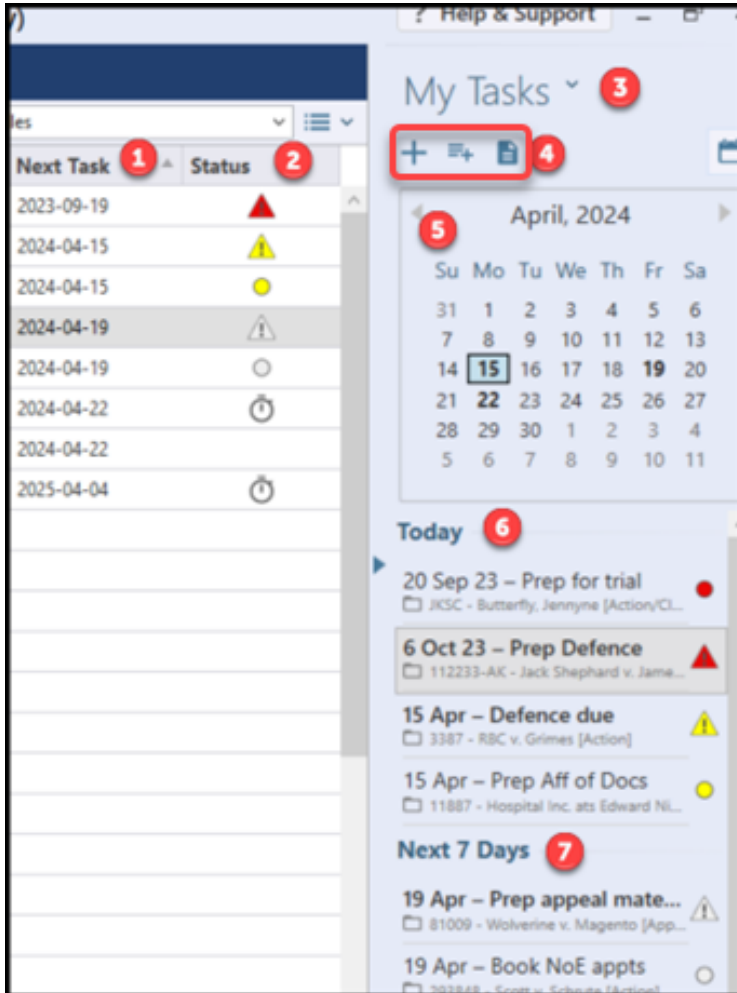




ACL5

TASK MANAGER MADE EASY



- 1 The **Next Task** column displays the due date of the most current task on the selected file. If there are overdue tasks, the oldest overdue task date will be displayed.
- 2 The **Status** column displays an icon connected to the Next Task. **Red** icons indicate a task is overdue. **Yellow** icons indicate a task is due today. **Grey** icons indicate that task is due in the next X* days.
- 3 The tasks can be filtered to display **My Tasks** which will only display tasks that the user is assigned to or **File Tasks** which displays all tasks for all users on the selected file.
- 4 Contains the options to **Add Task**, **Add Task Set** or **Generate Report**.
- 5 Displays the ACL calendar. Bolded dates indicate a task is due on that day.
- 6 List the tasks that are due today.
- 7 Lists the tasks that are due within the next X* days.

* The default ACL value is 7 days. The ACL Administrator may adjust this to any number of days as required by the firm.



For assistance contact:

ACL Support

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