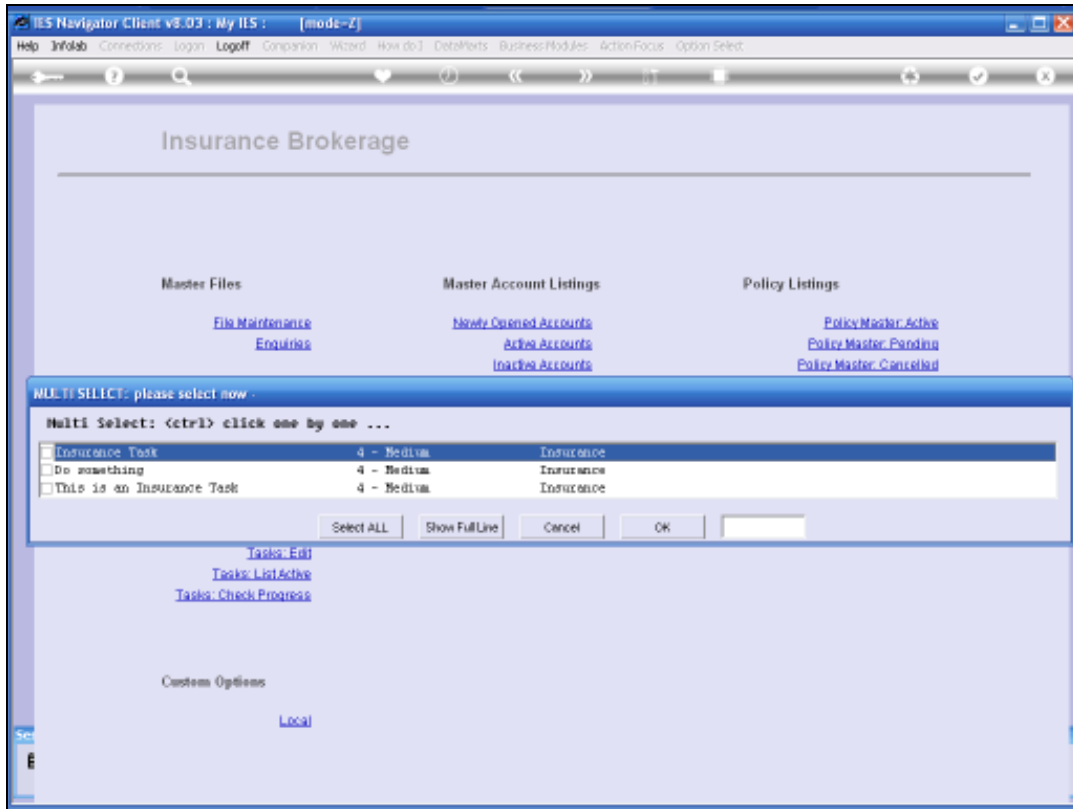
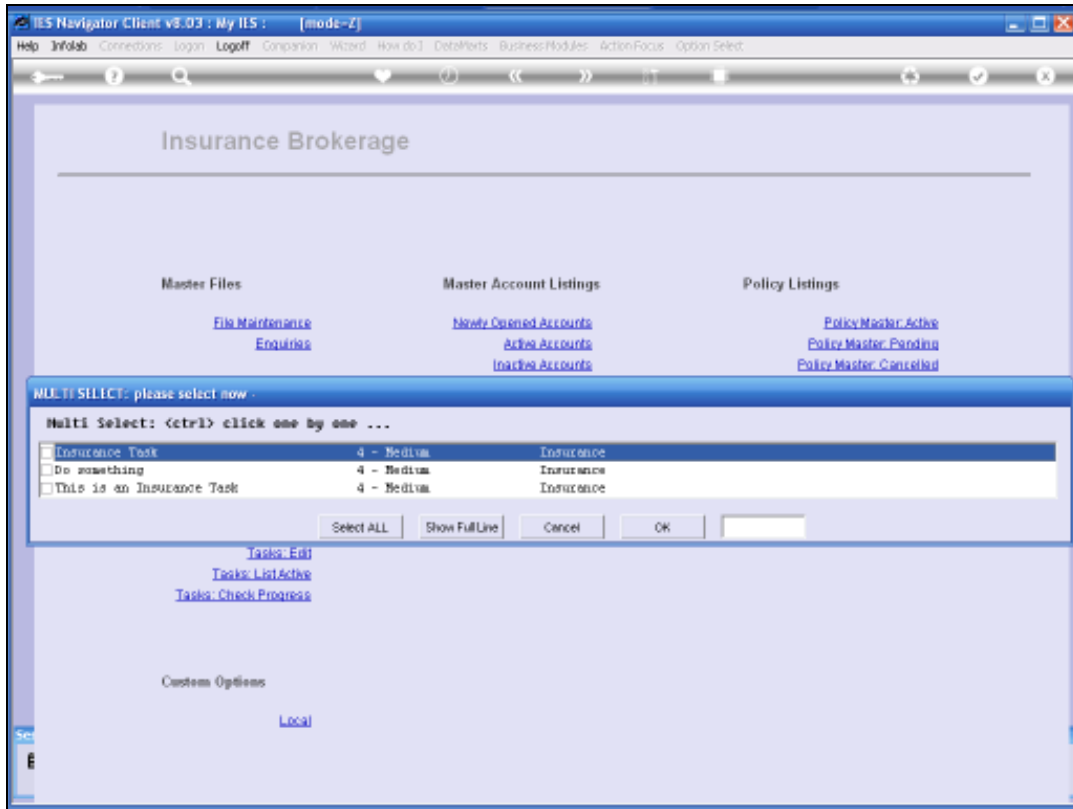


Slide 1

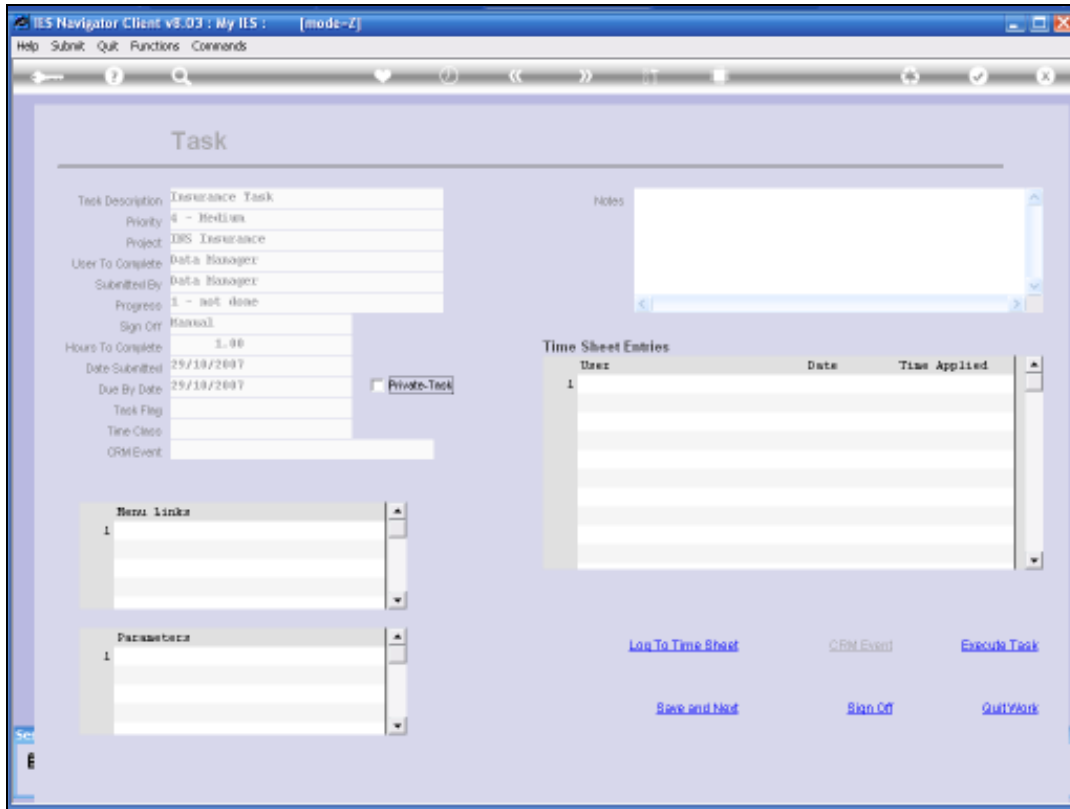
When we choose to work with Tasks in our list, then the System will offer a list of the Tasks in this queue, that we have Access to. We can then select one of multiple, or all of those Tasks to work with.



Slide 2



Slide 3

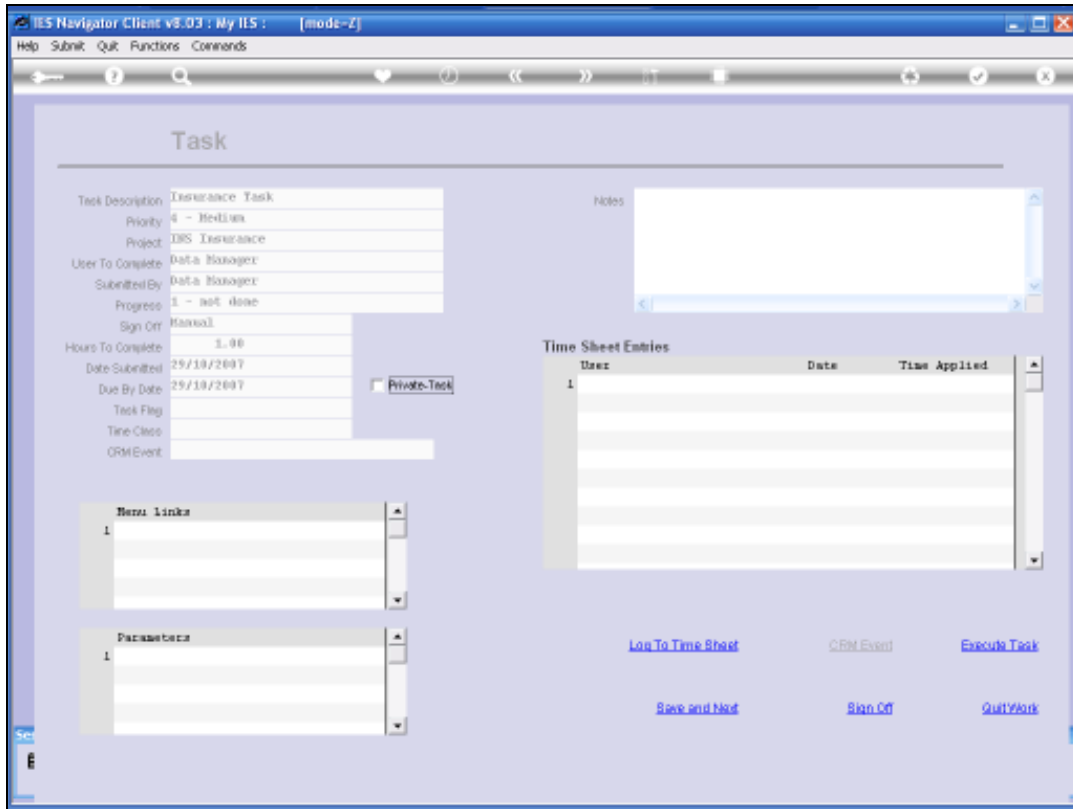


Slide 4

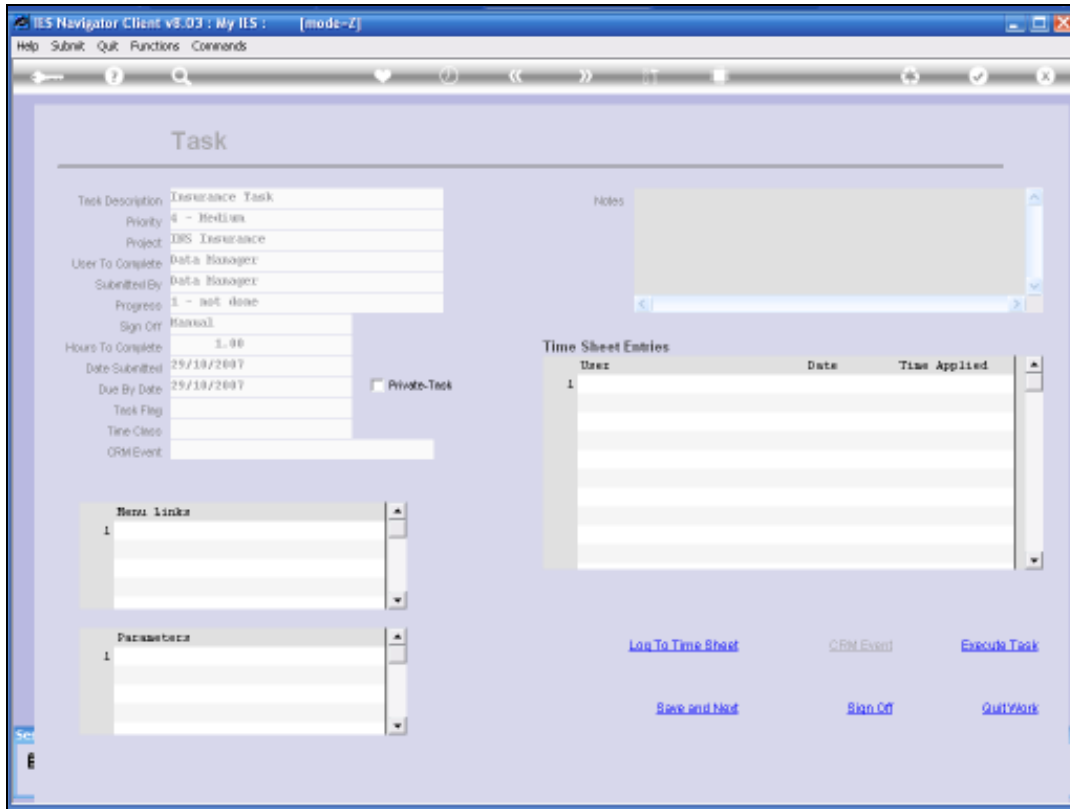
The Insurance Tasks are general Tasks. Although they are Flagged for Insurance, they are not linked to specific Menu Options. In other Words, we use these Tasks to control the fact whether they have been performed, or not performed yet.

We can make notes on them. We can re-assign them and we can also sign them off when they are completed.

But we cannot use the Execute Option because there isn't a Menu link for any specific Tasks in this queue.

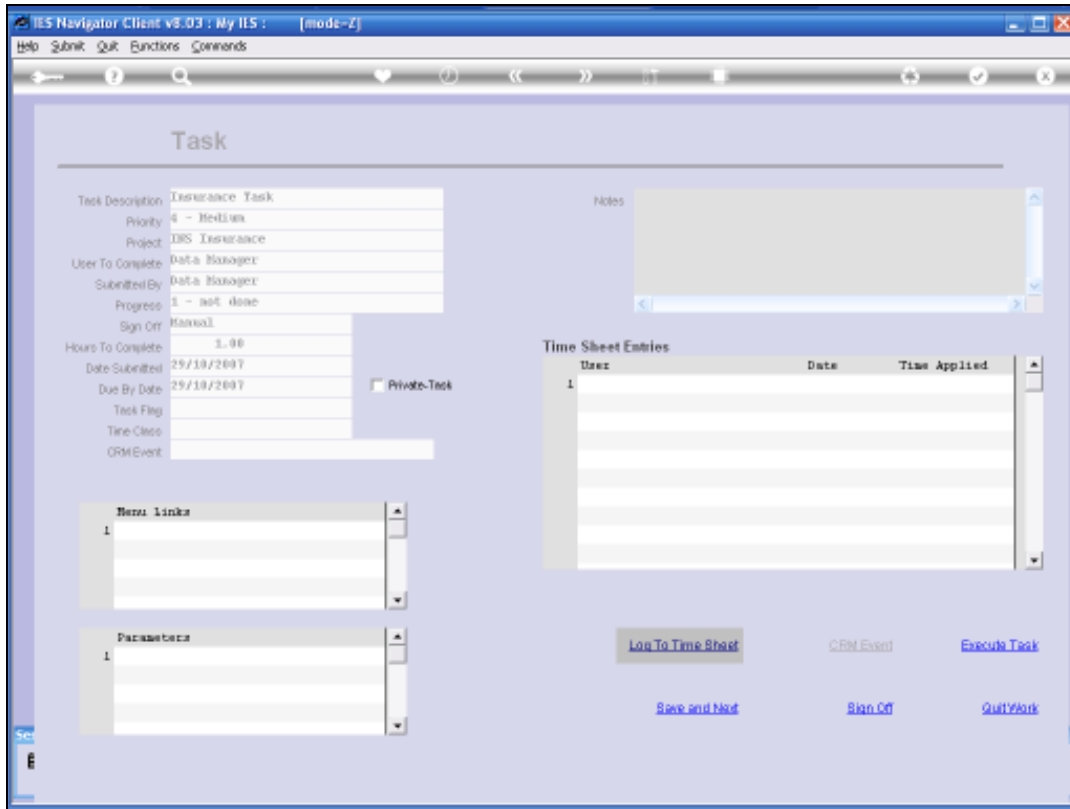


Slide 5



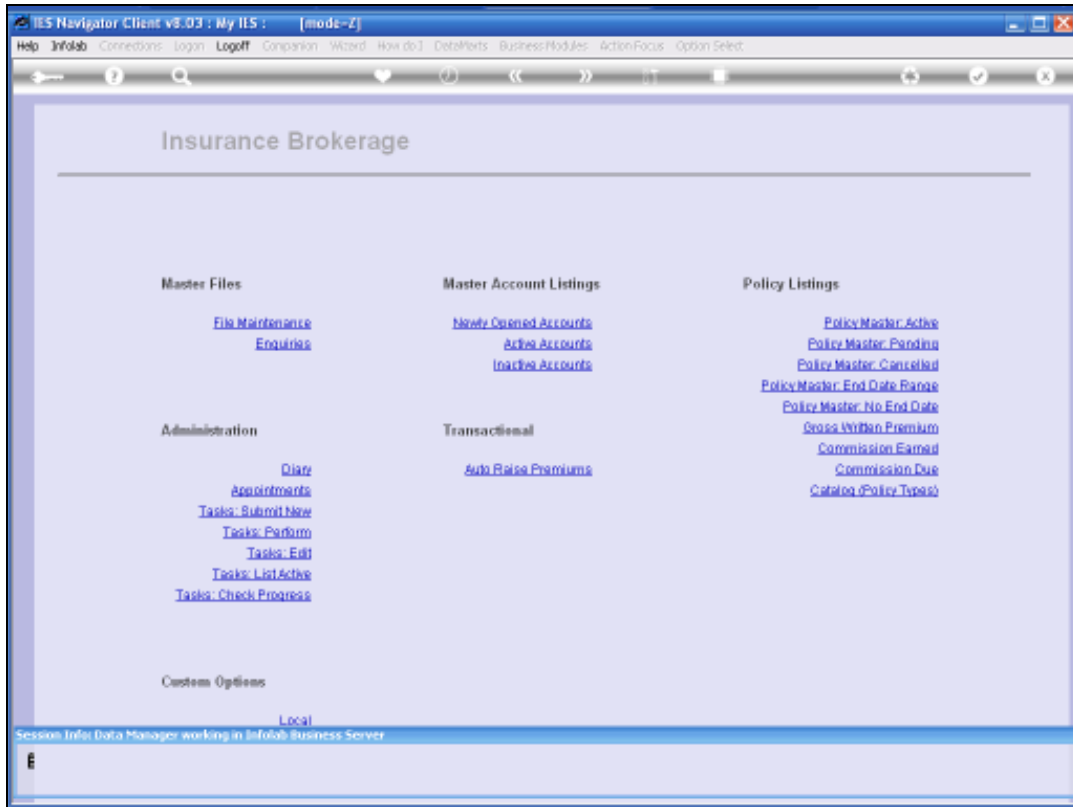
Slide 6

We can of course also Log time to our Timesheet for time spent on a specific Task.



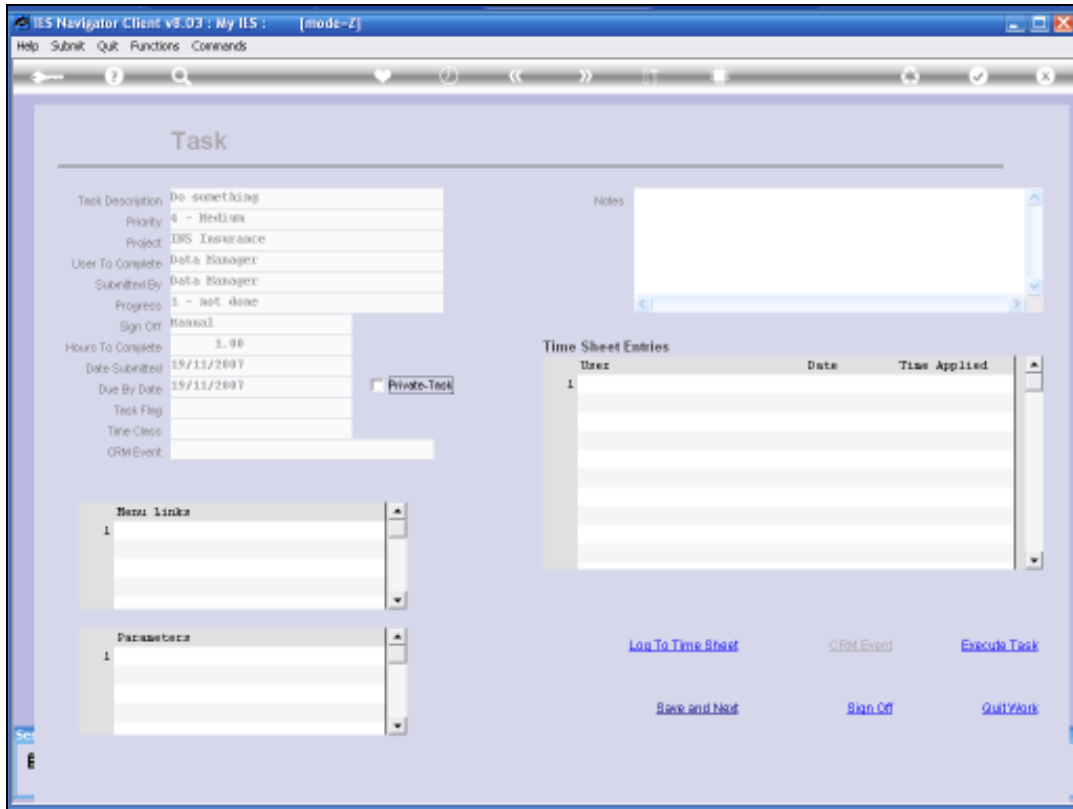
Slide 7

We can use "Save" and "Next" to move to the next Task if a task is not yet complete and we do not want to use "Sign Off" yet.

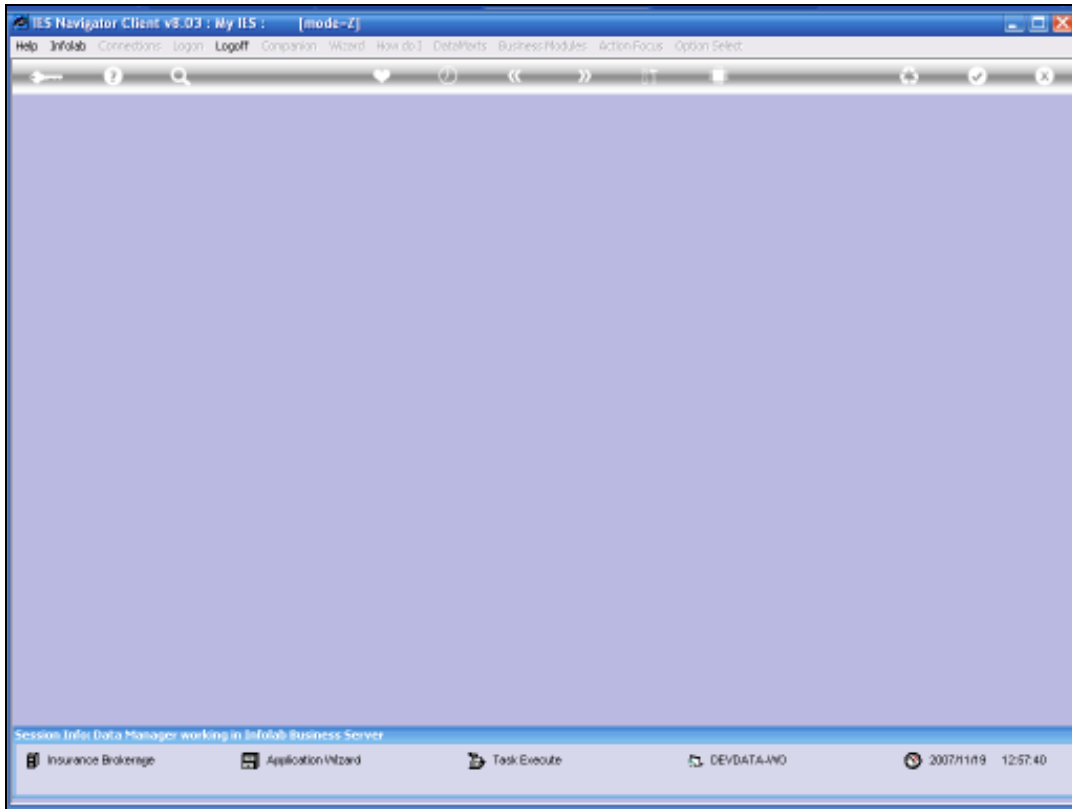


Slide 8

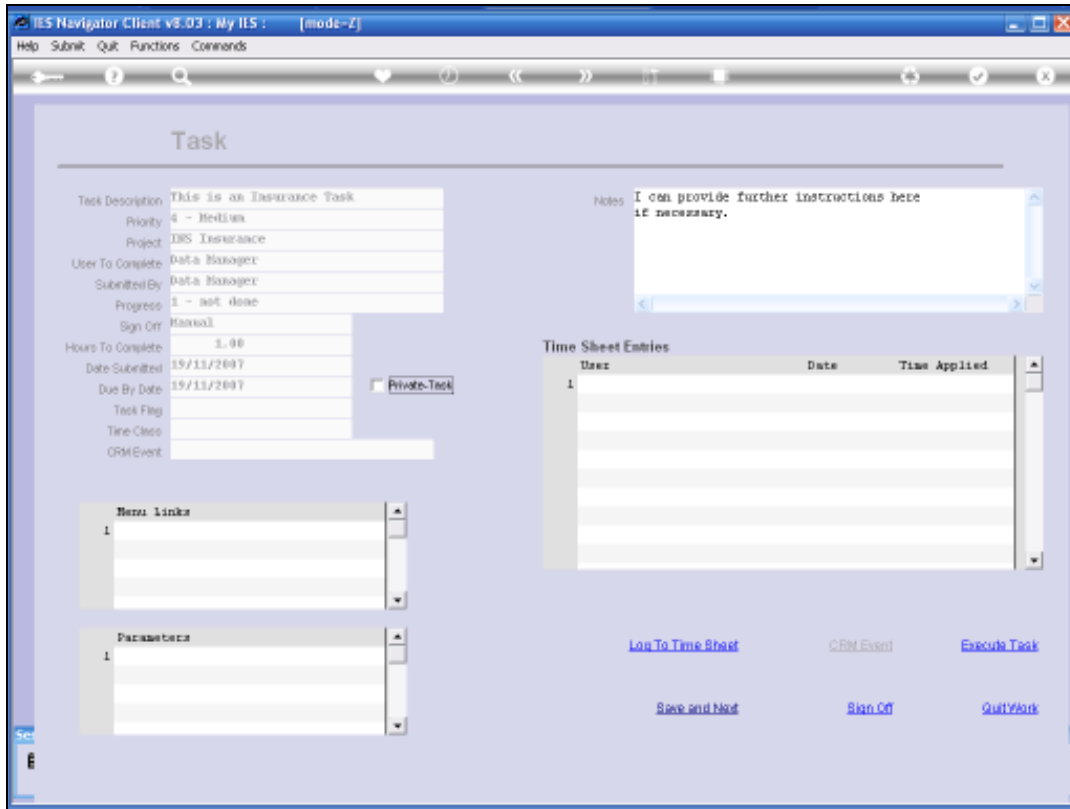




Slide 9

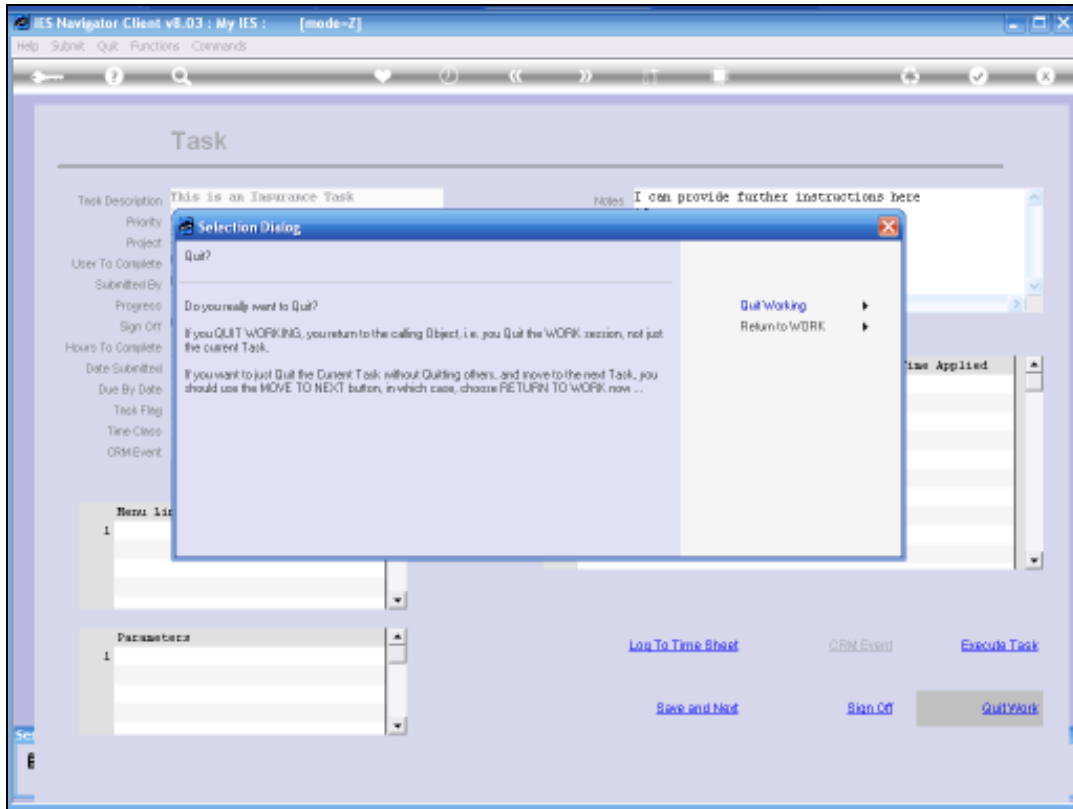


Slide 10



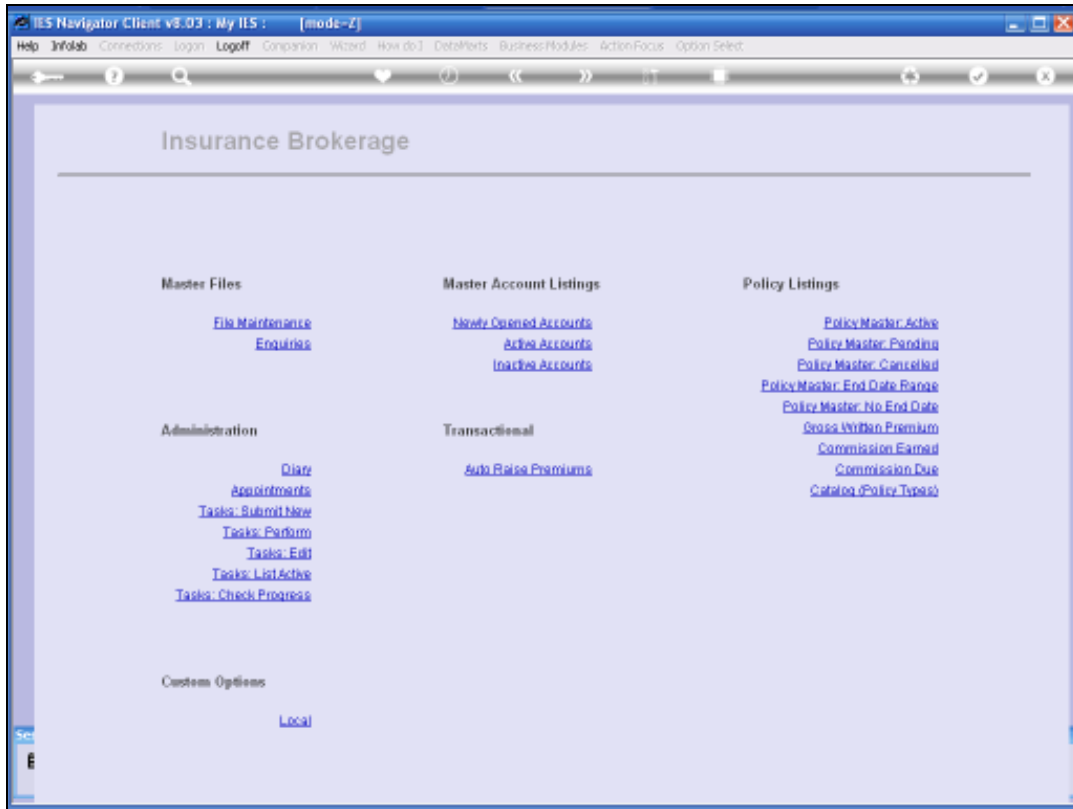
Slide 11

If we want to Interrupt the selection of Tasks to work with, then of course we can choose "Quit Work."

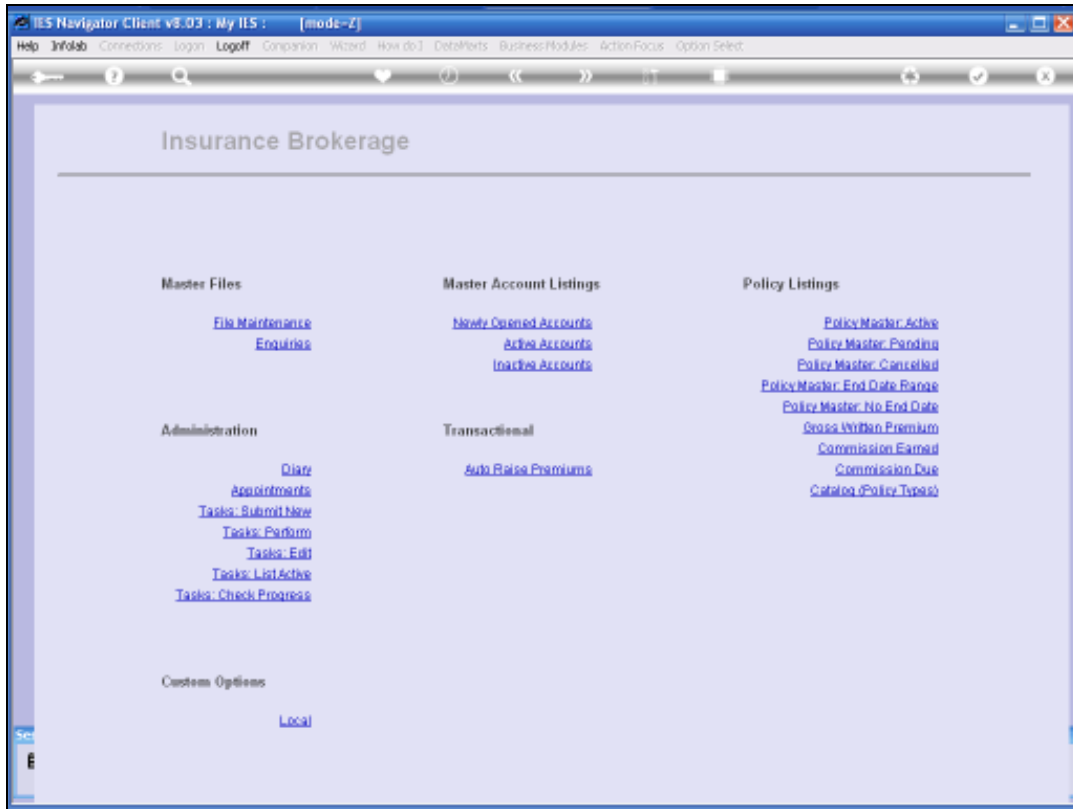


Slide 12

Then the System will ask for confirmation. So we can once again choose "quit" or choose to return to the work queue.



Slide 13



Slide 14