		.		⊞	
	Thumb	Mod	Name	Status	Parent
Inbox			compositing	ready to start	Bears - Locations - Forest
To Do List			modeling	ready to start	Bears - Characters - Dina
			compositing	pending review	Bears - Locations - distance shot
Navigator			animation	completed	Bears - Characters - Dina
User Tracking			animation	closed	Bears - Characters - Concept
S My space					
Gantt					
Plan					
Calendar					

How to find your Task list

Select To Do List tab in the main sidebar menu.

_ ▼ ⊞				Ţ	No status
Name	Status	Parent	-		 paused ready to start
compositing	ready to start	Bears - Locations - Forest			Under the setter
modeling	ready to start	Bears - Characters - Dina		Make a	 in progress pending re
compositing	pending review	Bears - Locations - distance shot		rea	 completed closed ady to start

How to start working on a task

Select the task you would like to work on and change its status to *in progress*. This will let your colleagues know that you have started working on that task. You can change the status in the drop-down menu in the task forum.





How to set up filters for your Task list

Select *Filter settings...* in the drop-down menu that appears when you hold down the left mouse button.





Name	Status	Parent
compositing	in progress	Bears - Locations - Forest
modeling	ready to start	Bears - Characters - Dina
compositing	pending review	Bears - Locations - distance shot

How to finish a task

After you are done working on a task, press *Reply* button (it looks like an envelope) in order to create a report on the task completion.





How to filter out irrelevant tasks

Click on the statuses that do not require your attention: *No status, paused, completed, closed.*





How to write a report

Select *Report(1)* message type, write the number of hours(2) you have spent working on it, and change the status to *pending review(3)*. You can attach a file to your report using the sidebar menu(4). Alternatively, use *Drag-and-drop* function to attach a file to your message. When your report is filled out and complete, click *Send(5) button*.

									_
Clear filter				Preset	Default	•	+	—	4
	All projects	-							
	anytime	•							
ess	any progress	•							
	(hide references)								
			Show tasks with activit	ies					
			No activity Animation						
			Compositing						
			lavout						
			lighting						
			modeling						
			rendering						
			rigging						

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