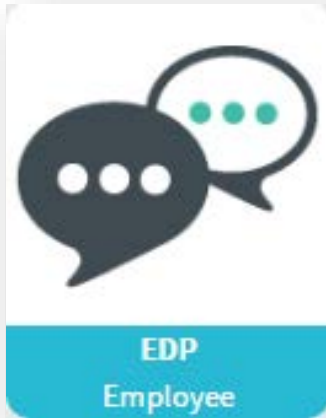
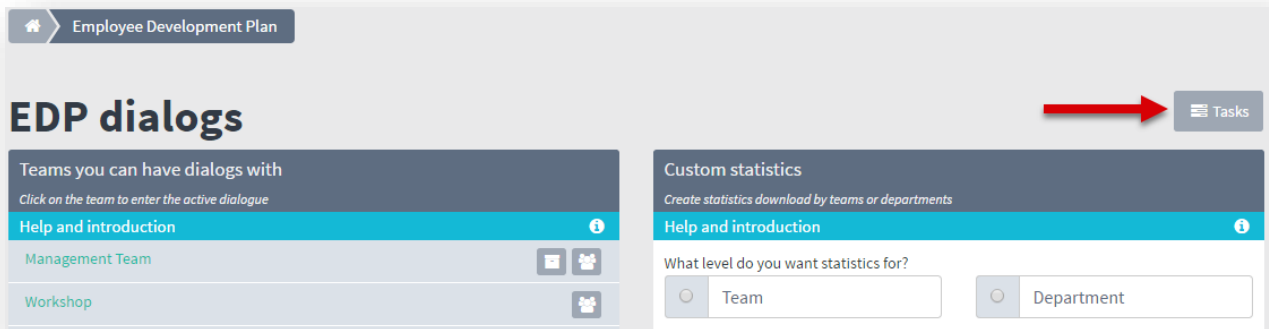


Overall overview of EDP tasks agreed with the employees

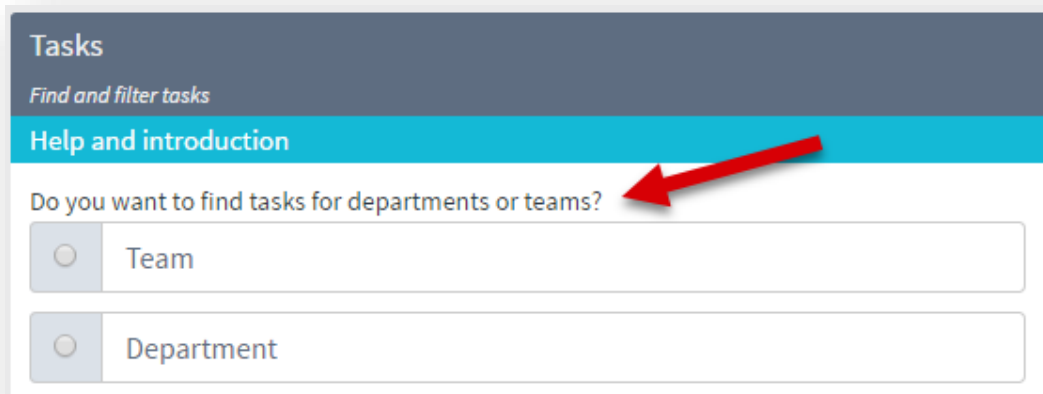
Manager and HR are able to get an overview of which agreements have been made with employees in the various teams in the organisation.



1. Select the EDP icon



2. Select 'Tasks'



3. Then select whether you want them on the team or the department level

Tasks

Find and filter tasks

Help and introduction

Do you want to find tasks for departments or teams?

Team Department

Teams: * Management Team

Due after: Due before:

Priority: Status:

Filter

Search for a task

Beneficiary	Task responsible	Priority	Status	Due date
Employee A test	Jonna L	Priority B	New	2017-05-18
John Smith Task 1	Jonna L	Priority B	New	2017-01-12
Employee E Task	Jonna L	Priority C	New	2017-01-16

4. When you have selected your team/department, you can apply further filters (red arrows). However, this is not necessary in order to find tasks. If you don't apply further filters, all tasks will be shown. The green arrows show the tasks that have been searched for, and you can also see their priority, status and deadline.