

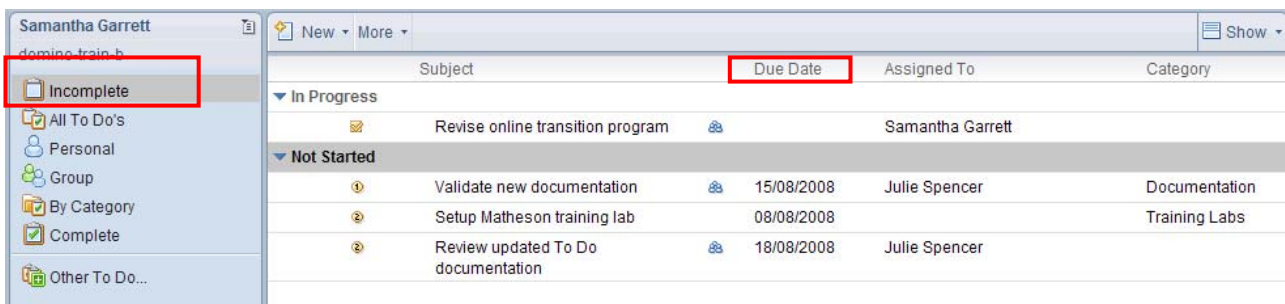
### Viewing incomplete To Do items

To effectively manage your workplace activities, you can change the way you view your tasks by sorting them according to due date.

1. Click on the **To Do** icon on the **Home** page to access your To Do list.



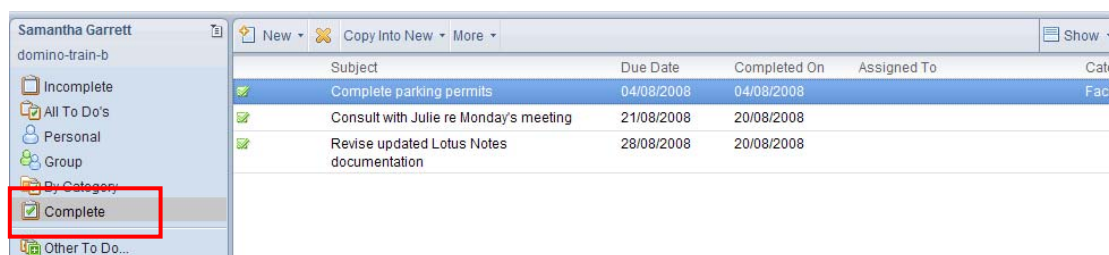
2. Click on **Incomplete** in the view selection panel to view the status of each To Do item.



3. Click on the column heading **Due Date** to sort the To Do items by their due date.

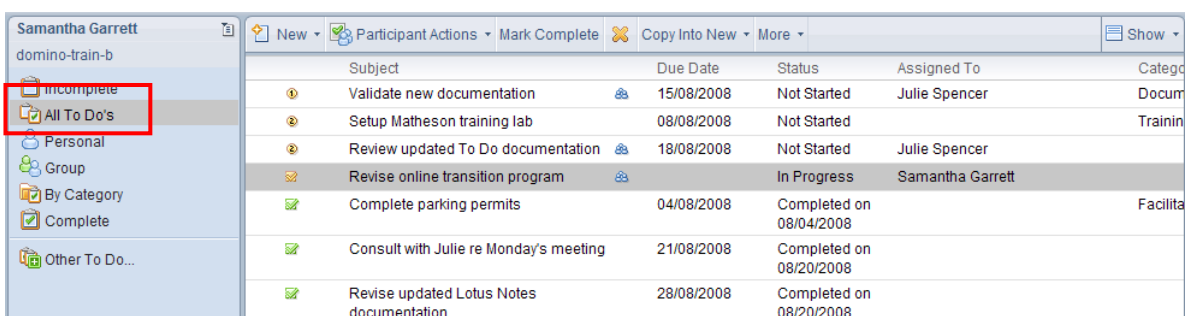
### Viewing completed To Do items

- Click on **Complete** in the view selection panel to view the completed To Do items.



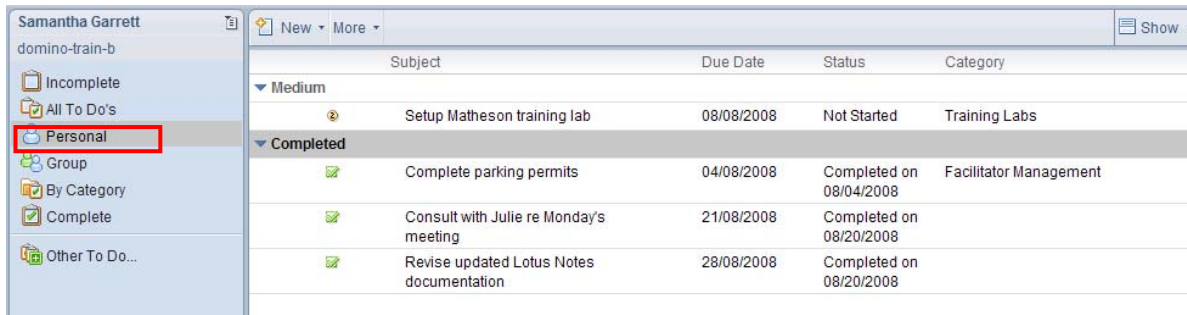
### Viewing all To Do's

- Click on **All To Do's** in the view selection panel to view all your To Do items.



### Viewing personal To Do items

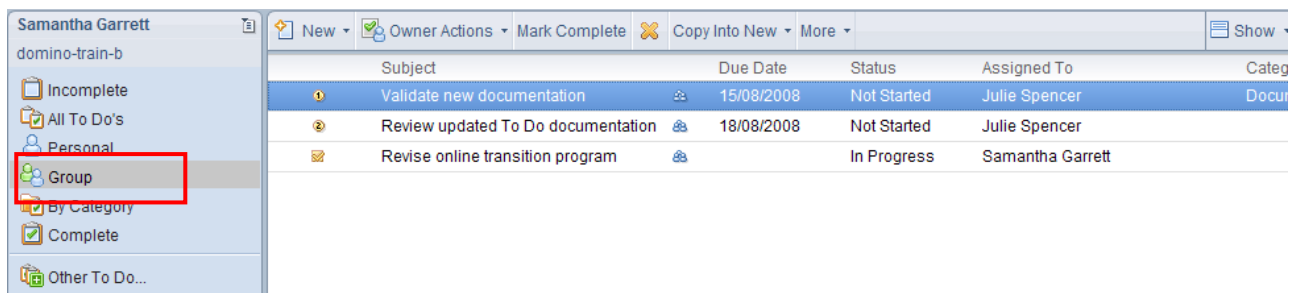
- Click on **Personal** in the view selection panel to view only the To Do's you created and assigned to yourself.



Subject	Due Date	Status	Category
▼ Medium			
Setup Matheson training lab	08/08/2008	Not Started	Training Labs
▼ Completed			
Complete parking permits	04/08/2008	Completed on 08/04/2008	Facilitator Management
Consult with Julie re Monday's meeting	21/08/2008	Completed on 08/20/2008	
Revise updated Lotus Notes documentation	28/08/2008	Completed on 08/20/2008	

### Viewing group To Do items

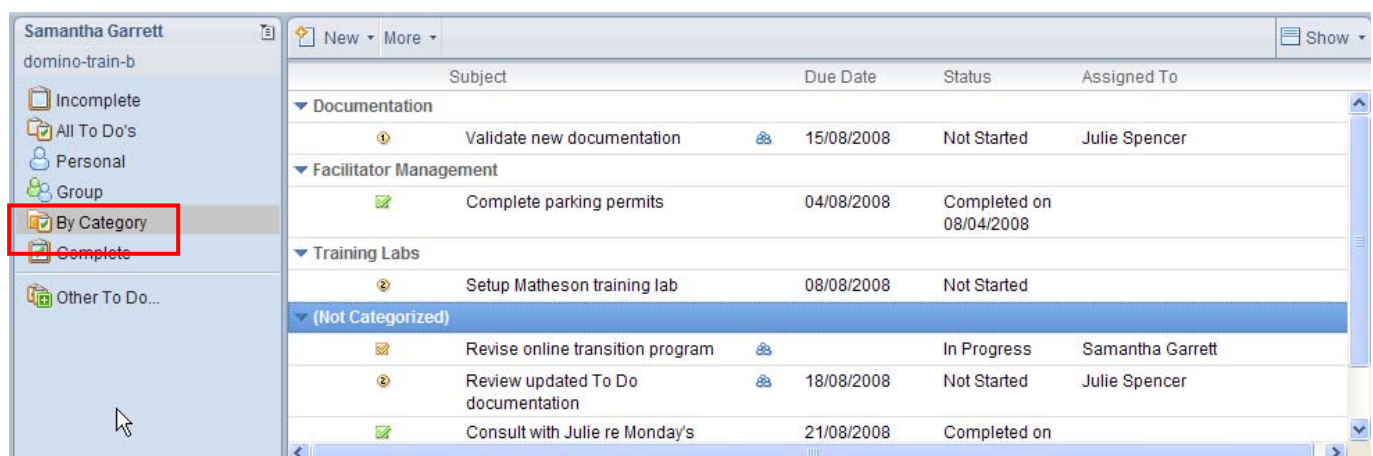
- Click on **Group** in the view selection panel to view To Do's you assigned to other people, and those other people assigned to you.



Subject	Due Date	Status	Assigned To	Category
Validate new documentation	15/08/2008	Not Started	Julie Spencer	Documentation
Review updated To Do documentation	18/08/2008	Not Started	Julie Spencer	
Revise online transition program		In Progress	Samantha Garrett	

### Viewing your To Do list By Category

- To sort and view your To Do's by their category, click on **By Category** in the View Selection panel. The categories will be alphabetically sorted from A to Z. Click on the Subject heading to view your To Do items by name alphabetically sorted from A to Z.

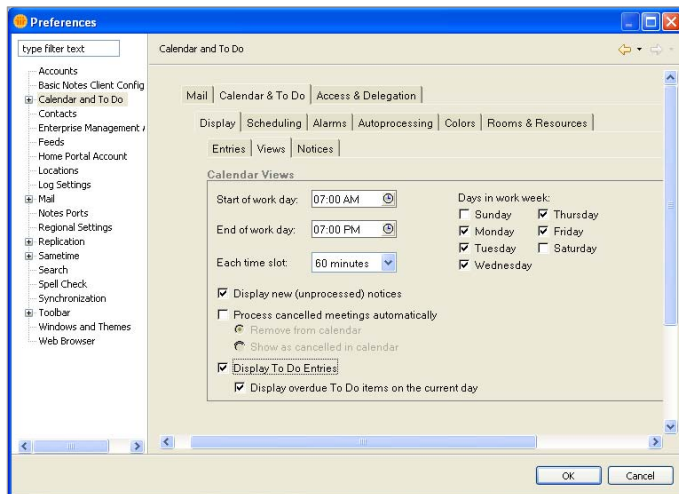


Subject	Due Date	Status	Assigned To
▼ Documentation			
Validate new documentation	15/08/2008	Not Started	Julie Spencer
▼ Facilitator Management			
Complete parking permits	04/08/2008	Completed on 08/04/2008	
▼ Training Labs			
Setup Matheson training lab	08/08/2008	Not Started	
▼ (Not Categorized)			
Revise online transition program		In Progress	Samantha Garrett
Review updated To Do documentation	18/08/2008	Not Started	Julie Spencer
Consult with Julie re Monday's	21/08/2008	Completed on	

### Displaying overdue To Do items in your calendar

To be able to view overdue To Do items in your Calendar, you will need to modify your calendar and To Do preferences.

1. Click on **File** menu > **Preferences** > **Calendar & To Do** tab > **Display** tab > **Views** tab.



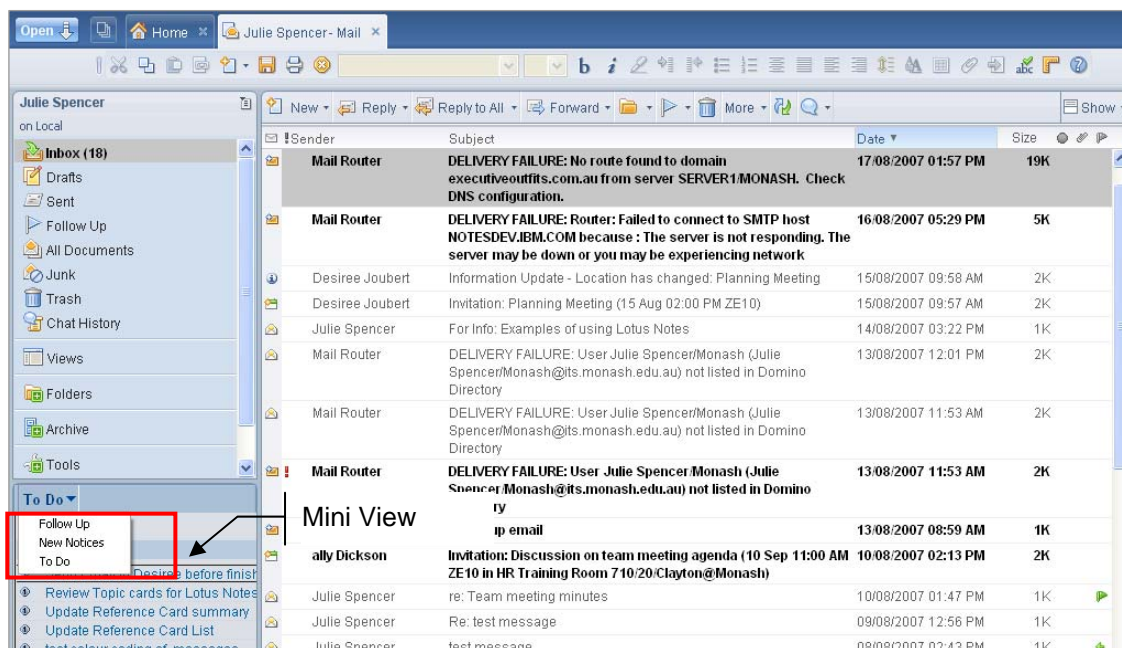
2. Tick the checkbox for **Display To Do Entries**, and then tick the checkbox for **Display overdue To Do items on the current day**.

3. Click on **OK** to complete setting your display preference.

### Adding the To Do list to the Mail tab

You can customise the Mail tab to include a **Mini View** of your To Do items. By default, the Mini View will display the Follow Up list.

1. Open Lotus Notes 8 and then click on the **Mail** icon to open your email.
2. Click on the drop down arrow beside **Follow up** and select **To Do**.



- A mini view of your To Do list will be displayed.

To Do		Spencer.Monash@its.monash.edu.au) not listed in Domino Directory			
Open	Julie Spencer	re: Group email	13/08/2007 08:59 AM	1K	
Item	ally Dickson	Invitation: Discussion on team meeting agenda (10 Sep 11:00 AM ZE10 in HR Training Room 710/20/Clayton@Monash)	10/08/2007 02:13 PM	2K	
Send Email to Desiree before finish	Julie Spencer	re: Team meeting minutes	10/08/2007 01:47 PM	1K	
Review Topic cards for Lotus Notes	Julie Spencer	Re: test message	09/08/2007 12:56 PM	1K	
Update Reference Card summary	Julie Spencer	test message	08/08/2007 02:43 PM	1K	
Update Reference Card List	Mail Router	Message Recall: test colour coding of messages	08/08/2007 02:42 PM	1K	
test colour coding of messages	Julie Spencer	test colour coding of messages	08/08/2007 08:44 AM	1K	
Discussion on content for LN Presentations					
Review rescheduling between DWA and DW					
proofread all reference card					

### Sorting your To Do list

You can change the sorting order by clicking on the column headings in the To Do list.

domino-train-b	Subject	Due Date	Status	Assigned To	Category
Incomplete	Validate new documentation	15/08/2008	Not Started	Julie Spencer	Documentation
All To Do's	Setup Matheson training lab	08/08/2008	Not Started		Training Labs

The items will be sorted alphabetically or chronologically ascending. By clicking on the column heading again, you can sort your items in descending order.

The To Do list can be sorted by:

- subject,
- date,
- status,
- assignment, and
- category.