

Route a Tasker in Task Manager

1. Go to Admin.

2. Go to Task Manager.

The screenshot displays the Task Manager interface. At the top, the 'Admin' menu is open, showing 'Task Manager' as the selected option. Below this, a grid of tasks is visible, with columns for ID, Type, Assigned To, Prelim Due Date, Final Due Date, % Complete, Hrs Rem, Task Status, Priority, and Last Milestone. A callout box points to the 'Task Manager' menu item. Another callout box points to a specific project entry in the grid. A third callout box points to the 'Filter' section on the left side of the interface. A fourth callout box points to the 'Status' dropdown menu in the project details view, which is set to 'Routing'. A fifth callout box points to the 'Save' button at the bottom of the project details view. A sixth callout box points to the 'Save' button at the bottom of the project details view.

3. Find applicable Project utilizing Filter and Navigation.

4. Double-click on Project in grid.

5. Change Status to Routing.

6. Click Save.