

## 2\_obj1\_authoringtask\_screen

Objective 1- Acknowledging Authoring Tasks: After the team lead assigns a document or section to you, the first step in working with your project's document is acknowledging the authoring task. Acknowledging the task assigned to you lets the team lead know that you have accepted the task and allows you to check out that document or section for editing. This has to be done before you can start working on the document or section.

Here are the step-by-step instructions for acknowledging a task. Click on my authoring task in the navigation pain. In the display pain, click on the filter by project and choose the project that you created. The lower section of the display pain will show the document or document sections that have been assigned to you. Select the appropriate document and click the filter by document drop-down list. The new authoring task will have a red flag icon displayed in a column on the far right. Select the task you wish to accept by clicking on one of the tasks, and if you need to accept more hold the control key down and click on multiple tasks. When you right click on the selected task, you will see a context menu appear. Select the acknowledge task option, and once your screen refreshes you will see that the red flag disappears. This acknowledges that the task will register that you've accepted it and will work on it. To reject the task, simply follow the same process and click reject task. You want to reject a task if it was given to you in error. If for example you are an air quality specialist and were assigned the section cultural resources. There is an extra feature in the my authoring tasks section you should know about. The list of document sections

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includes a column for notes. You will recognize the notes by this icon. The icon, if it has blue lines on it, contains notes from your team lead. If it does not contain lines on it, there is no note. Let's click on one to see what it looks like. Here is a note sent to you by your team lead. To exit, simply close, and it will take you back to your original screen.

Now that you have acknowledged your task, it's time to navigate to them.