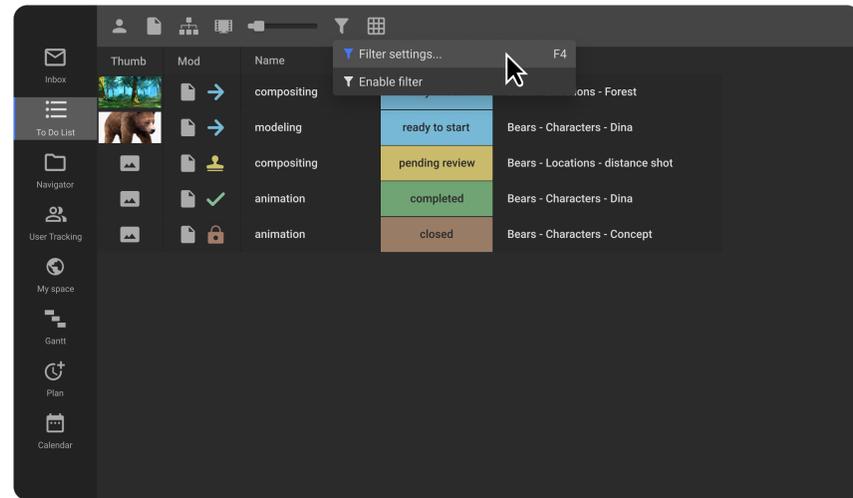


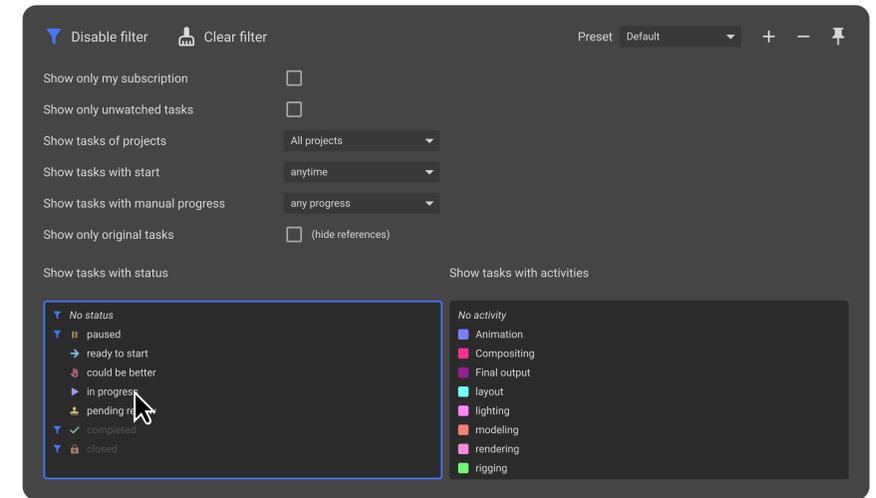
## How to find your Task list

Select *To Do List* tab in the main sidebar menu.



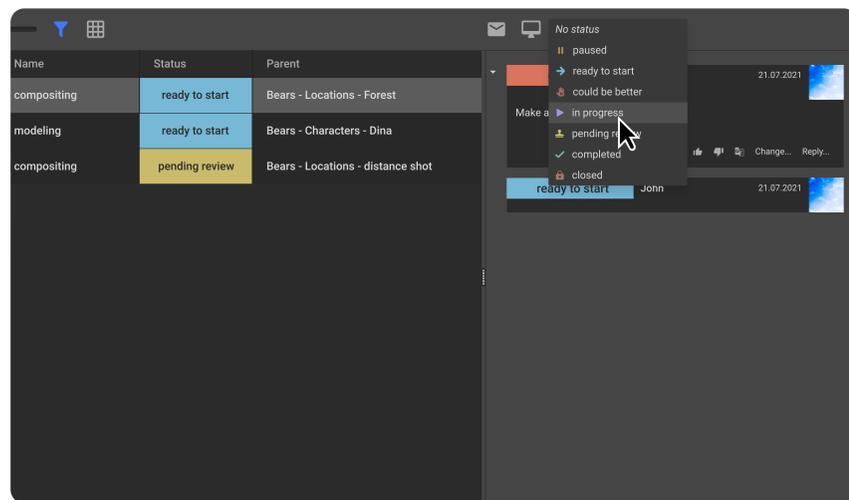
## How to set up filters for your Task list

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



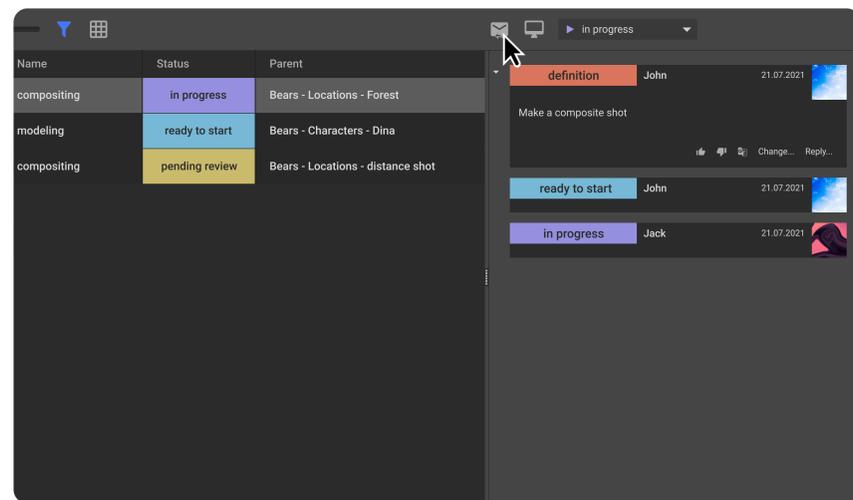
## How to filter out irrelevant tasks

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



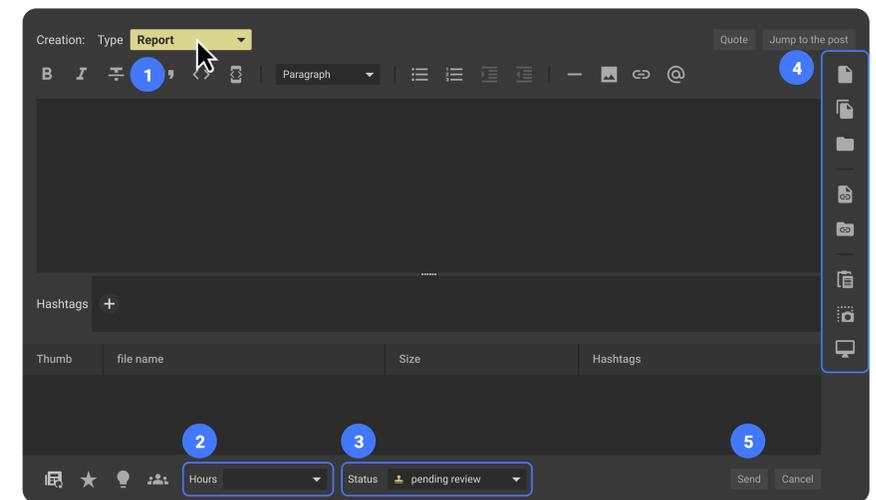
## How to start working on a task

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 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 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.

