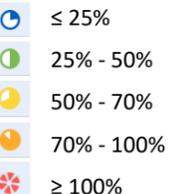
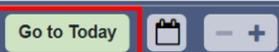
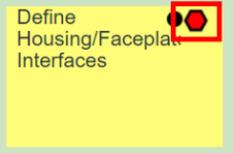


	<p>Planned lifecycle – dashed borders. Tasks that will need to be completed but we don't know exactly when they will start and finish. Planned tasks are shown in the backlog.</p>		<p>Major Milestone - green diamond. Criticality of upstream, linked tasks are calculated: Critical, Near-critical or Normal based on days of slack.</p>		<p>Save - saves your changes to the server but doesn't download the latest changes from the server to your computer.</p>		<p>Resource loading in Huddle & My Playbook expressed as percent of capacity.</p>
	<p>Active lifecycle – solid borders. Tasks that are in-work. In Huddle & My Playbook views, Active tasks are displayed on one or more calendar days.</p>		<p>Normal Milestone - black diamond. Criticality of upstream, linked tasks are not calculated – slack and criticality are unknown.</p>		<p>Save and Sync - saves your changes to the server and then downloads the latest data from the server to your computer.</p>	<p>Calendar</p> <ul style="list-style-type: none"> <input type="checkbox"/> Subtype icon <input type="checkbox"/> Milestone priority <input type="checkbox"/> Slack <input checked="" type="checkbox"/> Queued icon <input checked="" type="checkbox"/> Empty rows 	<p>Empty Rows – My Playbook only When selected, projects with no active tasks in the current calendar view and no planned tasks in the next two weeks are not displayed. When not selected, all projects are displayed.</p>
	<p>Completed lifecycle - 45° crosshatching. A task that has been successfully executed. In Huddle & My Playbook views, Completed tasks are displayed on one or more calendar days.</p>		<p>Project is out-of-date. Someone else has made changes and saved them to the server, hence your project is out of date. Time to sync!</p>		<p>Discard - discards changes since the last save and then downloads the latest data from the server to your computer.</p>		<p>In the Game Plan, repositions the today column to be in the center of the plan. In the Huddle & My Playbook, repositions the today column to show in the calendar.</p>
	<p>Archived lifecycle - 0° crosshatching. Archived tasks are not loaded by default, reducing the time it takes to load a project. In Huddle & My Playbook views, Archived tasks are displayed on one or more calendar days.</p>		<p>Task Notifications & Warnings – Click to review and accept tasks that have been assigned to you and update tasks that are out-of-date.</p>		<p>Summary task is collapsed – subtasks are not visible. Click the white triangle to expand. Click the black triangle to collapse.</p>		<p>In the Huddle & My Playbook go to a specific date by choosing a date from a calendar.</p>
	<p>Sandbox lifecycle – dotted borders. “What if” tasks. Not displayed in the backlog in Huddle & My Playbook.</p>		<p>Task's criticality has been manually set, not calculated. The color of the icon is what the task's criticality would be if it were calculated. Pink = Critical Orange = Near-Critical Yellow = Normal</p>		<p>Task is blocked.</p>		<p>Closed-Out Day checkbox in the Whole Day row - In Huddle & My Playbook – Checkmark = Projects are closed-out. Not checked = No projects are closed-out.</p>
	<p>Filled dot – Task is actionable, queued, ready to be worked on. No dot – Task is not actionable – waiting on predecessors to be marked complete.</p>		<p>Drag the time bar to adjust the hours of work for a task or task segment.</p>		<p>Task starts here (black vertical line on the left hand side of the task indicates it is the first segment).</p>		<p>Change Password, Auto Save Preferences, Sign out, etc.</p>
	<p>Meeting task – Multiple resources are assigned – all resources do the same amount of work at the same time.</p>		<p>Feedback and enhancement requests.</p>		<p>Task ends here (black vertical line on the right hand side of the task indicates it is the last segment).</p>		<p>Summary task contains archived tasks. Archived tasks can be loaded using the Lifecycle filter.</p>
	<p>Shared task – Multiple resources are assigned – resources may do different amounts of work on different days, and the task is completed once all the resources have marked their Shared task complete.</p>		<p>There are Out-of-date tasks. Click for more information.</p>		<p>Task started before this day and continues to a day in the future (no black vertical line on the left or right hand side indicates it is an interim segment).</p>		<p>Task Information – Hover over icon to see additional task information.</p>