

Tutorial – Notifications & Task Acceptance

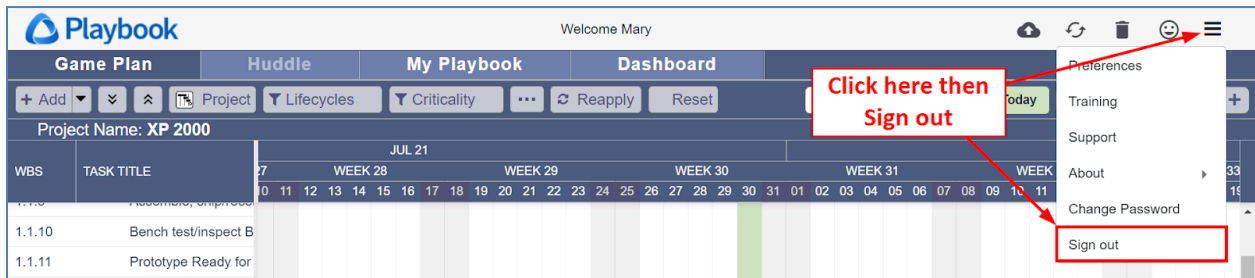
Please read through the following tutorial. This is not an interactive exercise.

1. Mary is signed into Playbook.
2. She creates the task, **Export PCB Layout in MCAD format...** and assigns it to **John**.

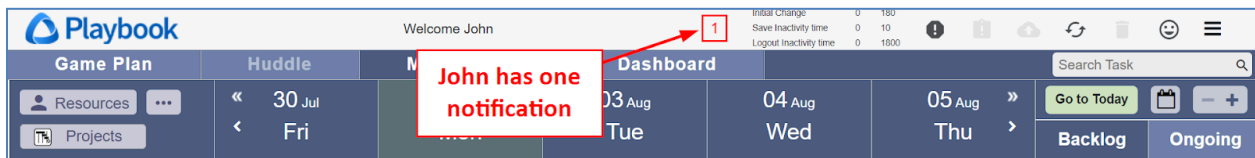
Task Properties

Basic	Title*	Export PCB Layout in MCAD format	
Summary & Status	Type*	Work	
Links	Resources	John x	
Change log	Duration*	0.5	Start on
	weekdays		04 Aug 2021 →
			04 Aug 2021
	Work*	Per day	2:00
	Per resource	Total	1:00
	Description (Definition of done)	Description	

3. Mary signs out of Playbook.

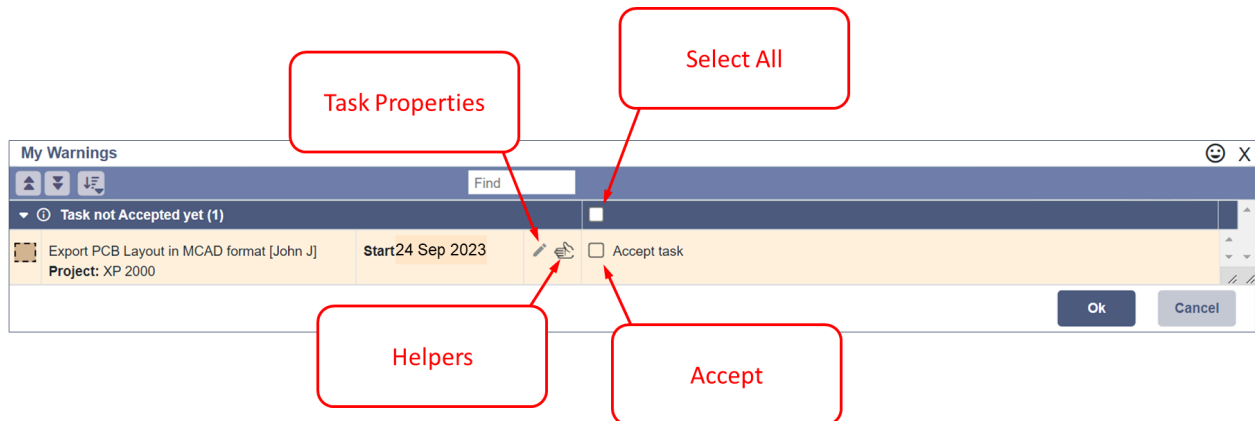


4. John signs in.
5. John has a notification.



6. When John clicks on the notification icon, all of John's new and changed tasks are listed. In this example he has a task in project **XP 2000** titled **Export PCB Layout in MCAD format**.

7. From here he can open Task Properties, Helpers, or Accept the task. Note: if there are multiple tasks, he can click Select All to apply the acceptance to all tasks.



8. Clicking on the task's title will find it in the Game Plan. This allows John to see the task in context to other tasks in the plan.

This completes the tutorial.