

Identify Current Status of Taskers

1. Go to Admin.

2. Go to Task Manager.

3. Utilize the Filter to search the Status field.

*Note: Taskers can also be sorted by Status in the main grid.

The screenshot displays a software interface for managing tasks. At the top, there is a navigation bar with tabs for Dashboards, Logbook, History, Afloat M&R, Ashore M&R, Training, VTL, Admin, and SMS. The 'Admin' tab is selected, and the 'Task Manager' sub-tab is active. The main area shows a grid of tasks with columns for ID, Type, Assigned To, Prelim Due Date, Final Due Date, % Complete, Hrs Rem, Task Status, Priority, and Last Milestone. A filter dialog box is open, showing 'Available Status' and 'Selected Status' options. A detailed view of a task is shown at the bottom, including a description, activity, related items, attachments, and additional details like ID, Originator, and dates.

ID	Type	Assigned To	Prelim Due Date	Final Due Date	% Complete	Hrs Rem	Task Status	Priority	Last Milestone
18N70547P	Project	Williams, James	2018-12-31	2018-12-31	0	80.00	Not Started	(1) High Pri...	
	Request	Baker, Jennifer E.	2019-01-31	2019-01-31	0	0.00	Submitted	(2) Normal Pri...	
	Request	Baker, Jennifer E.	2018-10-31	2018-10-31	0	0.00	Submitted	(1) High Pri...	
	Task	Gaskins, Brian	2019-01-31	2019-01-31	0	120.00	Not Started	(2) Normal Pri...	
18N70517P1	Task	Adams, Horace	2019-01-31	2019-01-31	0	0.00	Not Started	(2) Normal Pri...	
18N70517P	Project	Kidd, Kyle	2019-01-31	2019-01-31	0	0.00	In Progress	(2) Normal Pri...	
	Task	Gaskins, Brian	2018-08-31	2018-08-31	0	0.00	Not Started	(2) Normal Pri...	
	Task	Schaeffer, David	2018-08-31	2018-08-31	0	32.00	Not Started	(2) Normal Pri...	
	Project	Adams, Horace	2018-08-31	2018-08-31	0	32.00	Not Started	(2) Normal Pri...	
	Task	Schaeffer, David	2018-08-31	2018-08-31	0	1.00	Not Started	(2) Normal Pri...	
	Task	Adams, Horace	2018-08-31	2018-08-31	0	1.00	Not Started	(2) Normal Pri...	
	Project	Adams, Horace	2018-08-31	2018-08-31	0	2.00	Not Started	(2) Normal Pri...	
	Task	Cofe, Kameo	2018-12-31	2018-12-31	0	160.00	Not Started	(2) Normal Pri...	
	Task	Garant, Nicholas	2018-12-31	2018-12-31	0	160.00	Not Started	(2) Normal Pri...	
	Project	Bell, Benjamin	2018-12-31	2018-12-31	10	218.50	In Progress	(2) Normal Pri...	
	Task	Schaeffer, David	2019-01-31	2019-01-31	0	64.00	Not Started	(2) Normal Pri...	
	Task	Kelly, Nolan	2019-01-31	2019-01-31	0	64.00	Not Started	(2) Normal Pri...	
	Task	Adams, Horace	2019-01-31	2019-01-31	0	64.00	Not Started	(2) Normal Pri...	