Tasks v1.4

Comparing the old Daybook to the new Tasks app

vision
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Comparing the old to the new
Accessing Tasks

Daybook

Select either:

- **Daybook** from the Vision front screen

Or

- Select a task from My Daybook Tasks pane:

Tasks

Select **Tasks** from the Vision front screen:

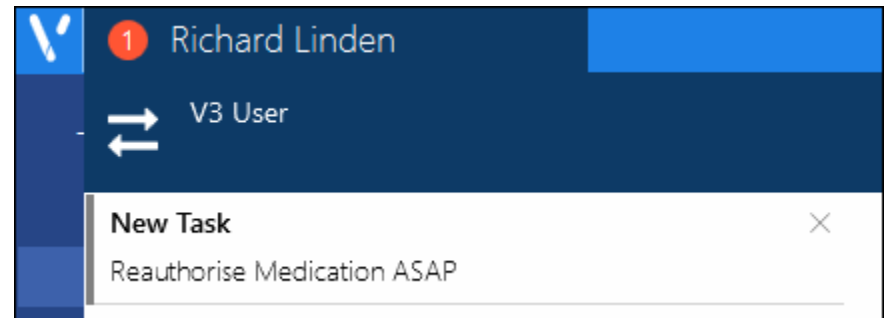# Comparing the old to the new
Notification of Tasks

Daybook

Relies on you spotting new tasks from the Vision front screen or by opening Daybook.

Tasks

Once **Tasks** is open, Notifications are displayed on the user profile button:

A single click on the user profile button and Notifications are displayed and can be selected:

Comparing the old to the new
Main Task Screen

Daybook

Select the task you want to view:

Tasks

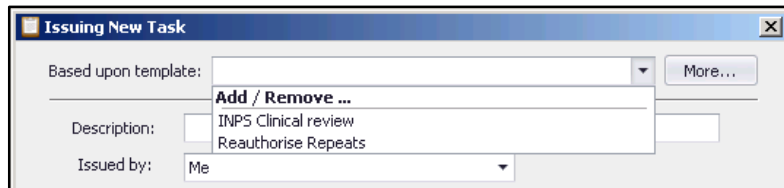Select the task you want to view:

Comparing the old to the new
Creating a Task

Daybook

Select the type of task you want to create:
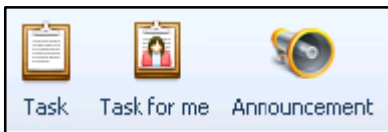
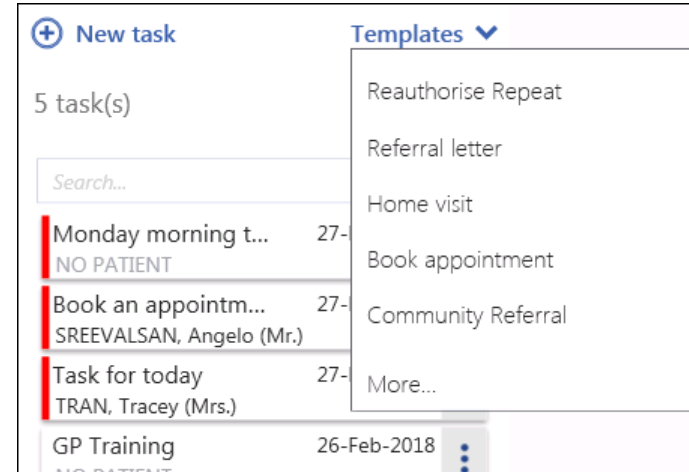To select a Template, choose from the list or

Tasks

Select **New task** to create any type of task.

Select **Templates** to select from your template quick list:
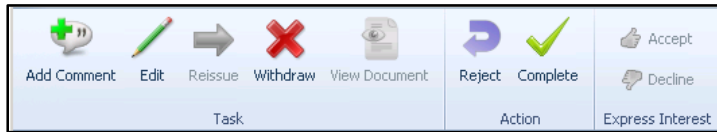
Comparing the old to the new
Populating a Task

Comparing the old to the new
Processing a Task

Daybook

Select the task you want to process:

Tasks

Select ⋮ to edit, reject, delete or complete the selected task:

Or, use **Conversation** to send a message to the task originator and/or **Activity** to record action taken:
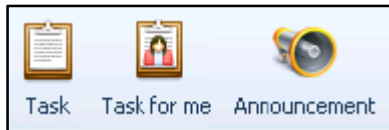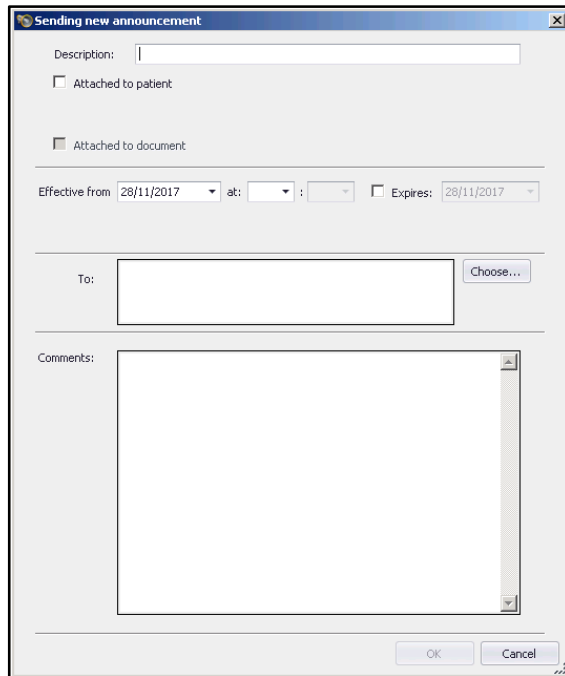
Comparing the old to the new
Creating an Announcement

Daybook

Select Announcement from the toolbar:
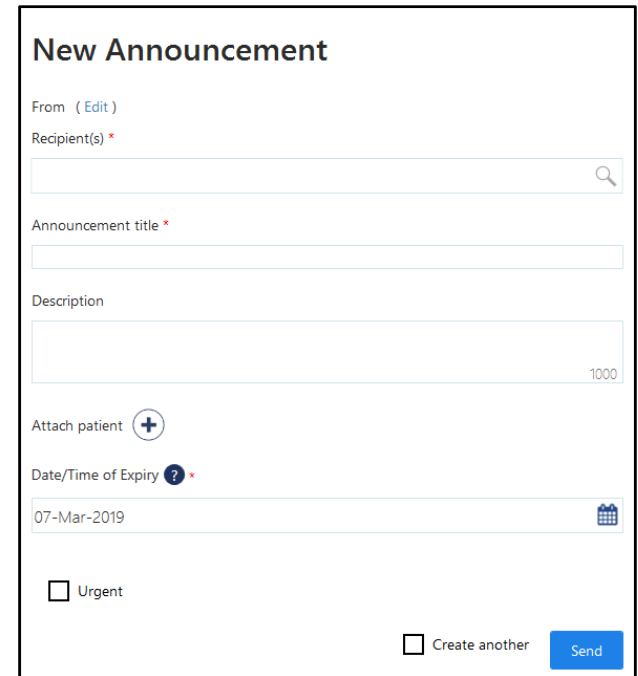
And complete as required:

Tasks

From the Announcement screen, select

New announcement and complete as required:

Comparing the old to the new
## Notification of Announcements

Daybook

Relies on you spotting new announcements within the Announcements pane of the Vision front screen or by opening Daybook itself.

Tasks

When a new announcement is received the announcement count on your Task screen increases by one. If there are any unread announcements the count badge is displayed in red:

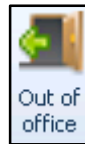An unread Announcement has it's title in bold. Once viewed, it's title automatically reverts to normal text.
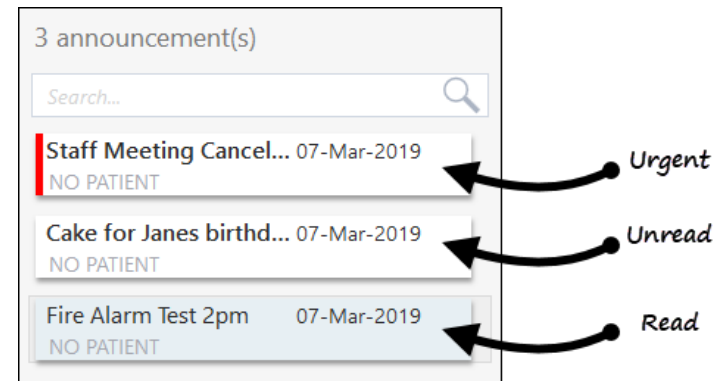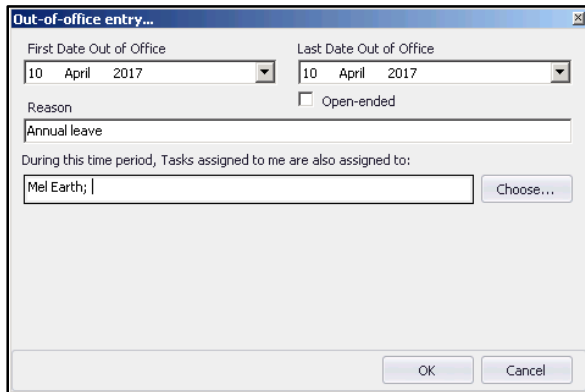
Comparing the old to the new
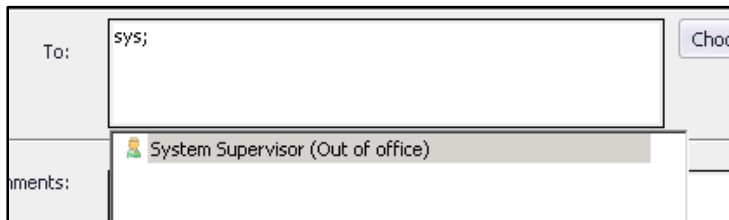## Adding an Out of Office notification

Daybook

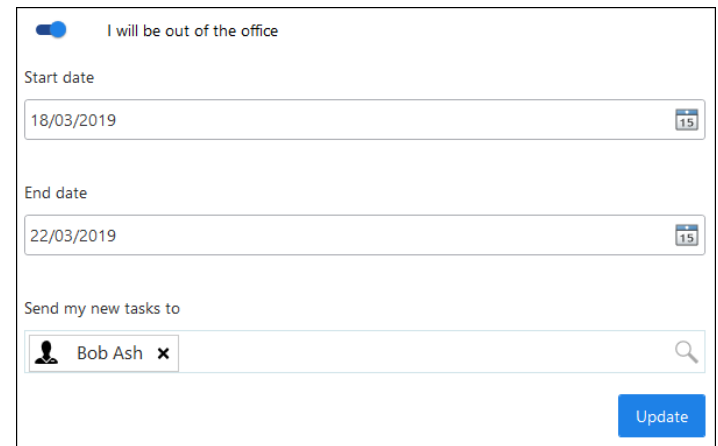Select **Maintenance – Out of Office**

Select **Add** and complete:

When you select a recipient with an out of office set:

Tasks

Select **Settings** and then **Out of Office** and complete:

When you select a recipient with an out of office set: