Contract Managers can also access all processes via CONTRACTS >DETAILES > Associations

Process Tasks Features

Information on Task Status.

Once you have created the process you will see a task list which needs to be completed. Some tasks require you to gain approval and are blocked until this is received.

Key Features:

Help screen	With search function and also shows information relevant to individual screens.
(info icon)	By hovering your mouse over this icon you can see instructions on what needs to be completed.
(arrow icon)	When you see this arrow, you can click on it to go to the task.
Blocked	Tasks that are dependent on another task or they may be tasks assigned to another role i.e. Project Director.
Incomplete	This indicates the task has not been completed.
Complete	A task will be marked as complete once the box has been checked.
Bold Tasks	These tasks are sub-processes which contain sets of tasks, to view the tasks click on the **Bold Task Name**.
Not Applicable	Tasks not required should have this box ticked to ensure that a process does not remain active.
Dependent Task	A task that is required to be completed before further processes can be completed.