



## **For Contributors– How to Create Tasks and Attach Files in Classic View**

**1. Go to the Collage Classic View** (If not in Classic view, click “**Classic**” in the top right corner.)

**2. Click Home** on the far left of the grey header bar.

**3. Click the New button** indicated by the blue suitcase.

### **4. Complete the New Task box:**

**a. Choose the task template.**

Click the drop down arrow to select your department.

**b. Name the task in the name field.**

**c. Describe the work to be completed in the description field.**

**d. Choose a priority level in the priority field.**

**e. Check the Due Date box to select a due date for the task.**

**f. Check the track task status box.**

### **5. Click the Next button to proceed.**

**6. Click Next if your username appears in the task assignment field.** (If you do not see your name in this field, click Add to select yourself as a user.)

**7. On the Add Files screen click the add button to select the files to add to the task.** For example, files would include the index file of the edited Web page as well as any pdfs, word doc’s or images that were linked to on the Web page (these types of files should be located in an assets folder). As you add the files, the paths to the files you are adding should appear in the white box at the bottom of the screen. **Click Ok when you are done adding files.**

**8. Click Finish.** You should receive a “Successfully marked task done” message.

**9. On the Home tab under Current Tasks and Notifications,** the task you just created should appear.

**10. Check the box** to the far left of your current task.

**11. Click Done** on the task toolbar (3<sup>rd</sup> icon from the left).

### **Things to Remember:**

**You must select the actual index file, image or other asset type needing approval-** selecting folders does not include the contents of the folder.

**Files must be checked in before they can be approved.** If a file includes a padlock icon, then it is checked out and cannot be viewed or approved. **To check it back in, click on your username, next to the padlock icon type in a comment and click OK.**

### **If you need to discard a task before sending it to your approver:**

***\*This can only be done if the task is still in the EDIT state.***

**a. Open the task and click the Reject button** in the top toolbar.

**b. Make sure Discard Task is selected and DO NOT check off Roll back assets.**

**c. Key in a comment** in the comment box.

**d. Click OK.**

**e. The task has now been discarded.**