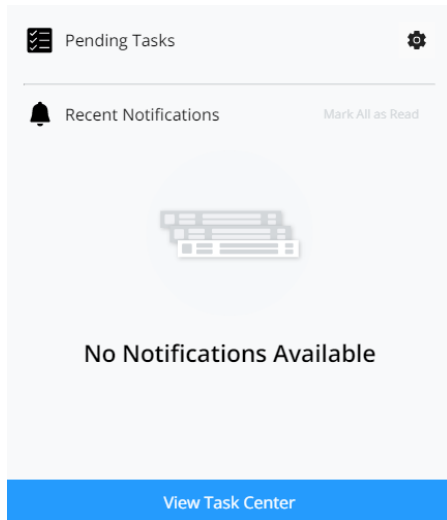


# Task Center in SKY


Last Modified on 11/12/2024 8:58 am CST

Navigate to the Task Center by selecting the **Bell** icon in 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 SKY.

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

 Tommy Tester signed a booking

Signed By  
Signed By: Tommy Tester


Customer  
Tommy Tester

[Mark Unread](#) | [View Booking](#)

The *View as Administrator* option is only available for those who have the *Task Center Admin* permission turned on in 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.

Task Center

Q Search  View Notifications  View as Administrator [Mark Notifications as Read](#) ⚙️

 03/06/23  
Tommy Tester signed a contract

Signed By	Customer
Signed By: Tommy Tester	Tommy Tester

Subscribed Users  
None

[Assign Task](#) | [Mark Read](#) | [View Contract](#)

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

## Assign Task

Select

Jane Example  Judy Crane

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Select users to assign this task to

[Cancel](#) [Assign Task](#)