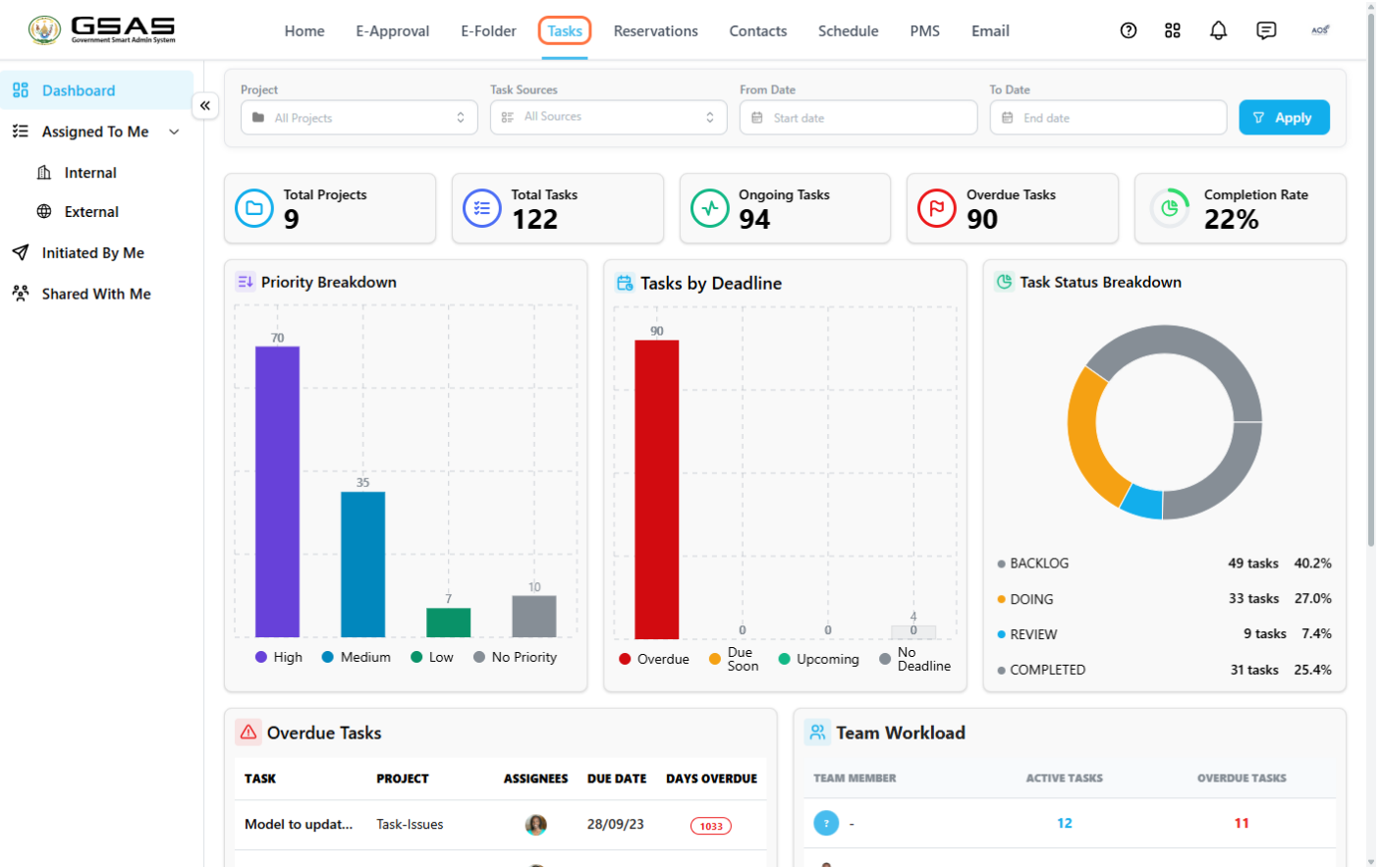


Navigating Tasks

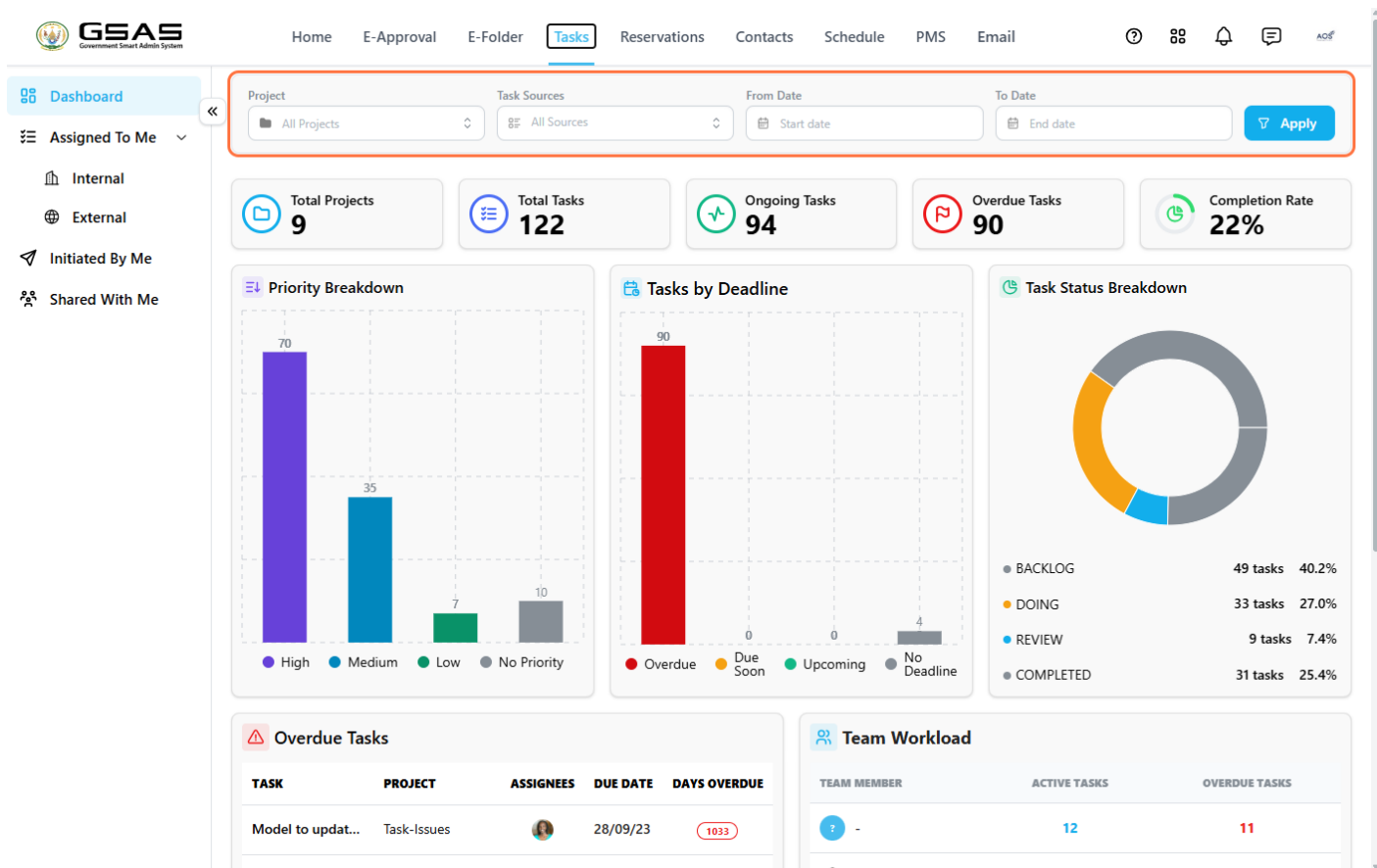
The Tasks dashboard gives you an overview of task projects, assigned work, deadlines, progress, and completion status.

Click **Tasks** in the main navigation menu.

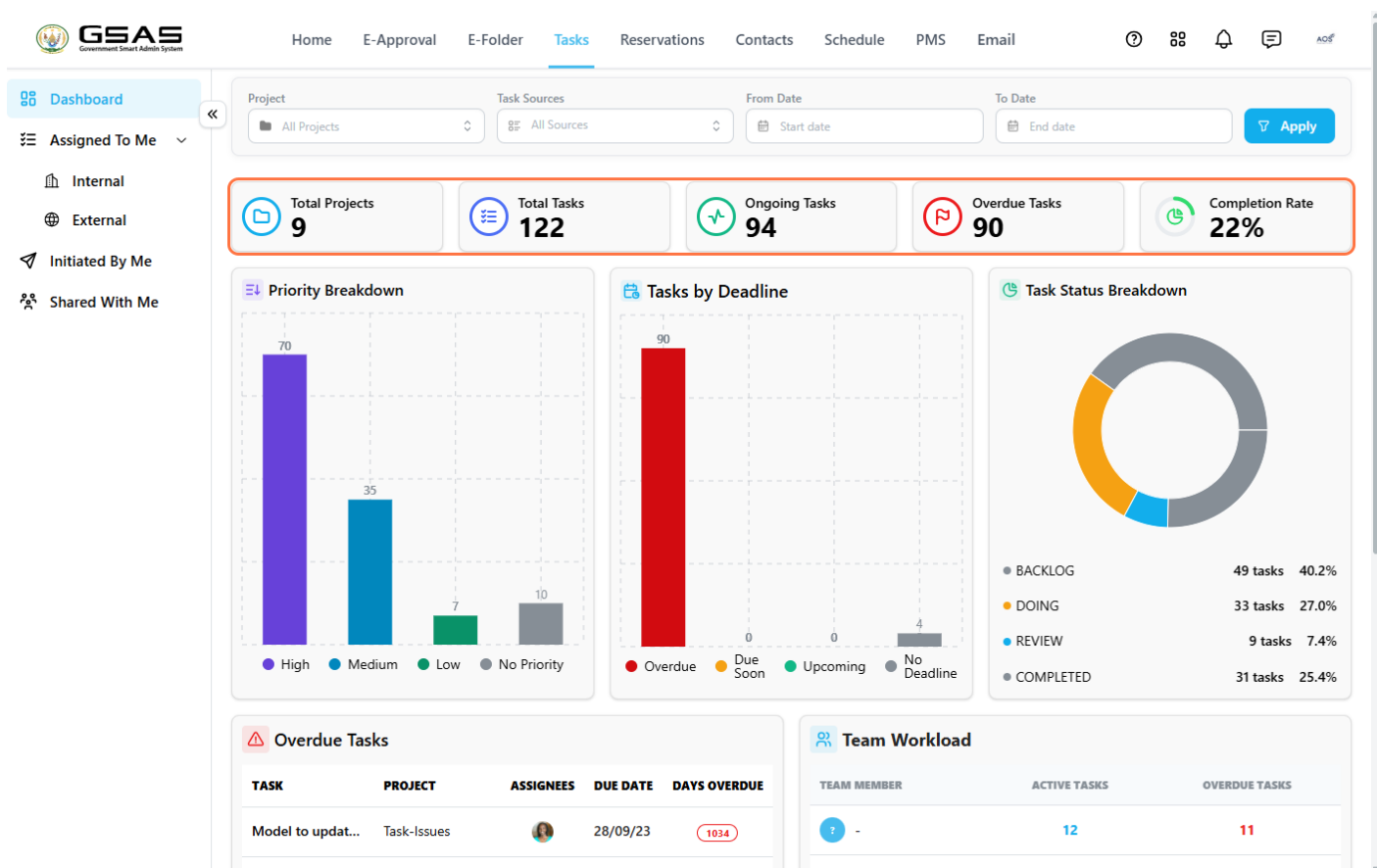


Read the Dashboard

Use the filters at the top — **Project**, **Task Sources**, **From Date**, and **To Date** — to narrow the dashboard results, then click **Apply**.



The summary cards show the main task figures at a glance.



Card	Shows
Total Projects	Number of active task projects.
Total Tasks	All tasks across those projects, including tasks assigned to you and tasks created by you.
Ongoing Tasks	Tasks currently in progress.
Overdue Tasks	Tasks past their due date.
Completion Rate	Percentage of tasks marked complete.

The charts show task distribution by priority, deadline, and status.

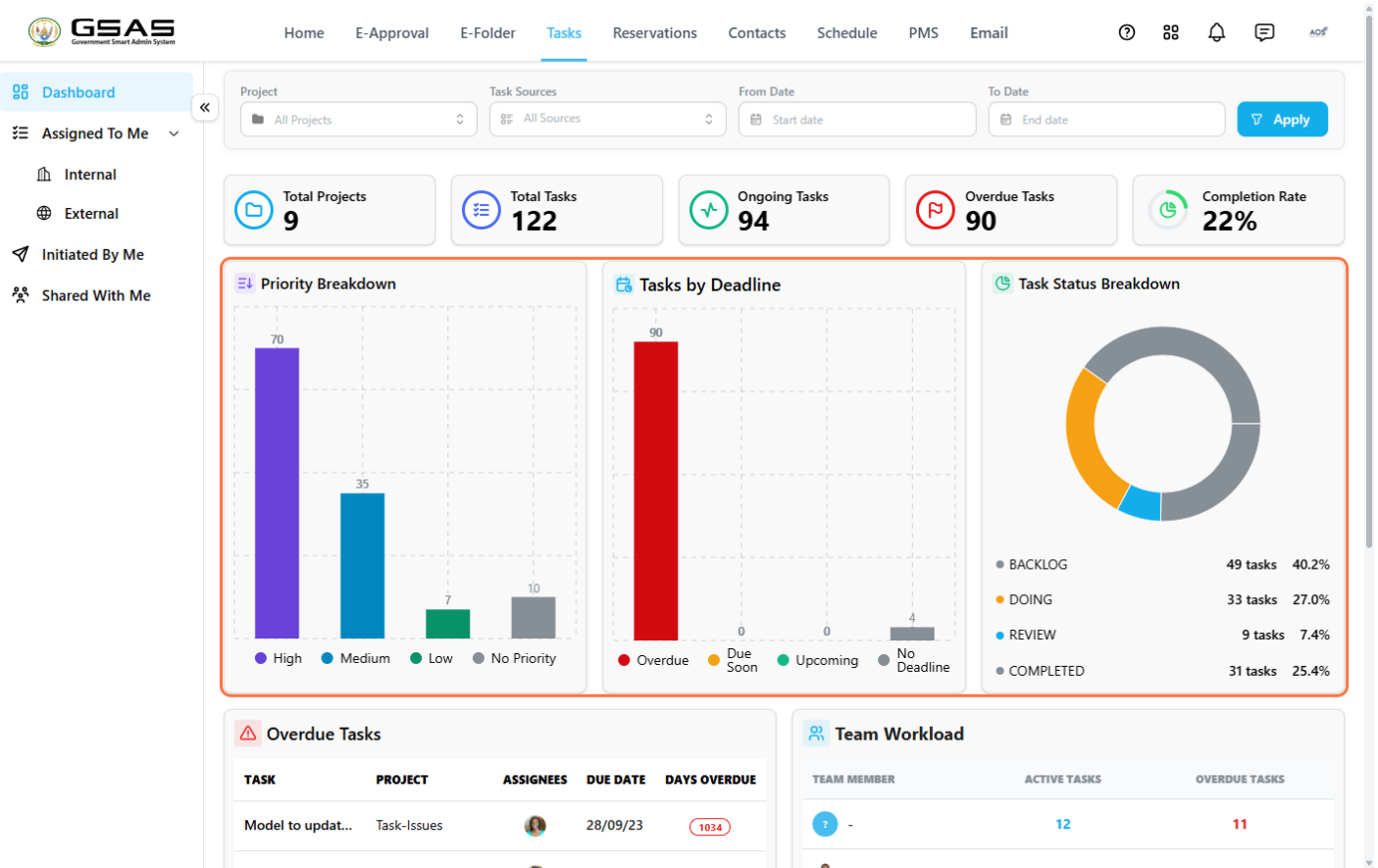


Chart	Shows
Priority Breakdown	How tasks are distributed across High, Medium, Low, and No Priority.
Tasks by Deadline	How many tasks are due, overdue, or have no deadline set.
Task Status Breakdown	How tasks are split across Backlog, Doing, Review, and Completed.

Task Categories

Tasks are grouped by origin. Tasks assigned to you appear under **Assigned To Me**, while task projects and tasks you created appear under **Initiated By Me**.

Assigned To Me

Use **Assigned To Me** to view tasks you are responsible for.

- Click **Assigned To Me → Internal** to view tasks assigned from within your institution.
- Click **Assigned To Me → External** to view tasks assigned by outside users.

Use **Search**, **Filter**, and **Sort** to narrow the list, or click **Export Excel** to download it as a spreadsheet.

E-FolderTasksReservationsContactsSchedulePMSEmail

Calendar

Search

Filter

Sort

Export Excel

RESS	PROJECT	DUE DATE	PRIORITY	LABELS	CREATOR
0%	This is test	Jan 23, 2026	HIGH	QA	test1
20%	TEST PROJECT: ROAD T...	Jun 09, 2026	-	-	test1
30%	Registered received 2026	Anr 16. 2026	HIGH	-	Bertin TUJISHI...

Assigned tasks can be viewed in three formats.



[Home](#)
[E-Approval](#)
[E-Folder](#)
[Tasks](#)
[Reservations](#)
[Contacts](#)
[Schedule](#)
[PMS](#)
[Email](#)







Dashboard

Assigned To Me

Internal

External

Initiated By Me

Shared With Me

Internal Tasks

Table

Board

Calendar

Search

Filter

Sort

Export Excel

NAME	PROGRESS	PROJECT	DUE DATE	PRIORITY	LABELS	CREATOR	
BACKLOG 1							
Testing-Task	0%	This is test	Jan 23, 2026	HIGH	QA	test1	...
DOING 6							
Insufficient funds	20%	TEST PROJECT: ROAD T...	Jun 09, 2026	-	-	test1	...
Invoice from AOS	30%	Registered_received_2026	Apr 16, 2026	HIGH	-	Bertin TUYISHI...	...
Receipt from AGACIRO	10%	Registered_received_2026	Feb 05, 2026	HIGH	-	test1	...
Task1.2	70%	Test-Project1	Jan 27, 2026	HIGH	-	test10	...
International cooperation initiative	90%	Registered_received_2026	Jan 23, 2026	MEDIUM	-	test1	...
Training GSAS	50%	ict tasks	Jan 30, 2026	HIGH	TRAINING	test1	...
REVIEW 2							
Disign questionnaire	100%	Gsas Testing folder	Jul 30, 2026	HIGH	SURVEYING	Bertin TUYISHI...	...
Tasks enhancement	95%	PMO x AOS	Feb 28, 2026	MEDIUM	-	test1	...
COMPLETED 1							
Issue2	100%	TEST - Dams construction	Mar 27, 2026	-	-	test1	...

Showing 1 – 10 of 39

1
2
3
4

View	Use it to
Table	View a detailed task list with sortable columns.
Board	Track task progress across Backlog, Doing, Review, and Completed. You can drag a task between columns to update its status.
Calendar	View tasks by scheduled dates, deadlines, and durations.

Internal Tasks

TableBoardCalendar

Search

Filter

Sort

Export Excel

NAME	PROGRESS	PROJECT	DUE DATE	PRIORITY	LABELS	CREATOR	
BACKLOG 1							
Testing-Task	0%	This is test	Jan 23, 2026	HIGH	QA	test1	...
DOING 6							
Insufficient...	20%	TEST PROJECT: ROAD T...	Jun 09, 2026	-	-	test1	...
Invoice from...	30%	Registered_received_2026	Apr 16, 2026	HIGH	-	Bertin TUYISHI...	...
Receipt from...	10%	Registered_received_2026	Feb 05, 2026	HIGH	-	test1	...
Task1.2	70%	Test-Project1	Jan 27, 2026	HIGH	-	test10	...
International...	90%	Registered_received_2026	Jul 31, 2026	MEDIUM	-	test1	...
QA Test	20%	Registered_received_2026	Jul 31, 2026	HIGH	-	test1	...
REVIEW 1							
Tasks...	95%	PMO x AOS	Feb 28, 2026	MEDIUM	-	test1	...
COMPLETED 2							
Design...	100%	Gsas Testing folder	Jul 30, 2026	HIGH	SURVEYING	Bertin TUYISHI...	...
Issue2	100%	TEST - Dams construction	Mar 27, 2026	-	-	test1	...

Internal Tasks

TableBoardCalendar

Search

Filter

Sort

Export Excel

Backlog 9 Testing-Task This is test HIGH QA OVERDUE AOS 0% New task 3 System Performance and Reliability Test Project AOS 0% Issue 1 System Performance and Reliability Test Project OVERDUE AOS 0%	Doing 7 Insufficient funds TEST PROJECT: ROAD TO MASAKA OVERDUE AOS 20% Invoice from AOS Registered_received_2026 HIGH OVERDUE AOS 30% Receipt from AGACIRO Registered_received_2026 HIGH OVERDUE AOS 10%	Review 3 Design questionnaire Gsas Testing folder HIGH SURVEYING JUL 30 AOS 100% Tasks enhancement PMO x AOS MEDIUM OVERDUE AOS 95% Task3 Project1 LOW OVERDUE AOS 75%	Comple Issue2 TEST - Dam MAR 27
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Internal Tasks

Table Board **Calendar**

Search

Filter

Sort

Export Excel

< > July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 International cooperation initiative QA Test	29 International cooperation initiative QA Test	30 International cooperation initiative QA Test	1 International cooperation initiative QA Test	2 International cooperation initiative QA Test		
5 International cooperation initiative QA Test Design questionnaire	6 International cooperation initiative QA Test Design questionnaire	7 International cooperation initiative QA Test Design questionnaire	8 International cooperation initiative QA Test Design questionnaire	9 International cooperation initiative QA Test Design questionnaire		
12 International cooperation initiative QA Test Design questionnaire	13 International cooperation initiative QA Test Design questionnaire	14 International cooperation initiative QA Test Design questionnaire	15 International cooperation initiative QA Test Design questionnaire	16 International cooperation initiative QA Test Design questionnaire		
19 International cooperation initiative QA Test	20 International cooperation initiative QA Test	21 International cooperation initiative QA Test	22 International cooperation initiative QA Test	23 International cooperation initiative QA Test		

Related: For details on opening a task and updating its progress, see [Responding to a Task](#).

Initiated By Me

Use **Initiated By Me** to view task projects and tasks you created or delegated to others. Each project card shows its progress, the number of open tasks, and any relevant source tag such as **CREATED IN PMS**.

 **GSAS**
Government Smart Admin System

[Home](#) [E-Approval](#) [E-Folder](#) [Tasks](#) [Reservations](#) [Contacts](#) [Schedule](#) [PMS](#) [Email](#) [?](#) [⌵](#) [🔔](#) [💬](#) [AOL](#)

Dashboard

Assigned To Me

Internal

External

Initiated By Me

Shared With Me

Initiated By Me

Create New Project

Create New Task

Bulk Task Upload

Construction Of Highways And Express Roads

PROGRESS 0%

0 OPEN TASKS

CREATED IN PMS

Final TRAINING Test

PROGRESS 14%

2 OPEN TASKS

Registered_received_2026

PROGRESS 30%

1 OPEN TASKS

Mob Project

PROGRESS 0%

2 OPEN TASKS

Registered_received_2025

PROGRESS 2.9%

1 OPEN TASKS

Task Test

PROGRESS 10%

2 OPEN TASKS

Test Various Features

PROGRESS 7.5%

2 OPEN TASKS

Tests

PROGRESS 32%

1 OPEN TASKS

The Green City Kigali

PROGRESS 35.5%

1 OPEN TASKS

CREATED IN PMS

GSAS Features Testing

PROGRESS 50%

2 OPEN TASKS

Showing 1 – 10 of 10

< 1 >

Note: Task projects named in the **Registered_Received_Year** format come from e-Approval and are covered in the [Share as Task](#) page.

Use **Create New Project**, **Create New Task**, or **Bulk Task Upload** to add new work. Use **Search** to find a specific task project or task.

Initiated By Me

Create New Project

Create New Task

Bulk Task Upload

Construction Of Highways And Express Roads

PROGRESS 0%

0 OPEN TASKS

CREATED IN PMS

Final TRAINING Test

PROGRESS 14%

2 OPEN TASKS

Registered_received_2026

PROGRESS 30%

1 OPEN TASKS

Mob Project

PROGRESS 0%

2 OPEN TASKS

Registered_received_2025

PROGRESS 2.9%

1 OPEN TASKS

Task Test

PROGRESS 10%

2 OPEN TASKS

Click a task project title to open it. Click the ... icon on a project card to access more options, including **Add Task**, **Edit**, **Share**, and **Delete**.

Initiated By Me

Search

Create New Project

Create New Task

Construction Of Highways And Express Roads

PROGRESS

0 OPEN TASKS

CREATED IN PMS

Final TRAINING Test

PROGRESS

14%

2 OPEN TASKS

Registered_received

PROGRESS

1 OPEN TASKS

Mob Project

PROGRESS

Registered_received_2025

PROGRESS

2.9%

Task Test

PROGRESS

...

Open

+ Task

Edit

Share

Delete

Related: For details on creating a task project, creating a task, assigning a task, or uploading tasks in bulk, see [Creating and Assigning Tasks](#).