

# MUX To Dos

## To Dos

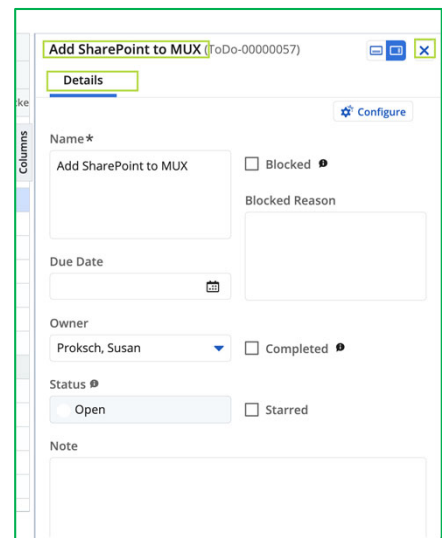
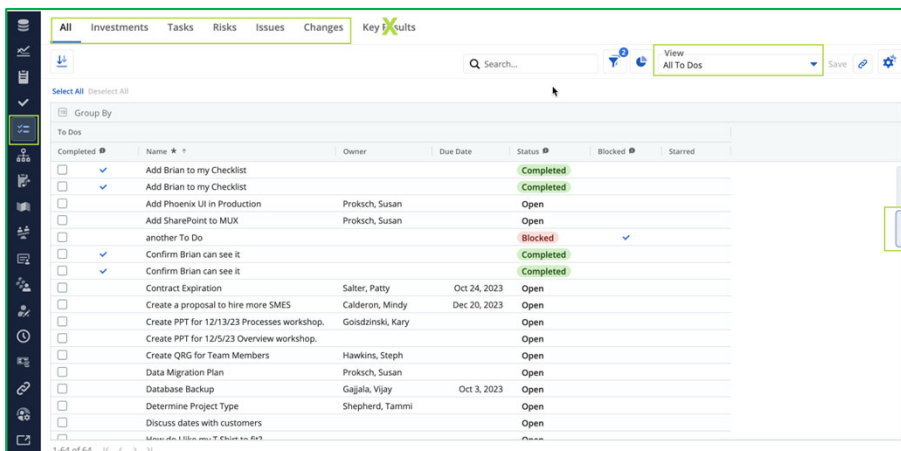
Clarity allows you to create To Dos for a:

- 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 Filter** 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

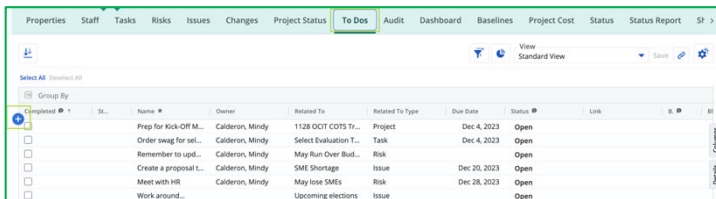


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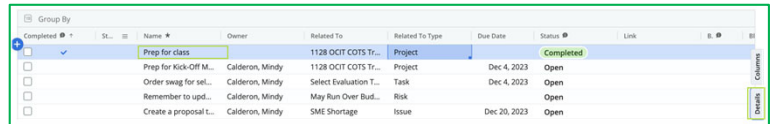
## Add a To Do for a Project

### 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)



Completed	Name	Owner	Related To	Related To Type	Due Date	Status	Link
<input type="checkbox"/>	Prep for Kick-Off M...	Calderon, Mindy	1128 OCIT COTS Tr...	Project	Dec 4, 2023	Open	
<input type="checkbox"/>	Order swag for sel...	Calderon, Mindy	Select Evaluation T...	Task	Dec 4, 2023	Open	
<input type="checkbox"/>	Remember to upd...	Calderon, Mindy	May Run Over Bud...	Risk	Dec 20, 2023	Open	
<input type="checkbox"/>	Create a proposal L...	Calderon, Mindy	SME Shortage	Issue	Dec 20, 2023	Open	
<input type="checkbox"/>	Meet with HB	Calderon, Mindy	May lose SMEs	Risk	Dec 28, 2023	Open	
<input type="checkbox"/>	Work around...	Calderon, Mindy	Upcoming elections	Issue		Open	

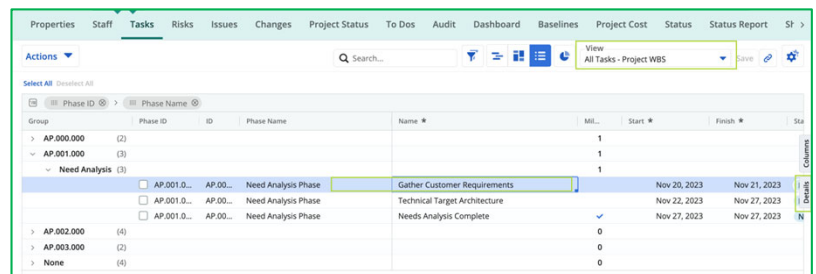


Completed	Name	Owner	Related To	Related To Type	Due Date	Status	Link
<input checked="" type="checkbox"/>	Prep for class	Calderon, Mindy	1128 OCIT COTS Tr...	Project	Dec 4, 2023	Completed	
<input type="checkbox"/>	Prep for Kick-Off M...	Calderon, Mindy	1128 OCIT COTS Tr...	Project	Dec 4, 2023	Open	
<input type="checkbox"/>	Order swag for sel...	Calderon, Mindy	Select Evaluation T...	Task	Dec 4, 2023	Open	
<input type="checkbox"/>	Remember to upd...	Calderon, Mindy	May Run Over Bud...	Risk	Dec 20, 2023	Open	
<input type="checkbox"/>	Create a proposal L...	Calderon, Mindy	SME Shortage	Issue	Dec 20, 2023	Open	

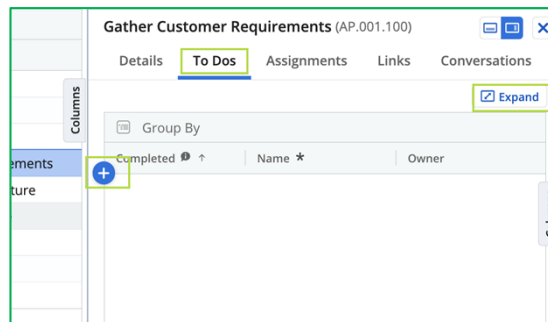
## Add a To Do for a Task

### 1. To add To Do(s)

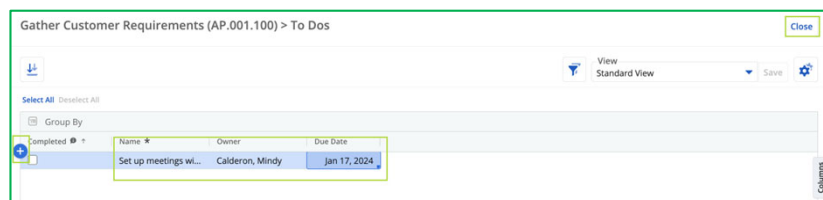
- Navigate to a Project's Task tab and select a Task To Dos tab
- Click the Details Panel and select the To Dos tab
- Click Add Row (+)
- Enter Name (required). The To Do saves 'blue'
- Click or tab to enter the rest of the fields OR
- Click Expand to open the To Dos Grid layout
- Click or tab to enter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



Group	Phase ID	Phase Name	Name	ML	Start	Finish	Sta
AP.000.000	(2)			1			
AP.001.000	(3)			1			
Need Analysis	(3)			1			
AP.001.0...	AP.00...	Need Analysis Phase	Gather Customer Requirements		Nov 20, 2023	Nov 21, 2023	
AP.001.0...	AP.00...	Need Analysis Phase	Technical Target Architecture		Nov 22, 2023	Nov 27, 2023	
AP.001.0...	AP.00...	Need Analysis Phase	Needs Analysis Complete		Nov 27, 2023	Nov 27, 2023	
AP.002.000	(4)			0			
AP.003.000	(2)			0			
None	(4)			0			



Completed	Name	Owner
<input checked="" type="checkbox"/>	Gather Customer Requirements	Calderon, Mindy



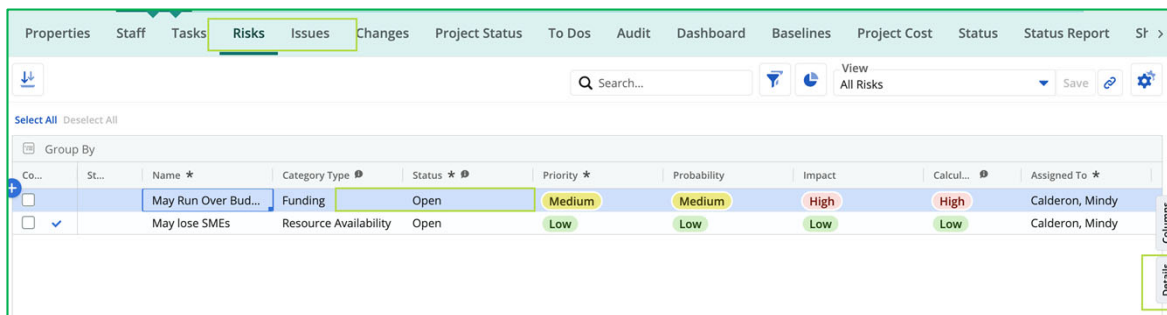
Completed	Name	Owner	Due Date
<input checked="" type="checkbox"/>	Set up meetings wi...	Calderon, Mindy	Jan 17, 2024

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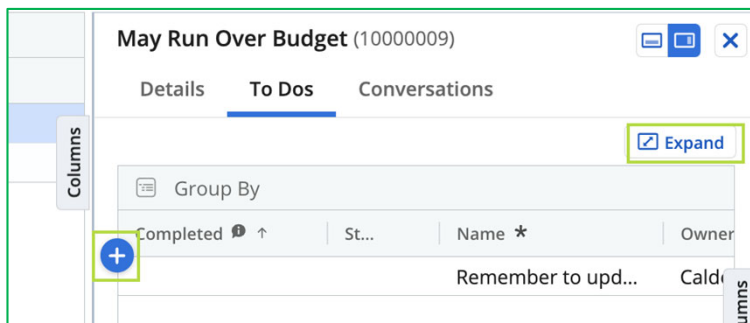
## Add a To Do for a Risk or Issue

### 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)



Co...	St...	Name *	Category Type	Status *	Priority *	Probability	Impact	Calcu...	Assigned To *
		May Run Over Bud...	Funding	Open	Medium	Medium	High	High	Calderon, Mindy
		May lose SMEs	Resource Availability	Open	Low	Low	Low	Low	Calderon, Mindy



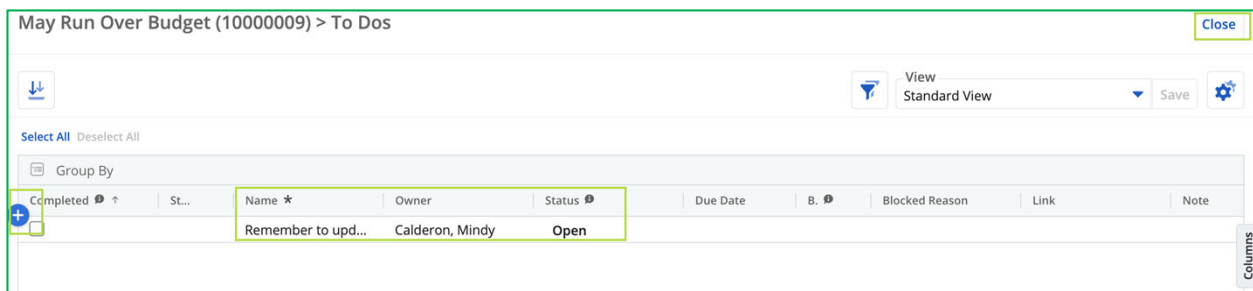
May Run Over Budget (10000009)

Details To Dos Conversations

Expand

Group By

Completed	St...	Name *	Owner
		Remember to upd...	Calderon, Mindy



May Run Over Budget (10000009) > To Dos

Close

View Standard View

Select All Deselect All

Group By

Completed	St...	Name *	Owner	Status	Due Date	B.	Blocked Reason	Link	Note
		Remember to upd...	Calderon, Mindy	Open					

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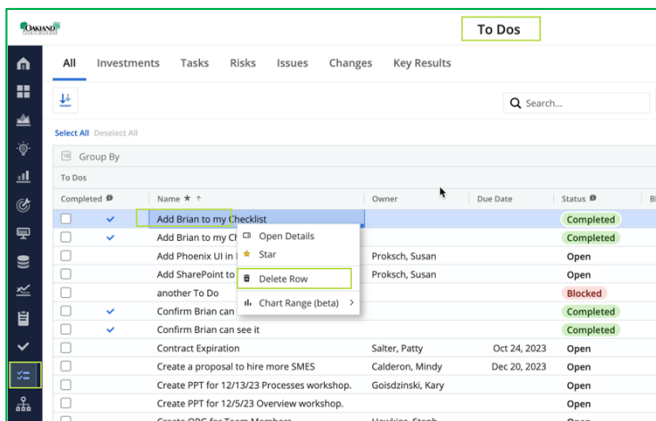
## Delete To Dos

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 wish 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'

