



SUPERVISOR SEARCH ALL WORK TASKS

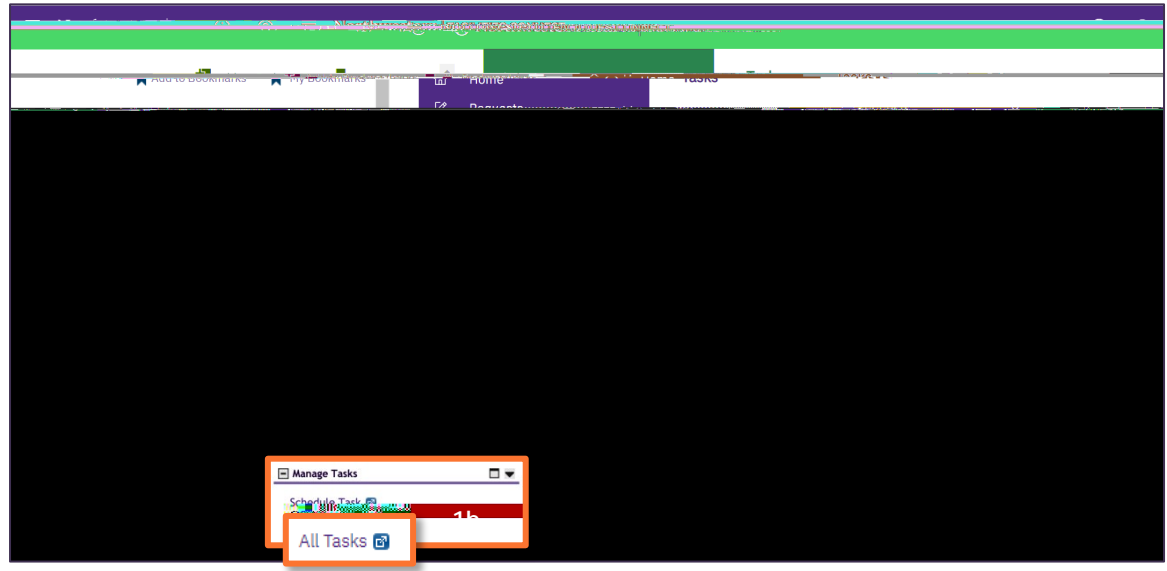
Provide guidance for the following: Work Task Interface

GETTING STARTED

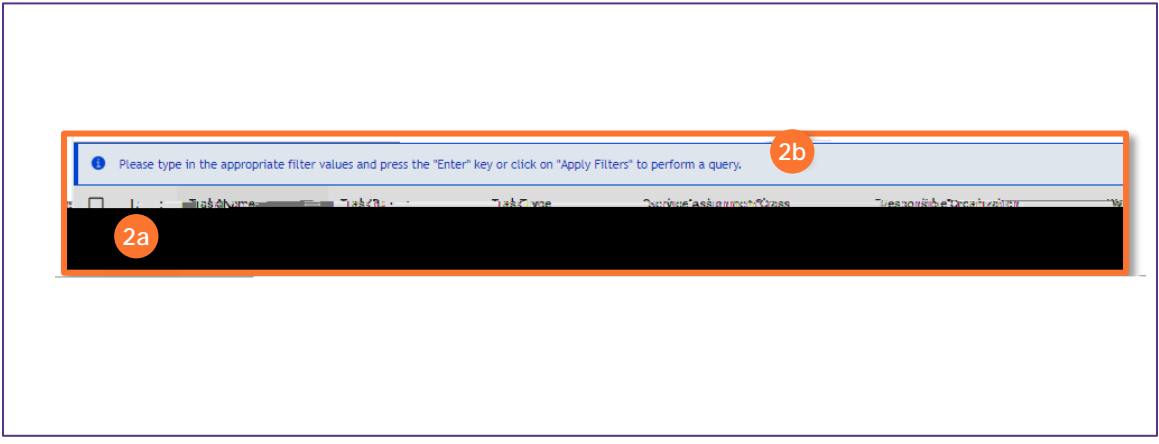
This job aid begins the Tasks screen. Follow the steps to search for tasks in the Supervisor: Task Screen job aid.

DIRECTIONS:

1. Follow the Tasks screen:
 - 1a. Locate the Manage Tasks section in the left-hand side of the screen.
 - 1b. Tap the All Tasks icon at the bottom.



2. Using the All Tasks screen, view the details. Because of the interface, the default view will be a table.
 - 2a. Enter criteria in the search field below each of the column headers.
 - 2b. Filter the search results by pressing the Enter key.





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DIRECTIONS:

3

Click on a column header to change the order of the table.

