COMPLIANCE DASHBOARD
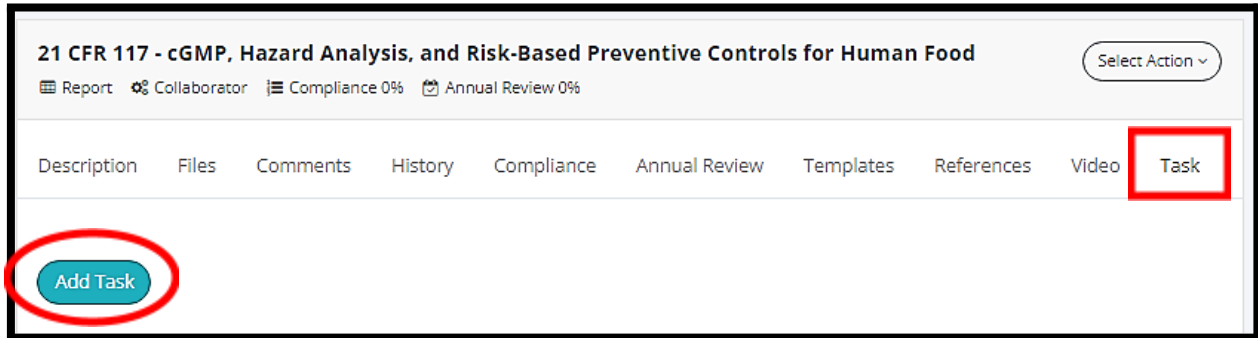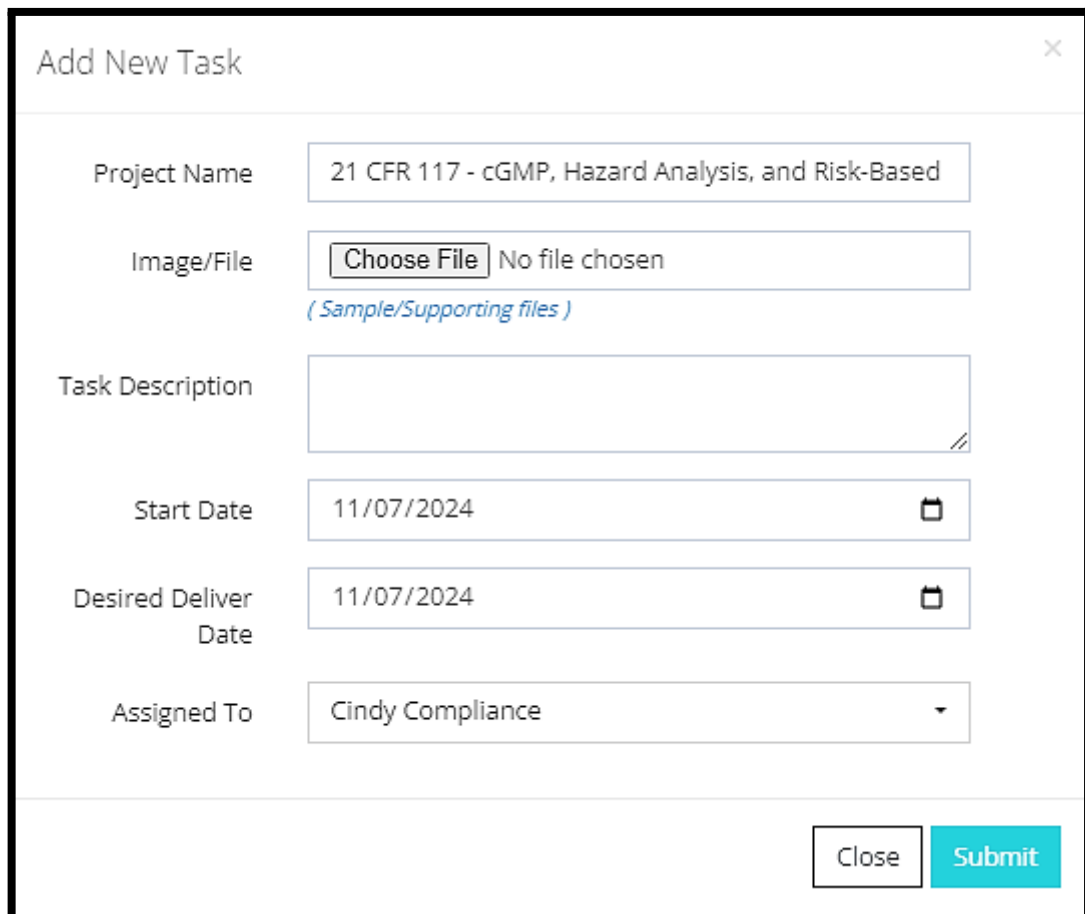## MAIN MENU (Add Task)

Located at the Main Menu. Click **Task**

Add New Task

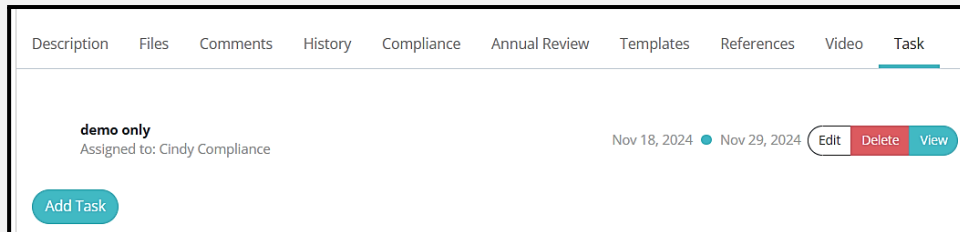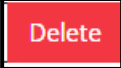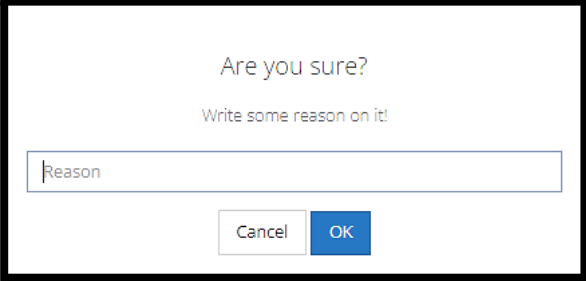|	
Project Name	This will automatically display the hierarchy's name. You have the option to edit this section.
Image / File	Choose an image or file from your PC or storage. This can be a sample or a supporting file related to the task.
Task Description	Input a brief description of the task (e.g., for revision, review, approval, follow-up, etc.)
Start Date	Input the start date of the task. You can also use the calendar icon 📅 to pick a date.
Desired Delivery Date	Input the desired date to deliver or complete the task. You can also use the calendar icon 📅 to pick a date.
Assigned To	Select from the dropdown list of your team members you wish to perform the task.
Submit	Click to submit the task.
	Description Files Comments History Compliance Annual Review Templates References Video **Task** **demo only** Assigned to: Cindy Compliance Nov 18, 2024 ● Nov 29, 2024 Edit Delete View Add Task Submitted task will reflect upon submission.
Edit	Click **Edit** to change the Project Name/Task Description/Start and Desired Delivery Date/Assigned member. Click **Submit** to save progress.
Delete	Click **Delete** to remove the task. **Are you sure?** Write some reason on it! Reason Cancel OK Input the reason for deleting a task in the dashboard. ***Note:*** *If you are not the administrator or approver of the Enterprise, this window will pop out and the deletion request is subject to approval.*

View	Click **View** to open the MyPro Management Module on a separate window. This is to manage and track all of the activities and subtasks in the dashboard.