

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

My Tasks

+ New Task

Assigned to Me Created by Me Open All

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