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.

Pending Tasks
Recent Notifications Mark All as Read
No Notifications Available
View Task Center

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.



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 ९ _{Search}	View Notifications	View as Administrato	r Mark Notifications as Read
o3/06/23 Tommy Tester signed	d a contract		
Signed By Signed By: Tommy Tes	Customer Ster Tommy Tes	ster	
Subscribed Users None			
		A	ssign 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 🛞
Select users to assign this task to

