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## Introduction

The My Tasks feature allows the SkilledTradesBC Customer Service team to communicate with apprentices and sponsors in the SkilledTradesBC portal.

SkilledTradesBC can use My Tasks to assign tasks to users, remind them of important deadlines that require immediate attention and send them personalized notes regarding their profiles.

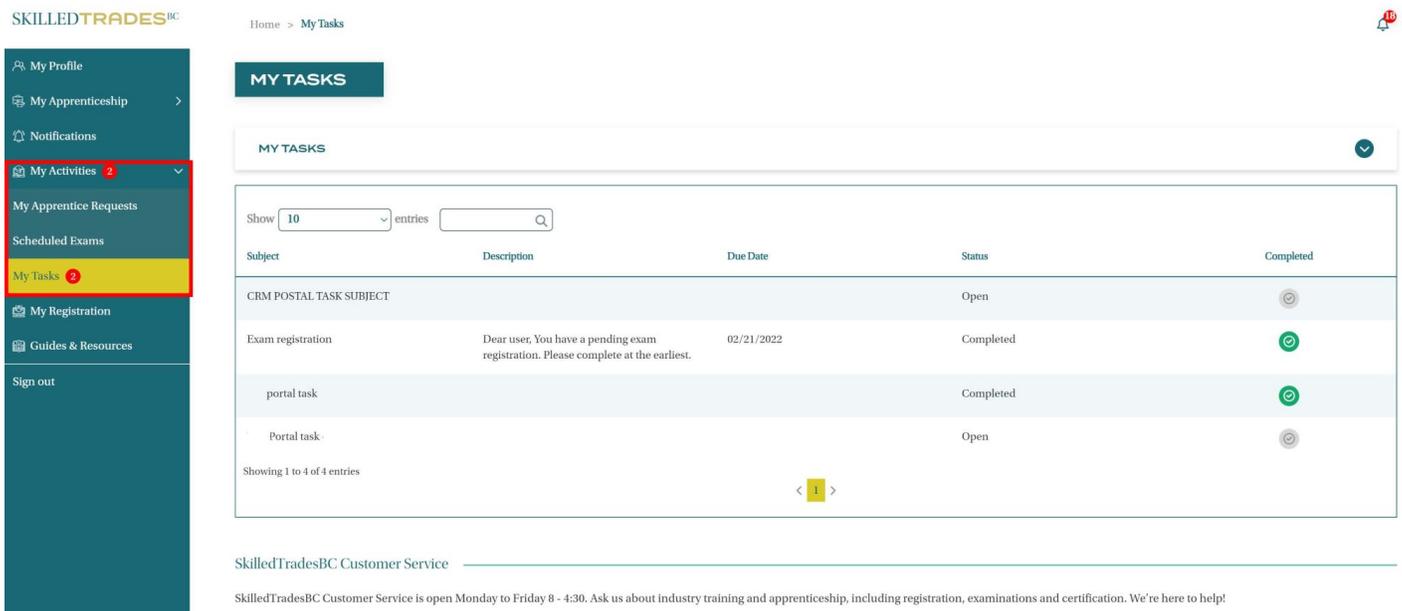
## Key Features

Users can perform the following functions on My Tasks:

- View assigned tasks
- Mark tasks as completed

## Access My Tasks

Users can access the My Tasks section through the My Activities section on the left corner of the screen.



Home > My Tasks

**MY TASKS**

MY TASKS

Show 10 entries

Subject	Description	Due Date	Status	Completed
CRM POSTAL TASK SUBJECT			Open	
Exam registration	Dear user, You have a pending exam registration. Please complete at the earliest.	02/21/2022	Completed	
portal task			Completed	
Portal task			Open	

Showing 1 to 4 of 4 entries

SkilledTradesBC Customer Service

SkilledTradesBC Customer Service is open Monday to Friday 8 - 4:30. Ask us about industry training and apprenticeship, including registration, examinations and certification. We're here to help!

Click on My Tasks under My Activities to view the assigned tasks. The following fields are displayed:

- Subject

- Description – a summary of the assigned task
- Due Date – the last date by which users are required to complete the assigned task
- Status – status of the assigned task

Users can search for a specific task by typing the keywords in the screen's search box at the top right corner.

Tasks can also be sorted in ascending / descending order by clicking on the arrow next to each entity.

Home > My Tasks

**MY TASKS**

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Show 10 entries

Subject	Description	Due Date	Status	Completed
CRM POSTAL TASK SUBJECT			Open	
Exam registration	Dear user, You have a pending exam registration. Please complete at the earliest.	02/21/2022	Completed	
portal task			Completed	
Portal task			Open	

Showing 1 to 4 of 4 entries

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## Completed Task

Once a task is assigned to the user, the status of the task is then set to **Open**.

Users are required to complete the task by the assigned due date.

- My Profile
- My Apprenticeship >
- Notifications
- My Activities 2
- My Apprentice Requests
- Scheduled Exams
- My Tasks 2
- My Registration
- Guides & Resources
- Sign out

**MY TASKS**

Subject	Description	Due Date	Status	Completed
CRM POSTAL TASK SUBJECT			Open	<input type="radio"/>
Exam registration	Dear user, You have a pending exam registration. Please complete at the earliest.	02/21/2022	Completed	<input checked="" type="radio"/>
portal task			Completed	<input checked="" type="radio"/>
Portal task			Open	<input type="radio"/>

Showing 1 to 4 of 4 entries

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Upon successful completion of the assigned task, users can mark it as Complete. Click the check mark under Completed.

- My Profile
- My Apprenticeship >
- Notifications
- My Activities 2
- My Apprentice Requests
- Scheduled Exams
- My Tasks 2
- My Registration
- Guides & Resources
- Sign out

**MY TASKS**

Subject	Description	Due Date	Status	Completed
CRM POSTAL TASK SUBJECT			Open	<input type="radio"/>
Exam registration	Dear user, You have a pending exam registration. Please complete at the earliest.	02/21/2022	Completed	<input checked="" type="radio"/>
portal task			Completed	<input checked="" type="radio"/>
Portal task			Open	<input type="radio"/>

Showing 1 to 4 of 4 entries

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Click OK to confirm the action.

SKILLEDTRADES BC

Home > My Tasks

portal-uat.skilledtradesbc.ca says  
Are you sure you would like to mark the task as complete?  
OK Cancel

**MY TASKS**

MY TASKS

Show 10 entries

Subject	Description	Due Date	Status	Completed
CRM POSTAL TASK SUBJECT			Open	
Exam registration	Dear user, You have a pending exam registration. Please complete at the earliest.	02/21/2022	Completed	
portal task			Completed	
Portal task -			Open	

Showing 1 to 4 of 4 entries

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Once the task is marked as completed, the status of the task changes to Portal Complete and a green check appears under Completed.

The green check indicates that the user has completed the task.

SKILLEDTRADES BC

Home > My Tasks

**MY TASKS**

MY TASKS

Show 10 entries

Subject	Description	Due Date	Status	Completed
CRM POSTAL TASK SUBJECT			Open	
Exam registration	Dear user, You have a pending exam registration. Please complete at the earliest.	02/21/2022	Completed	
portal task			Completed	
Portal task -			Portal Complete	

Showing 1 to 4 of 4 entries

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The SkilledTradesBC will review the task to ensure that it is completed appropriately.

Upon review, the SkilledTradesBC will mark it as complete if no further action is required.

The task status changes to Completed. This indicates that there is no further action required from the user.

Home > MyTasks

### MY TASKS

MY TASKS

Show 10 entries

Subject	Description	Due Date	Status	Completed
CRM POSTAL TASK SUBJECT			Open	
Exam registration	Dear user, You have a pending exam registration. Please complete at the earliest.	02/21/2022	Completed	
portal task			Completed	
Portal task -			Portal Complete	

Showing 1 to 4 of 4 entries

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The number next to My Tasks changes to signify the number of pending tasks.

Home > MyTasks

### MY TASKS

MY TASKS

Show 10 entries

Subject	Description	Due Date	Status	Completed
CRM POSTAL TASK SUBJECT			Open	
Exam registration	Dear user, You have a pending exam registration. Please complete at the earliest.	02/21/2022	Completed	
portal task			Completed	
Portal task -			Portal Complete	

Showing 1 to 4 of 4 entries

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## SkilledTradesBC Customer Service

The My Tasks page also contains the SkilledTradesBC Customer Service contact details.

Users can reach out to the SkilledTradesBC through the contact information below for assistance.



- My Profile
- My Apprenticeship >
- Notifications
- My Activities 1
- My Apprentice Requests
- Scheduled Exams
- My Tasks 1
- My Registration
- Guides & Resources
- Sign out

### MY TASKS

#### MY TASKS



#### SkilledTradesBC Customer Service

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Call	778 328 8700
Toll Free in BC	1 866 660 6011
Fax	778 328 8701
Email	customerservice@skilledtradesbc.ca

Need help with this? [View My Tasks User Manual](#)