



Tasks



Task Status



1. Select the Project from the Project Grid

CenterPoint Energy | 1 JT Dev Train 1

Projects

CenterPoint Energy

Project ID Project Name Developer Service Consultant

Apply Filter

Project ID	Name	Section #	Project Status	Current Task	Country	Municipality	Zip Code
JT_0403	CNP Energy	1	In Progress	6	United States	Humble	77396
JT_0402	Resubmitted 1	1	In Progress	6	United States	Humble	77396
JT_0401	2/1/23	5	In Progress	6	United States	Splendora	77372
JT_0400	2/1/23Test	1	In Progress	6	United States	Conroe	77384
JT_0399	Test2/1/23	1	In Progress	6	United States	Cypress	77429
JT_0397	2nd Sample Gas Developer	1	In Progress	6	United States	Conroe	77385

< 1 2 3 4 5 6 7 8 9 10 >

2. Select the Change status button under the chevron icon from the Project Task grid.

Primary Main Approach

Primary Main Approach ↑ District Added by Created On

There are no records to display.

Conversation

SYSTEM
about 3 hours ago
Approved by SROW SROW

+ Add note

Project Tasks

SAP Task Code	Project Task Name	Due Date	Responsible	Task status	Note Added
16	Developer Approve Electric Layout	2/9/2023	1 JT Dev Train 1	To Do	No

Change status
Change due date
Add note

Partner Information

Company Name Role ↑ Primary Contact Phone Email Secondary Contact Phone Email

There are no records to display.

3. Select the task status from the list of values and then Select Submit.

Primary Main Approach

Primary Main Approach ↑ District Added by Created On

There are no records to display.

Edit

Project Task

Task Name *
Developer Approve Electric Layout

Task status
In Progress

To Do
In Progress
Done
N/A

Submit

Conversation

SYSTEM
about 3 hours ago
Approved by SROW SROW

Project Tasks

SAP Task Code ↑ Project Task Name
16 Developer Approve Electric Layout

Partner Information

Company Name
Phone Email

There are no records to display.

Primary Main Approach

Primary Main Approach ↑ District Added by Created On

There are no records to display.

Edit

Project Task

Task Name *
Developer Approve Electric Layout

Task status
In Progress

Submit

Conversation

SYSTEM
about 3 hours ago
Approved by SROW SROW

Project Tasks

SAP Task Code ↑ Project Task Name
16 Developer Approve Electric Layout

Partner Information

Company Name
Phone Email

There are no records to display.

Add Note



1. Select the Add note button under the chevron icon from the Project Task grid.

The screenshot shows a web interface with several sections. The 'Project Tasks' section contains a table with the following data:

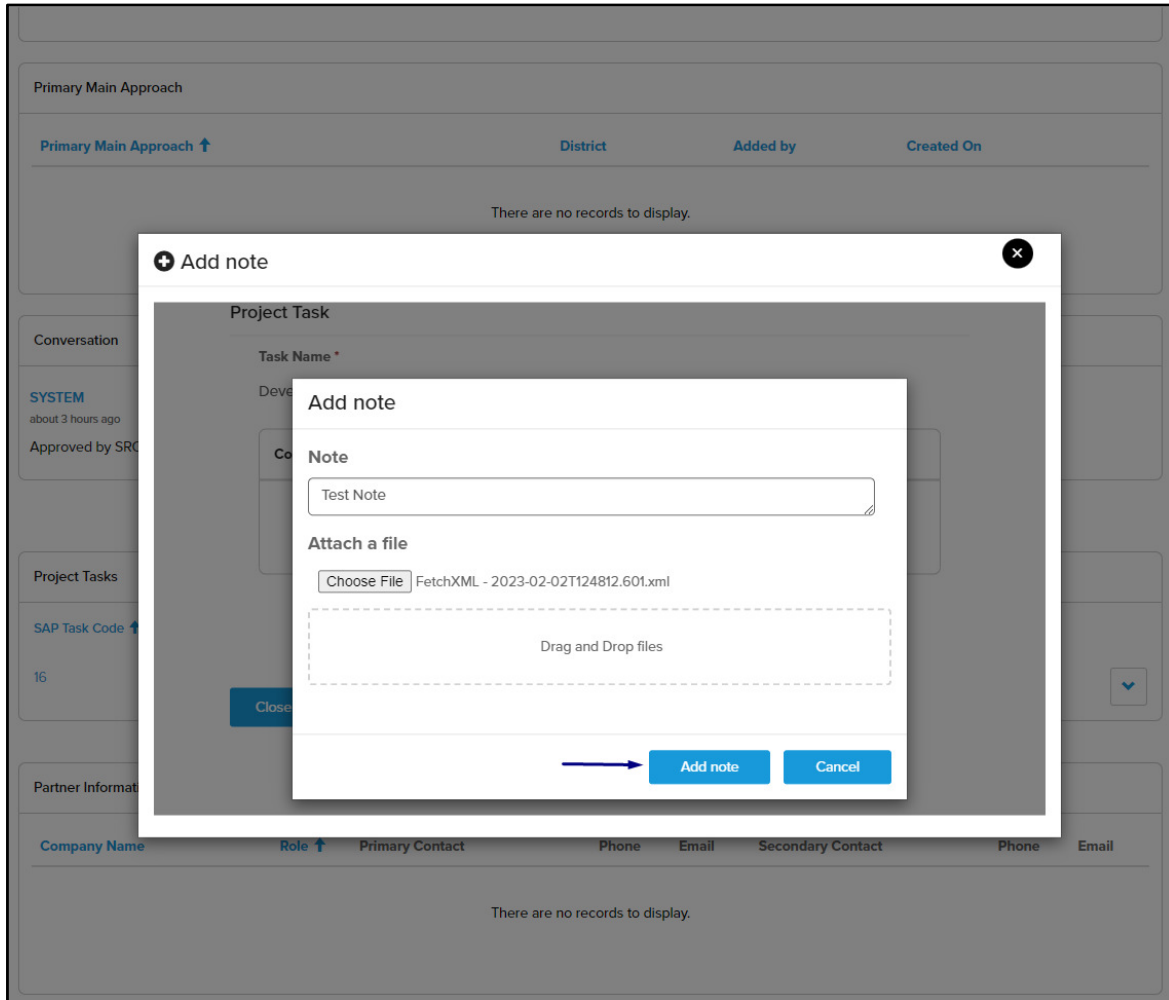
SAP Task Code ↑	Project Task Name	Due Date	Responsible	Task status	Note Added
16	Developer Approve Electric Layout	2/9/2023	1 JT Dev Train 1	In Progress	No

A dropdown menu is open for the first task, showing three options: 'Change status', 'Change due date', and 'Add note'. A blue arrow points to the 'Add note' option.

2. Select the plus icon.

The screenshot shows a modal window titled 'Add note' with a close button (X) in the top right corner. The modal is titled 'Project Task' and contains a text input field with the value 'Developer Approve Electric Layout'. Below the input is a section titled 'Conversation' with the text 'There are no notes to display.' and an 'Add note' button with a plus icon. A blue arrow points to the 'Add note' button.

3. Enter the note. You have the option to attach a file to the note.



4. You Will see all the notes related to the task in the conversation grid.

