

23.0 TASK LIST

<u>Task List:</u> The Task List is a detailed report containing the user's individual scheduled tasks listed by Task name, occurrence, and controllers involved.

 From the toolbar at the top of the screen select <u>Central Reports</u> then scroll down to <u>Task List</u> and click on it (Figure 23.0.1).



Figure 23.0.1

<u>Note:</u> This will take you to the "Task List" screen (Figure 23.0.2).

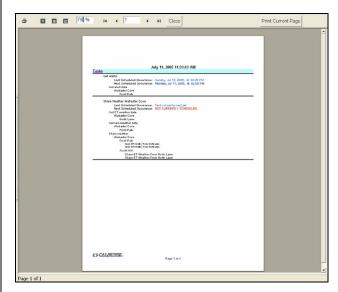


Figure 23.0.2

SEE "HOW TO PRINT REPORTS" SECTION FOR MORE INFORMATION

SEE LAST PAGE OF THIS SECTION FOR FULL PAGE REPORT.



23.1 TASK LIST REPORT CONTENTS

The following is a list of every item on the **Task List** Report (Figure 23.0.1).

<u>Date and Time:</u> This shows the date and time that you requested the report.

<u>Task:</u> This is the name of the task as it appears in the "Task Setup" window.

<u>Last Scheduled Occurrence:</u> This is the last date and time that the task took place.

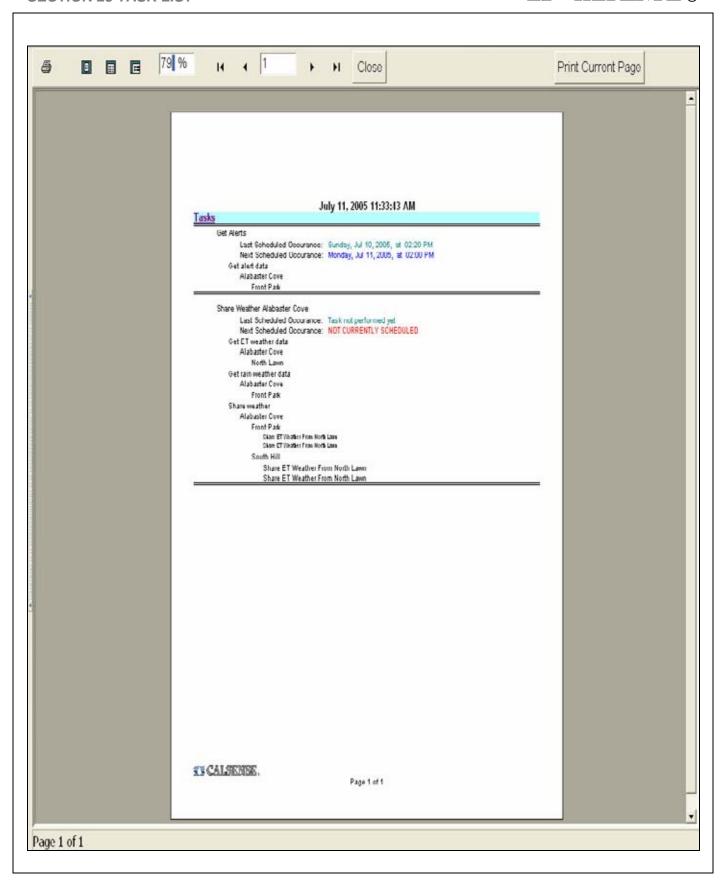
<u>Next Scheduled Occurrence:</u> This is the next date and time that the task will take place.

<u>Site Name:</u> Each site name will appear to the left of the list.

<u>Controller Name:</u> The controller names will be listed directly under the site that they are a part of. They will appear in alpha-numeric sequence and are in regular font.

Share ET weather From: If you have a weather sharing task set up, the controller that you are getting the information from will appear directly below the controller that you are sharing it to.









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