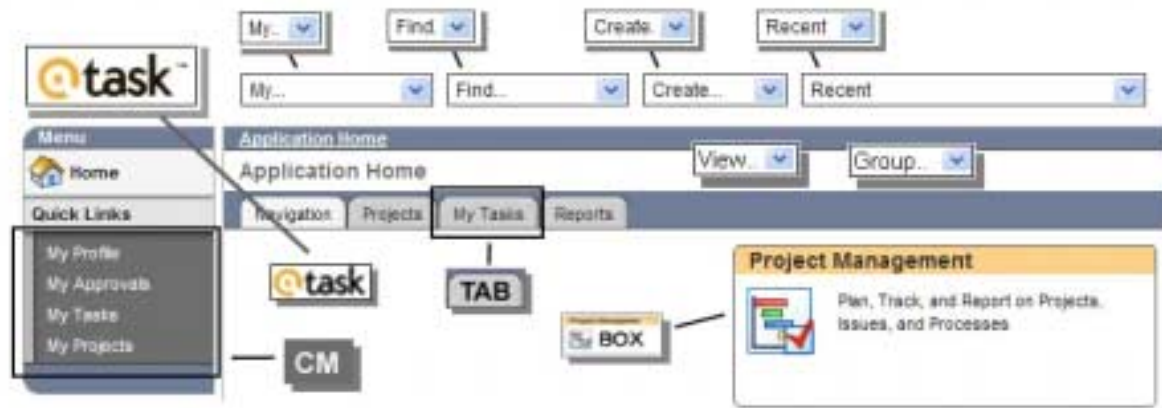




**Quick Reference
For
Individual Con-
tributors**



--Locations of Boxes, Buttons, and Menus--

Section One: "Need To Know"

How do I view my work list?

"Tasks" -> Click "!" (at top of list) to arrange tasks in order of priority -> To print your tasks; Click "File" (at top left of screen) -> "Print" -> "OK"

How do I report my work progress?

"Tasks" -> Click *The Task* you want to report on, or update -> "Update Task Status" -> Enter % of work completed -> Click "New" box, then select "In Progress" or "Completed" ->

How do I fill out my timesheets?

"Timesheets" -> Click on the timesheet you want to update -> "Enter Time" -> Fill in the hours you worked each day and indicate any over-time
Hours ->

How do I report a new issue, request, or change order?

"Projects" -> Enter search info, or nothing -> Click on *Project Name* -> "New Issue" -> Complete form ->

How do I let the team know which days I will be taking off?

-> "My Profile" -> "Personal Time" -> Click each work day that you will be gone.->

How do I view my overall work load?

"User Utilization" -> Enter Your Name -> -> "Resource Grid"

Section Two: "Nice to Know"

Edit Own User information "Profile" -> "Information" -> "Edit User" -> Make Changes ->

Change/Reset password "Profile" -> "Information" -> "Reset Password"

Create Timesheet -> "Timesheet"

Add Projects and Tasks to Timesheet Defaults "Profile" -> "Timesheets" -> "Timesheet Settings" -> "Add Projects" (Or, "Add Tasks") ->
(To view result) -> "Timesheets"

Search Users "Users" -> (enter search info, to list all Users, don't enter any search info) ->

Search for Hour Types "Hours" (enter search info, to list all Hour Types, don't enter any search info) ->

View My....? ... Approvals, Documents, Issues, Profile, Projects, Saved Searches, Tasks, Time Sheets

Find....? ... Documents, Hours, Issues, Projects, Tasks, Timesheets, Users, User Utilization

Create Note or Attach Document to a Project "Projects" -> Click Project Name -> "Attachments" (in a white CM Field) -> "New Note" or, "New Document"

For More Info Download our Searchable @task 4 User Guide <http://attask.com/atv4/> For a User Name and Password, contact your AtTask Account Manager