## Task List

- To open any task, you can either click on the task in the calendar or select the task in the list.
- The task will be opened in edit mode in a new tab. This enables you to review multiple tasks, once finished close the tab to return to the calendar.
- GREY items represent completed tasks and will only show in the calendar.
- 1. Click on the Safetyminder Icon to refresh the Dashboard and reset all your filters back to the original setting
- 2. The calendar will open with your user by default in the staff list select (Show All) to see tasks.
- 3. Use the forward and backward arrows to move between the months.
- 4. Click on the month to <u>navigate</u> to a required month.
- 5. Clicking Export will generate an ICS file that can be imported into another calendar.

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S	Staff		Filter By						Filter By Expiry Period
4	Rover Alpine		<ul> <li>(Show A</li> </ul>	All)	*				(Show All)
	TODAY	🕨 🛗 January	y, 2025			4	MONTH	DAY	ITASKS 📥 EXCEL
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		Plant & Equipment Repair / Plant & Equipment Repair -
	30	31 New Year's Eve	01 New Year's Day	02	03		04	05	fix broken bits / Rover Alpine / 11-11-24  Vehicle Maintenance Register / Vehicle Maintenance
								- 1	Register - Toyota-RAV4-Red / Rover Alpine / 17-01-25
									Staff Profiles - Licenses / Rover Alpine / 11-02-26
		Home / Dashboar	d / Tasks List						
		Home / Dashboar Staff (Show All)	d / Tasks List		Filter By	Filter By Ex	oiry Period		
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		Home / Dashboar Staff (Show All)	rd / Tasks List	· (	Filter By P&E Inspections	Filter By Ex Expiring v i TASKS P&E In	Diry Period Vithin 2 weeks ▲ EXCEL Spections / P&	E Inspections - H	- Honda-Civic-Silver / Kermit Frog / 28-01-25
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Feb-25