Navigation:  [https://ssl.niu.edu/TaskTracker](https://ssl.niu.edu/TaskTracker)

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**Task Tracker – Signon (User ID and Password)**

Use Internet Explorer to Login to NIU Task Tracker.

Note: This may be a useful URL to save to your favorites.

**ID** – Type in the appropriate Access (Novell) user ID.

**Password** - Type in the corresponding Access (Novell) user password.

**Sign-In** – Left click on the Sign In button.

Task Tracker will authenticate the user by verifying the Novell login ID with the Novell password entered.

Note: The Task Tracker system has an automatic time-out (log off) when not active for a specified amount of time. The system will log out the user and the screen above will be displayed.
Task Navigation (My Tasks)

The home page is displayed after a successful login. The screen image above displays the default page of Task Tracker when a user logs into the system. Notice the scroll bar on the far right of the image, and on the bottom of the image. Since the Task Tracker screen will not usually fit on one PC screen, the user can utilize the scroll bars to move left and right or up and down to view all the options available on this task page.
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**Task Navigation (Logoff and Search)**

**Log Off** – To exit Task Tracker, left click on the LogOff button in the upper right corner.

**Search** – This tab allows the user to search for a specific task or a group of tasks. Left click on the Search tab and select the preferred criteria for searching. When selection is complete, left click on the Search tab at the bottom of the Task Search screen.
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**Task Navigation (My Tasks)**

The default home page will display all the tasks assigned to the user logged into Task Tracker.

To modify this list, left click on any of the various drop-down boxes and make specific selections regarding a search for tasks.

- **All Systems** – Left click on the down arrow and select a specific system.
- **All Projects** – Left click on the down arrow and select a specific project.
- **All Statuses** – Left click on the down arrow and select a specific task status.
- **All Types** – Left click on the down arrow and select a specific task type.
- **All Priorities** – Left click on the down arrow and select a specific task priority.
Task Navigation (Add Task)

**System** – will default for the system that was selected under the My Tasks tab.

**Department** – select your department.

**Task Description** – enter a brief description. (More details for the task can be entered below.) This what displays on reports.

**Project** – select the project associated with the task.

**Task Priority** – select the priority for the task.

**Status** – select the status for the task. As you begin the task might be Assigned or In-Progress.
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**Task Navigation (Add Task)**

**Task Type** – select either ‘functional’, ‘HD2’ or ‘technical’.

**Assign To** – select the individual(s) who need to work on the task.

**Send Email to Assignees** – check the box if you would like to notify the ‘Assign To’ individuals of the new task.

**Contact** – the individual who entered the task.

**Date Needed** – the date the task is needed by.

**Software Module** – select the software module associated with the task, if appropriate.
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Task Navigation

- **Estimated Percent Complete** – the percentage of the task that is complete.
- **Actual Complete Date** – used when the task is completed and contains the date the task was completed.
- **Closed By** – usually the individual who completes the task.
- **Planned Start Date** – the planned start date of the task. This is an optional field.
- **Actual Start Date** – the date of the task started. This is an optional field.
- **Planned Completed Date** – the planned complete date of the task. This is an optional field.
- **Original Work Days to Complete** – number of days to complete the task. This is an optional field.
- **Estimated Work Days to Complete** – indicate an estimate of the dates to complete the task. This is an optional field.
Task Navigation (Add Task)

**Calculated Estimated Percent Complete** – the percentage of the task that is complete.

**Task Entered Date** – the system generated date of when the task was entered.

**Estimated Hours** – indicate an estimate of the number of hours to complete the task.

**Reporting Division** – select the reporting division for the task.

**Effort Level** – can be used to record the effort level or track the amount of time to complete a task.

**Linked Task(s) Remarks** – used to show a relationship with another task.

**Collaboration** – use to indicate extra people who assisted with the project.
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**Task Navigation (Add Task)**

**Task Remarks** – use for a more detail description of the task.

**Task Resolution** – use for details on the task. Include date and initials of the person who completed work on the task. You may also include email if needed.
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**Task Navigation (My Tasks)**

**User’s Name** – This box displays the name of the user corresponding to the set of tasks displayed. If the drop down arrow is activated, use the mouse to left click on the arrow and select a different user. Most frequently, this option is not available and the entire field is inactive indicated by the light gray color.

**Apply Filters** – After selecting specific criteria from the various drop-down boxes, left click on the Apply Filter button to display a new set of task results, if any.
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### Task Navigation (My Tasks)

**Task & Description** – Enter the task number or description in the fields provided.

**Task #** -- The task column will list all tasks the user has requested based upon selection criteria. To view the details of a specific task, enter the task number in the box.
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### Task Navigation (Update Task)

**Update Task** – Left click on the Update Task tab to view the update page. Please note that the entire page does not fit on one screen so the user may need to use the scroll bars on the right and bottom to move up and down the page.

**Save & Cancel** – After changes (updates) are complete, left click on the Save button. Or, left click on the Cancel button to clear the changes in progress prior to saving. Also located at the bottom of the page.

**Task Navigation** – The far left and far right double arrow buttons retrieve the first and the last task, respectively. The inner double arrow buttons traverse through the task list one task at a time, either forward or backward.

**Task Number & Go** – Enter the task number of the task to be edited and then left click on the ‘Go’ tab.
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**Task Navigation (Update Task)**

Remember that the entire page does not display on the screen so the user must **use the scroll bars on the right and bottom to move up and down the page**.

As defined earlier, use the drop-down boxes shown on the left side above to change any information for a particular task.
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### Task Navigation (Update - Change Status)

Most tasks will be e-mailed to a user with the status of “Assigned.” Once the user begins work on the assigned task, the status should be changed from “Assigned” to “In-Progress.”

**Status** – Left click on the down arrow to change the status.

**Select Status** – Use the mouse to highlight the appropriate status from the drop down box and left click on the selection to make the change.

**Save** – Left click on the Save button if no more updates.
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**Task Navigation (Update - Actual Start Date)**

**Actual Start Date** – Enter the actual start date MM/DD/YYYY or left click on the calendar icon.

**Calendar Function** – When first displayed, today’s date will be highlighted in gold. If the user selects a different date, today’s date changes to a red highlight, and the new date is highlighted in gold. Drop down boxes are available to change the month and/or year of the calendar displayed.

**OK** – When the correct date is highlighted, left click on the OK button.
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**Task Navigation (Update – Task Remarks)**

As activity is completed on a task, update the Task Remarks field following the example above.

Please note that the most recent activity should be listed first.

- Enter the date the activity was completed.
- Enter the three initials of the person completing that activity as shown above.
- Briefly describe the activity completed.

**Save** – Scroll down to the bottom of the page and click on the Save button.
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**Task Navigation (Search)**

Use the mouse to highlight the appropriate status from the drop down boxes and left click on the appropriate selection.
Task Navigation – (How to Close a Completed Task)

There are minimum requirements to close out a task. The following pages describe at least the minimum requirements to close out a project task.

**Status** – Left click on the drop down arrow and select “Completed” as the new status for this task.

**Completed By** – Left click on the drop down arrow to select the person who completed the task.
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Task Navigation – (How to Close a Completed Task)

Minimum requirements to close out a task (continued):

**Actual Completed Date** – Left click on the calendar. Left click on the completed date and then left click on the OK button.
Task Navigation – (How to Close a Completed Task)

Minimum requirements to close out a task (continued):

**Task Remarks** – In the Task Remarks area enter the date, initials of person responsible for completing the task, and the last activity that was needed to complete the task.

**Task resolution** – Enter the date, the user’s initials, and the description of the resolution for the task. Please describe a thorough and clear resolution in case this task needs to be referenced in the future.

**Save** – Left click on the Save button to close out this task.
Task Tracker has a Time Entry feature. Therefore, the user can enter the increments of time as the task is being completed and the system will calculate the total time. The users can access the Time Entry by clicking the time entry from the Update Task feature or from the Time Entry tab.

**Select Task** - Select the task from the right.

**Category** – Select the Category of work that was performed.

**Date** – Date of the work completed on the task.

**Hours** – Enter the hours completed on the task.
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**Task Navigation**  (Additional Information – Time Keeping)

**Correct Time** – If an incorrect time was enter or if the category was entered incorrectly, you to correct time entry options. This is also where you can view all the time that you have entered for the given task.

**Log Off** – To exit Task Tracker, left click on the Log Off button in the upper right corner.