

Tasks

August 18, 2026

Tasks

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The screenshot shows the 'My Desk' task creation interface in the PAMS system. The header includes the PAMS logo, the user 'Shotec S.A.E.', and navigation icons. The breadcrumb trail is 'My Desk › Task › New'. The form contains a 'Task Purpose' section with a text input field labeled 'Enter...'. Below this is a table with fields for 'Owner' (Rammy Othman), 'Tags' (with a plus icon), and 'Description'. To the right of the table are fields for 'Priority' (set to High), 'Start Date' (12 Aug 2026), 'Due Date' (13 Aug 2026), 'Task Progress' (0%), 'Assign To' (Select...), and 'Follow' (Select...). At the bottom right, it shows '0 Follower(s)'. The form has 'Save' and 'Save and Close' buttons at the top right.

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This close-up view shows the top part of the task form. It features a dark header bar with icons for adding, refreshing, notifications (8), and a castle icon. Below the header are two blue buttons: 'Save' and 'Save and Close'.

Overview

Use **Tasks** to record and follow work that requires action. Sales, purchasing, warehouse, project, and finance users can use a task to track work from its initial scheduling through **Due**, **In Progress**, and **Completed**.

Before you start

Sign in to the application before opening a task. Navigate to **Add new > My Desk > Task**.

Steps

1. Navigate to **Add new > My Desk > Task** to open the Task page.
2. Enter the required task information.
3. Select **Save** to validate and save the task. If you want to save the task and leave the page, select **Save and Close**.
4. Follow the task through its work lifecycle:
 - A task becomes **Due** when it requires action.
 - Continue work while the task is **In Progress**.
 - Complete the task when its work is finished, resulting in **Completed**.
5. If completed work requires further attention, select **Consider As Not Completed**. Use this action when the task should no longer be treated as completed and must be followed as current work.

Note: Saving validates the Task form. The application does not save the task when required information is missing.

Warning: If you leave the Task page with unsaved changes, the application displays a warning before you exit.

Tip: Use **Save** while continuing to work on the task. Use **Save and Close** when the task details are complete and you are ready to leave the page.

Troubleshooting

- The task does not save → Required information is missing → Complete the required information and select **Save** again.
- A warning appears when leaving the page → The Task page contains unsaved changes → Select **Save** to retain the changes, or respond to the warning before leaving.
- The Task page is unavailable → You are not signed in → Sign in, then navigate to **Add new > My Desk > Task**.

Result

The task is saved and can be followed through **Due**, **In Progress**, and **Completed**.

Related pages

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