

Tasks

[illegible]

Overview

Before you start

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Steps

1. In the navigation bar, select **Tasks**.
2. Review the task list. Use the following columns to identify the task that requires attention:
 - **Title** identifies the task.
 - **Owner** identifies the person responsible for the task.
 - **Start date** shows when the task is scheduled to begin.
 - **Due date** shows when the task requires completion or action.
 - **Status** shows the current task status.
 - **Importance** shows the task priority.
3. To find a specific task, enter relevant search text in the **Search box**.
4. Review tasks with a status requiring attention, such as **Due** or **In Progress**, and use the **Start date**, **Due date**, and **Importance** columns to determine the work that should be addressed first.
5. If a task previously treated as completed requires additional work, select the task by using **Select**, and then select **Consider As Not Completed**.

This lets you treat the selected task as not completed so that it can be worked on again.
6. Continue monitoring the task in the list until it progresses through its work lifecycle to **Completed**.

Tip: Use the **Owner** column when reviewing work allocation and following up on tasks assigned to a particular person.

Warning: Review the **Due date** and **Status** together. A task can require prompt action when its due date has passed or its status indicates that work is still required.

Troubleshooting

- A required task is not visible → The task list may contain many records → Use the **Search box** to narrow the list by relevant task text.

- A task needs further work after it was treated as complete → The task is no longer being treated as active work → Select the task by using **Select**, then select **Consider As Not Completed**.
- It is unclear which task should be addressed first → Multiple tasks have different dates and priorities → Review **Due date**, **Status**, and **Importance** in the task list.

Result

You have reviewed tasks, identified work requiring attention, and returned a selected task to a not-completed condition when further work is required.

Related pages

- [Tasks](#)
- [Task — Overview](#)
- [Task — Learning Path](#)