

## **R4i Task Manager Authors Course**

secure. manage. deliver.

Classroom Duration: 0.5 day Virtual Duration: 1 x 1 hour

## **CHAPTER 1. MY JOBS**

- Update Task
- Start Work
- Export Functions

## **CHAPTER 2. TASK VIEW**

- Configuration Settings
- View My Tasks
- Launch Task in Task Manager
- View History
- Check Out/Check In/Reset Check Out

