Task Management | Configuration & Security

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This article covers the security permissions and configuration of the Task Management screen. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Task Management | Security

- Access to **Task Management** is controlled by a permission located in the 'Menus' folder in **Security Setup** in StrataMax.
- Under the 'Task Management' folder, *Delete Task* is the permission required to delete tasks created by other users. A user will always be able to delete a task they created.
- Under the 'Task Management' folder, *Manage Schedule and Events* controls access to the *Schedules* button, which is where recurring and automated event tasks can be created.

Task Management | Configuration

All settings and visuals in Task Management are user settings, meaning they will only affect the user that makes a change. To access the *Configuration* window, select the configuration icon (looks like a cogwheel) in the top right of the **Task Management** screen.

- The *Months to look ahead* field is a global setting and is a numeric field to type in the number months to see in advance.
- By ticking the *Mark task as complete when all checklist items are complete* box, the task will be completed when all the *Checklist* items in the Task are ticked.
- *Default View* is a user setting and is for selecting the user's default view when Task Management is opened. Options are Kanban, List & Calendar.
- The *Show Extra Board Columns* tick box determines if Tasks with the state of Abandoned & Blocked will be displayed in the Kanban view.
- *Show recently closed (days)* is a numerical field that controls the number of days that completed tasks will be displayed when the Show completed in last ** days is ticked in the main Task Management screen.
- The *Show weekends in calendar* tick box determines if the calendar will display weekends by

default.