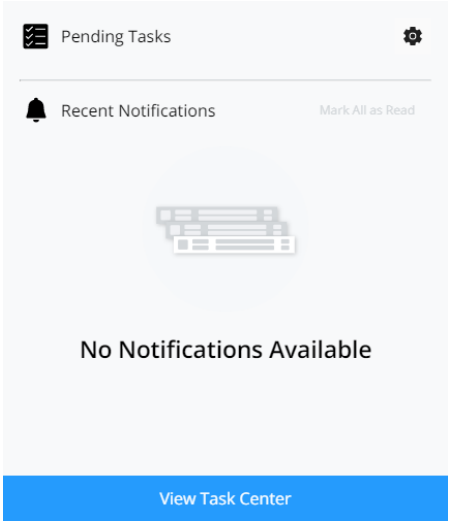
Task Center in Agvance SKY

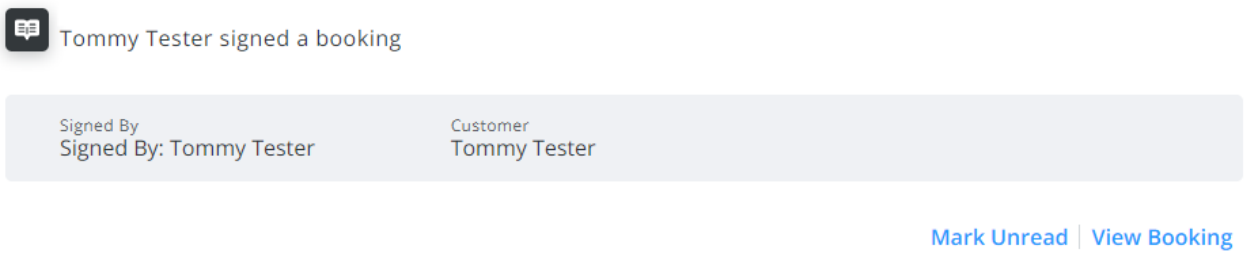
Last Modified on 07/06/2026 2:52 pm CDT

Navigate to the Task Center by selecting the **Notifications** icon in Agvance SKY then choosing **View Task Center** at the bottom of the pane that displays.

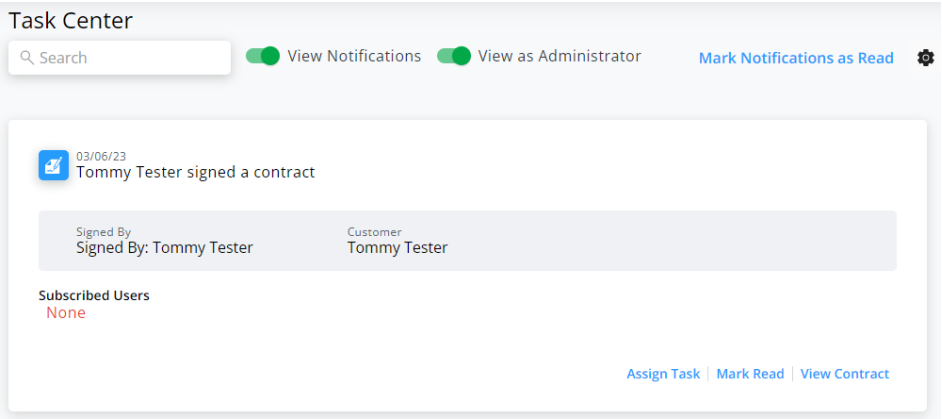


Use the *Search* to find a specific task or notification. The *View Notifications* toggle can be turned off to view only tasks or on to view notifications and tasks. Select **Mark Notifications as Read** to mark all notifications as read. The **Settings** icon can be selected to navigate to the *Subscriptions* area in Agvance SKY.

Links are available to view the document referenced in the notification or to mark the notification as read or unread.



The *View as Administrator* option is only available for those who have the *Task Center Admin* permission turned on in Agvance SKY Admin. With this permission on, the **Filters** button can be selected to filter the list and view items with *No Subscribers*. This can help ensure tasks and notifications are handled efficiently and subscription settings are updated.



Select **Assign Task** to assign the task to one or more specific Users.

