ProjeQtor

Use the Activities Tables List feature to view your work items or activities.

1. Click on the Activities Menu Button.Â This is found on the top of your screen.

   or you can use the menu on the left side and click on Work

    1. 3.1.1 If you cannot see the right menu press on the 3-horizontal line (known as a hamburger) to open and close the right menu.

2. The list of activities of work or tasks of work will be displayed.
    1. 3.2. You can sort the list of activities by pressing any column header.
        1. 3.2.1. The default column fields are:
            1. **id =** the reference number of the activity of work
            2. **project =** the project name
            3. **activity type =** the activity type. (for information on activity types click here)
            4. **wbs =Â** for support referencing only if problem.
            5. **name =** the name of the work activity
            6. **validated due date =** the due date you have stated you will be completing the work.
                1. 2.1.1.6. click on this column header to sort out the dates in the order you require.
            7. **planned due date =** the planned date set by the system algorithm
                1. 2.1.1.7 click on this column header to sort out the dates in the order you require.
            8. **status =** the status of the activity. (for information on statuses click here)
            9. **progress =** displays the progress of the work. This works when you correctly enter the real time work allocation hours on each activity.
            10. **target version =** ignore, mostly used for developers and support staff.
            11. **responsible =Â** the person responsbile for the activity.Â This does not necessarily mean that you have been assigned to work on the activity.
            12. **handled =** shows ticked when the activity has been handled by an assigned worker.
            13. **done =** is ticked when the activity is done by a worker.
            14. **closed =** is ticked when the activity is checked and closed.
        2. 3.2.1. You can add and remove column information to suit what you want to display. (Click here to read more on column headers.)

3. If you are not able to see the list of activities of work set for you, check the following items.

    1. 3.3. There is no numbers or text in the id or name field and there is no selected type.Â

       If there is press theÂ **ResetÂ** button

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4. The list of activities will display in your task list window underneath the main menu.Â To check you are in the write place you will see your list of activities under the Sub-Heading of Activities.

   The number to the left of Activities, in the photo it is 3, displays a count of the activities active, opened or closed depending on your filters.

      1. 3.4 You are able to search for specific work items by using certain search features.Â To read more on how to search for wor items click here.

5. Once your work items are displayed and listed as you want press on the work item you want to view or work on in the table list. You can only work on one item at a time.Â If you want to work on multiple work items press the New Tab button

   and search for your item on the new tab and continue as normal.

Attached files:

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