Tasks

The **Tasks** viewport is available for Activity Center subscribers and displays tasks created via Activity Center.
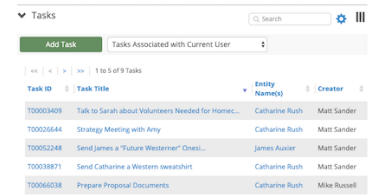
By default, the viewport displays all tasks where the current user is the Task Owner or Creator. Clicking the **dropdown** near the top of the viewport allow you to change that so it instead displays all tasks where the officers selected in the header are the Task Owner or Creator.

Use the **arrows** at the top of the viewport to page through the Task reports. The **Search** feature allows you to search the task records by Subject, Constituents Associated, Creator, and Task Owner. The search feature also searches through the Subject and Description fields associated with your tasks to help you quickly find what you are looking for. Use the **Gear** or 'options' icon to export, resize, or view iHelp for the viewport. **The Grabber Icon** allows you drag and drop the viewport to another area on the page.

If your institution is subscribed to Activity Center, you can use the **Add Task** button to create a new Task report in Fundraiser Performance Management.

The columns of information in the Tasks Table include the following:

- **Subject** - The subject line of the Task report. This is a summary the purpose of the task and what needs to be completed. Click the subject to view the task detail.
- **Entity Name(s)** - The full name of the constituent records that are associated with the Task record. Click on the Entity Name to view the Relationship Profile.
- **Creator** - The originator of the task.
- **Owner** - The user that is responsible for completing the task.
- **Due Date** - The date the task is expected to be completed.
- **Purpose** - Select Planned if the task is due in the future and select Completed once the task has been completed.

Link to Entering Tasks (Activity Center)
Activity Center Tasks

Provided for users who have Activity Center with access to enter tasks.