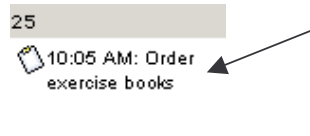


# Using the calendar

## Changing your progress on a task

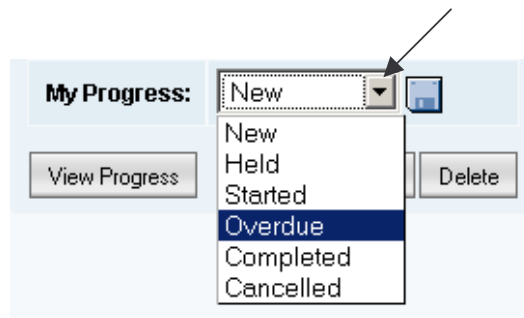
1. Click on the task entry in the main calendar view



This will show the task details box.

Task Details	
Title:	Order exercise books
Status:	NEW
Priority:	Normal
Start:	25 Aug 2006
Due:	25 Aug 2006 10:05
Category:	Work
Owner:	staff.school.lea.dbgfl
Assignees:	staff.school.lea.dbgfl
My Progress:	New <input type="button" value="Save"/>

2. To set the task progress, use the dropdown menu to select one of the options available.



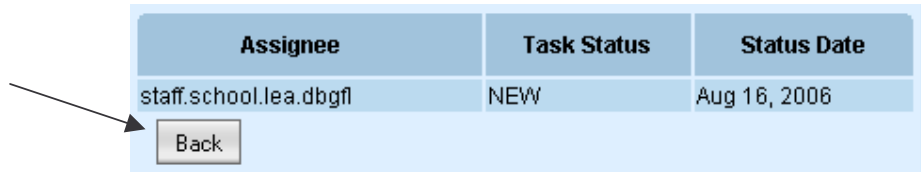
3. When you have chosen the status, click  to save the progress.
4. To check the progress at any time, click 'view progress'.



## Using the calendar

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5. Click 'back' to close the progress statistics for your task.



The screenshot shows a table with three columns: Assignee, Task Status, and Status Date. The first row contains the text 'staff.school.lea.dbgfl', 'NEW', and 'Aug 16, 2006'. Below the table is a 'Back' button. An arrow points from the left side of the page to the 'Back' button.

Assignee	Task Status	Status Date
staff.school.lea.dbgfl	NEW	Aug 16, 2006

Back