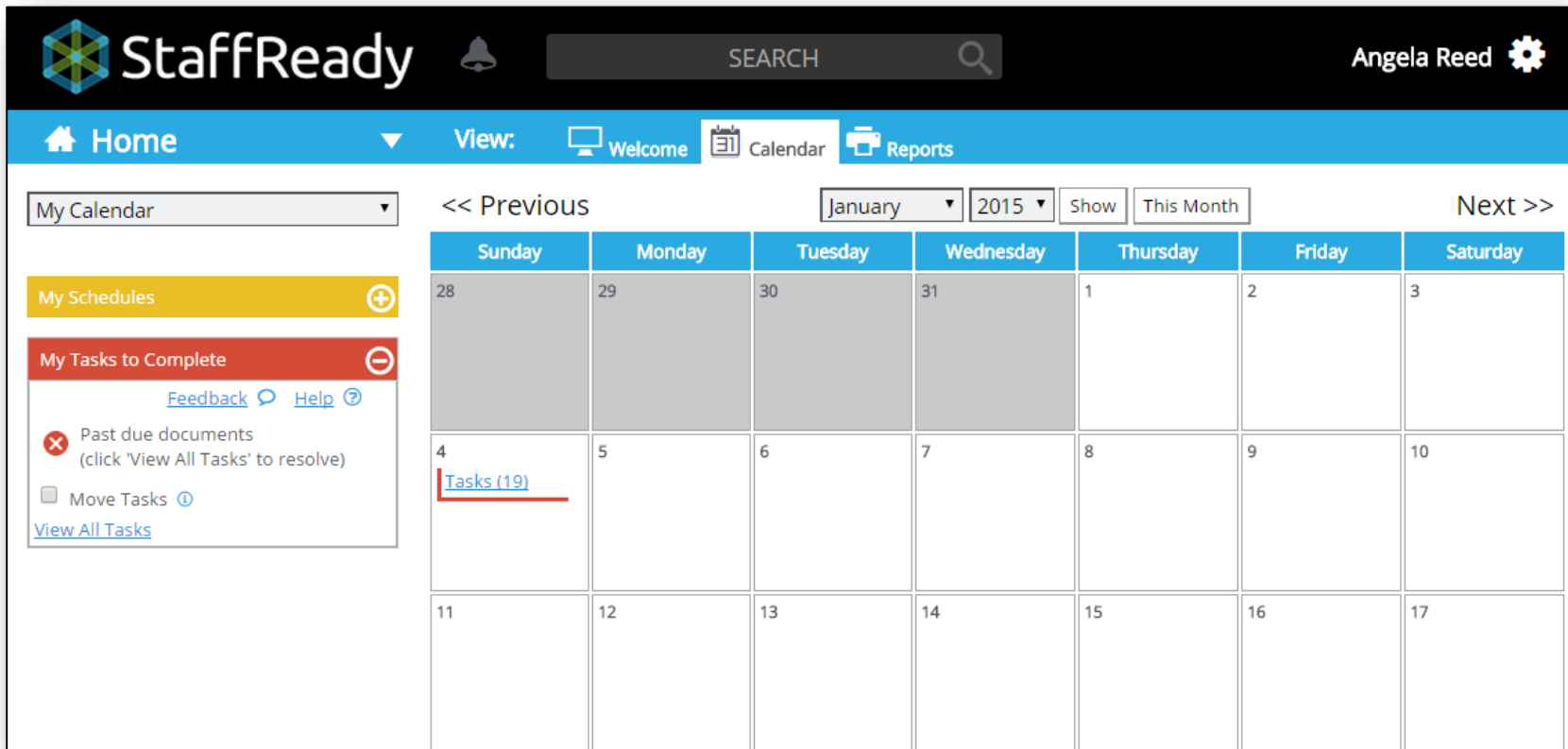


## Calendar View

### My Tasks to Complete

This reference guide provides an overview of the My Tasks to Complete minibar within StaffReady. The following process steps and instructional information are provided within this document:

- **Completing Tasks**
- **View Past Due Tasks**



StaffReady

SEARCH

Angela Reed

Home View: Welcome Calendar Reports

My Calendar

<< Previous January 2015 Show This Month Next >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4 <a href="#">Tasks (19)</a>	5	6	7	8	9	10
11	12	13	14	15	16	17

My Schedules

My Tasks to Complete

[Feedback](#) [Help](#)

Past due documents  
(click 'View All Tasks' to resolve)

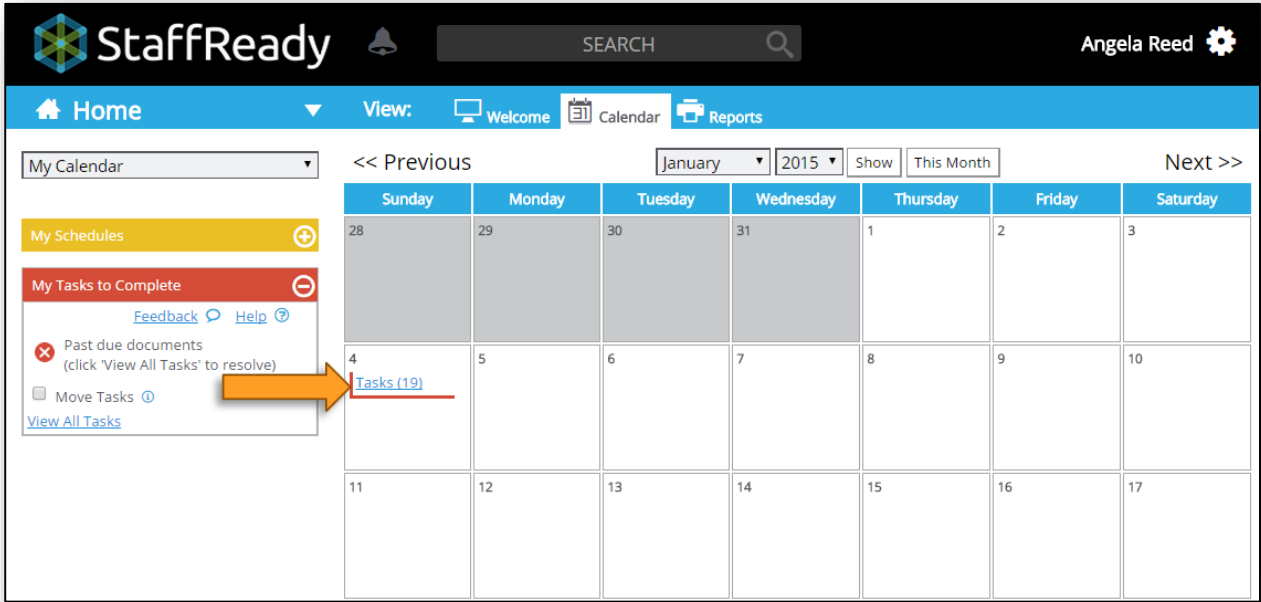
Move Tasks

[View All Tasks](#)

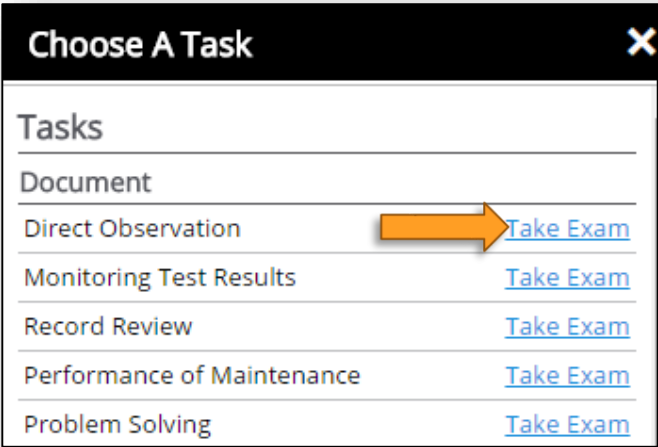
# 1 | Completing Tasks

## Completing Tasks

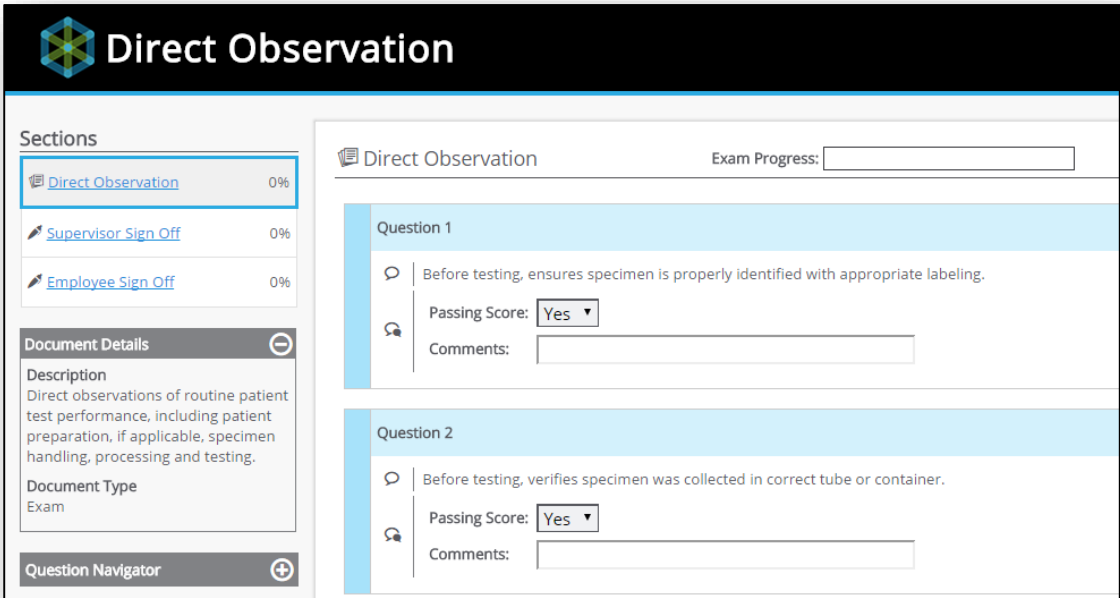
1. Click [Tasks](#).



2. Click [Take Exam](#).



3. Complete **Task**.



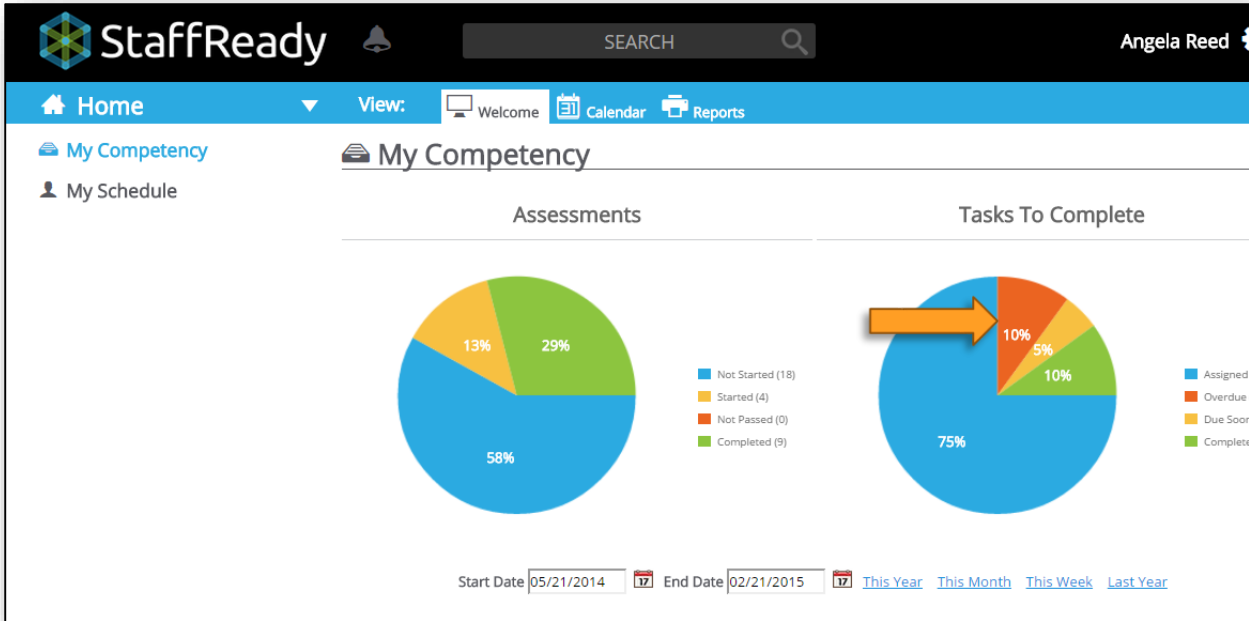
## 2 | Viewing Past Due Tasks

### Viewing Past Due Tasks

1. Click [View All Tasks](#).

The screenshot shows the StaffReady user interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and the user name 'Angela Reed'. Below this is a secondary navigation bar with 'Home', 'View: Welcome', 'Calendar', and 'Reports'. The main content area features a calendar for January 2015. On the left side of the calendar, there is a sidebar with sections for 'My Schedules', 'My Tasks to Complete', and 'My Calendar'. The 'My Tasks to Complete' section is expanded, showing a red warning icon and the text 'Past due documents (click 'View All Tasks' to resolve)'. Below this, there are links for 'Feedback', 'Help', 'Move Tasks', and 'View All Tasks'. An orange arrow points to the 'View All Tasks' link. The calendar grid shows dates from 28 to 17, with a red underline under the number '4' on Sunday, indicating a task.

2. Click **Red** slice within **Tasks to Complete** pie chart.



- **Overdue** tasks will display within the **Tasks to Complete** colorbar.

Tasks to Complete

Feedback Help

<< 1 >>

Print

Search	Clear	Document	Requirement	Skillset	Status	Assigned	Due
		Document	Requirement	Skillset	Overdue		
		Allison McAlister	Monitoring Test Results	DzX	Overdue	06/09/2014	07/09/2014
		Allison McAlister	Performance of Maintenance	DzX-1000	Overdue	06/09/2014	11/19/2014

Note: An orange arrow points to the 'Overdue' status in the first data row.