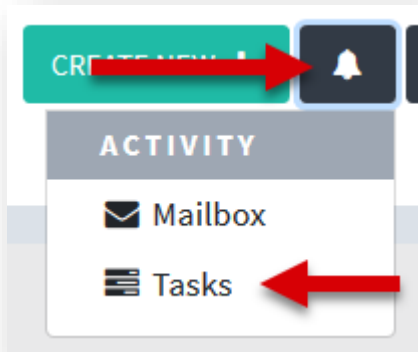


Editing and ending of active tasks



1. Select Tasks'.

A screenshot of a task management interface. At the top, there are three filter tabs: 'Tasks I benefit from' (0), 'Active tasks' (47), and 'Finished tasks' (6). Below the tabs is a search bar with the placeholder text 'Search for a task'. A red arrow points to the 'Active tasks' tab, and a blue arrow points to the 'Due date' column header. The main content is a table with the following columns: Beneficiary, Module, Priority, Status, Due date, and Description. Each row represents a task and includes an 'Edit' button.

Beneficiary	Module	Priority	Status	Due date	Description	
Jørgine Nielsen	WPA	Priority B	New	2018-03-24	En dag om ugen må du arbejd...	Edit
Niller Fanko	EDP	Priority B	New	2018-03-30	Du kan arbejde videre med et ...	Edit
Julie Druda	COMDEV	Priority B	New	2018-03-30	En dag om ugen må du arbejd...	Edit
Irma Kafferri	EDP	Priority B	New	2018-04-05	Du får sidemandsoplæring i de...	Edit
Kirsten Pind	EDP	Priority C	New	2018-04-06	Du skal prøve at indgå i 2 andr...	Edit

2. Here are all active tasks - both EDP, WPA, etc. And here you can sort the highest / lowest by clicking on all columns: 'beneficiary', 'Module', 'Priority', 'Status' 'Due date' (as shown here with blue arrow) and 'Description'.

Se næste side...

3. Click on an appointment and it opens. You are on the 'Edit' tab (black arrow) here you have the option to change the status to 'started' or 'finished'. The other red arrows show where you can change the agreement. **Remember to save your changes.**
4. Click 'Details' (black arrow) The blue arrows show the agreement's description and minutes. **Remember to save your changes.**

Tasks I benefit from 0 Active tasks 47 Finished tasks 6

Search for a task

Beneficiary	Module	Priority	Status	Due date	Description	
Jørgine Nielsen	WPA	Priority B	Started	2018-03-30	En dag om ugen må du arbejd...	Edit
Niller Fanko	EDP	Priority B	New	2018-03-30	Du kan arbejde videre med et ...	Edit

5. If status changes to 'In progress', the agreement will be yellow - however, the deadline must be changed if it is exceeded. Otherwise it stays red.

Tasks I benefit from 0 Active tasks 47 **Finished tasks 6**

Search for a task

Beneficiary	Module	Priority	Status	Due date	Description	
Lilian Karbo	EDP	Priority B	Finished	2018-03-10	Du får supervision 3 gange om ...	Edit
Helmer Stok	EDP	Priority B	Finished	2018-03-13	Du kan arbejde videre med et ...	Edit
Freja Bill	EDP	Priority B	Finished	2018-04-17	Du får supervision 3 gange om ...	Edit

6. When a deal is completed, it will turn green and appear when the page is refreshed, under the 'Finished tasks' tab.'

EDP Employee COMpetence SpiderWEB **TDP Team** WPA Worplace

Active tasks

Niller Fanko	EDP	Du kan arbejde videre med et Ma...	8 months
Julie Druda	COMDEV	En dag om ugen må du arbejde h...	8 months
Irma Kafferi	EDP	Du får sidemandsoplæring i de n...	8 months
Kirsten Pind	EDP	Du skal prøve at indgå i 2 andre t...	8 months
Rikke Friska	WPA	Du undersøger tid, sted og pris fo...	8 months

7. You also have the opportunity to access an task directly from your front page by clicking on the task.