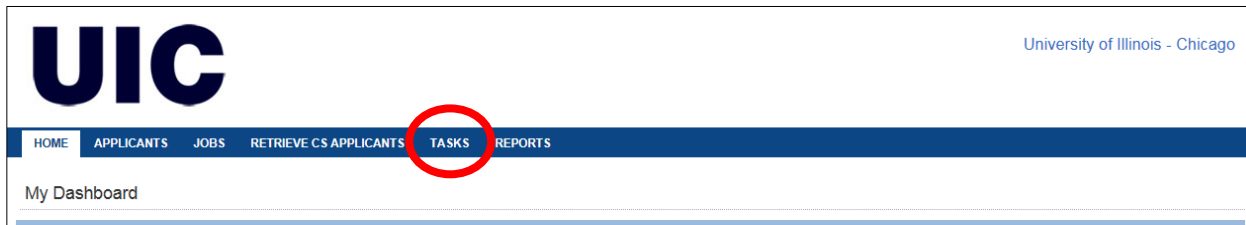




HireTouch – Tasks List

The **Tasks** list in HireTouch is a “to do” list of approvals assigned to you. To access the list, from the **Home** page (Dashboard) in HireTouch, click the **Tasks** tab on the menu bar.



A list of tasks assigned to you appears.

ID	Name	Task Type	Priority	Status	Task Date	Due Date
18410	Approval Requested: Position Authorization - UI Health Civil Service	Approval Requested: Position Authorization	Medium	Opened	Tue 1/14/14	
18414	Approval Requested: Position Authorization - UI Health Civil Service	Approval Requested: Position Authorization	Medium	Opened	Tue 1/14/14	

Approval Requested: Position Authorization - UI Health Civil Service ID:18410		Actions
Task Details Task History Task Workflow		
Task Type: Approval Requested: Position Authorization	Task Date: Tuesday, January 14, 2014 at 10:41 AM	Checklist None
Priority: Medium	Reminder Date: None	Add an Item
Status: Opened	Due Date: None	
Created: Tuesday, January 14, 2014 at 10:41 AM by MC User2		
Opened: Tuesday, January 14, 2014 at 10:41 AM by MC User2		
Assigned To: HR User		
Link: Job Forms		
Notes None		

Each time an approval is generated for you, a task is created.

1. Highlight the task you want to view and click the **Job Forms** link in the lower-section of the task display.

The screenshot shows the 'My Tasks' interface. On the left, there is a sidebar with a 'Show Active' checkbox and a tree view of task categories. The main area displays a table of tasks. Below the table, a detailed view for task ID 18410 is shown, including fields for Task Type, Priority, Status, Created, Opened, Assigned To, and Link. The 'Link' field contains 'Job Forms', which is circled in red. A 'Checklist' section is also visible on the right side of the task details.

2. Click the **Approvals** link on the **Show Job Forms** page.

The screenshot shows the 'Show Job Forms' page. At the top, there are navigation tabs for 'Properties', 'Applicants', 'Activity', 'Processes', 'Forms', and 'Add Candidate'. Below these, there is a 'Job Forms' link and a 'Comments' link. The main content is a table with the following data:

Form Name	Auto Generated Number	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History
Position Authorization - Civil Service			<input checked="" type="checkbox"/>	Tue, 1/28/14 at 8:26 PM				View	Approvals	View History

Your name appears in the **Job Form Approval** list.

HOME APPLICANTS **JOBS** PROSPECTS RETRIEVE CS APPLICANTS TASKS RESOURCES

Program/Student Advisor (Recruiter) - Hispanic and Italian Studies
Civil Service - Pending

Properties Applicants Activity Processes **Forms** Add Candidate

[Job Forms](#) | [Comments](#)

Job Form Approval

Form: Position Authorization - Civil Service
Form Originator: Generali, Leo

Title	Name	Approved	Rejected	Date
Unit HR	General User1	✓		07:46:03 PM Tue 1/28/14
College	General User1	✓		07:46:16 PM Tue 1/28/14
*HR Compensation	Leo Generali	✓		07:46:55 PM Tue 1/28/14
*HR Recruitment & Staffing	HR Officer			

Approvers View Back Approve Reject

Continue to review, edit, and/or approve the form as usual.