CAYUSE – TASKS ON DASHBOARD

To view closed tasks, you can sort by “All”

Create new tasks to assign to other people

You can sort by alphabetical order

You can sort by created date or due date

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.