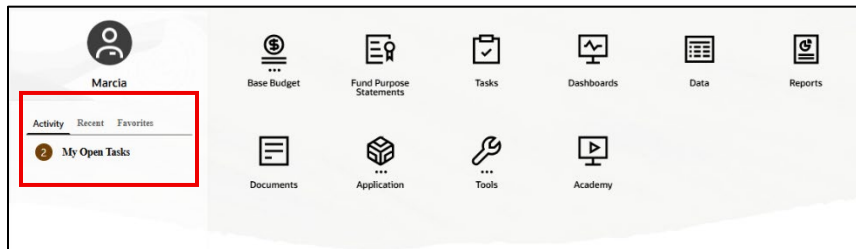
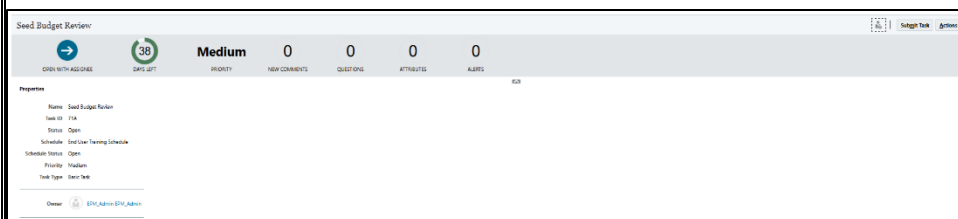


BRIDGE Job Aid: Marking a Task Complete in Task List



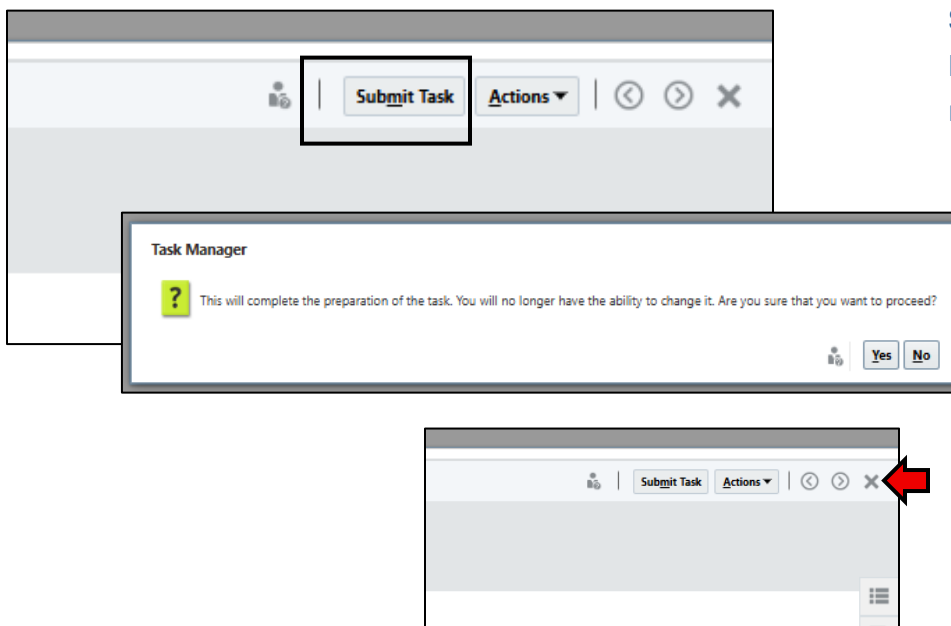
Step 1: Select My Open Tasks to review assigned task

- On BRIDGE landing page, select **My Open Tasks** on left side of page
- This will show you the currently assigned task in your workload



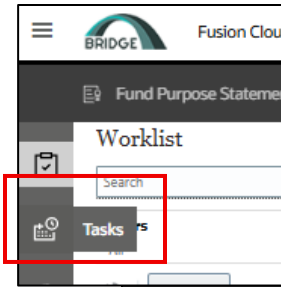
Step 2: Select the current task to expand the task page

- The task page displays **status**, **days left** to complete, and **priority**
- You must decide if you have completed the work associated with the task



Step 3: Select the Submit Task button and Yes in the confirmation message

- Once the task is submitted, the task status changes to **closed**
- Click the **X** in the upper right corner to close the current task
- The next task in the list will be assigned and display in the workload



Step 4: Select the Tasks button to see all tasks

- See **all assigned tasks** and their **status**
- **Task ID** provides the recommended order to complete tasks

The screenshot shows the 'Schedule Tasks' page in the Fusion Cloud interface. It includes a search bar, a 'View' dropdown, and a table of tasks. The table has columns for Name, Task ID, Status (with an icon), Start Date, and End Date. The tasks listed are: Seed Budget Review (Task ID 43A), Fund Purpose Statement Review (Task ID 43B), Receipts Analysis (Task ID 43C), Federal Payroll Taxes & Lease Increases (Task ID 43D), and FTE & Salary Reserve Reconciliation (Task ID 43E). All tasks have a status icon of a clock, indicating they are scheduled.

Name	Task ID	Status (Icon)	Start Date	End Date
Seed Budget Review	43A	🕒	Sep 4, 2026 1:00 PM (Day 0) UTC	Oct 16, 2026 2:00 PM (Day 30)
Fund Purpose Statement Review	43B	🕒	Oct 16, 2026 2:00 PM (Day 30) UTC	Oct 16, 2026 2:00 PM (Day 30)
Receipts Analysis	43C	🕒	Oct 16, 2026 2:00 PM (Day 30) UTC	Oct 16, 2026 2:00 PM (Day 30)
Federal Payroll Taxes & Lease Increases	43D	🕒	Oct 16, 2026 2:00 PM (Day 30) UTC	Oct 16, 2026 2:00 PM (Day 30)
FTE & Salary Reserve Reconciliation	43E	🕒	Oct 16, 2026 2:00 PM (Day 30) UTC	Oct 16, 2026 2:00 PM (Day 30)