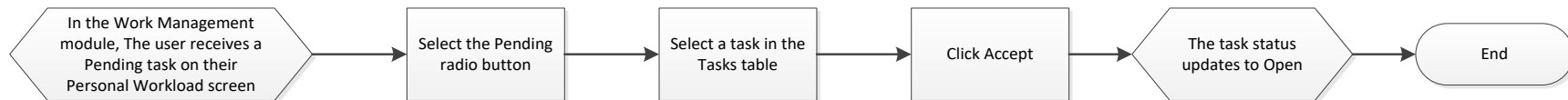
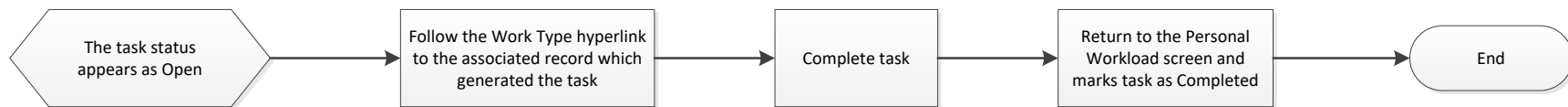


Accept & Action a Task – QRC WKM 101-2.1

Accept a Task:



Action a Task:



Points to Remember

- Alternatively, completing a task can be done by clicking the **Sub-Task ID** hyperlink and clicking the **Mark Completed** button.
- Users can click the Work Type hyperlink to review the screen/information which generated the task.