

# Access Task Manager on the MSC LES Portal

**1. Log into SAMM Web, Click the Admin module drop down, and select Task Manager**

**2. The Task Manager Module Open and displays a Filter, Navigation Panel, and the Grid view where all tasks assigned to the user are listed. Note: The default Navigation is filtered to the user logging in.**

**Navigation Menu:** Dashboards | History | Afloat M&R | Ashore M&R | Training | VTL | Admin

**Admin Module Sub-menu:** Task Manager, TransAlt-PM, User Management, Role Management

**Filter Panel:** Favorites, Custom, History, Global. Fields include ID, Title, Type, POC, All Text, Status, Priority, Due Date, and Vessel.

**Navigation Panel:** Vessels, Support Personnel. Tree view includes N046 C4S, N047 Engineering (Baetsen, Benson, Black, Busk, Romeo, Salter), N0471 Management Systems (Torfin), and N04711 Maintenance Systems (Furman, Bishop, Carroll, Deboer, JBlack, Rose, Rumble, Schlafer, Singleton, Wolf, Zummo, Emprise N711 Contractor (Diaz, Blanton)).

**Task List Table:** 32 rows displayed. Columns: ID, Title, Type, Assigned To, Date, % Complete, Hrs Rem, Task Status, Priority, Last Milestone.

ID	Title	Type	Assigned To	Date	% Complete	Hrs Rem	Task Status	Priority	Last Milestone
17N70896P	IGNORE: Testing	Project	Carroll, William		0	0.00	Not Started	(3) Low Priority	
17N70891	INONORE PM testing	Request	Carroll, William		0	0.00	Submitted	(1) High Priority	
17N70870P	IGNORE - Dennis Please approve this...	Project	Carroll, William		0	0.00	Not Started	(3) Low Priority	
17N70763	bitlr	Request	Carroll, William	2017-09-12	0	0.00	Draft	(3) Low Priority	
17N70440P	QMS instruction for PENG/SAMM/VRR	Project	Carroll, William	2017-08-07	0	0.00	Not Started	(2) Normal Pri...	
17N70660P	testing the next TALT	Project	Carroll, William	2017-08-01	0	0.00	Complete	(3) Low Priority	
17N70650	test for monday	Request	Carroll, William	2017-07-28	0	0.00	Draft	(3) Low Priority	
17N70653P	test for monday	Project	Carroll, William	2017-07-28	0	0.00	Complete	(3) Low Priority	
17N70655	test for tuesday	Request	Carroll, William	2017-07-28	0	0.00	Draft	(3) Low Priority	
17N70652P	test for monday	Project	Carroll, William	2017-07-28	0	0.00	Not Started	(3) Low Priority	
17N70651	test for monday	Request	Carroll, William	2017-07-28	0	0.00	Draft	(3) Low Priority	
17N70626	MDG Splash Oil and Test C	Request	Carroll, William	2017-07-21	0	0.00	Draft	(3) Low Priority	
17N70625	MDG Splash Oil and Test C	Request	Carroll, William	2017-07-21	0	0.00	Draft	(3) Low Priority	
17N70600P	testing copy and paste from email int...	Project	Carroll, William	2017-07-20	0	0.00	Not Started	(3) Low Priority	
17N70432P	Availability type in SAMM	Project	Carroll, William	2017-06-08	0	0.00	In Progress	(2) Normal Pri...	
17N70431P	Adjust POAMs for OPRs	Project	Carroll, William	2017-05-23	0	0.00	In Progress	(1) High Priority	
17N70315P	Develop Tier II instruction mandatin...	Project	Carroll, William	2017-05-12	0	0.00	Accepted	(2) Normal Pri...	
17N70258	TEST ONLY DO NOT ACT ON	Request	Carroll, William	2017-03-27	0	0.00	Draft	(3) Low Priority	
17N70259	REVIEW TEST	Request	Carroll, William	2017-03-27	0	0.00	Draft	(3) Low Priority	
17N70204P	Need you to complete the TALT com...	Project	Carroll, William		0	0.00	Not Started	(3) Low Priority	

**Details Panel:** Description: sfaasfaf. Activity, Related Items, Attachments.

**Task Details Table:**

Field	Value
Transalt Number	TAE 26-2017110R
Prelim Due Date	2017-10-13
Final Due Date	2017-10-13
Start Date	2017-10-13
End Date	2017-10-13
% Work Complete	0
% Hrs Complete	0