

View Task Information

To view a task, navigate to the Project, then Workspace and click the 'Open Task' icon:

Open Task Icon

The screenshot displays a project management dashboard for 'Klient Project Example Project'. The top navigation bar includes 'Workspace', 'Project Detail', 'Team', 'Acceptance Criteria', 'Change Requests', and 'Files'. A blue box highlights the 'Open Task' icon in the left-hand task list, with an arrow pointing to the 'Open Task' icon in the top navigation bar. The main content area shows a table of tasks and a Gantt chart. The task table has columns for WBS, Projects & Tasks Name, Assignees, Start Date, Due Date, and Status. The Gantt chart shows a timeline from Sunday, 29th to Sunday, 6th, with tasks represented by colored bars and progress indicators.

WBS	Projects & Tasks Name	Assignees	Start Date	Due Date	Status
	Example Project		30/09/2024	29/10/2024	Not Started
1	Pre-Discovery		30/09/2024	30/09/2024	Not Started
1.1	Project Set up		30/09/2024	30/09/2024	Completed
1.2	Kick-off Meeting		30/09/2024	30/09/2024	Completed
1.3	Pre-Discovery Meeti		30/09/2024	30/09/2024	Completed
2	Workshops		30/09/2024	30/09/2024	In Progress
2.1	Workshop 1		30/09/2024	30/09/2024	Completed
2.2	Workshop 2		30/09/2024	30/09/2024	Completed
2.3	Workshop 3		30/09/2024	30/09/2024	Completed
2.4	Workshop 4		30/09/2024	30/09/2024	Not Started
2.5	Workshon 5		30/09/2024	30/09/2024	Not Started

The Task page provides information about a selected task e.g., number of hours logged, number of hours remaining, task status, QA and UAT information.

Comments

Comments can be added to a task using the 'Post' feature:

IMPORTANT: You will need to @mention the contact, so they are notified of your comment.

Client Task Workshops + Follow Printable View

Project: [Example Project](#) Billable: Milestone?: Hours Remaining (Logged): 0.00 Owner: [Annie](#)

Progress: ✓ ✓ ✓ **In Progress** Blocked QA UAT Completed

Task Name Workshops **MuSCoW**

Project Status Not Started **Priority** Normal

Sprint **Due Date** 14/10/2024

Task Health **% Complete** 27.00%

Complexity Medium **Estimated Hours**

Description

Details

Proposed Solution

Testing

QA Status Ready **UAT Status**

Time

Total Logged Hours Including Sub-Tasks 0.00 **Hours Remaining (Estimated)** 0.00

Comments

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