

Task Management Infographic

CalSAWS Task Pages

There are now three ways to access assigned tasks from the CalSAWS Homepage. Caseload driven and task-based processes do not impact accessibility to the following pages.

The screenshot shows the CalSAWS homepage for San Bernardino. A yellow callout labeled 'Task Pop-up' points to the 'Tasks' icon in the top navigation bar. An orange callout labeled 'Tasks Link' points to the 'Tasks' link in the left sidebar. A red callout labeled 'My Tasks Section' points to the 'My Tasks' section in the main content area, which displays a table of task counts:

Task Type	Count
Overdue	2
Due In 5 Days	0

C-IV Counties are familiar with the **Task Pop-up** window that allows Users to view and manage tasks and task banks. New pages, accessible through the **Tasks Link** and **My Tasks Section**, function similarly to the **Task Pop-up**.

Tasks*

Case Number: Go

Worklist Summary

Worklist

Worklist PR RE

Work Order**

Approvals

*Note: Options displayed in the Task navigation bar depend on the User's security rights

**Note: Work Order is not a Task-related page

The **Tasks Link** navigates to the **Worklist Summary** page, which provides the User with a summarized view of tasks that have a status of Assigned or In Process. From the **Worklist Summary** page, the User can search tasks by priority and use hyperlinks to display specific tasks.

As tasks are generated and assigned to Users, they are displayed on the **Worklist** page. Similar to the **Task Pop-up**, this page allows the User to view and manage tasks. Users can filter, search, and sort through outstanding tasks in order to identify and action their tasks.

The **Worklist PR RE** page specifically displays tasks generated when periodic reports or redetermination packets are received. Although the **Worklist PR RE** page displays slightly different information than the **Worklist** page, you can search for, access, and disposition tasks similarly across both pages.

The **Pending Authorizations** page is accessible through the **Approvals** link in the Task navigation bar. The **Pending Authorizations** page allows supervisors to view authorization tasks. This page will function fully with the customizable task type and task sub-types.

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My Tasks	
Overdue	2
Due In 5 Days	0

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