



Taskers V3

Tasking, the 21st Century Workforce Way

1. **Action Links:** Links to perform actions, such as Email, Submit, Edit, Monitor/Remove Monitor.
2. **Status Area:** States the status of the Tasker; Open, Overdue, Complete. Also notates if Tasker is Restricted.
3. **Attachments:** Editable attachments. Tasker Package represents the task. Final Response represents the official response to task. Working Area relates to task; are not part of original task nor official response.
4. **Assignment & Status:** Used to provide latest status of Tasker; appears in reports. Does not appear in Tasker History.
5. **Assignments:** Person or group that holds the role of Lead, Coordination, or Information. Receives email notification.
6. **Chop Chain:** Area of a series of check blocks that represent each step of the routing chain, including the "Certified Complete by Tasking Authority." Red = uncompleted, Green = completed. Must be in Tasker Edit mode to mark complete.

EVENT	ACTION	RESULT
1. Starting	<ul style="list-style-type: none"> •Open Internet Explorer, go to HQWeb at http://usn.hq.navy.mil/taskers/NXX (where XX is directorate code) •Or from Directorate home page, click Taskers V3 •Or Click on Link from Email Notification •Enter User ID and Password 	<ul style="list-style-type: none"> •My Taskers Welcome Screen •Or if click on link from Email Notification, directly opens Tasker in View Mode
2. Reading	<ul style="list-style-type: none"> •Click on Link in “My Inbox” or “My Monitored” in Welcome Screen 	<ul style="list-style-type: none"> •Opens Tasker in View Mode
3. Editing	<ul style="list-style-type: none"> •To edit Tasker, click [Edit] on top right corner of Tasker •Or click  in “My Inbox” •To edit Chop Chain, while in Tasker Edit Mode, click [Edit/Reorder Chop Chain] 	<ul style="list-style-type: none"> •Tasker appears in Edit Mode •Chop Chain edit dialog box appears
4. Attaching	<ul style="list-style-type: none"> •In Tasker Edit Mode, click Attach Document in Tasker Package, Final Response, or Working Area, as appropriate 	<ul style="list-style-type: none"> •Documents are attached
5. Saving Changes	<ul style="list-style-type: none"> •Click [Submit] on the top right corner 	<ul style="list-style-type: none"> •Tasker returns to Read Mode and changes are saved
6. Mark Chop Chain Complete (forward to next person on Chop Chain)	<ul style="list-style-type: none"> •While in Tasker Edit Mode, click in the box next to your Name/Office •Click [Submit] on the top right corner 	<ul style="list-style-type: none"> •Check is entered into box, along with name and date stamp •After clicking [Submit], Green dot appears to show marked complete and email notification is sent to next person or office on Chop Chain
7. Forwarding via Email	<ul style="list-style-type: none"> •Click on [Email] on top right corner, then choose type of status and link option 	<ul style="list-style-type: none"> •Email is sent as one of the following: <ul style="list-style-type: none"> –Status & Link to HQWeb User –Status & Link to Assignees –Status & Link to Tasking Authority –Entire Tasker (as a text email message, with documents included as attachments)
8. Reports	<ul style="list-style-type: none"> •Click on  Reports 	<ul style="list-style-type: none"> •List of Directorate Taskers grouped according to the N code that is lead •View by Status and sort by Office or Staff
9. Search	<ul style="list-style-type: none"> •Enter criteria in search box and click Search •Click on Advance Search 	<ul style="list-style-type: none"> •Finds Taskers only associated with user’s directorate •Advance searches entire Taskers System
10. Return to Welcome Screen (My Inbox & My Monitored)	<ul style="list-style-type: none"> •Click on  My Taskers 	<ul style="list-style-type: none"> •Return to Welcome Screen