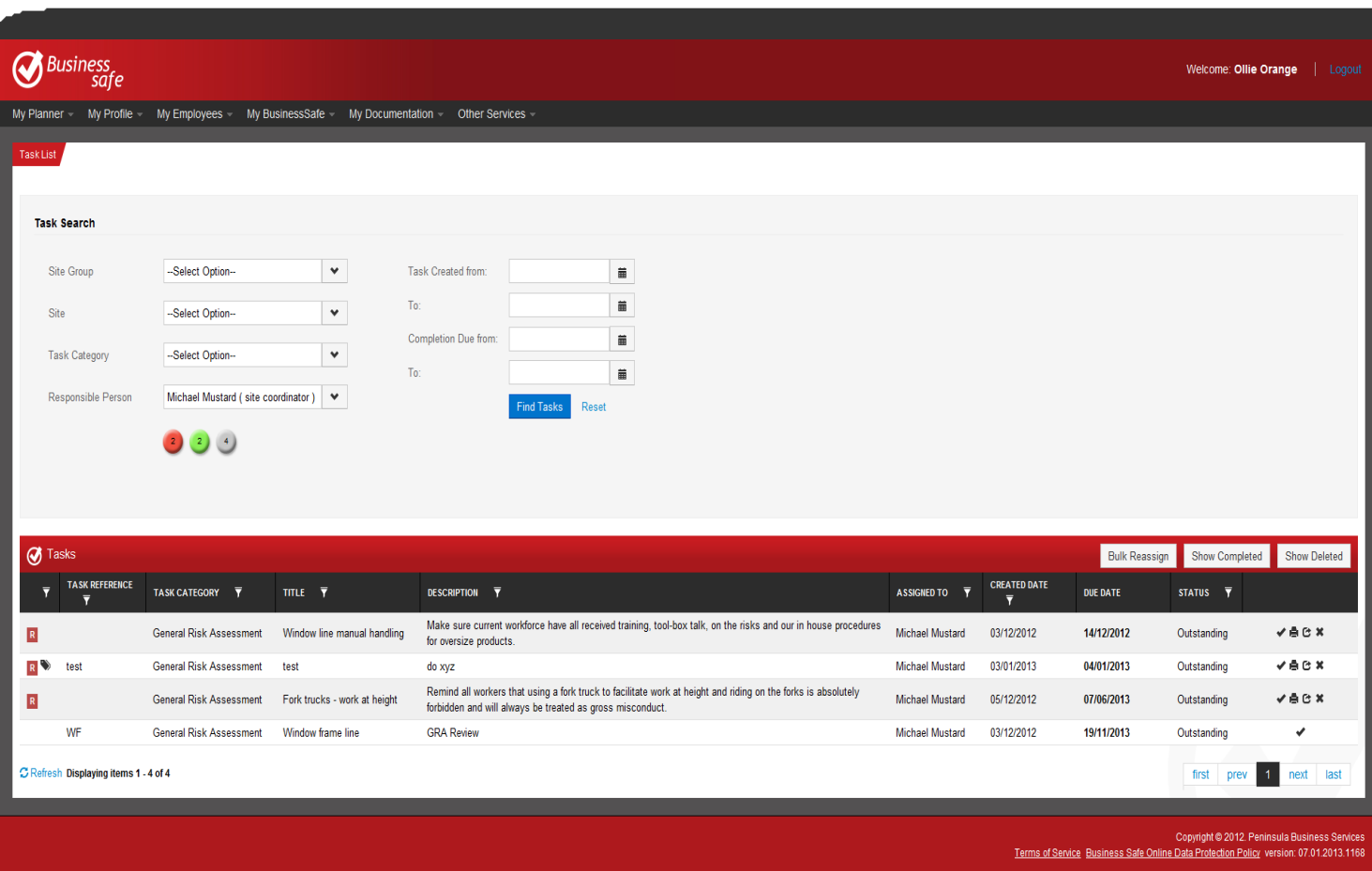## My Task List

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)

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.