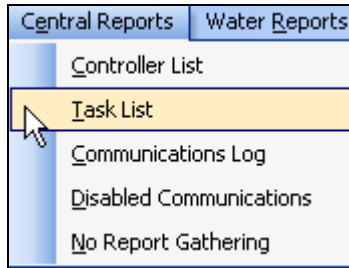


**23.0 TASK LIST**

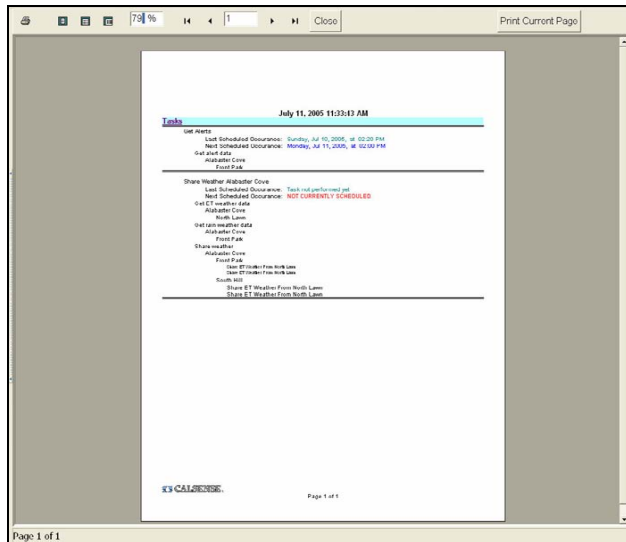
**Task List:** The Task List is a detailed report containing the user's individual scheduled tasks listed by Task name, occurrence, and controllers involved.

1. From the toolbar at the top of the screen select **Central Reports** then scroll down to **Task List** and click on it (Figure 23.0.1).



**Figure 23.0.1**

**Note:** This will take you to the “Task List” screen (Figure 23.0.2).



**Figure 23.0.2**

**SEE “HOW TO PRINT REPORTS” SECTION FOR MORE INFORMATION.**

**SEE LAST PAGE OF THIS SECTION FOR FULL PAGE REPORT.**

**23.1 TASK LIST REPORT CONTENTS**

The following is a list of every item on the **Task List** Report (Figure 23.0.1).

**Date and Time:** This shows the date and time that you requested the report.

**Task:** This is the name of the task as it appears in the “Task Setup” window.

**Last Scheduled Occurrence:** This is the last date and time that the task took place.

**Next Scheduled Occurrence:** This is the next date and time that the task will take place.

**Site Name:** Each site name will appear to the left of the list.

**Controller Name:** The controller names will be listed directly under the site that they are a part of. They will appear in alpha-numeric sequence and are in regular font.

**Share ET weather From:** If you have a weather sharing task set up, the controller that you are getting the information from will appear directly below the controller that you are sharing it to.

79% 1 Close Print Current Page

**Tasks** July 11, 2005 11:33:13 AM

---

Get Alerts  
Last Scheduled Occurance: Sunday, Jul 10, 2005, at 02:20 PM  
Next Scheduled Occurance: Monday, Jul 11, 2005, at 02:00 PM  
Get alert data  
Alabaster Cove  
Front Park

---

Share Weather Alabaster Cove  
Last Scheduled Occurance: Task not performed yet  
Next Scheduled Occurance: **NOT CURRENTLY SCHEDULED**  
Get CT weather data  
Alabaster Cove  
North Lawn  
Get rain weather data  
Alabaster Cove  
Front Park  
Share weather  
Alabaster Cove  
Front Park  
Share ET Weather From North Lawn  
Share CT Weather From North Lawn  
South Hill  
Share ET Weather From North Lawn  
Share ET Weather From North Lawn

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A large, empty rectangular box with a thin black border, intended for a task list.

