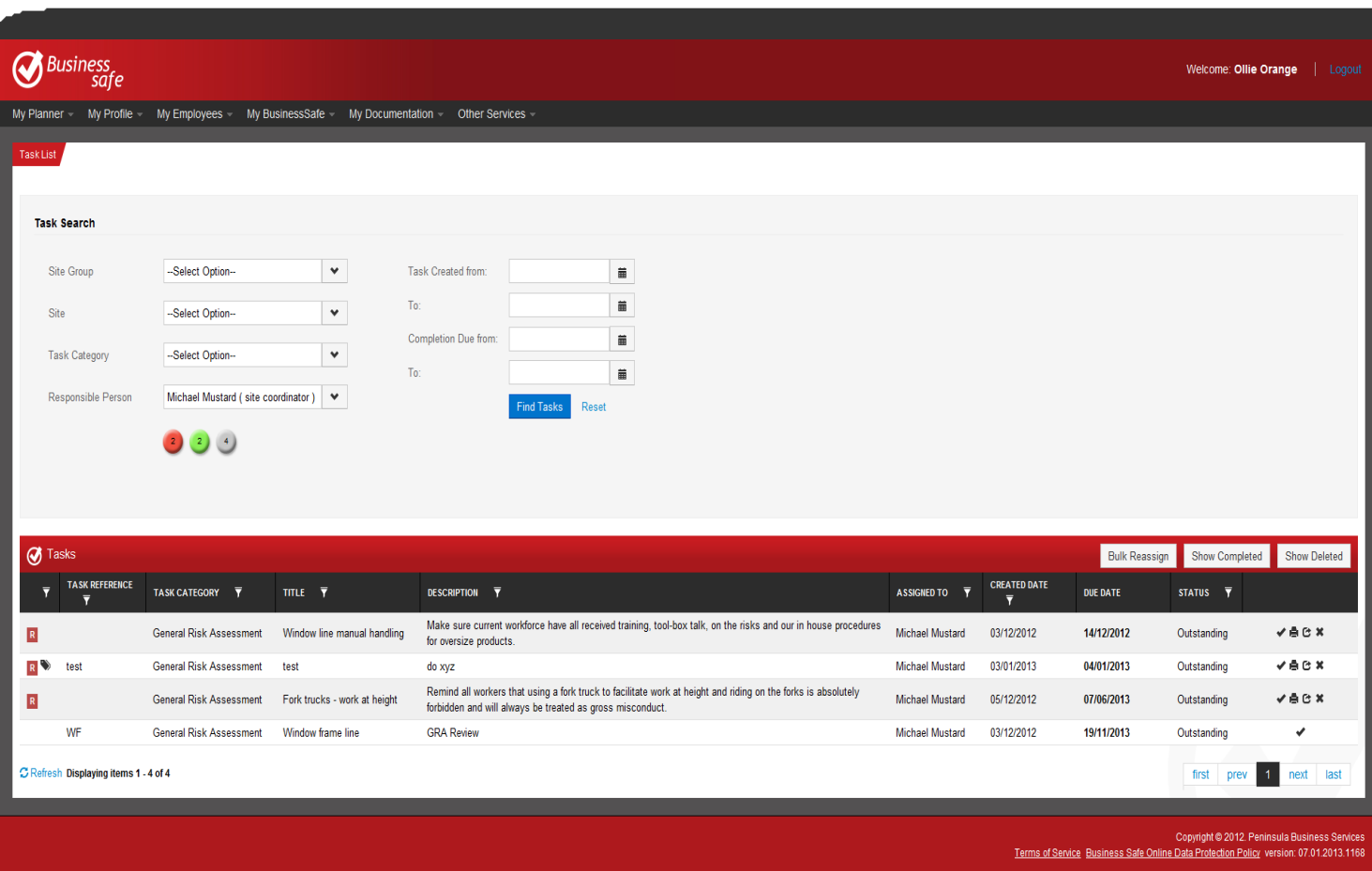
My Task List

You will always arrive at your Task List when opening BusinessSafe Online.

The page will initially be empty but as you begin to use the system it will show tasks that have been allocated to an individual user or entries that need to be reviewed.

Depending on the rights you give to your selected users; they will also be able to select and view tasks that have been allocated to other people.




Tasks can also be selected by criteria including date created, date due, task type and individual premises (if you have multiple sites)



The screenshot shows the BusinessSafe Task List interface. At the top, there's a navigation bar with the BusinessSafe logo and user information (Welcome: Ollie Orange | Logout). Below this is a menu bar with options like My Planner, My Profile, My Employees, My BusinessSafe, My Documentation, and Other Services. The main content area is titled 'Task List' and contains a 'Task Search' section with filters for Site Group, Site, Task Category, and Responsible Person (Michael Mustard). There are also date range filters for Task Created from, To, Completion Due from, and To. Below the search filters are three colored circles (red, green, grey) representing task counts. The main table displays a list of tasks with columns for Task Reference, Task Category, Title, Description, Assigned To, Created Date, Due Date, Status, and actions. The table shows four tasks, all assigned to Michael Mustard. At the bottom, there's a footer with copyright information and a version number.

TASK REFERENCE	TASK CATEGORY	TITLE	DESCRIPTION	ASSIGNED TO	CREATED DATE	DUE DATE	STATUS	ACTIONS
R	General Risk Assessment	Window line manual handling	Make sure current workforce have all received training, tool-box talk, on the risks and our in house procedures for oversize products.	Michael Mustard	03/12/2012	14/12/2012	Outstanding	✓ ⚙️ ✖️
R test	General Risk Assessment	test	do xyz	Michael Mustard	03/01/2013	04/01/2013	Outstanding	✓ ⚙️ ✖️
R	General Risk Assessment	Fork trucks - work at height	Remind all workers that using a fork truck to facilitate work at height and riding on the forks is absolutely forbidden and will always be treated as gross misconduct.	Michael Mustard	05/12/2012	07/06/2013	Outstanding	✓ ⚙️ ✖️
WF	General Risk Assessment	Window frame line	GRA Review	Michael Mustard	03/12/2012	19/11/2013	Outstanding	✓

Underneath the name of the person with responsibility for the tasks listed, the number of current tasks allocated to them is shown against coloured circles.



-  Total number of tasks
-  Number currently within their target date, and
-  Number of tasks that have gone beyond their target date

The list will show only tasks that have not been marked as complete. To see completed tasks select **Show Completed**. Similarly to view deleted tasks select **Show Deleted**.

The icon **R** on the left of a task shows that it is a repeating task. Hover over the icon and the frequency of the task will be displayed. Double clicking on the symbol will show the previous 5 dates on which the routine task was performed and also the next 5 dates on which it scheduled. The task list itself will only show the next due date.

Double clicking on any of the headings on the table of tasks will sort the table by that column according to the entry, e.g. by date ascending, date descending, A-Z, Z-A, etc.

The icons at to the right of the table allow each task to be:

- ✓ Marked as complete
-  Printed
-  Re-assigned to another person
- ✕ Deleted

Hovering over the icon will display its function.