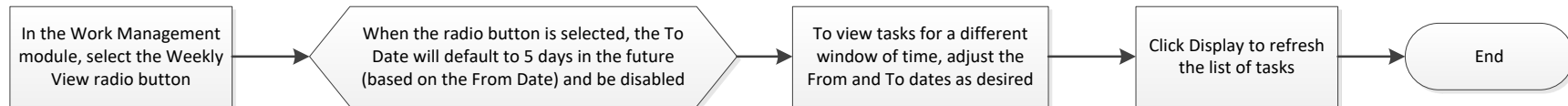


View Tasks Over a Five-Day Period – QRC WKM 101-1.1



Points to Remember

- The **Personal Workload** screen defaults to displaying tasks assigned to the logged-on user for the current day.
- The **Daily View** radio button is selected and the **From** and **To** dates are defaulted to the current day.
- To select a longer period, select **Daily View** and select the **From** and **To** dates.