Managing Tasks in Fuse

In Fuse, Task List displays a prioritized list of all the tasks assigned to a user that needs to be performed within a certain timeframe for the completion of a process. It shows the name of the sender and requester along with the request details, date received and due date.

To manage tasks in Fuse, follow these steps:

Login to Fuse using your admin credentials. You will be redirected to the Fuse homepage. The tasks will be available under the tasks section on the left-hand side.

- Click on the task you want to review. A side sheet will open.
- Click on the approve button to approve the task.

Performing additional actions on the task:

Click on the dropdown arrow near the approve button to perform additional actions on the task.

Here, users will get three options:

Claim- When a task is assigned to multiple users, one user can *Claim* the task. In this case, the task can only be performed by the person who has claimed it. Once claimed, the task is removed from the remaining user's task lists.

Save as draft- Click on the save as draft option to save the request as draft. The data producer can save the request as a draft and make changes later.

Send for correction:

Rejecting a task and send for correction:

If the task is incorrect, the user can choose *Send for Correction*. Upon selection the user can record a reason for the correction. Then the task, along with the reason will be sent back to the requester.

To reject the task and send for correction, follow these steps:

- Click on the reject the task button. A dialog box will open.
- Enter the reason for rejection and add comments.
- Once done, click on the submit button.

The task will be sent to the requestor for correction.