MUX To Dos

To Dos

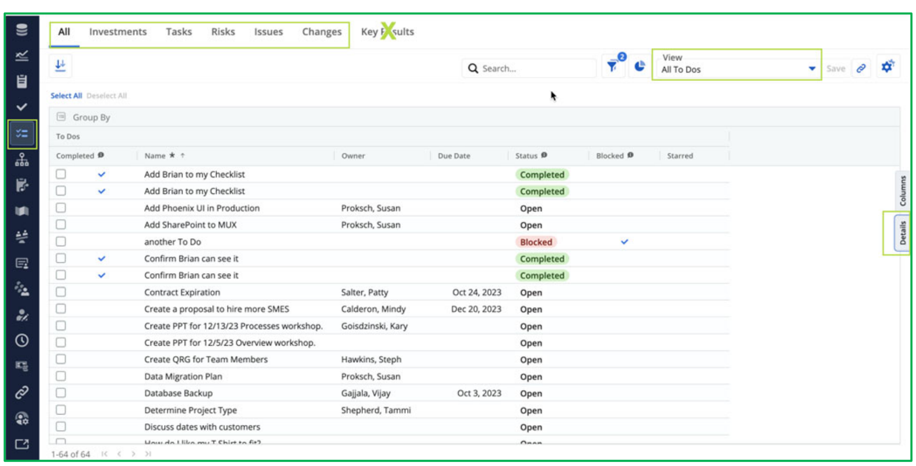
Clarity allows you to create To Dos for a:

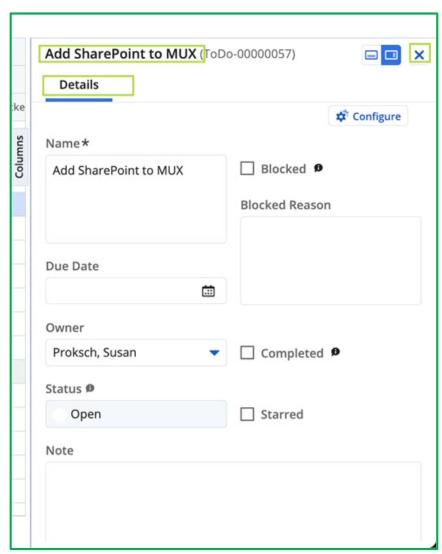
- Project
- Task
- Risk
- Issue

The To Dos page displays all the To Dos assigned to you across projects.

View All To Dos

1. To view To Do(s)
   - Navigate to the **To Dos Workspace** in the **Menu Bar**
   - Confirm the **All To Dos** View displays. By default, **All** To Dos display
   - The tabs across the top displays the To Dos by type
   - Use the **Search…** and/or **Filter** to find specific To Dos
     - **Create and Save a Fi**lter to find all you To Dos
     - Use Owner = Current User
   - If you wish to edit the To Do, click in the row and update via the Grid Layout or Details panel
   - Select each tab at the top of the page to display To Dos by type

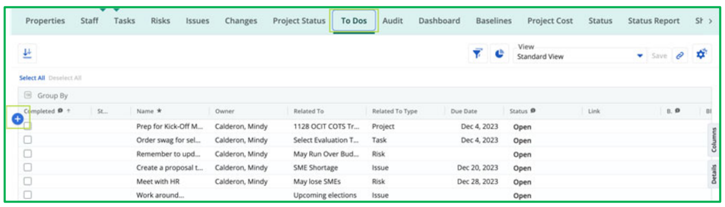


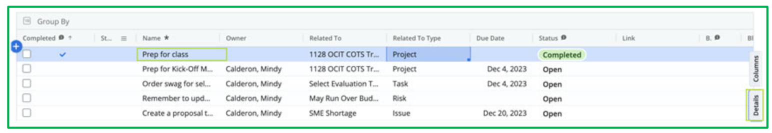


MUX To Dos

Add a To Do for a Project

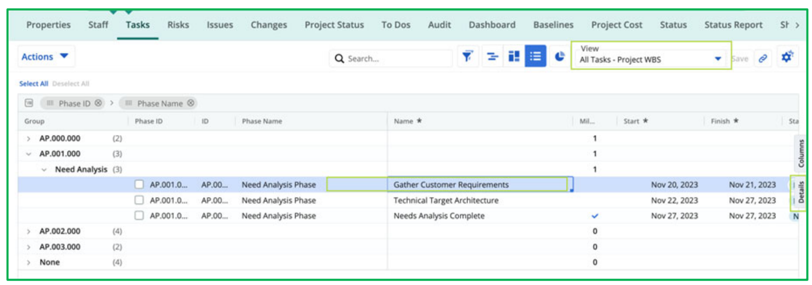
1. To add To Do(s)
   - Navigate to a Project To Dos tab
   - Click Add Row (+)
   - Confirm the Standard View displays
   - Enter Name (required). The To Do saves ‘blue’
   - Click or tab to enter the rest of the fields OR
   - With the row selected, click **Details** and enter fields using the form and Close (x)

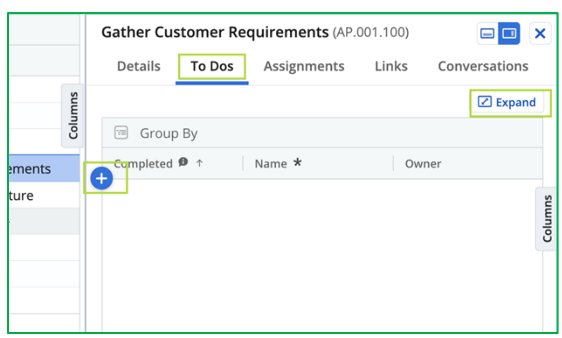


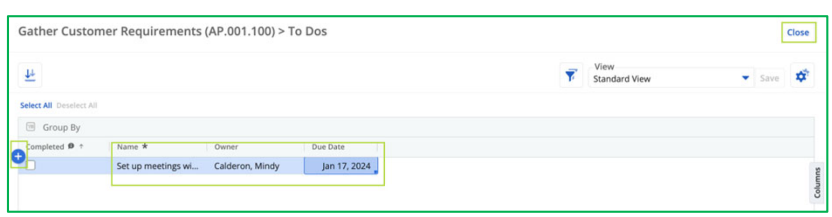


Add a To Do for a Task

1. To add To Do(s)
   - Navigate to a Project’s Task tab and select a Task To Dos tab
   - Click the Details Panel and select the To Dos tab
   - Click Add Row (+)
   - Enter Name (required). The To Do saves ‘blue’
   - Click or tab to enter the rest of the fields OR
   - Click Expand to open the To Dos Grid layout
   - Click or tab to enter the rest of the fields OR
   - With the row selected, click **Details** and enter fields using the form and Close (x)







OAKLAND COUNTY
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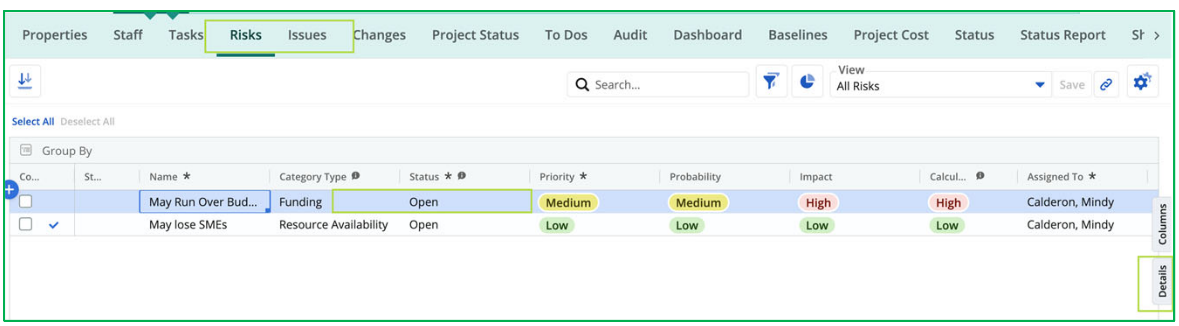
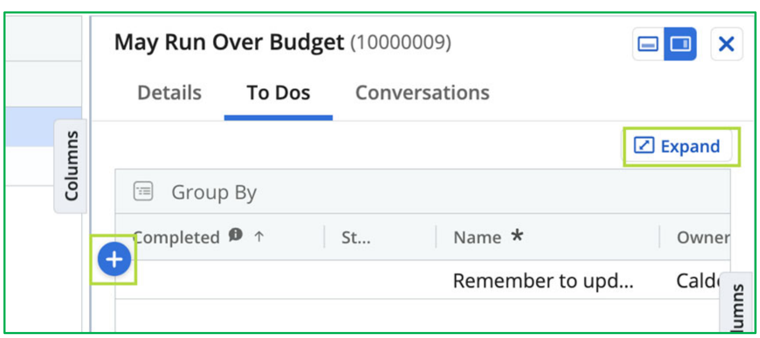
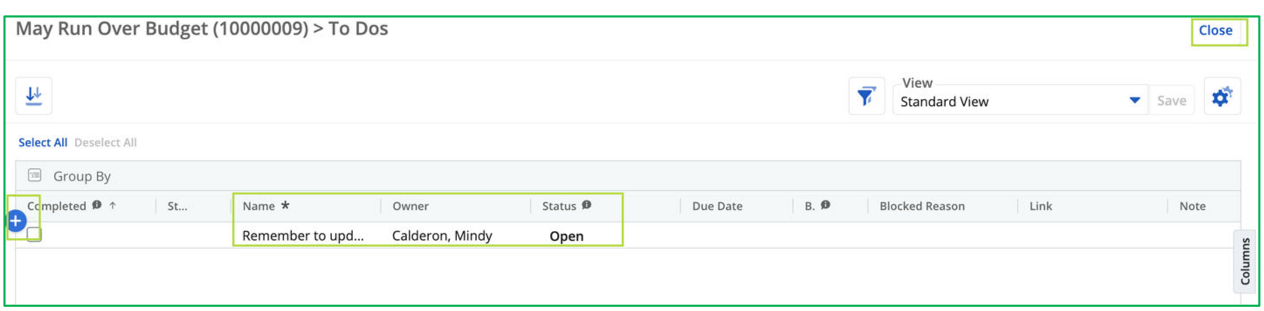
MUX To Dos

Add a To Do for a Risk or Issue

1. To add To Do(s)
   - Navigate to a Project's Risk/Issue tab and select a Risk/Issue
   - Click the Details Panel and select the To Dos tab
   - Click Add Row (⊕)
   - Enter Name (required). The To Do saves 'blue'
   - Click or tab to enter the rest of the fields OR
   - Click Expand to open the To Dos Grid layout
   - Click or tab to enter the rest of the fields OR
   - With the row selected, click **Details** and enter fields using the form and Close (x)







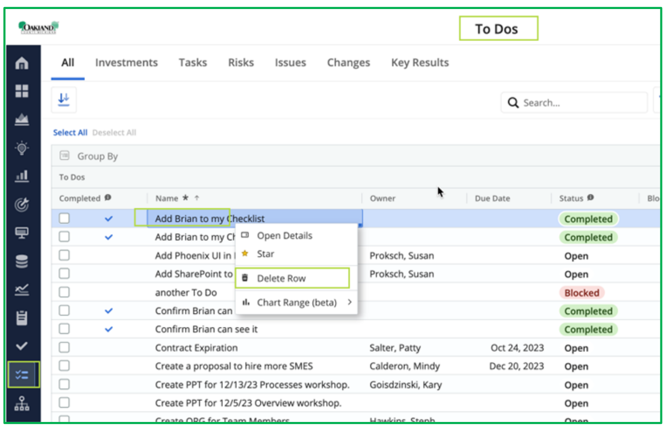
MUX To Dos

Delete To Dos

There are two (2) ways to delete To Dos

- Using Delete Row
- Using Select Item

1. To delete a To Do using Delete Row
    - Right-click on the To Do you wish to delete
        - This applies to the To Do Module or a To Do in a Project, Task, Risk or Issue
    - Select **Delete Row**



2. To delete a To Do using Select
    - Click the checkbox(s) to the right of the To Do(s) you with to delete OR
    - Click **Select All** above the Group By toward the top of the page
        - This applies to the To Do Module or a To Do in a Project, Task, Risk or Issue
    - Click **Delete** located above the Grid
        - A Confirmation window displays
    - Click **Delete**
        - There is no **'Undo'**