

CAYUSE – TASKS ON DASHBOARD

The screenshot shows the 'My Tasks' dashboard in the Cayuse platform. At the top left is the 'cayuse platform Home' logo. On the right, there are 'Products' and user profile 'Ann Muchina' dropdowns. A '+ New Task' button is in the top right. Below the header are filter tabs: 'Assigned to Me' (selected), 'Created by Me', 'Open', and 'All'. A table lists tasks with columns: Task, Task Type, From, Assigned To, Created, Last Activity, Due, and Status. Three tasks are shown: 'please address' (SP Ad Hoc Task), 'Certify Proposal - 23-19384-P0001' (Other), and 'Certify Proposal - 24-0008-P0001' (Other). A '10 per page' dropdown and 'Showing 3 of 3 items' are at the bottom of the table area. Annotations with arrows point to various elements: 'You can sort by alphabetical order' points to the 'Task' column header; 'To view closed tasks, you can sort by "All"' points to the 'All' filter tab; 'Create new tasks to assign to other people' points to the '+ New Task' button; 'You can sort by created date or due date' points to the 'Created' and 'Due' column headers.

You can sort by alphabetical order

To view closed tasks, you can sort by "All"

Create new tasks to assign to other people

You can sort by created date or due date

Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
please address	SP Ad Hoc Task	Me	Me	05/23/2023	05/23/2023	06/03/2023	Open
Certify Proposal - 23-19384-P0001	Other		Me	09/26/2023	03/05/2024		Open
Certify Proposal - 24-0008-P0001	Other		Me	02/05/2024	03/05/2024		Open

10 per page Showing 3 of 3 items

Click on a task to open the corresponding record

Note that any tasks that are sent from you or assigned to you will show up as "Me" on this page. If tasks are system generated, the "From" and "Assigned To" columns will be blank.