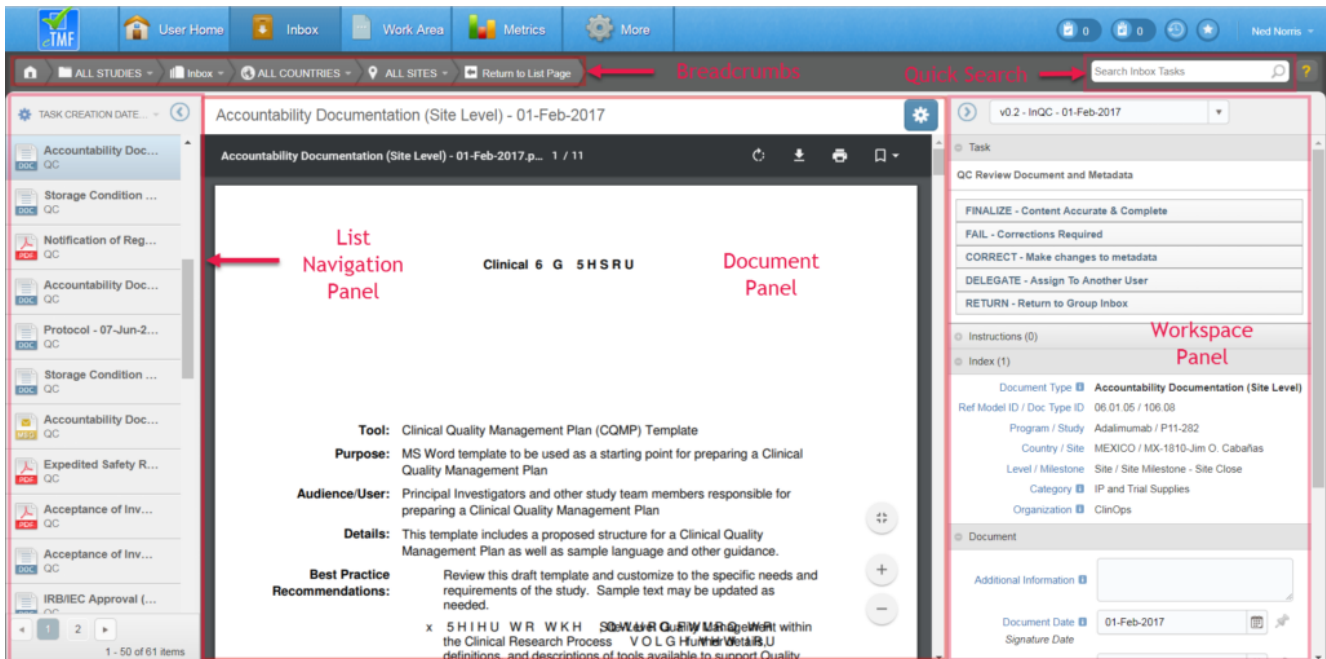


# Task Details

The Task Details view allows the user to view document content and metadata while completing their assigned task.



Each section of the Task Details view is described below.

## Document Panel

Content (if any) is displayed in the Document Panel.

Users can use the scroll bar within the panel to navigate among different pages of content.

At the top of the Document Panel, an Actions menu icon provides options that allow you to view the content outside of the application and view the audit trail.

Below the Actions menu icon, additional icons are available for rotating the content, downloading the content locally, or printing the content. If the content contains bookmarks, a bookmark icon is also displayed, providing access to a menu of bookmarks. The user can select a bookmark from the menu to navigate to a specific section of the document.

Icons at the bottom right of the Document Panel can be used to adjust the page display as follows:

- **Fit to page/fit to width:** allows the user to enlarge the content so that it utilizes the width of the viewing area or reduce the content so that it fits within the height of the viewing area
- **Zoom in:** allows the user to adjust the focus so that the text is larger; each click of the icon increases the size incrementally
- **Zoom out:** allows the user to adjust the focus so that the text is smaller; each click of the icon decreases the size incrementally

In review tasks, icons are displayed along the bottom of the Document Panel for creating annotations within the content (not shown above).

## Workspace Panel

The Workspace Panel displays task outcomes, indexing instructions, metadata, relationships, and any personal notes you've added in separate, collapsible sections. To complete the task, expand the Task section and select an outcome. Available outcomes are based on the type of task.

At the top of the panel, a drop-down list provides access to previous versions of the content. The arrow icon to the left of this drop-down enables you to hide the Workspace Panel and expand the display of the Document Panel.

## List Navigation Panel

The List Navigation panel is useful for navigating quickly among tasks in your Inbox.

When you access the Details view by clicking the **View Details** link within the Inbox (see below), the List Navigation Panel displays a list of all tasks in your inbox. The content and

metadata of the first task are open within the Document Panel and Workspace Panel, respectively. Once the user selects an outcome for the open task, the next task in the list will automatically open in the same view. This allows you to work through a list of tasks without having to manually open each one.

