Overview

The Tasks module helps you organize, assign, and track work across your institution. Every task belongs to a task project, and tasks are grouped based on whether they were assigned to you or created by you.

Task Categories

Category	Use it to
Assigned To Me	View and update tasks assigned to you by internal or external users.
Initiated By Me	Track task tasks you created or delegated to others.

How Tasks Connects to Other Modules

Tasks works with other GSAS modules:

- Projects created through **PMS** appear in Tasks with a **CREATED IN PMS** tag.
- Registered received documents from **e-Approval** can be shared as tasks.
- Task attachments can include files selected **From E-Folder**, so users do not need to re-upload documents already stored there.

> **Note:** Task projects named in the **Registered_Received_Year** format come from e-Approval and are covered in the **Share as Task** page.

Where to Go Next

- See **Navigating Tasks** to understand the dashboard, filters, cards, charts, and task categories.
- See **Responding to a Task** to learn how to open a task and update progress.
- See **Creating and Assigning Tasks** to learn how to create projects, assign tasks, and upload tasks in bulk.