

# Other People's Tasks

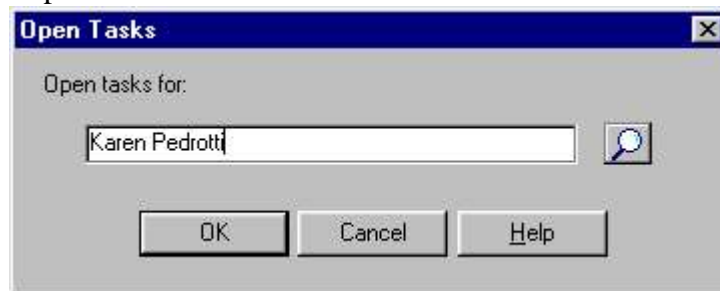
Just as it is possible to work with other peoples' agendas, it is possible to work with their tasks.

## View only mode

This mode allows users to view another user's tasks.

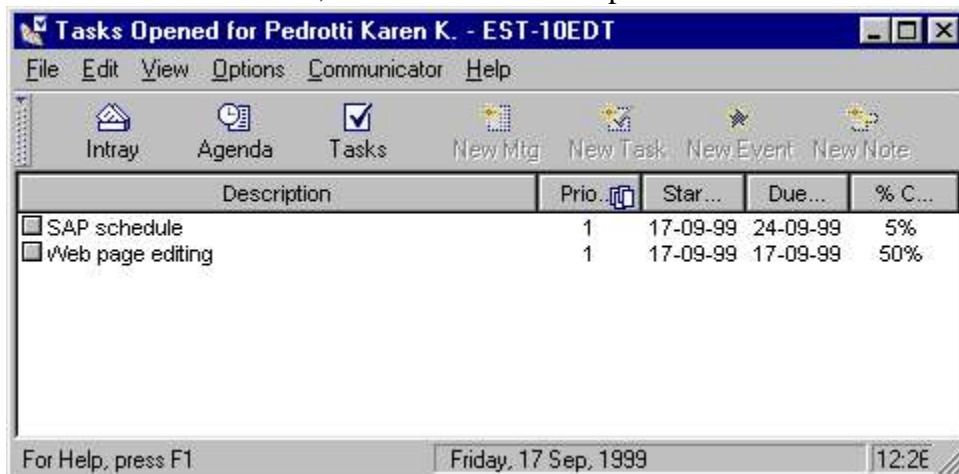
### Opening the tasks.

To view the tasks of another users, select File → Open Tasks → Open Tasks. A user selection window opens



The search function is available for this operation.

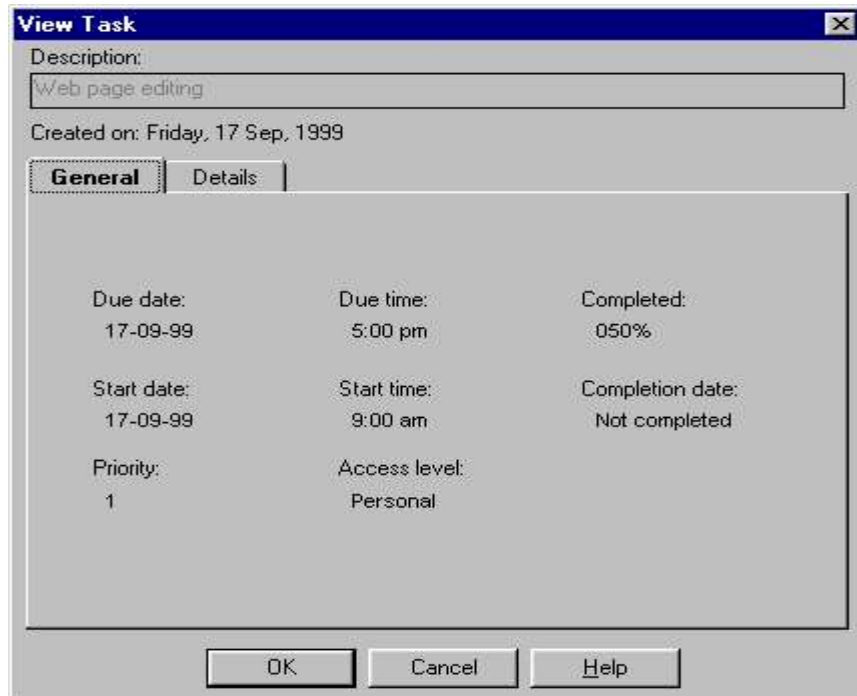
Once the user has been selected, select Ok. This will open the user's tasks.



Note that the title bar reads “Tasks opened for user”, indicating viewing mode.

### Viewing the task properties

Double-clicking on a particular task opens a task properties window.



In the General section, parameters may be viewed but not altered. In the Details section



A users is able read the text in the details section and save any files attached, if desired.

## Designate Mode

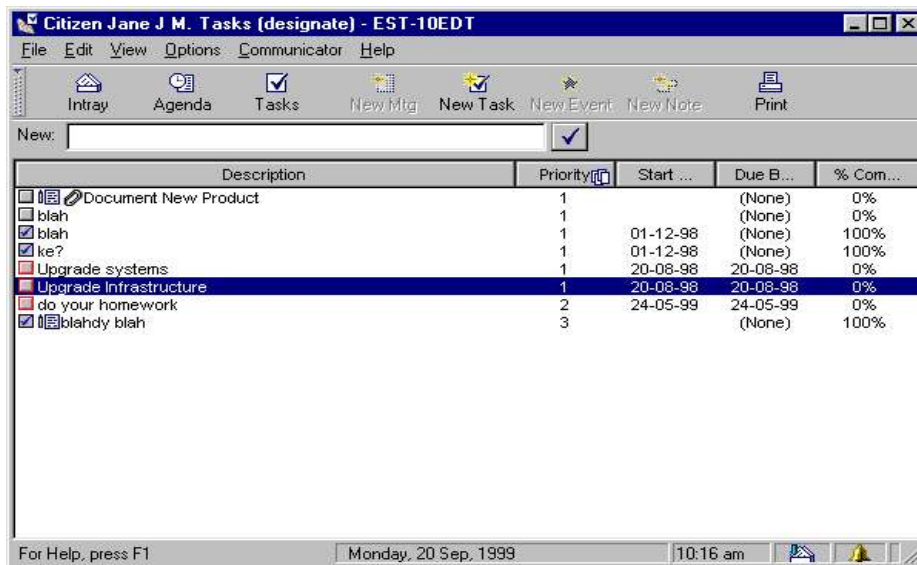
This mode allows a user to act on another user's behalf.

## Opening the tasks

To open a user's tasks in designate mode, select File → Open Tasks → Modify Other's as Designate. A user selection window will appear.



Select the user on whose behalf you wish to work, then select OK. The user's tasks will appear.



Note: Some properties of the individual tasks may be seen. (eg. The first task in the list above has comments – added using the Details tab and an attachment).

This allows a designate to create a new task, delete a task or change a task's properties. These actions work as described in the sections on creating, deleting and editing tasks