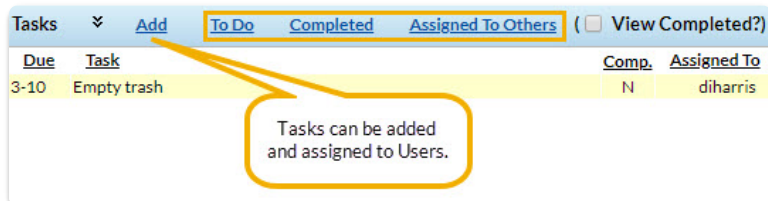


# To Do Tasks on the Executive Dashboard

The *Tasks* section of the *Executive Dashboard* may be used to assign tasks to any staff member who has a Jackrabbit User ID. Tasks can be assigned to specific users or to all users. Use the links in the *Tasks* window to view *To Do*, *Completed*, and tasks *Assigned to Others*.

1. Click the **Add** link to add a task.



2. Complete the information in the **Add Task** window:

- o Enter the name of the **Task**.
- o Select **Assign To** or check **Assign to All Users?** to quickly assign a task to all Jackrabbit User IDs or select a specific user by highlighting the **User ID**.
- o Add **Notes** and a **Due Date** if needed. The number of characters in the **Notes** section is limited to 4000.

A screenshot of the 'Add Task' window. The 'Task' field contains 'Clean Break Room'. The 'Assign To' dropdown menu is open, showing a list of user IDs: 'bkerner', 'cova', 'diharris', 'hcsupport', 'helpcenter', and 'helpcentersupport'. A yellow box highlights the 'Assign to All Users?' checkbox, which is currently unchecked. The 'Notes' field contains the text 'Clean all counters and staff refrigerator.' A yellow callout box points to the 'Notes' field with the text: 'Number of characters in the Notes field is limited to 4000.' The 'Due Date' is set to '3/10/2022' and the 'Completed?' checkbox is unchecked. At the bottom, there are 'Save' and 'Cancel' buttons. A mouse cursor is clicking the 'Save' button.

3. Click **Save**. The task will be displayed on the Executive Dashboard.



Assigning a task to all users is best used when each staff member needs to complete the task. When one user marks the task complete, it will still show for other users until they mark it complete. If one person is in charge of the task, it is best to assign the task to that person only.