



Task Manager Guide

PV630 SV101

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Overview

The Task Manager solution organizes workflows inside and outside of OneStream. It provides one stop for Administrators to manage and ensure the success of their processes.

Task Manager accomplishes the following:

- Assigns tasks based on close or process start dates.
- References workflows to be completed or reassigned.
- Allows for communication around tasks through email and comments.
- Provides at-a-glance charts to see task status across individual Preparers, Approvers, and task groups.

Setup and Installation

Note: Task Manager cannot be used on applications with a custom weekly time profile.

Use the following information to understand prerequisites and dependencies, plan your installation, and configure the database server.

Note: Before beginning setup, verify that the SQL server has table creation rights on the SQL database to create the custom tables.

See also: MarketPlace Solution Modification Considerations

Dependencies

Component	Description
OneStream 6.3.0 or later	Minimum OneStream Platform version required to install this version of Task Manager.

Select the Task Manager Development Location

Before beginning installation, decide whether to build the solution directly in the Production OneStream application or in a separate Development OneStream application. This section provides some key considerations for each option.

Production OneStream Application: The primary advantage of building the solution in a Production application is that you will not have to migrate the resulting work from a Development application. However, there are intrinsic risks when making design changes to an application used in a Production capacity and not advised.

Note: OneStream strongly recommends that you implement the solution in the Development environment with a fresh copy of the Production application before starting work.

Development OneStream Application: As a best practice, use the Development OneStream application to build the solution.

Application Server Settings

You may need to edit the OneStream Application Server Configuration so users can create and change data in the additional database tables used by Task Manager. If other MarketPlace Solutions (such as Specialty Planning) are already in the application, these adjustments may already exist.

See also: [Solution Database Migration Advice](#)

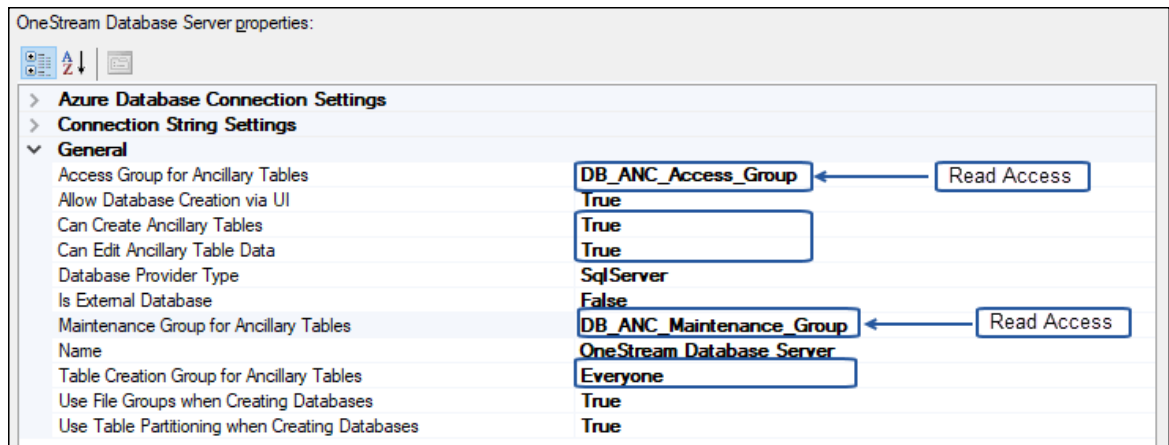
Configure the OneStream Application Server

Be sure that the security group settings include the users working on and setting up Task Manager before proceeding.

Note: Group settings are applicable to all MarketPlace solutions; it is important to keep the group names generic.

1. Start the OneStream Server Configuration Utility as an Administrator.
2. Click **Open Application Server Configuration File > Database**.
3. Edit the following **OneStream Database Server properties**:
 - **Access Group for Ancillary Tables:** Select a group that includes those who access records.
 - **Can Create Ancillary Tables:** True.
 - **Can Edit Ancillary Table Data:** True.
 - **Maintenance Group for Ancillary Tables:** Select a group who edit and maintain tables.

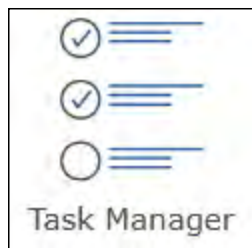
- **Table Creation Group for Ancillary Tables:** Administrator.



4. Restart Internet Information Server.

Install Task Manager

1. On the OneStream MarketPlace Dashboard, click **MarketPlace > Task Manager**.



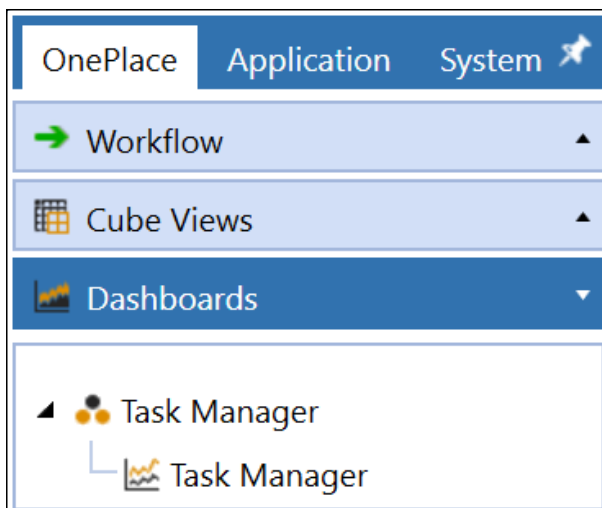
2. On the **Task Manager Solution** page, select the appropriate OneStream platform version from the Minimum Platform Version drop-down list.
3. Select the most recent version from the **Solution Version** drop-down list and click **Download**.
4. Log in to OneStream.
5. On the **Application** tab, click **Tools > Load/Extract**.
6. On the **Load** tab, locate the solution package using the **Select File** icons and click **Open**.

7. Click **Load** when the solution's file name displays.
8. Click **Close** to complete the installation.

Set Up Task Manager

The first time you run Task Manager, you are guided through the table setup process.

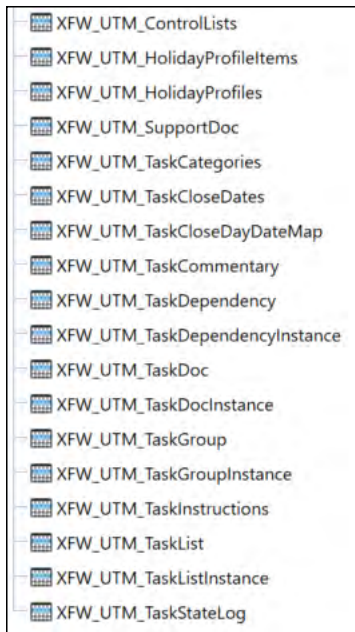
- In OneStream, click **OnePlace > Dashboards > Task Manager > Task Manager**.



Create Tables and Launch Solution

1. Click **Step 1: Setup Tables**.

This step may be necessary when upgrading even if tables already exist. Task Manager does not drop any tables that already exist, but modifies table structures and adds new ones if necessary.



2. When setup is complete, click **Step 2: Launch Solution** to open Task Manager.

Package Contents

The Dashboard Maintenance unit provides the user interface for Task Manager and includes the required dashboard groups, components, data adapters, parameters and files.

Settings



The Settings page contains the Global Options tab in which key properties that guide administration are set as well as Close Dates, Categories, Instructions, Holiday Profiles, User Preferences, Mass Updates, XFDoc Add-Ins, and Uninstall options.

Global Options

The **Global Options** page contains key properties that guide global Task Manager administration. It should be the first page accessed during the initial setup and configuration of Task Manager.

Note: All Global Options settings are retained during solution upgrades.

The screenshot shows the 'TASK MANAGER' application window with the 'SETTINGS' page open. On the left is a navigation menu with the following items: Global Options (highlighted), Close Dates, Categories, Instructions, Holiday Profiles, User Preferences, Mass Updates, XF Doc Add-Ins, and Uninstall. The main content area contains the following settings:

- Security Role [Manage Task Setup]:** UTM_Admins (dropdown menu)
- Email Connection:** OneStreamEmail (dropdown menu)
- Close Has Work Day Zero:**
- Due Date Method:** Derived (dropdown menu)
- Start Hour Method:** Offset Close Start Hour (dropdown menu)
- Holiday Offset Method:** Extend Task Duration (dropdown menu)
- Allow Private Task Groups:**
- Edit Commentary:**

A blue 'Save' button is located at the bottom center of the settings area.

Security Role [Manage Task Setup]

The user group assigned to this role determines the global Task Manager Administrators. Users with this role are granted access to all areas of Task Manager and are the only users who can access the Settings page.

Email Connection

The named email connection to use for notifications. The name of the connections in this drop list derives from the initial server configuration. See the *Installation and Configuration Guide* for more information on configuring an email connection on your server.

Close Has Work Day Zero

This setting controls the numeric work day values and work day offsets when the **Due Date Method** Global Option is set to **Derived**.

- If set to **Yes**, then Day 0 (zero) is considered the first day of the close in the Work Day list. This is the default setting.

Example:

- Close Date = 7/1/2020
- Task Work Day = 0
- Task Start Date = 7/1/2020 (Close Date)

- If set to **No**, then Day 0 (zero) is not included in the Work Day list and Day 1 (one) is considered the first day of the close.

Example:

- Close Date = 7/1/2020
- Task Work Day = 1
- Task Start Date = 7/1/2020 (Close Date)

The **Close Has Work Day Zero** check box has no effect on negative task workday values.

Important: Set this option at the beginning of the setup process and do not change it. If you change this setting after creating tasks, then you must perform a mass update and republish to change the value of all existing Day 0 (zero) tasks.

Due Date Method

The Due Date Method determines the process used to compute the start and due dates of a task in relation to the configuration of close dates.

Derived

The start date and due date use the following calculation to get their values:

- Start Date = Global Close Date + Task Work Day Offset
- Due Date = Start Date + Duration

Explicit Day Map List

Looks up the start date in the **Close Date (Day Map)** field and computes the due date the same as **Derived**. This method helps when requiring very specific dates for certain months to avoid certain non-working days to apply offsets.

- Start Date = Day Map Close Date (Looked up by the **Global Close Day & Work Day** value)
- Due Date = Start Date + Duration

Holiday offsets are honored for both derived and explicit day map due date methods.

See also: [Close Has Work Day Zero](#)

Published tasks display an error message in the Task Gantt Viewer if Close Date (Day Map) has not been set up for a workflow period when the Due Date Method setting is set to Explicit Day Map List.

Start Hour Method

This setting controls how to compute a task's start and due date hours.

Offset Close Start Hour

Derives the task start hour by adding the Task Work Hour Start (offset, +2) value to the Close Start Hour value.

If the Task Work Hour Start Offset value is set to **(None)**, then the start hour is the close start hour.

Specific Start Hour

Task start hour is set to the specific value set in the **Task Work Hour Start** (Specific Time, 9:00 AM).

All work hour time values must be specified in Task Manager (Coordinated Universal Time, or GMT/Greenwich Mean Time) when defining the task.

Holiday Offset Method

Extends or shifts a task duration if the task's due date falls on a holiday.

Shift Task Start

Shifts a task's start date to the holiday offset days set up in the holiday profile.

Extend Task Duration

Extends a task's duration to the holiday offset days set up in the holiday profile.

Note: Holidays occurring during the task duration do not affect the task start or due date values.

Allow Private Task Groups

This setting controls access to the **Task Administration** page. Select this check box (default) to allow all users access to the **Task Administration** page. If not selected, only members of the Security Role group can access the page. Users who are not Administrators can only view Task Groups they own.

Edit Commentary

Select this check box to allow a Commenter to edit their comments.

See also:

- [Comments](#)
- [All Commentary](#)

Close Dates

Close Dates associates a workflow (WF) time with a specific date and time. You can use this date and time to determine if someone is late with their assignments, regardless of their geographic location.

The screenshot shows the 'TASK MANAGER' interface with the 'SETTINGS' pane open. The 'Close Dates' section is selected, displaying a table of 'Task Close Dates' and a detailed view for '2020M8'.

WF Time	Close Start Day (Server Time)	Close Start Hour (Server Time)	Close Date (UTC)
2020M8	08/31/2020	10 AM	08-31-2020 14:00:00
2020M7	07/31/2020	1 AM	07-31-2020 05:00:00
2020M6	06/30/2020	10 AM	06-30-2020 14:00:00
2020M5	05/29/2020	10 AM	05-29-2020 14:00:00
2020M4	04/30/2020	10 AM	04-30-2020 14:00:00
2020M3	03/31/2020	10 AM	03-31-2020 14:00:00

Work Day	Close Start Day (Server Time)	Close Start Hour (Server Time)	Close Date (UTC)
1	07/31/2020	5 AM	07-31-2020 09:00:00

Task Close Dates Pane

WF Time

The workflow time period. Click **Add** to add one record here for each workflow time period.

Close Start Day (Server Time)

Set this to the date when the financial close starts for this workflow time period. Server time is the time zone where the OneStream Application Server is located.

Close Start Hour (Server Time)

Set this to the hour of day the close starts. Server time is the time zone where the OneStream Application Server is located.

Close Date (UTC)

No entry required. Saving the record calculates this. The **Close Start Day (Server Time)** and **Close Start Hour (Server Time)** values convert to UTC equivalents so you can compare the current time a task is due to this entry to determine when it is due or late.

Close Date (Day Map) Pane

Used if the **Due Date Method** Global Option setting is set to **Explicit Day Map List**. You must first create a task close date before creating a close date in the Day Map grid.

Work Day

Enter the work day for a close date. This can be any positive or negative numerical value.

Close Start Day (Server Time)

Set as the date when the financial close starts for this workflow time period. Server time is the time zone where the OneStream Application Server is located.

Close Start Hour (Server Time)

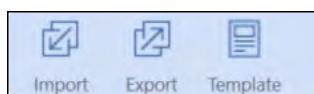
Set as the hour of day for what time the close starts. Server time is the time zone where the OneStream Application Server is located.

Close Date (UTC)

No entry required. Saving the record calculates the close date (UTC). The **Close Start Day (Server Time)** and **Close Start Hour (Server Time)** values convert to their Task Manager equivalent values to compare the current time a task is due to this entry to determine when it is due or late.

Import, Export and Template for Close Dates

You can export a close date for manipulation and re-import. A template is provided as a convenience with examples. You can import an Excel file with the close dates and associated close day maps included for update or to be added as new. The following describes each button and expectations.



Import

Click **Import** to choose the Excel file with the task close dates and associated close date day maps to update or add. Any close date day map item requires that the related close date exists before loading. Remove any sample rows before importing. You must close the Excel file, or an error occurs.

Note: No data imports from the Excel file worksheets if the import process encounters an error. The errors are written to a text file that is accessible in your File Explorer import folder.

Export

Export manages exporting the selected task close date and any associated close date day map to a CSV file to manipulate and import as an Excel file once named ranges are added. This extract is not meant for creating new task close dates. To create new task close dates, use the provided Excel import template.

See also: [Template](#)

To add named ranges:

1. Save the CSV file as an Excel XLSX file.
2. Create an Excel named range for close dates.
 - a. Select cell ranges starting with the cell containing **Application** to the last row in the last column of data before the rows that start with **Close Date Day Map**.
 - b. Create an Excel named range that starts with the letters **xft**, for example **xftCloseDate**.
3. Create an Excel named range for close date items.
 - a. Select cell ranges starting with the cell containing **Application** below **Close Date Day Map** to the last row in the last data column.
 - b. Create a separate Excel named range for day map rows that start with the letters **xft**, for example **xftCloseDayMap**.
4. After entering Excel data and defining named ranges, save the file and close it before importing.

For examples and default values to use, refer to the **How To** tab in the example template by selecting the **Template** button on the **Close Dates** page.

Template

OneStream provides an Excel template to import task close dates or close day maps. Use the **Close Date** tab to enter updates to or add new close dates in the ranges between the blue lines. Insert additional rows within this range to allow for more close dates. Remove sample rows before importing.

Close Dates Tab

WFTimeName [Include Name]	CloseDate [Date, MM/DD/YYYY]	CloseStartHour [Integer, blank for !None]
2020M8	08/02/2020	!1 AM

Close Day Map Tab

WFTimeName [Include Name]	WorkDay [Integer, blank for 1]	CloseDate [Date, MM/DD/YYYY]	CloseStartHour [Integer, blank for !None]
2020M8	1	08/04/2020	!1 AM
2020M8	2	08/05/2020	!1 AM
2020M8	3	08/06/2020	!None

Use the **Close Day Map** tab to enter updates to or add new close day maps in the ranges between the blue lines. Insert additional rows within this range to allow for more close day maps. This tab works from a different named range and both are imported.

The **How To** tab next to the **Close Day Map** tab explains how to use each field and gives examples.

After entering data into the template, save and close the file before importing.

Delete All

Deletes all close date day maps from the selected close date.

Categories

Administrators can maintain a list of up to three categories as informational labels for tasks. The application loads with the initial category value of **None** for each. Add additional categories by clicking **Insert Row** or importing them from an .xlsx file.

Note: There can be only one category named None.

Category	Description	Order
(None)	None	10
Actuals	Actuals	20
Account Rec	Account Reconciliations	25
Forecast	Forecast	30
Budget	Budget	40
Profitability	Profitability	45
Variance	Variance Analysis	50
Close Administration	Close Administration	70
Disclosures	Disclosures	80
Tax	Tax	90

Category 1, Category 2, Category 3

The list of categories maintained by your Task Manager Administrator and are used for information labels for tasks.

Select **Category 1**, **Category 2**, or **Category 3** to display the items in the category.

Import and Export

Import

Click **Import** and select an .xlsx file. You can import to multiple categories at the same time. For example, in this file, the Variance category is being added to Category 1, Category 2, and Category 3.

Category [String]	CategoryIndex [Integer]	CategoryDesc [String]	DisplayOrder [Integer]
Variance	3	Variance Analysis	15
Variance	2	Variance Analysis	15
Variance	1	Variance Analysis	15

You can update existing categories by using the same category name and changing the values in the description and order fields.

You cannot have duplicate names within a category index. For example, this file is attempting to create a category named Variance twice in the Category 1 index. This is not allowed.

Category [String]	CategoryIndex [Integer]	CategoryDesc [String]	DisplayOrder [Integer]
Variance	3	Variance Analysis	15
Variance	2	Variance Analysis	15
Variance	1	Variance Analysis	15
Variance	1	Variance Analysis-New	16

Export

Click **Export** to export all categories to a .csv file.

Template

Click **Template** to use the template to create an import file.


Categories Buttons

The Task Categories pane on the Categories settings includes a toolbar that lets you add, update, and delete categories.

Insert Row


Click **+** to insert an additional row, then enter the category, description, and order.

Delete Row


Select a row, then click . A row cannot be restored after it is deleted.

Note: You cannot delete a category if it is assigned to a task or has a published task instance .

Cancel

If you've made changes, you can click  to cancel all changes made since the last save.

Save

Click  to save any changes made.

Category

The category's name. Its value is required to save the category. You cannot create two categories within the same category index with the same name. Special characters such as % are stripped from the name. For example, **EBIT** and **EBIT %** are considered duplicate names. After saving, the **Category** field is read-only.

Description

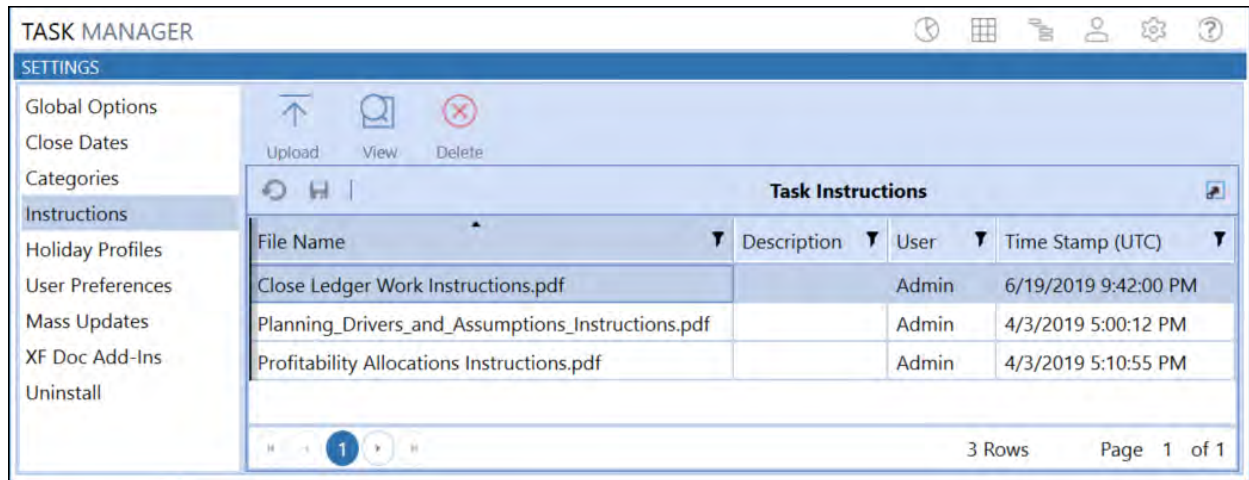
Text that displays when you configure tasks as the category.

Order

Controls the order in which categories display in a drop-down list box. The lowest number displays first. If the order of each category is set as the same number, the list sorts by description.

Instructions

Administrators can upload files containing instructions that can then be assigned to all tasks in a task group or to individual tasks. Instructions can be used to provide critical information needed to process a task.



Instructions files can use these file types:

- DOCX
- PDF
- PPTX
- RTF
- TXT
- XLSX

After instructions are assigned to tasks and published, you can view them in the Instructions pane of a task. You cannot edit the instructions.

PPTX and RTF file types are not viewable from within the task's **Instructions** section. When these file types are used, Task Manager prompts you to download the file when you click the **Task Instructions** icon for a task.

See also: [Instructions \(tasks with instructions only\)](#)

Note: Instructions can only be updated at the task level when adding or removing instructions via mass update.

File Name

Lists the file name and file extension of each instruction document currently used as a task instruction.

Description

Any description added to the upload record of the instruction document.

User

The username of the person who uploaded the document.

Time Stamp (UTC)

The upload date and time for the listed document. This is determined by the time zone where your OneStream Application Server is located.

Task Instructions Icon Bar

All menu bar selections display when you select a task instruction from the list.

Upload

Allows you to navigate to and select the instructions file you want to upload to include in the task instructions list.

When uploading a task instructions file that contains restricted characters, the restricted characters are removed from the file name when uploaded, resulting in a different file name. For example, if you upload a file named `&Instructions&.xlsx`, the file becomes `Instructions.xlsx` in the OneStream database because the restricted characters (the two ampersands) are stripped from the file name. Because instructions file names must be unique in the OneStream database, no other instructions file named `Instructions.xlsx` can be downloaded while that instructions file exists in the OneStream database.

See also: The *Restricted Characters* section of the *OneStream Design and Reference Guide* for a list of restricted characters.

View

Select an instructions file, then click **View** to open the selected instructions file in the application associated with the file type.

Delete

Select a file to remove from the task instructions list, then click **Delete** to remove it from the list. This does not permanently delete the file, but removes the file name from the OneStream database.

Holiday Profiles

Administrators can maintain a list of holiday profiles that you can assign to tasks. Holiday profiles group individual holidays into logical groups. For example, you can have holiday groups that include all holidays for a specific country.

Holiday Profiles Pane

The Holiday Profiles pane lists currently defined holiday profiles and contains the following information for each holiday.

Profile Name

The name assigned to the holiday profile.

Description

An explanation of what types of holidays are stored within the profile.

Holiday Profiles		Holiday Offsets		
Profile Name	Description	Holiday Date	Offset (Day)	Description
US Holidays	US Holidays	2020/01/01	1	New Year's Day
UK Holidays	UK Holidays	2020/01/20	1	Martin Luther King Jr. Day
		2020/05/25	1	Memorial Day
		2020/07/03	2	Independence Day (Observed)
		2020/07/10	1	Thanksgiving
		2020/09/07	1	Labor Day
		2020/11/11	1	Veteran's Day
		2020/12/25	1	Christmas

Holiday Offsets Pane

These are the individual holidays that cause task due dates to be offset. Select the holiday profile to which the holiday belongs, then click Insert Row in the Holiday Offsets pane to add a new holiday. Offset task due dates allow additional time to complete and approve tasks when the due date falls on a designated holiday date.

Holiday Date

The calendar date of the holiday. Click in the field, then select the **Calendar** icon. Switch to the appropriate holiday date within the calendar to select it.

Note: You can also manually enter the date by selecting in the cell and typing in the holiday date.

Offset (Days)

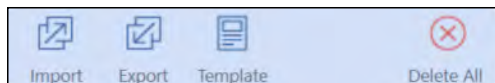
Enter the number of calendar days that the due date adjusts by when a task due date falls on a specified holiday date. A positive number moves the due date to a later date, a negative number moves the due date to an earlier date.

Description

The name of the holiday.

Holiday Profiles Icon Bar

You can export a holiday profile to manipulate and re-import. A template is provided as a convenience with examples. You can also import an Excel file with holiday profiles and holiday dates included, either to update or to add as new. The following describes each button and expectations.



Import

Click **Import** to select the Excel file with the holiday profiles and associated holiday offsets you want to update or add. Any holiday offset item requires that the related holiday profile exists before loading. Remove any sample rows before importing. Make sure you close this Excel file before importing, otherwise an error displays during the import.

See also: [Import, Export and Template for Task Groups, Task Definitions and Task Dependencies](#)

Note: Excel file worksheet data does not import if the import process encounters an error. The errors are written to a text file stored in your File Explorer import folder.

Export

This manages exporting the selected holiday profile and any associated holiday offsets to a CSV file to manipulate and import as an Excel file once you add named ranges. This extract does not create new holiday profiles. To create new holiday profiles, use the provided Excel import template.

To add named ranges:

1. Save the CSV file as an Excel XLSX file.
2. Create an Excel named range for holiday profiles:
 - a. Select the cell ranges starting with the cell containing **Application** to the last row in the last column of data in the row before **Holiday Profile Items**.
 - b. Create an Excel named range that starts with the letters **xft**, for example **xftHolidayProfiles**.
3. Create an Excel named range for holiday profile items:
 - a. Select the cell ranges starting with the cell containing **Application** below **Holiday Profile Items** to the last row in the last column of data.
 - b. Create a separate Excel named range for holiday dates rows that starts with the letters **xft**, for example **xftHolidayDates**.
4. After entering Excel data and creating named ranges, save the file and close it before importing.

Template

OneStream provides an Excel template to import holiday profiles and holiday dates. Use the **Holiday Profiles** tab to enter updates to or add new holiday profiles in the ranges between the blue lines. Insert additional rows within this range to allow for more holiday profiles.

Holiday Profiles Tab

GroupID [Include Guid or blank for new]	Name [String]	Description [String]
	USHolidays	US Holidays
	UKHolidays	UK Holidays

Holiday Dates Tab

FKHolidayProfileID [Include Guid or IGroupName]	HolidayDate [Date, MM-DD-YYYY]	Offset [Integer, Blank for 1]	Description [String]
!USHolidays	01/01/2020	1	New Year's Day
!USHolidays	05/25/2020	1	Memorial Day
!USHolidays	07/04/2020	1	Independence Day
!USHolidays	09/07/2020	1	Labor Day
!USHolidays	11/26/2020	1	Thanksgiving Day
!USHolidays	12/25/2020	1	Christmas Day
!UKHolidays	01/01/2020	1	New Year's Day
!UKHolidays	12/25/2020	1	Christmas Day

Use the **Holiday Dates** tab to enter updates to or add new holiday dates in the ranges between the blue lines. Insert additional rows within this range to add more holiday dates. This tab works from a different named range and both are imported.

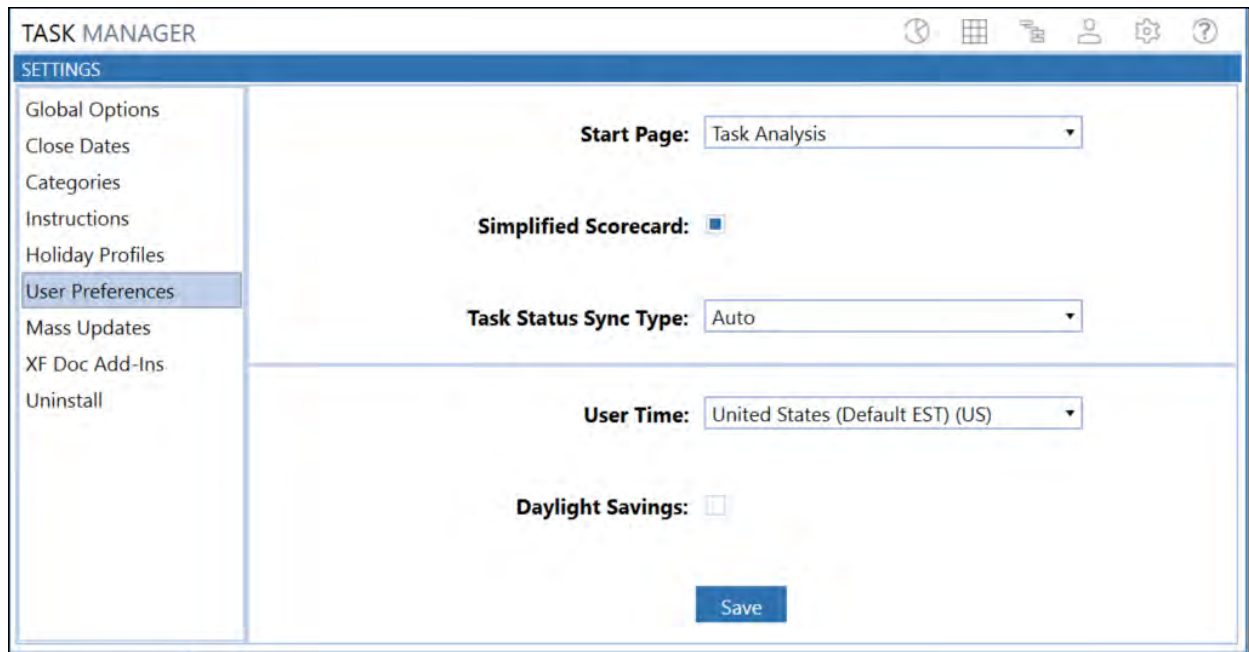
You can update the offset integer for holiday date by clicking in the appropriate Offset cell and entering a positive or negative whole integer. Once you fill out the template, save it and close the file before importing. For examples and default values use, refer to the **How To** tab next to the **Holiday Dates** tab.

Delete All

This lets you delete all holiday offsets for a selected holiday profile.

User Preferences

Users can set their default start page, scorecard, task status sync type, and time zone on this page.



The screenshot shows the 'TASK MANAGER' application window with the 'SETTINGS' menu open to 'User Preferences'. The settings are as follows:

- Start Page:** Task Analysis (selected in a dropdown menu)
- Simplified Scorecard:** (checked)
- Task Status Sync Type:** Auto (selected in a dropdown menu)
- User Time:** United States (Default EST) (US) (selected in a dropdown menu)
- Daylight Savings:** (unchecked)

A 'Save' button is located at the bottom center of the settings panel.

Start Page

You can assign the default start page that displays when accessing Task Manager via OnePlace. The start page options are: Task Analysis, Task Grid View, and Task Gantt View.

Simplified Scorecard

Select this check box to display the Simplified scorecard as the default scorecard to display.

See also: [Scorecard](#)

Task Status Sync Type

Task status syncing is when the task preparation statuses for custom, workflow, and dependent group task types are updated. When accessing Task Manager from OnePlace, all task statuses update when you display the start page, including tasks that require syncing. The Task Status Sync Type setting lets you determine when task status syncing occurs once the start page fully loads.

Auto

Task status syncing occurs when:

- The **Task Analysis**, **Task Grid View**, or **Task Gantt View** pages load.
- Any of the menu bar task filters change.
- The **Scorecard Task Detail** dialog box closes.

Manual

Task status syncing only occurs when you click **Sync Tasks and Refresh Page**. Manual Task Status Sync Type may be the preferred option when the Task Manager implementation includes complex custom tasks.

User Time

The user's time zone in which they work. This drives task due date information (Start Date, End Date) and converts the task due date info to the user's time on the scorecard pages.

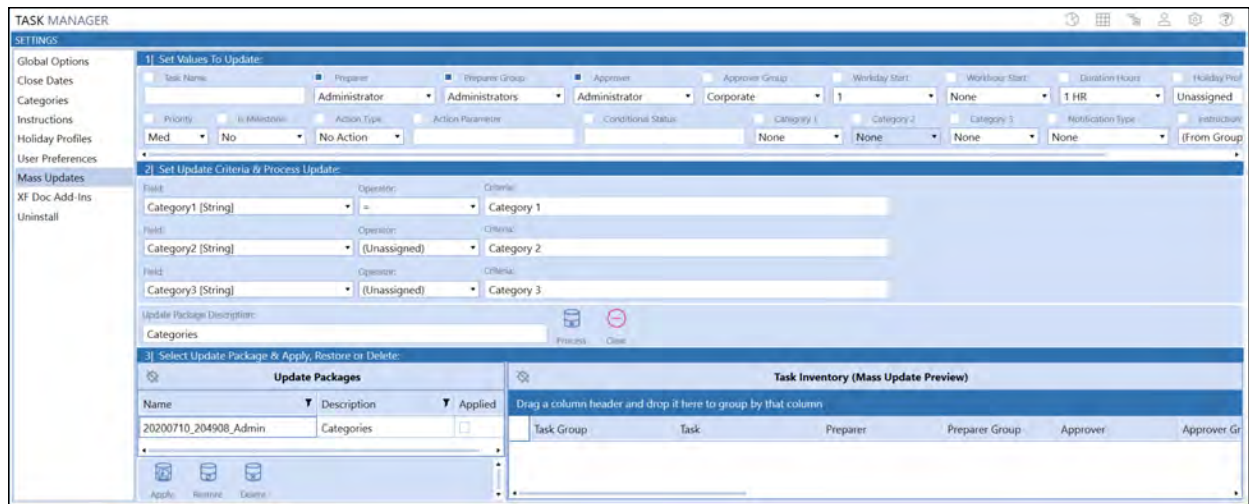
Daylight Savings

Select the **Daylight Savings** check box to adjust tasks times to reflect the daylight savings offsets for the selected user time over any given year. If this check box is not selected, then tasks times do not adjust for daylight savings.

Note: It is highly recommended to set the User Time value to the same time zone as set on the user's Date & Time settings for Microsoft Windows. If the user time is different, tasks reflect inaccurate times in certain grids and charts across Task Manager.

Mass Updates

There are a few ways to reduce the maintenance that comes with editing properties on hundreds of tasks. This is where mass updates are so useful. Use the **Mass Updates** page to define updates to apply. You can choose values to change in bulk, provide criteria for which items to update, and preview changes. You also can apply the changes or restore the values to their state before mass changes were made. Mass updates can apply to all tasks, whether published or unpublished.



See also: [Process Tasks in Bulk](#)

1| Set Values to Update

The **Set Values to Update** pane is where you define the data change(s) to make.

Select the checkbox next to the fields you want to update, then specify the new value for each of the columns that require updating. Updates occur on any row(s) matching the criteria established in the **Set Update Criteria** pane.

2| Set Update Criteria and Process Update

Establish between one to three sets of criteria that identify the task rows changed by the mass update. To establish the criteria, select the field and provide the value that identifies the tasks to update.

All listed criteria are considered together. An **and** query joins multiple criterion. Only rows matching all the criteria change.

If **Operator** is set to **Contains** and **Value** is set to a single apostrophe (‘), all records return, even if there is only one row that contains a single apostrophe. Review the changes carefully before applying.

Update Package Description

Assign a description to this update package before clicking **Process**.

Process - Process all updates for review.

Clear - Clears all the **Values to Update** and **Update Criteria** values.

3| Select Update Package & Apply, Restore, or Delete

The **Update Packages** pane is a list of description entries that you can later save to the task records or delete the criteria. These criteria are visible only to you and can be called back up to apply or restore in the future or delete.

Apply

If there are records present in **Task Inventory (Mass Update Preview)**, click **Apply** to update task inventory rows with these new properties.

Restore

If there are records present in **Task Inventory (Mass Update Preview)**, click **Restore** to update those task inventory rows with properties that existed before changes were saved.

Delete

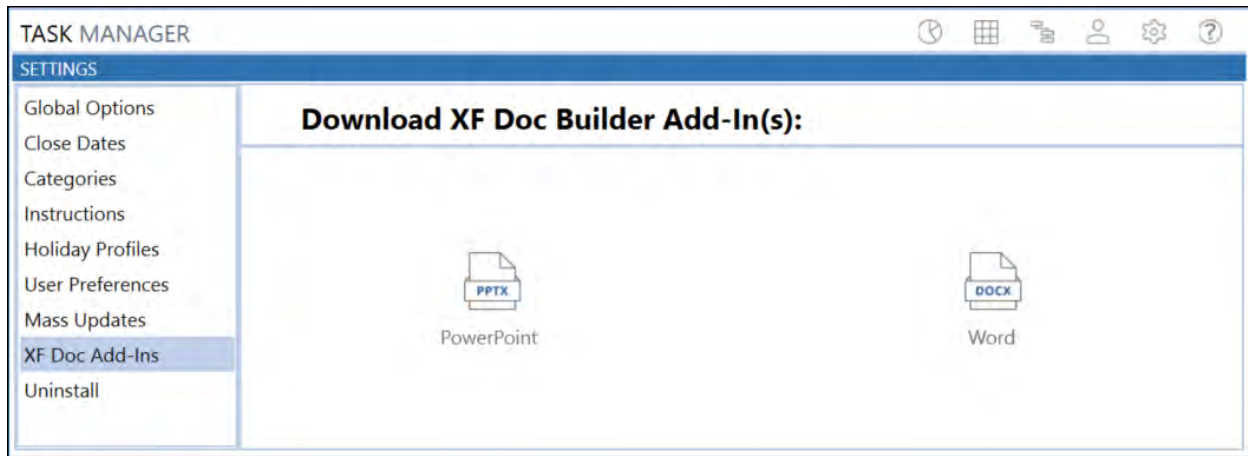
Select a row in **Update Packages** and click **Delete** to remove this set of changes from the list.

Task Inventory (Mass Update Preview)

Task Inventory (Mass Update Preview) is a read-only preview of the changes you can make to the task inventory when you click **Apply**. Carefully review the results of the value updates here.

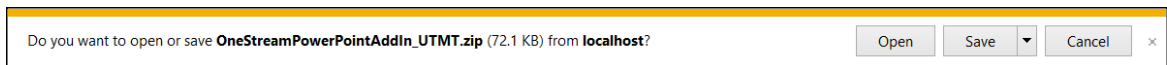
XFDoc Add-Ins Settings

The XFDoc Add-Ins page lets you download the Microsoft PowerPoint and Microsoft Word XFDoc Builder Add-Ins as a .zip file containing an Instructions file that walks you through the setup.

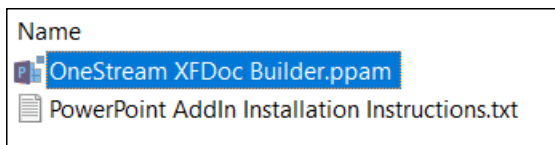


Downloading the PowerPoint Add-In

1. Ensure Microsoft PowerPoint is closed. Click the **PowerPoint** icon in Task Manager XFDoc Add-ins settings. The following Windows message is displayed.



2. Click **Open**.



3. Right-click to select the `OneStream XFDoc Builder.ppsm` file and click **Copy To**.
4. Use the Windows Explorer **Copy** dialog box to navigate to the location specified in the Installation Instructions (`C:\Users\\AppData\Roaming\Microsoft`), where `<UserName>` is the name assigned to you by the IT department to identify your username.

The **AppData** folder may be hidden by default. To unhide it in Windows Explorer, click **View**, then select **Hidden Items**.

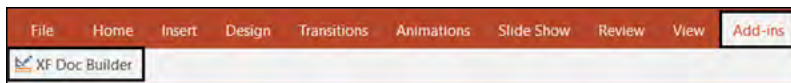
5. Click **OK** to select the location and close the **Browse for Folder** dialog box, then click **OK** to copy the file to the selected location.

Installing the PowerPoint Add-In

1. Open Microsoft PowerPoint and double-click **Blank Presentation**.
2. Click **File > Options**, and then click the **Add-ins** tab.
3. In the **Manage** drop-down list at the bottom of the page, select **PowerPoint Add-ins** and click **Go** to open the Add-ins dialog box.
4. Click **Add New** and navigate to locate the file copied earlier. The `OneStreamXFDoc Builder.ppsm` file copied earlier displays.

Tip: Navigate to the `C:\Users\\AppData\Roaming\Microsoft\AddIns` folder if that is not the location of the folder.

5. Select the file and click **OK**. OneStream XFDoc Builder now displays in the Add-ins as an available add-in.
6. Click **Close**. The Add-ins window closes. The file is available from the Add-ins menu.

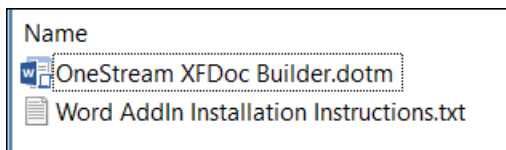


Downloading the Word Add-In

1. Click the **Word** icon in Task Manager XFDoc Add-ins settings. The following Windows message is displayed.



2. Click **Open**.



You can open the `Word AddIn Installation Instructions.txt` file for additional information.

3. Right-click the `OneStream XFDoc Builder.dotm` file and select **Copy To**.
4. Use the Windows Explorer **Copy** dialog box to navigate to the location specified in the Installation Instructions (C:\Users\`<UserName>`\AppData\Roaming\Microsoft\Word\STARTUP), where `<UserName>` is the username assigned to you by your IT department. If the STARTUP folder is not visible, try closing Word before completing steps 1-6.

Tip: The STARTUP folder might be referred to by a different name depending on the country in which OneStream is deployed.

5. Click **OK** to select the location and close the **Browse for Folder** dialog box, then click **OK** to copy the file to the selected location.

Microsoft Word add-ins deploy as global macro enabled templates and do not require additional add-in activation steps. If Microsoft Word is open during the copy, you must close the application and re-open it to see the newly added item.

XFDoc Builder Overview

The OneStream XFDoc Builder Solution simplifies the extensible document creation process with new Microsoft PowerPoint and Word Add-Ins. These XFDoc Builder Add-Ins are only for use within Word and PowerPoint documents that are associated with tasks. They are not meant to author Extensible Documents outside of Task Manager.

Note: An error message displays if the XFDoc Builder Add-In tools are attempted to be used in PowerPoint and Word on documents created outside the Task Manager solution.

Using XFDoc Builder

Once you download and install XFDoc Builder Add-Ins (from Microsoft PowerPoint) and templates (from Microsoft Word), use the XFDoc Builder solution to create OneStream Extensible Document (XFDoc) in Task Manager.

See also:

- MarketPlace Solution Modification Considerations
- [Documentation Management](#) for information on using the XFDoc Builder.

Uninstall

You can uninstall the Task Manager User Interface or the entire solution. If performed as part of an upgrade, any modifications performed on standard Task Manager objects are removed. There are two uninstall options:

- **Uninstall UI** removes Task Manager, including related dashboards and business rules but leaves the database and related tables in place. For some releases, you should perform this step before accepting any new version of Task Manager since some of the Dashboards or other objects may have been modified.

Choose this option if you want to accept a Task Manager update without removing data tables.

The Task Manager Release Notes indicate if an overinstall is supported.

- **Uninstall Full** removes all related data tables, data, Task Manager Dashboards, and Business Rules.

Choose this option to completely remove Task Manager or to perform an upgrade that is so significant in its changes to the data tables that this method is required.

Caution: Uninstall procedures are irreversible.

Task Manager Security

Once you enter Task Manager via the Task Manager dashboard profile, you can see certain tasks. Task visibility and the ability to execute, complete, and approve is based on the setup and ownership of the task group the task is assigned to, as well as the specific task attributes.

Security in Task Manager is split into the following:

- Design
 - Task Manager Security
 - Task Security
 - Dashboard Security
- Runtime
 - Segregation of Duties

Task Security

Users are created and added to groups using the **System > Administration > Security** screen. Individual users or groups are selected as Preparers (task completers) and Approvers for each task.

See *Foundation* in the *Design and Reference Guide* for more information on creating users and user groups and assigning roles to users.

Dashboard Security

Default maintenance group security on the XFW Task Manager (UTM) Dashboard Maintenance unit is set to **Administrators**. This should always be Administrators or another restrictive user group to prevent unauthorized access and modification.

Segregation of Duties

Task Manager honors strict segregation of duties. If a person acting as a Preparer completes a task in any given month, they cannot approve the same task that month.

Task Administration

Click the **Show Task Administration Page** button in the Task Manager title bar. This is where Administrators or any role set in the **Security Role [Manage Task Setup]** field of the Global Options page can add and edit tasks, and perform other task processing.

See also: [Security Role](#)

The screenshot shows the Task Manager interface with two panes. The left pane is titled 'Task Groups' and contains a table with columns: Task Group, Frequency, Owner, and Instructions. The right pane is titled 'Actuals' and contains a table with columns: Task, Preparer, Preparer Group, Approver, and Approver Group.

Task Group	Frequency	Owner	Instructions
Actuals	1-12	(Public)	(Unassigned)
Annual Report	3,6,9,12	(Public)	(Unassigned)
BankGI		(Public)	(Unassigned)
BudgetV1	1-12	(Public)	(Unassigned)
BudgetV2	1-12	(Public)	Planning_Drivers_and_Assumpt
Disclosures	1-12	(Public)	(Unassigned)
Forecast	1-12	(Public)	(Unassigned)
Legal Consolidation	1-12	(Public)	(Unassigned)
Profitability	1-12	(Public)	Profitability Allocations Instruct
Tax Provision	1-12	(Public)	(Unassigned)
Transaction Matching	1-12	(Public)	(Unassigned)
Variance Analysis	1-12	(Public)	(Unassigned)

Task	Preparer	Preparer Group	Approver	Approver Group
Account Reconciliations				Clubs Controllers
Bank Statement Download				Clubs Controllers
Certify Results for Current Period				Clubs Controllers
Close AP Sub-ledger		(Unassigned)		Clubs Controllers
Close AR Sub-ledger		(Unassigned)		Clubs Controllers
Close GL		(Unassigned)		Clubs Controllers
Disclosures				Clubs Controllers
Enter Headcount Detail				Clubs Controllers
Houston Heights Plant Meeting			(Not Required)	Clubs Controllers
Load GL Trial Balance File				Clubs Controllers
Load Sales Detail (from Data Warehouse)				Clubs Controllers
Post Tax Accrual Journals				Clubs Controllers
South Houston Plant Meeting			(Not Required)	Clubs Controllers
Variance Commentary				Clubs Controllers

Task Groups

To create task groups, click **Insert Row** in the **Task Groups** pane and enter information to create each task group. Once this is completed, you can create and assign tasks. Task groups can stand alone, but there is interdependency with tasks.

Task Groups			
Task Group	Frequency	Owner	Instructions
Actuals	1-12	(Public)	(Unassigned)
Annual Report	3,6,9,12	(Public)	(Unassigned)
BudgetV1	1-12	(Public)	(Unassigned)
BudgetV2	1-12	(Public)	Planning_Drivers_and_Assumptions_Instructions.pdf
Disclosures	1-12	(Public)	(Unassigned)
Forecast	1-12	(Public)	(Unassigned)
Legal Consolidation	1-12	(Public)	(Unassigned)
Profitability	1-12	(Public)	Profitability Allocations Instructions.pdf
Tax Provision	1-12	(Public)	(Unassigned)
Variance Analysis	1-12	(Public)	(Unassigned)

Task Group

Text field describing the group of tasks.

Frequency

Shows the workflow time periods in which the group of tasks are required to be completed. If your application has monthly periods, valid entries are **1-12** (every month) or **3,6,9,12** to only require the task quarterly. If your application is configured for weekly periods, valid entries are **1-52** or any subset (for example **20,40,52**).

Important: When importing the task frequency value, add a space before ranges such as 1-12 and 1-52, otherwise an incorrect frequency value displays in the task grid after importing the file.

Owner

Determines who can view the tasks in the group. Select **Public**, **Private**, or **User IDs** from the drop-down. Double-click in the **Owner** column of a task group and select an owner from the list.

Public

All users with access to Task Manager can see the tasks in the task group but can only process tasks that they are assigned to.

Private

Filters task visibility in the task group to only Preparers and Approvers assigned to the tasks.

User IDs

Only Administrators and the assigned user ID can view the tasks.

Instructions

Displays the name of the Instructions file added to the task. You can assign instructions to all tasks in a task group or individual tasks.

TASK MANAGER			
TASK ADMINISTRATION			
Task Groups			
Task Group	Frequency	Owner	Instructions
Actuals	1-12	(Public)	(Unassigned)
Annual Report	3,6,9,12	(Public)	(Unassigned)
BankGI		(Public)	(Unassigned)
BudgetV1	1-12	(Public)	(Unassigned)
BudgetV2	1-12	(Public)	Planning_Drivers_and_Assumptions_Instructions.pdf
Disclosures	1-12	(Public)	(Unassigned)
Forecast	1-12	(Public)	(Unassigned)
Legal Consolidation	1-12	(Public)	(Unassigned)
Profitability	1-12	(Public)	Profitability Allocations Instructions.pdf
Tax Provision	1-12	(Public)	(Unassigned)
Transaction Matching	1-12	(Public)	(Unassigned)
Variance Analysis	1-12	(Public)	(Unassigned)

BudgetV2			
Category 2	Category 3	Notification Type	Instructions
Balance Sheet	Specialty Planning	None	(From Group)
Revenue	Cube Level Planning	None	Planning_Drivers_and_Assumptions
Depreciation	Cube Level Planning	None	(None)
Expenses	Cube Level Planning	None	(From Group)
Expenses	Specialty Planning	None	Bank Statement Instructions.docx
Expenses	Specialty Planning	None	(From Group)
Profitability	Cube Level Planning	None	(From Group)
Expenses	Specialty Planning	None	(None)

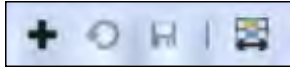
Once you upload instructions using the Instructions page, you can select them in either the **Task Group Instructions** or individual **Task Instructions** drop-down lists. By default, tasks inherit instructions assigned at the task group level, but can also be assigned no instructions, None, or assigned a different set of instructions. Once instructions are uploaded, assigned and their tasks published, Preparers and Approvers can see the instructions within the task. Use the **Instruction** page to upload and manage instructions.

Important: If you forward a task in a private task group to a user not assigned to that task group, the new task owner cannot see the task and cannot complete it.

See also: [Instructions](#)

Note: For Instructions that use PPTX and RTF file types, you must open the file to view it.

Task Groups Button Bar

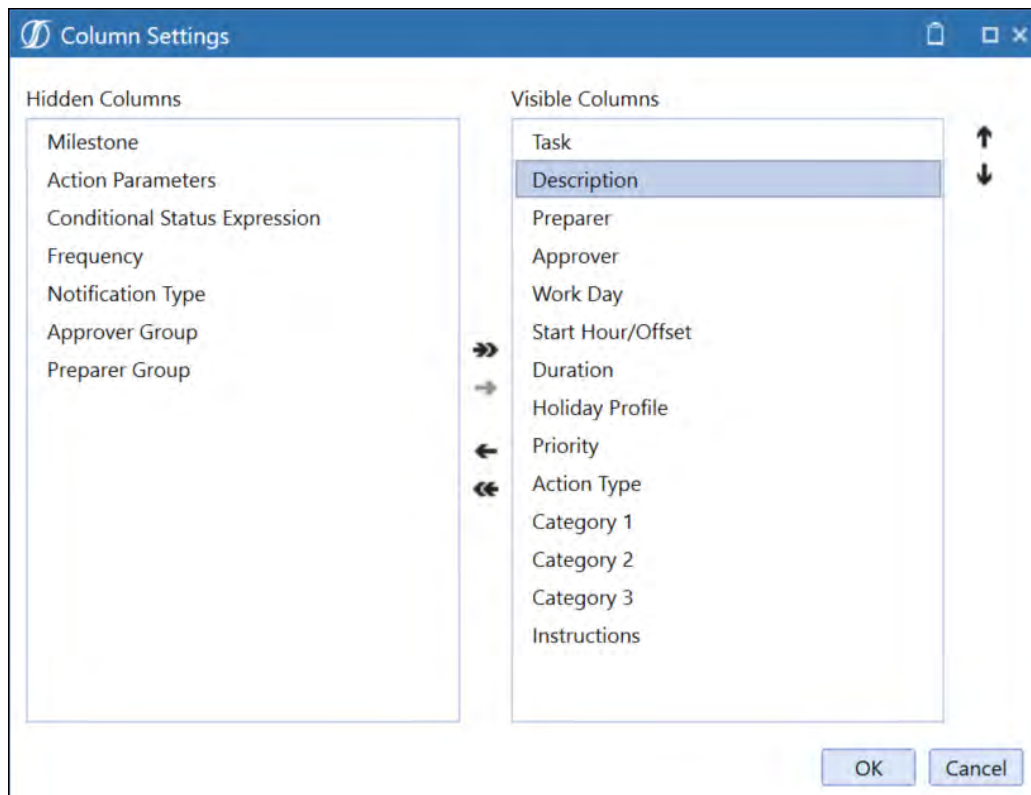


Insert Row
Add a new task group.

Cancel
Removes changes made to the task groups since the last save.

Save
Saves new group(s) or updated task groups.

Column Settings
This lets you select the columns to display in the Task Groups and Tasks panes of the Task Administration page.



Select tasks in either the **Visible Columns** list or the **Hidden Columns** list and use the arrows to move the selected tasks from one list to the other. You can hold down the SHIFT key to select multiple sequential tasks, or you can hold down the CTRL key and select multiple non-sequential tasks.

Then use the arrows to move the selected tasks from one list to the other. Use the **Add All Items** or **Remove All Items** arrows to move all items from one list to the other.

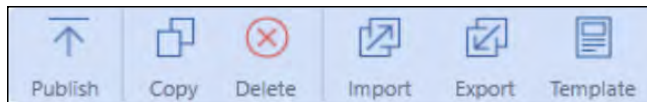
The **Visible Columns** list shows the order in which columns display. To reorder a column in the display, select the heading name from the **Visible Columns** list, then use the **Move Up** and **Move Down** buttons to set where the selected column displays.

See also: [Group Items that Display in Grids](#)

Toggle

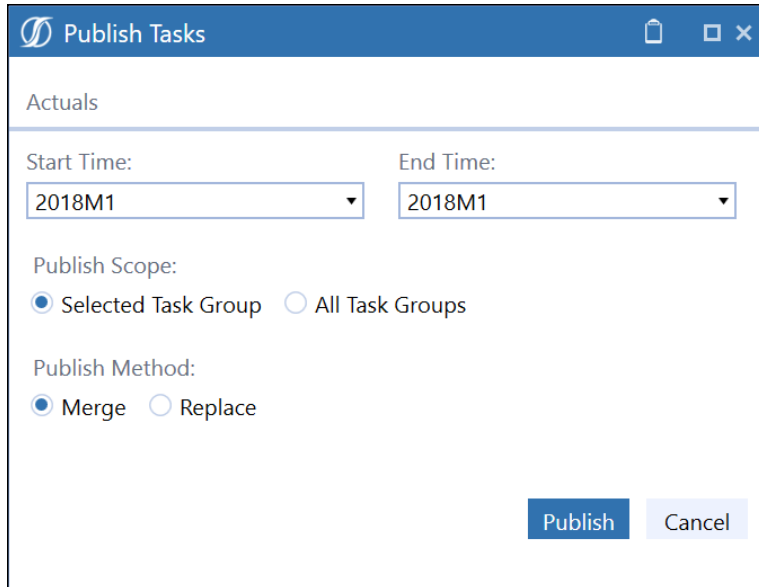
Changes the percentage of the page that displays the Task Groups pane.

Task Group Icon Bar



Publish

Opens the **Publish Tasks** dialog box. This lets you publish all the tasks for a specified time period. Task groups and associated tasks are not visible to users until they are published.



Publish Tasks

Actuals

Start Time: 2018M1 End Time: 2018M1

Publish Scope:
 Selected Task Group All Task Groups

Publish Method:
 Merge Replace

Publish **Cancel**

Start Time – End Time

The workflow periods to publish the selected task groups and task instances.

Publish Scope

This publishes the task instances for a selected task group or all task groups.

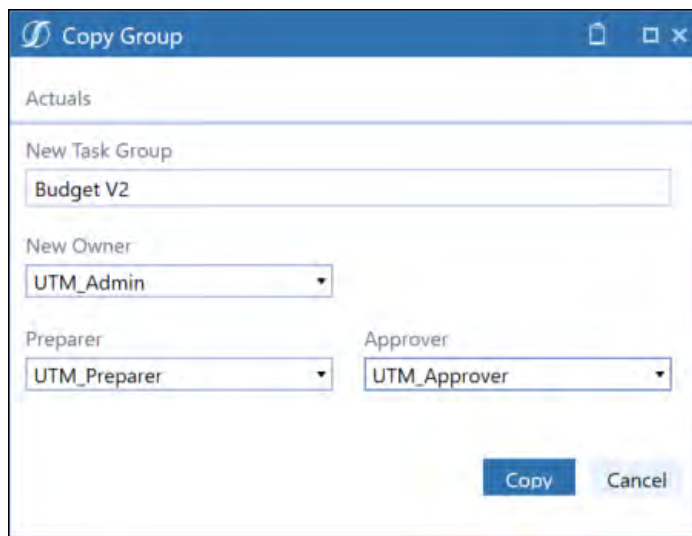
Publish Method

For the selected workflow period, both the merge and replace methods create any new tasks and task groups. For previously published tasks and task groups, both methods also update any of the task instance data edited. However, the replace method removes all task forwards and history, and updates the task status to **Not Started**. The task comments persist.

The task comments, dependents, forwards, history, and status do not change when using the merge method.

Copy

Opens the **Copy Group** dialog box. This lets you copy a task group and associated task information to a new task.



New Task Group

Enter a name for the new task group into which you want the selected task group and associated tasks copied.

New Owner

Select an owner for the new task group from the list.

Preparer

Select a preparer for the new task group from the list.

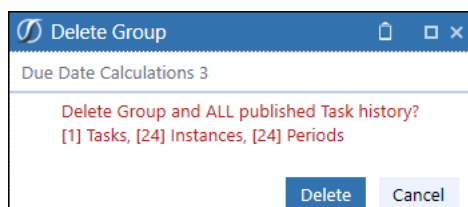
Approver

Select an approver for the new task group from the list.

Delete

Deletes a task group and all associated tasks and published task history for that task group.

Deleting a task group displays a message asking if you want to delete the group and all published task history, and displays the number of tasks, task instances, and number of time periods impacted by the deletion of task historical items.



Import, Export and Template for Task Groups, Task Definitions and Task Dependencies

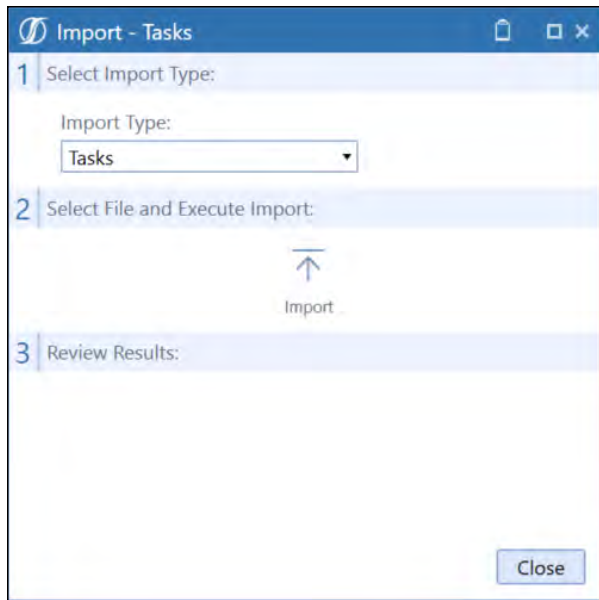
You can export a task group and all associated task definitions to manipulate and re-import. A template is provided as a convenience with examples. You can also import an Excel file with task groups and/or task definitions included for update or adding as new. The following describes each button and expectations.

Import

Use **Import** to select the Excel XLSX file with the task groups and task definitions you want to add or update. Any task definition requires that the related task group exists before loading. Remove any sample rows before importing. Close the Excel file on your computer, otherwise an error occurs.

Note: Data from the Excel XLSX files worksheets does not import if the import process encounters an error. Errors write to a text file that you can access in your File Explorer import folder.

Clicking **Import** opens the **Import** dialog box, where you can import Excel file task data for use in Task Manager.



Export

The **Export** button exports the selected task group and all its associated task definitions to a CSV file to manipulate and import as an Excel file after adding named ranges. This extract is not meant for creating new task groups. Use the provided Excel import template to create new task groups.

TaskID	GroupID	TaskName	PreparerID	PreparerG	ApproverID	ApproverG	WorkdayS	Workhour	DurationH	Frequency	Priority	IsMilestone	Category1	Category2	Category3	Notificati	ActionType	ActionPara	Condition	HolidayPri	
94bf6287-30750a7c- Disclosure	cc75e778- (Unassigne	03674c3d- (Unassigne	4	0	72	Medium	FALSE	Actuals	(None)	(None)	0	0	00000000								
8fae9cf7-e30750a7c- Load Sales	cc75e778- (Unassigne	03674c3d- (Unassigne	0	11	48	12-Jan High	FALSE	Actuals	(None)	(None)	0	1	ChangeWF=[WFFProfil 00000000								
38bf4d26-130750a7c- Certify Ret	cc75e778- (Unassigne	03674c3d- (Unassigne	3	0	48	12-Jan High	FALSE	Actuals	(None)	(None)	0	1	ChangeWF=[WFFProfil 00000000								

To add named ranges:

1. Save the CSV file as an Excel XLSX file.
2. Select the cell ranges starting with the cell containing **Application** to the last row in the last column of application data.
3. Create an Excel named range that starts with the letters **xft**, for example **xftTaskGroups**.
4. For task list and task dependency rows, create separate Excel named ranges that start with the letters **xft**, for example **xftTaskList** and **xftTaskDependencies**. This works if they are different than the first named range.
5. Once you enter the Excel data and define named ranges, save the file and close it before importing.

Click **Template** on the **Task Administration** page to see the **How To** tab in the example template.

Excel Template


OneStream provides an Excel template used to import task groups, task lists, and task dependencies. Use the **Task Groups** tab to enter updates to or add new task groups in the ranges between the blue lines. Insert additional rows within this range to allow for more task groups.

Excel Template - Task Groups Tab

	A	B	C	D	E
1					
2					
3	(Remove examples before using)				
4	Task Groups				
5					
6	GroupID [Include Guid or blank for new]	Group Name [String]	Frequency [String, blank for 1-12]	Action Parameter - Not Used [String]	Owner ID [Guid or !UserName, blank for Public]
12	779175EE-1F58-4276-8B6E-C91995FA397E	Group1			
13		Group2			CC75E778-67C2-4CF6-8B86-EBC6790DA078
14		Group3	3,6,9,12		!Private
15					
33					
34					
35					
37	(insert new rows between the blue bars)				
38					

To do this, include the named range for each task groups and task lists that start with the letters **xft**.

Excel Template - Task List Tab

	A	B	C	D
1				
2				
3		(Remove examples before using)		
4	Task List			
5				
6	TaskID [Include Guid or blank for new]	Task Group [Guid or !GroupName]	Task Name [String, required]	Preparer ID [Guid for UserID or !UserName, blank for (Unassigned)]
12		779175EE-1F58-4276-8B6E-C91995FA397E	Publish report books	
13		!Group1	Complete assigned journals	IHS_Rev
14				
15				
16				
38	(Insert new rows between the blue bars)			
39				

Excel Template - Task Dependencies Tab

	A	B	C	D
4	Task Dependencies			
5				
6	DependencyID [Include Guid or blank for new]	Task Group [Guid or !GroupName]	TaskID [Include Guid or !TaskName]	DependentTaskID [Include Guid or !TaskName]
12		!Group1	!Complete assigned journals	779175EE-1F58-4276-8B6E-C91995FA397E
13				
14				
15				
16				
39	(Insert new rows between the blue bars)			
40				
41				
42				

Use the **Task List** and **Task Dependencies** tabs to enter updates to or add new task definitions in the ranges between the blue lines. Insert additional rows within this range to allow for more task lists or task dependencies.

The **How To** tab next to the **Dependencies** tab explains the use of each field and give examples.

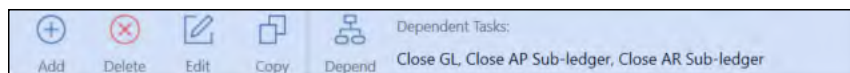
After entering data in the template, save it and close the file before importing.

Tasks

The **Tasks** pane on the **Task Administration** page lets you review and maintain tasks for a selected task group.

Task Groups				Actuals				
Task Group	Frequency	Owner	Instructions	Task	Preparer	Preparer Group	Approver	Approver Group
Actuals	1-12	(Public)	(Unassigned)	Account Reconciliations				Clubs Controllers
Annual Report	3,6,9,12	(Public)	(Unassigned)	Bank Statement Download				Clubs Controllers
BankGI		(Public)	(Unassigned)	Certify Results for Current Period				Clubs Controllers
BudgetV1	1-12	(Public)	(Unassigned)	Close AP Sub-ledger		(Unassigned)		Clubs Controllers
BudgetV2	1-12	(Public)	Planning_Drivers_and_Assumpt	Close AR Sub-ledger		(Unassigned)		Clubs Controllers
Disclosures	1-12	(Public)	(Unassigned)	Close GL		(Unassigned)		Clubs Controllers
Forecast	1-12	(Public)	(Unassigned)	Disclosures				Clubs Controllers
Legal Consolidation	1-12	(Public)	(Unassigned)	Enter Headcount Detail				Clubs Controllers
Profitability	1-12	(Public)	Profitability Allocations Instru	Houston Heights Plant Meeting			(Not Required)	Clubs Controllers
Tax Provision	1-12	(Public)	(Unassigned)	Load GL Trial Balance File				Clubs Controllers
Transaction Matching	1-12	(Public)	(Unassigned)	Load Sales Detail (from Data Warehouse)				Clubs Controllers
Variance Analysis	1-12	(Public)	(Unassigned)	Post Tax Accrual Journals				Clubs Controllers
				South Houston Plant Meeting			(Not Required)	Clubs Controllers
				Variance Commentary				Clubs Controllers

Tasks Pane Icon Bar



Add

Opens an empty **Task Editor** dialog box to create a new task.

See also: [Task Editor](#)

Delete

Select a task, then click **Delete** to delete the selected tasks. Confirm the deletion by clicking **Delete** again.

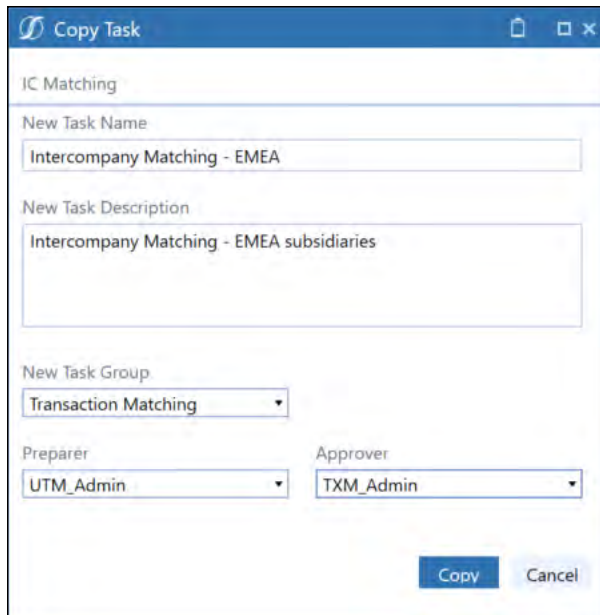
Edit

Opens the **Task Editor** dialog box, which is pre-populated for the selected task.

See also: [Task Editor](#)

Copy (Task)

Select a task, then click **Copy** to open the Copy Task dialog box, which you can use to copy the selected task to a different task group or to the same group with a new task name.



The screenshot shows a 'Copy Task' dialog box with the following fields and values:

- IC Matching** (Source Task)
- New Task Name:** Intercompany Matching - EMEA
- New Task Description:** Intercompany Matching - EMEA subsidiaries
- New Task Group:** Transaction Matching
- Preparer:** UTM_Admin
- Approver:** TXM_Admin

Buttons: Copy, Cancel

New Task Name: You must provide a unique name for the new task.

New Task Description: Enter a description for the new task (optional).

New Task Group: Select a new task group from the list. For reference, the task group that the task is being copied from displays at the top of the Copy Task dialog box.

Preparer, Approver: Use the list boxes for these to assign a preparer and approver to the new task.

Depend

Opens the **Dependent Task Manager** dialog box for the selected task. Add or remove dependencies for this task. You cannot complete this task until you complete its dependent tasks.

See also:

- [Dependents \(tasks with dependencies only\)](#)
- [Dependent Task Manager](#)
- [Excel Template - Task Dependencies Tab](#)

Tasks Pane Button Bar

Cancel

Removes changes made to the task groups since the last save.

Save

Saves new group(s) or updated task groups.

Column Settings

This lets you select the columns to display in the Task Groups and Tasks panes of the Task Administration page.

See also: [Column Settings](#)

Edit Task Information

Access the **Task Editor** from the Tasks Pane icon bar to add or edit tasks. Select a task and click the **Add** or **Edit** icon and use the **Task Editor** to add or edit general information, scheduling and action information, and to optionally add a conditional status expression.

1 Info

Name	Detailed People Plan			Notification	None
Preparer	UTM_User2	Preparer Group	UTM_Admins	Approver	UTM_Approver
Approver Group	Clubs Controllers			Category 1	Budget
Category 2	Expenses			Category 3	Specialty Planning
Instructions	(From Group)				
Description					

2 Schedule (UTC)

Work Day	0	Start Hour/Offset	+6	Duration	1.5 Days	Holiday Profile	Unassigned
Frequency	1-12	Priority	Med	Is Milestone	No		

3 Action

Action Type	Open Workflow	Workflow Profile	Houston.People Planning	Workflow Scenario	BudgetV2	Workflow Time	[GlobalTime]
-------------	---------------	------------------	-------------------------	-------------------	----------	---------------	--------------

4 Status

Conditional Status Expression

Save Cancel

1| Info

Use the Info section of the Task Editor to add general information about the task. The description you add in this section displays in the task's details.

1 Info

Name	Close AP Sub-ledger			Notification	None
Preparer	Eagle Controller	Preparer Group	(Unassigned)	Approver	CC
Approver Group	Clubs Controllers			Category 1	Actuals
Category 2	External System			Category 3	None
Instructions	(From Group)				
Description	SAP Run Job 123				

Task Editor Info Field Definitions

1 Info	
Name	The description that displays to users assigned to the task.
Notification	<p>Configure when users are notified by email about task changes. Choices are:</p> <ul style="list-style-type: none"> • None • On Completion • On Completion, Recall, and Rejection • On Completion, Recall, Rejection, and Approval • On Completion, Recall, Rejection, Approval, and Unapproval. <p>See also: Set up Task Notifications for more information about creating notifications for upcoming due and past due notifications.</p>
Preparer/Preparer Group	The Preparer or Preparer Group assigned to complete the task.
Approver/Approver Group	<p>The user or group assigned to approve the task once completed by the Preparer.</p> <p>Approvers can execute Doc Management, Open URL, and Open Dashboard tasks for review prior to approving. All other task types require Preparer rights when executing.</p> <p>Tasks in public groups can only be executed by a Preparer or Approver. Anyone can view the task.</p>
Category 1, Category 2 and Category 3	The list of categories maintained by your Task Manager Administrator. These categories are informational only.
Instructions	<p>Select an instructions file from the list to use with the task or select the default (From Group) to have the task inherit any instruction files from its task group. Instruction files that display in the list have been uploaded and included as instructions for a task.</p> <p>See also:</p> <ul style="list-style-type: none"> • Instruction (tasks with instructions only)

1 Info	
	<ul style="list-style-type: none"> Instructions Settings
Description	<p>Enter text describing the task. Administrators can use this field for quick task identification and for understanding of what the task is about.</p> <p>See also: Set up Descriptions to Identify Tasks</p>

2| Schedule

The Schedule section of the Task Editor lets you set up task scheduling, timing, and priority.

2 Schedule (UTC)			
Work Day	Start Hour/Offset	Duration	Holiday Profile
-2	None	1 Day	Unassigned
Frequency	Priority	Is Milestone	
1-12	Med	No	

Task Editor Schedule (UTC) Field Definitions

2 Schedule	
Work Day	Work Day is the number of days in relation to the period close date (0, +1, -1) (-1, 0, +1). All dates and times used for comparison are based on UTC (GMT) time zone for consistency. This can be any valid positive or negative integer. Task Manager validates the value as a valid positive or negative integer and displays a message if the value is not an integer.
Start Hour/Offset	The time on the Work Day in user time that the Task is due. All dates and times used for comparison are based on UTC (GMT) time zone for consistency.
Duration	The length of the task in hours or days.
Holiday Profile	Select a Holiday Profile to assign to this task to offset dates.
Frequency	<p>Frequency is the workflow time-period in which the task takes place. The frequency inherits from the task group. The task has the same frequency set on the task group if the task frequency is left empty. If modified, it shows at a filtered frequency from the task group.</p> <p>For example, if the group is 1-12 and the task is set to 3,6,9, or 12, then the task only shows quarterly.</p>

2 Schedule	
	You can only see frequencies listed in the owning task group. If a frequency not listed in the task group is used, the period referenced is ignored.
Priority	An informational indicator to users that allows them to prioritize their work. Valid options are High, Medium and Low.
Is Milestone	When set to Yes, Is Milestone adds a diamond shape to the Gantt chart indicating major progress points needing to be met for success of the task group.

3| Action

The Action section of the Task Editor is where you determine the task’s action type. The selected task’s action type determines the additional fields used to define how the task executes.

Task Editor Schedule(UTC) Field Definitions

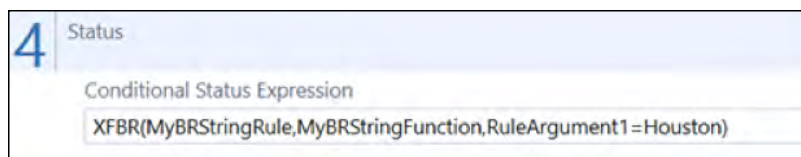
3 Action	
Action Type	<p>Action Type indicates the type of task to complete. One or more additional fields can display based on the Action Type selected. Select the appropriate information display in these fields to support the selected Action Type.</p> <p>See also: Task Action Types for information on additional information needed for each task action type.</p> <p>Any security in place for each of these actions remains in effect. For example, if creating a task that sends a user to a dashboard for which they do not have access, they do not see any of the dashboard components.</p>

3 | Action

Status and approval updates for tasks with certain Action Types happen automatically when taking associated actions in OneStream. Other tasks must have status and approval values updated manually.

4 | Status

Use the Status section of the Task Editor to define any conditions required for the task.



4 Status

Conditional Status Expression

`XFBR(MyBRStringRule,MyBRStringFunction,RuleArgument1=Houston)`

Conditional Status Expression

This lets you create situational overrides for task dependencies. Create an XFBR business rule that specifies what condition needs to be met and include the conditional statement in the field.

Note: XFBR is a script that you or the Administrator must create.

In the previous example, **MyBRStringRule** is the business rule name and **MyBRStringFunction** is the function name.

Note: This conditional statement points to a custom XFBR business rule to suit the conditional requirements. You can include additional rule arguments.

If the condition is met (success), nothing returns, and the associated task completes. If not met (failure), the condition returns a string, and the custom statement displays in the business rule. Include in this custom statement an explanation of why the task is running and the message to display upon failure.

Conditional status is not meant to override task dependents. It is meant to add external restrictions (for example, test if GL is closed before allowing workflow completion).

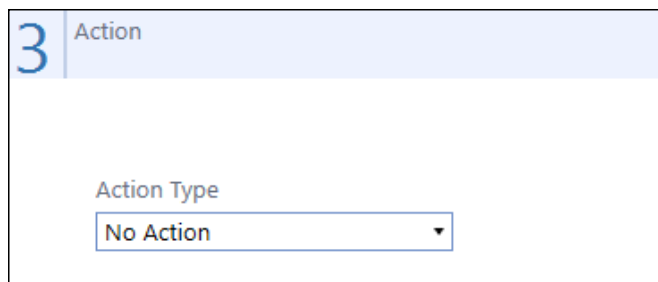
See documentation on *XFBR Business Rules* in the *Design and Reference Guide* for more information.

Action Types

This section details each task action type and the additional information needed to define the task's action.

No Action

Used as a reminder, typically something done outside of OneStream. No additional fields requiring completion display when selecting this option.



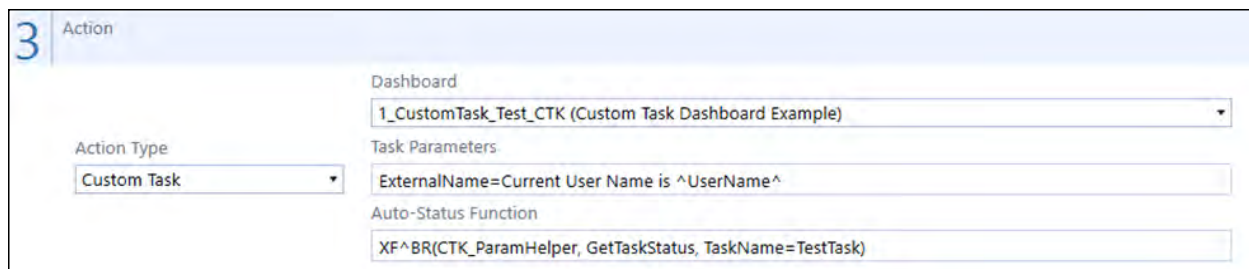
The screenshot shows a form titled "Action" with a blue header containing the number "3". Below the header, there is a label "Action Type" and a dropdown menu. The dropdown menu is currently set to "No Action".

Custom Task

Custom task lets you create the relationship between a task definition and a custom dashboard. An available option includes a function to automatically update a related task's status upon reviewing the **Task Analysis**, **Task Grid View**, or **Task Gantt View** page where this task is listed.

Executing a custom task opens the custom dashboard in a separate Task Manager tab, so you can easily switch between the dashboard tab and the tab containing the task's details.

The following example shows a configuration for this type of task action. The example dashboard and CTK_ParamHelper rule shown are not included with Task Manager, but are shown here for illustrating what is possible.



The screenshot shows a form titled "Action" with a blue header containing the number "3". Below the header, there are several fields:

- Action Type:** A dropdown menu set to "Custom Task".
- Dashboard:** A dropdown menu set to "1_CustomTask_Test_CTK (Custom Task Dashboard Example)".
- Task Parameters:** A text input field containing "ExternalName=Current User Name is ^UserName^".
- Auto-Status Function:** A text input field containing "XF^BR(CTK_ParamHelper, GetTaskStatus, TaskName=TestTask)".

Dashboard

Choose a dashboard list that displays relevant information. The previous example is simplified to show a dashboard displaying a Label dashboard component. You can use any dashboard component, such as running a report, cube view, custom table viewer, or URL.

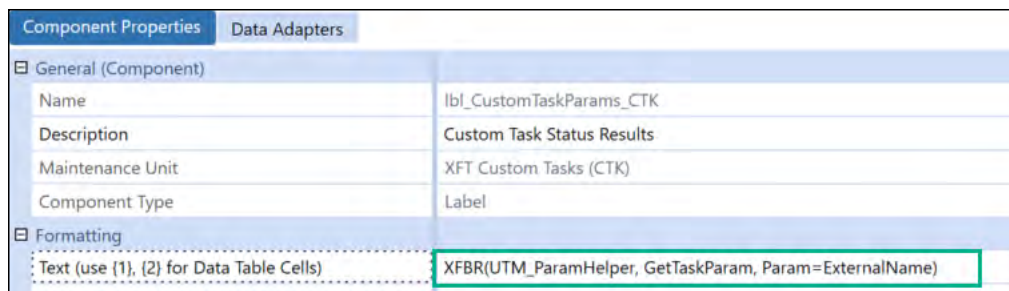
Task Parameters

Specified task parameters pass to the dashboard or auto-status function. In the previous example, the task looks up the name currently logged in to display in a label on the dashboard. Syntax is to list the parameter name passed and its value.

ExternalName=Current User Name is |UserName|

A caret (^) shown in the Task Action view is not required but is added by OneStream just to display in the form. Task Manager removes it upon saving. In this case, it replaces the pipe characters in |UserName| so OneStream does not do a lookup while rendering the form.

The example Label calls another XFBR rule and passes these task parameters (such as ExternalName in this case) as an input. This returns as **Current User Is Administrator** in this case.



Component Properties	
Data Adapters	
General (Component)	
Name	lbl_CustomTaskParams_CTK
Description	Custom Task Status Results
Maintenance Unit	XFT Custom Tasks (CTK)
Component Type	Label
Formatting	
Text (use {1}, {2} for Data Table Cells)	XFBR(UTM_ParamHelper, GetTaskParam, Param=ExternalName)

Auto-Status Function

OneStream calls this function when you open any of the **Task Analysis**, **Task Grid View** or **Task Gantt View** pages and updates the custom task's status.

XFBR(CTK_ParamHelper, GetTaskStatus, TaskName=TestTask)

The caret character (^) shown in the Task Action view (for example XF^BR) is not required. OneStream adds it just to display in the form and removes it upon saving. No user interaction is required.

You can optionally use the **TaskName** argument if the resulting auto-status function needs the task name (or some other passed-in argument) to obtain the proper task status.

This XFBR function (called **GetTaskStatus** in the example) returns a string of a status message as a string back to Task Manager, which applies the update. Options are:

- NotStarted
- Inprocess
- Inprocess_## (where ## is a percent complete)
- Completed
- Rejected

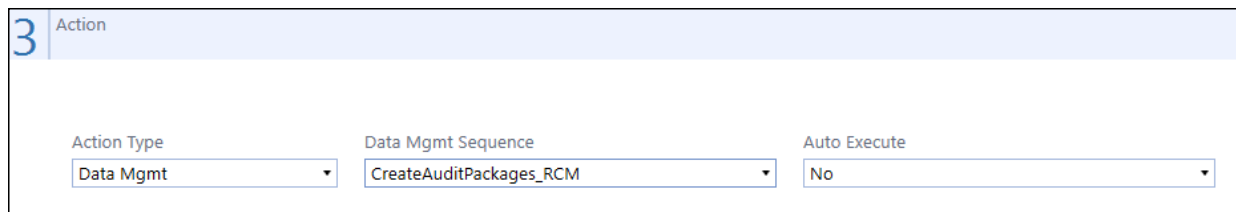
This example shows how you can configure this dashboard XFBR String business rule. The Task Manager Administrator must create this rule and varies in its use in each implementation.

```
19 Namespace OneStream.BusinessRule.DashboardStringFunction.CTK_ParamHelper
20 Public Class MainClass
21     .....
22     *Reference Code:      CTK_ParamHelper
23     *
24     *Description:       Task Manager -- Custom Task Samples
25     *
26     *Usage:             Used to provide conditional parameter processing functions that allow a parameter
27     *                   value to be interpreted and substituted with a different string.
28     *
29     *GetTaskStatus
30     *   Parameter Example: XFBR(CTK_ParamHelper, GetTaskStatus, TaskName=testTask)
31     *
32     .....
33
34 Public Function Main(ByVal si As SessionInfo, ByVal globals As BRGlobal, ByVal api As Object, ByVal args As DashboardStringFunctionArgs) As Object
35     Try
36         If args.FunctionName.XFEqualsIgnoreCase("GetTaskStatus") Then
37             Dim taskName As String = args.NameValuePairs.XFGetValue("TaskName")
38             Dim customStatus As String = "Unknown"
39
40             *Note: Task must be in an updateable state
41             *customStatus = "NotStarted"      "Not Started"
42             *customStatus = "Inprocess"      "Inprocess"
43             *customStatus = "Inprocess_62"  "Inprocess 62 % Complete"
44             *customStatus = "Completed"     "Dependent Tasks must be completed"
45             *customStatus = "Rejected"     "You can also Use a Status of "Error" which will equate to Rejected"
46
47             Return customStatus
48
49         End If
50
51         Return Nothing
52     Catch ex As Exception
53         Throw ErrorHandler.LogWrite(si, New XFException(si, ex))
54     End Try
55 End Function
56 End Class
57 End Namespace
```

If you select **Complete** on the task, Task Manager updates the percent complete and the status. However, if the status returns Completed when you rerun the custom task, the system sets it to be equal to what the auto-status function returns.

Data Mgmt

Allows you to run a specific data management sequence. This lets you execute a predefined task in Task Manager that you would normally not be able to access and execute within OneStream.



The screenshot shows a configuration form for an action. The form is titled '3 Action'. It contains three dropdown menus: 'Action Type' with the value 'Data Mgmt', 'Data Mgmt Sequence' with the value 'CreateAuditPackages_RCM', and 'Auto Execute' with the value 'No'.

Data Mgmt Sequence

For the Data Mgmt action type, chose a data management sequence from the drop-down list and select whether the sequence automatically executes.

Note: Data Management tasks do not process notifications as they auto complete. The selected DataMgmt job must use a BR to send completion notifications.

Auto Execute

If set to **No**, the Preparer must execute the task. Task Manager updates the task status to **Complete**. The Approver must still approve the task.

If set to **Yes** and the task has no predecessor tasks, the task runs when the Preparer accesses it. The Status and Approval values automatically update.

Dependent Group

Tasks can be made dependent on all tasks in a task group. You can set his dependency using the action type of Dependent Group within a task definition.

Task dependencies can be applied by three different methods:

- Completing specific task(s) in a task group
- To all tasks in a task group (dependent group)
- Via a conditional status filter expression

3 Action

Group Name	<input type="text" value="Annual Report"/>
Dependency Type	<input type="text" value="All Tasks"/>
Filter Expression	<input type="text"/>

Action Type:

Group Name

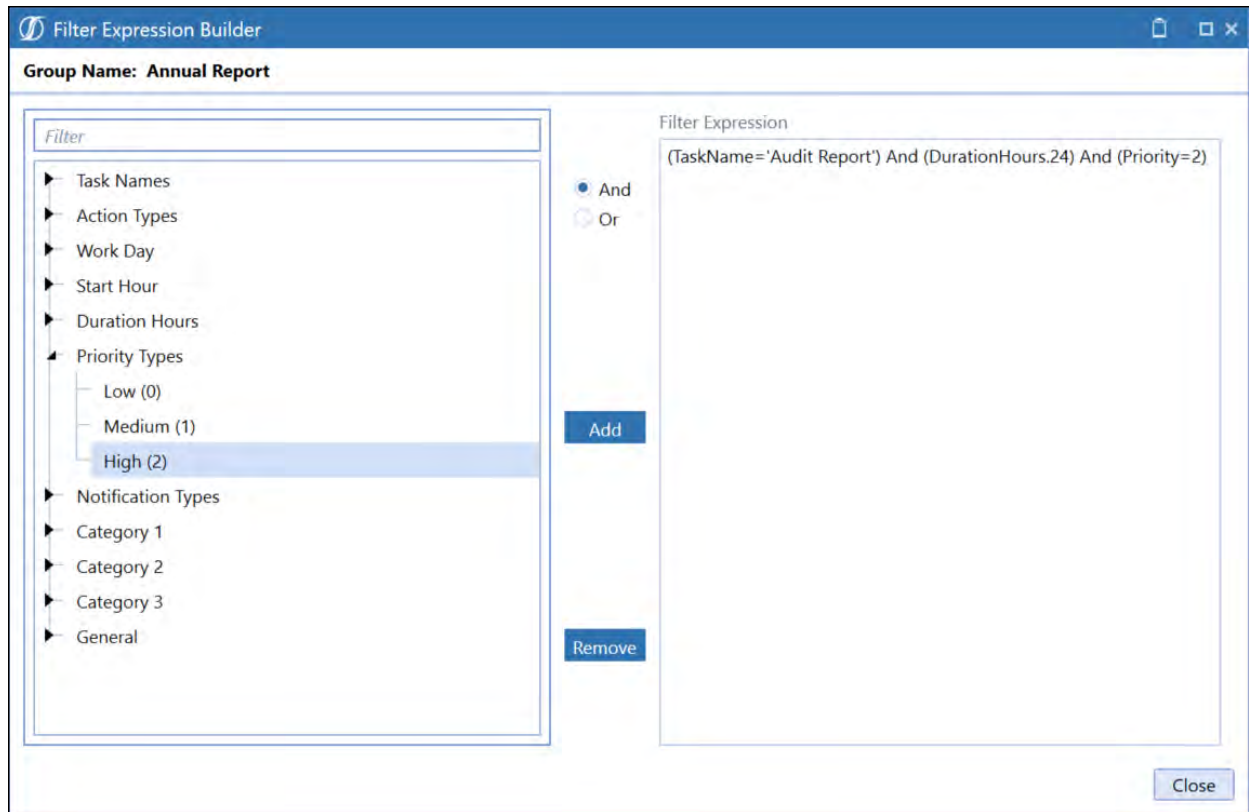
The task groups that are available. You must also update the task group name in the Action parameter on the **Task Administration** page if changing the task group name for any dependent group.

Dependency Type

You can apply the dependency to all tasks or filtered tasks. If selecting filtered tasks, the filter expression can be used to filter the tasks for the dependent group.

Filter Expression

Change dependency type to **Filtered Tasks** and click **Build** to open the **Filter Expression Builder** dialog box. This lets you create an expression to meet the dependency requirement.



The **Filter Expression Builder** dialog box lets you build custom filters across:

- Task Names
- Action Types
- Work Day
- Start Hour
- Duration Hours
- Priority Types
- Notification Types
- Categories
- Milestones

Operators include And, and Or, as well as =, >=, <=, <>, = > <.

Click **Close** to write the filter expression back to the task action properties.

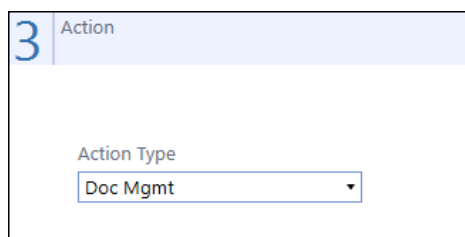
Dependent group action type tasks do not change to **Completed** until all the underlying dependent tasks complete. The approval status is **Unapproved** by default and changes to **Not Required** when an underlying dependent task status is changed.

See also: [Filter Items that Display in a Grid](#)

Doc Mgmt

This type of task opens the **Document Management** toolbar when executing the task.

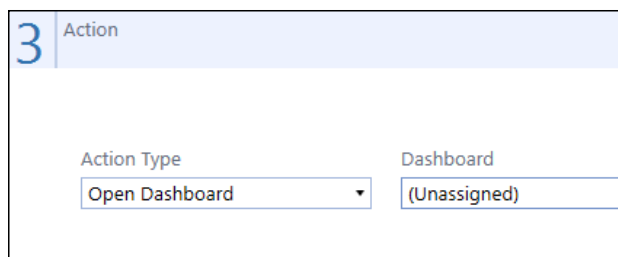
See also: [Document Management](#)



The screenshot shows a configuration window titled '3 Action'. Inside, there is a label 'Action Type' above a dropdown menu. The dropdown menu is currently set to 'Doc Mgmt'.

Open Dashboard

Directs users to a specific dashboard in OneStream. Executing an Open Dashboard task opens the dashboard in a separate **Task Manager** tab, so you can easily switch between the dashboard tab and the tab containing the task's details.



The screenshot shows a configuration window titled '3 Action'. It contains two fields: 'Action Type' with a dropdown menu set to 'Open Dashboard', and 'Dashboard' with a text input field containing '(Unassigned)'.

Dashboard

Choose a dashboard from the list.

Open Page

Directs users to a page in OneStream , such as the **FxRates** page.

The screenshot shows a configuration panel titled 'Action' with a blue header and a large number '3' on the left. Below the header, there are two dropdown menus. The first is labeled 'Action Type' and has 'Open Page' selected. The second is labeled 'Page' and has 'CubeViews' selected.

Page

Select the OneStream application page.

Open URL

Directs you to the specified website.

The screenshot shows a configuration panel titled 'Action' with a blue header and a large number '3' on the left. Below the header, there are two fields. The first is a dropdown menu labeled 'Action Type' with 'Open URL' selected. The second is a text input field labeled 'Website URL' which is currently empty.

Website URL

Provide the target URL. Ensure that the Preparer has access any specified internal or secure site.

Note: Some websites do not allow dashboard rendering and forces opening the dashboard in a full screen. This can cause the OneStream page to navigate away from OneStream instead of allowing the website to open in a new window. OneStream cannot control this behavior. An error message may display in this situation.

Open Workflow

Directs users to open the specified workflow for the selected scenario and workflow time.

The screenshot shows a configuration panel titled 'Action' with a blue header and a large number '3' on the left. Below the header, there are four dropdown menus. The first is labeled 'Action Type' with 'Open Workflow' selected. The second is labeled 'Workflow Profile' with 'Houston' selected. The third is labeled 'Workflow Scenario' with 'Actual' selected. The fourth is labeled 'Workflow Time' with '[WFTIME]' selected.

Workflow Profile

Select the workflow profile to use. The list box values are based on the Preparer security defined in **Section 1 –Info**.

See also: [1 | Info](#)

Workflow Scenario

Select the workflow scenario to use. The list box allows piped parameters such as |POVScenario| as well as a list of scenarios in OneStream .

Workflow Time

Select the workflow time to use. The list box allows piped parameters such as |WFTime| as well as a list of workflow time periods in OneStream.

Select the drop-down list box arrow to select the required profile, scenario and workflow time.

This task cannot be marked completed until the related workflow is marked completed (a check mark indicates completion). Also, workflow tasks are not marked completed even if the workflow is manually completed until all prior tasks have also been marked complete.

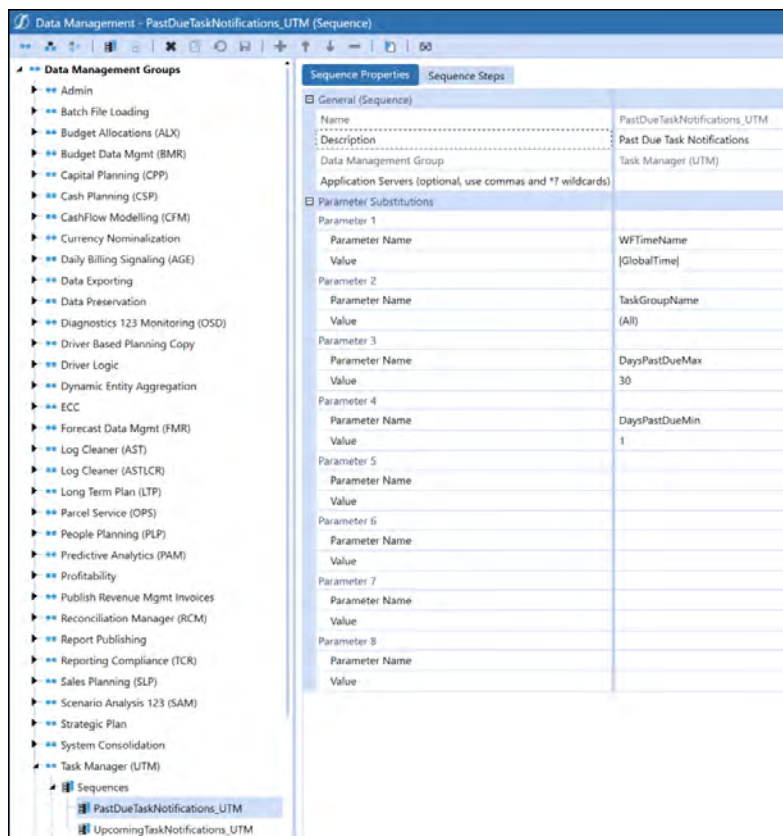
Set up Task Notifications

The OneStream Task Scheduler includes two sequences you can use to set up automatic email notifications for tasks. A sequence is an ordered series of one or more steps that execute in the order in which the steps are organized.

When you install Task Manager, two sequences related to task notification emails are added to the Platform Task Scheduler. The **UpcomingTaskNotifications_UTM** sequence manages notification emails for tasks coming due within a specified number of days. The **PastDueTaskNotifications_UTM** sequence manages when notification emails are sent for tasks that are past due.

Note: The OneStream Task Scheduler is only available in the OneStream Windows application. OneStream encourages using the Windows application upon upgrade.

These sequences include default parameters and default values for the parameters. The sequences are defined in the OneStream Data Management module, in the Task Manager Data Management Group. In OneStream, click **Application > Tools > Data Management** to display the **Data Management** pane. Then in the **Data Management** pane, click **Data Management Groups > Task Manager > Sequences** to see the predefined sequences and their properties.

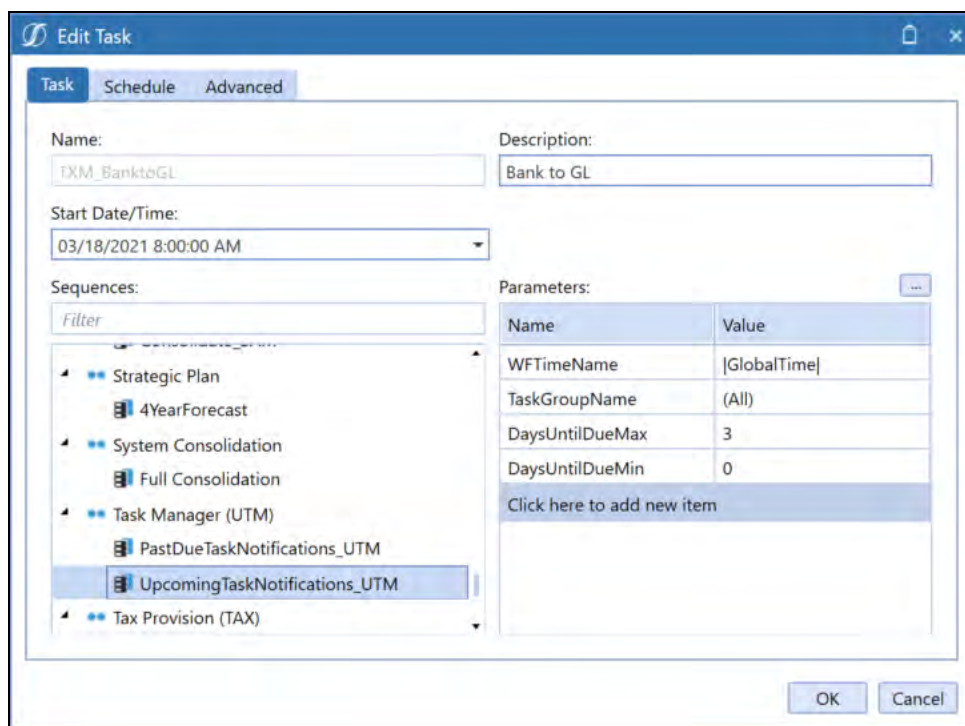


See also: The *Data Management* section in the *OneStream Design and Reference Guide* for more information about the Data Manager and Data Management groups and sequences.

Create a Task and Add the Task Manager Sequences

Note: As part of the Data Management job within Task Scheduler, first run the Task Manager process to ensure all tasks are updated and synchronized to properly calculate what is upcoming or past due.

1. In OneStream, click **Application > Task Scheduler** to open the Task Scheduler. The Task Scheduler Grid View displays the current list of scheduled tasks.
2. Click the **Create Scheduled Tasks** button to open the **New Task** dialog box, where you can add information about the new task and schedule the notification emails.



3. In the **Task** tab, enter a name for the new task in the **Name** field.
4. The **Start Date/Time** field shows the time the task was created. This defaults to the current date and time. You can change this if necessary.
5. In the Data Management groups tree view below the **Sequences** field, navigate to and expand the Task Manager (UTM) Data Management group to display the **PastDueTaskNotifications_UTM** and **UpcomingTaskNotifications_UTM** sequences.
6. Click on each of the sequences under the Task Manager (UTM) Data Management group to see the preset parameters and their values. If necessary, you can edit these values.

The following table describes the parameters for both Task Manager sequences and their default values.

Parameter	Description
WFTimeName	Workflow time name. This specifies the time function to be used when calculating tasks that are upcoming or are due. The default value is GlobalTime , which references the Global POV time.

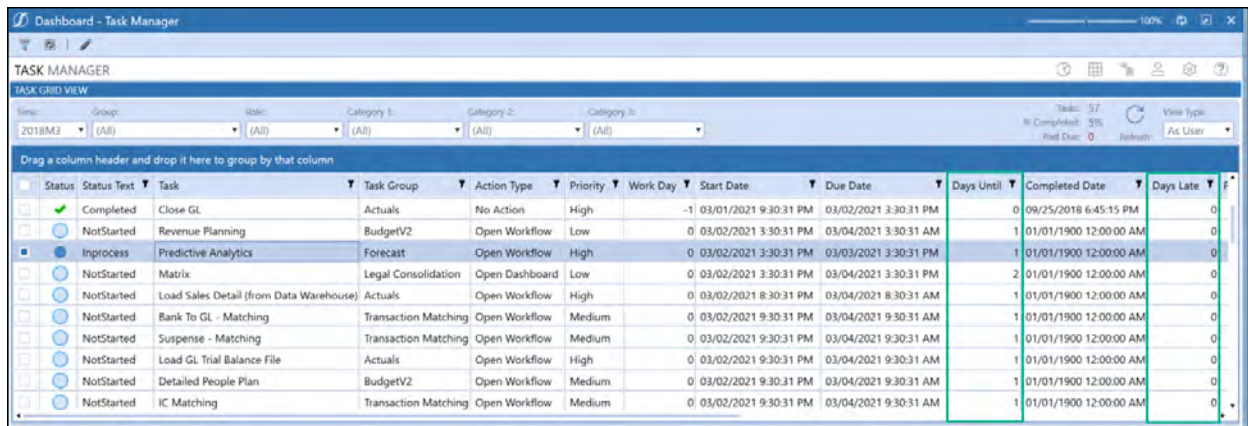
Parameter	Description
	<p>See also: <i>Time Functions and General References</i> in the <i>OneStream Design and Reference Guide</i> for more information on various time functions that can be used as values for this parameter.</p>
TaskGroupName	<p>The name of the Task Manager task group containing the tasks to execute the sequence against. The default value is (All) which specifies that all task groups are checked to see if this sequence applies to any of the group's tasks.</p> <p>The Task Scheduler does not validate this parameter's value. If specifying a single task group, ensure the value exactly matches the task group name.</p>
DaysPastDueMax (PastDueTaskNotifications_ UTM sequence)	<p>Represents the maximum number of days past the task's due date in which past due notifications are generated for the task. The default value is 30, which indicates that tasks up to 30 days past due generate past due notifications according to the task's schedule.</p>
DaysPastDueMin (PastDueTaskNotifications_ UTM sequence)	<p>Represents the minimum number of days past the task's due date in which past due notifications are generated for the task. The default value is 1, which indicates that tasks one day past due generate past due notifications according to the task's schedule.</p> <p>DaysPastDueMin works with DaysPastDueMax to define the range of days for a task to be considered past due for generating past due notifications.</p> <p>So for example if DaysPastDueMin is 1 and DaysPastDueMax is 30, then tasks that include this sequence would start to generate past due notifications one day after the task's due date, and continue to generate past due notifications until the task is 30 days past due.</p>
DaysUntilDueMax (UpcomingTask Notifications_ UTM sequence)	<p>Represents the maximum number of days until the task is due in which upcoming due notifications are generated for the task. The default value is 3, which indicates that tasks up to three days until the task's due date generate upcoming due notifications according to the task's schedule.</p>

Parameter	Description
DaysUntilDueMin (UpcomingTask Notifications_ UTM sequence)	<p>Represents the minimum number of days until the task's due date in which upcoming due notifications are generated for the task. The default value is 0, which indicates that tasks up to the day of their due date generate upcoming due notifications according to the task's schedule.</p> <p>DaysUntilDueMax works with DaysUntilDueMin to define the range of days for a task to be considered upcoming due for generating upcoming due notifications.</p> <p>So for example if DaysUntilDueMin is 0 and DaysUntilDue is 3, then tasks that include this sequence would start to generate upcoming due notifications starting three days before the task's due date, and continue to generate upcoming due notifications until the task is due.</p>

Note: For the DayPastDueMax/Min and DaysUntilDue Max/Min settings, timings are calculated based on the time zone of the user who creates the data management job that uses the Task Manager sequences.

- Click on a sequence, then click the **Schedule** tab and use the radio buttons to specify the frequency and recurrence of the task's execution.
- Click **OK** to save the new task and its schedule and include the Task Manager (UTM) sequences.

The Task Manager Grid View reflects the days until and days past settings for each task in the **Days Until** and **Days Late** columns.



In this example, if Days Until is 0 and Days late is 0 for a task, then notifications are set for tasks due today. If days until is 1, that means the tasks for the sequence are due tomorrow. Days until indicates when upcoming due notifications occur, and days late indicates when past due notifications occur.

Notification Emails

Upcoming email notifications are sent to the current preparer if the preparer is a current user and has a valid email address defined in OneStream. The current preparer for each task shows in the Preparer column of the **Task Grid View**. If the task preparer is **(Unassigned)**, the email is sent to everyone in the preparer group. The current preparer can forward the email as necessary. Past due task notifications are sent to the preparer and approver. If the task approver is **(Unassigned)**, the email is sent to everyone in the approver group.

Email recipients only get one notification per day for all tasks that meet the notification parameters. The email shows every task that they are the preparer or approver of that meets the notification criteria. You can set up past due and upcoming due notifications at the same time within the same job. Notification emails are sent from the OneStream OSUser address (OSUser@onestreamsoftware.com).

For both upcoming due and past due notifications, the email shows the time period in the email subject line. Tasks listed in the email are grouped in alphabetical order by task group.

The email for notification for past due tasks contains the word **Urgent** in the subject line. The email notification for upcoming due tasks contains the word **Warning** in the subject line.

Both upcoming due and past due email notifications list the following for each task:

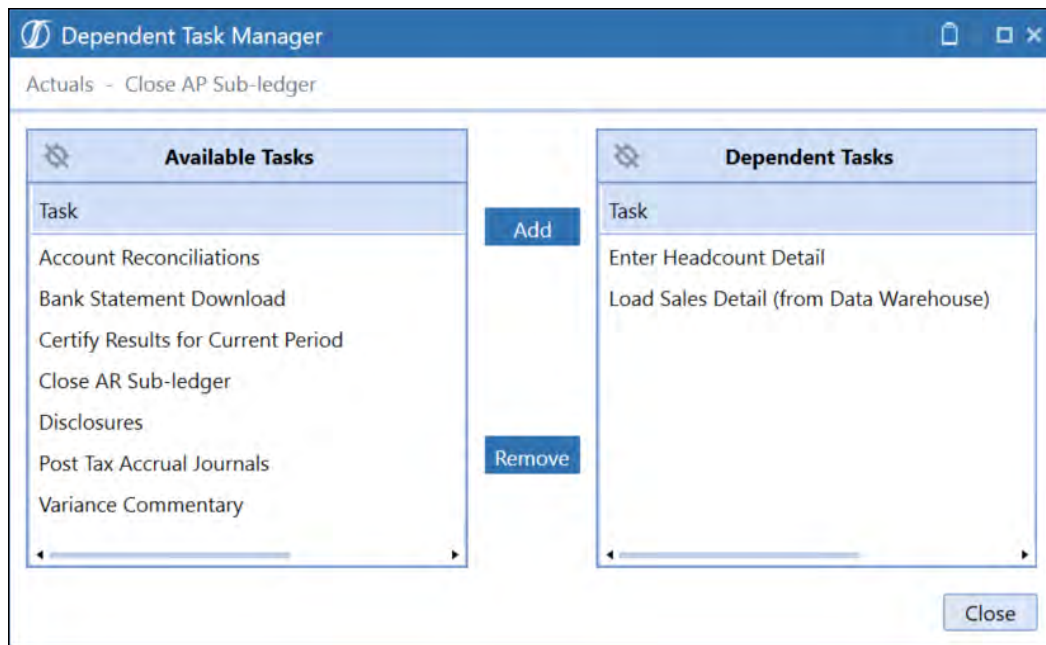
- Task Group Name
- Task name and task priority
- Days Until Due (upcoming tasks)/Days Past Due (past due tasks)
- Preparer and Preparer Group
- Approver and Approver Group

Manage Dependent Tasks

You can select a task and define dependencies with other tasks in the same task group.

Task Manager does not prevent creating task dependencies out of date order. For example, a task that must be started on Day 2 can be created as a dependent of a task that ends on Day 4.

1. In the **Task Administration** page, select the task that requires a dependency association.
2. Click **Depend** to open the **Dependent Task Manager** dialog box.



3. Select the task you want to be a dependent from the **Available Tasks** column.
4. Click **Add** to move the selected task to the **Dependent Tasks** column.
5. Repeat steps 3 and 4 as needed to add additional task dependencies to this task.
6. Click **Close** when all dependencies have been added.

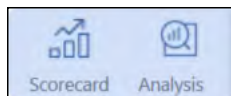
You can also select a task and click **Remove** if you enter a task as a dependent in error. This moves the selected task back to the **Available Tasks** column.

Note: Tasks having dependences cannot be set as completed without all its dependent tasks being marked as completed first.

See also: [Tasks Pane - Task List Menu Bar](#)

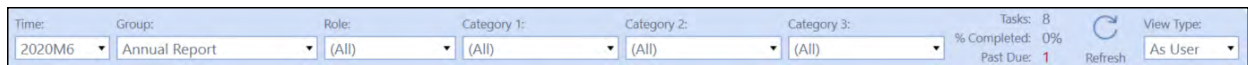
Switch Between Task Analysis and Scorecard Pages

Task Analysis displays **Scorecard** and **Task Analysis** pages to view task data across various charts and grids. Additional **Scorecard** and **Analysis** icons in the **Task Filter** menu bar let you easily switch between **Scorecard** and **Analysis** pages.



Task Filter Menu Bar

Task Filter menu bar items display on the **Task Analysis**, **Task Grid View** and **Task Gantt View** pages, as well as the **Scorecard** and **Analysis** pages. Scorecard and Analysis pages also display any applied filters that update the tasks presented in the charts, grids, and counts for each page. Navigating between the different pages in Task Manager automatically saves the filters.



Time

A list of monthly time periods. Select the time period for which you want to display tasks.

Group

A list of published task groups.

Role

A list of task ownership by role. Filter results by:

- All
- Preparer
- Preparer/Preparer Group

- Approver
- Approver/Approver Group.

The Preparer/Preparer Group displays any tasks assigned to someone who is the sole Preparer, or as part of the Preparer group. The same behavior applies when selecting the Approver/Approver group.

User– (As Admin only)

Lists users that have access to Task Manager. Only Task Manager Administrators can access this filter when the **View Type** is set to **As Admin**.

Category Filters

Three lists of Category 1, Category 2 and Category 3 for filtering. Any combination of these is considered the intersection of these categories (an **AND** combination) and not the superset of categories that meet each specific entry (an **OR** combination).

Task Manager limits the Category filter results to the categories assigned to tasks the user has access to. The Category filters reset to **All** when changing the task group filter.

Refresh

Selecting **Refresh** synchronizes all custom, workflow, and dependent group task action types and refreshes all task charts, grids, statuses, and counts.

View Type

For Administrators, this drop down lets users switch between Administrator View and viewing as a user - only seeing what is assigned to them. This filter is only visible to Task Manager Administrators.

(Additional Task Information)

The Task Filter Menu for Scorecard and Analysis views, as well as the Task Manager Grid and Gantt views, display the following information that applies to all filtered tasks:

Tasks

The count of total filtered tasks for the selected time period.

% Completed

The percentage of the total filtered tasks completed for the selected time period.

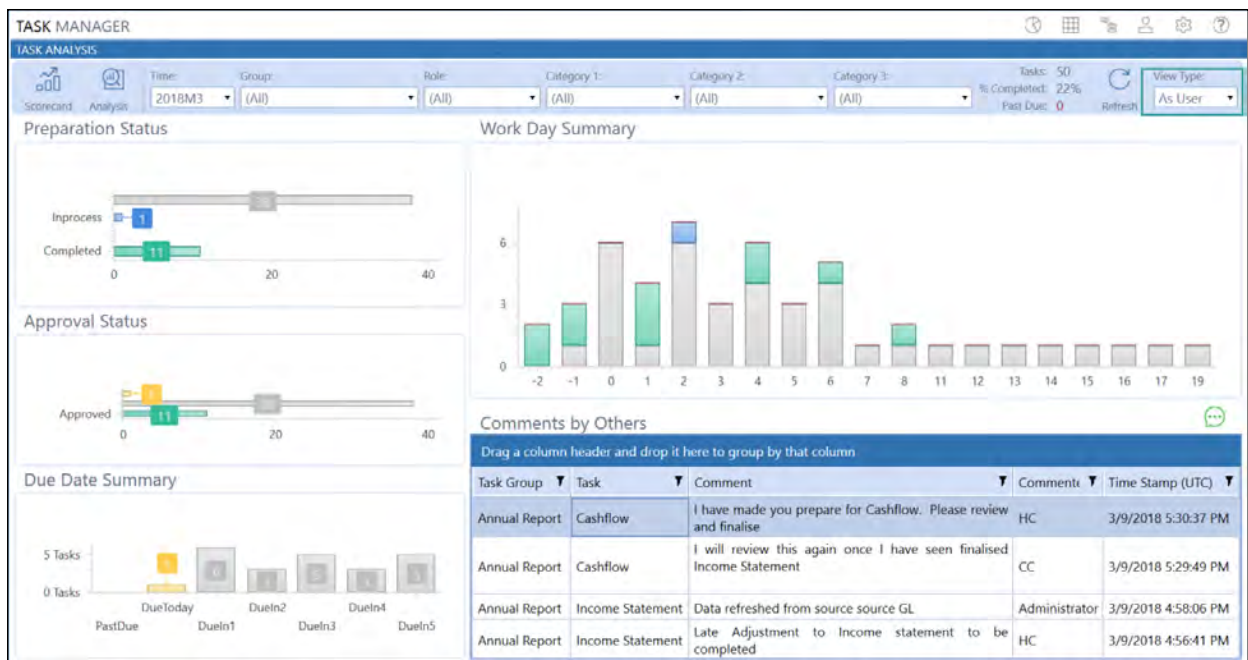
Past Due

The count of total filtered past due tasks for the selected time period.

Scorecard

The **Scorecard** provide charts that let you know immediately where tasks are in the preparation and approval process. All charts in the different Scorecard pages (As User view, As Admin view, and Simplified view) have drill down capabilities. Click on any chart bar, node or pie area to drill down and display the associated tasks in the **Task Details** dialog box. Task statuses derive from the User's Time set on the **User Preferences** page.

Scorecard – As User View



See also:

- [User Preferences](#)
- [Task Status Sync Type](#)

The **Scorecard - As User View** page gives you a quick look into the status of tasks that display on the page based on the defined filter criteria. It also shows tasks with comments made by other users.

Overall, this page provides a one-stop overview of where your tasks stand in terms of their completion status, and which tasks are becoming due.

Each bar in the charts on this page show the number of items within the bar itself (unless there are zero items). You can also hover over any bar in the charts to display a pop-up showing the number of items. Click any bar on any of the charts to display and process its tasks using the **Task Details** dialog box.

Preparation Status

This chart uses horizontal bars that represent the total filtered task count by each preparation status – **Completed, Rejected, In Process, and Not Started**.

Approval Status

This chart uses horizontal bars that represent the total filtered task count by each approval status – **Approved, Unapproved, and Approval Not Required**.

Due Date Summary

This chart uses vertical bars that represent the total filtered task count by past due, due today, or due within one to five days.

Work Day Summary

This chart uses vertical bars that represent the number of filtered tasks across the workdays for the selected time period. Selecting one of the columns displays the tasks for that workday in the **Task Details** dialog box. You can also hover over any bar in the chart to display the number of tasks belonging to each preparation status in a pop-up.

Comments by Others

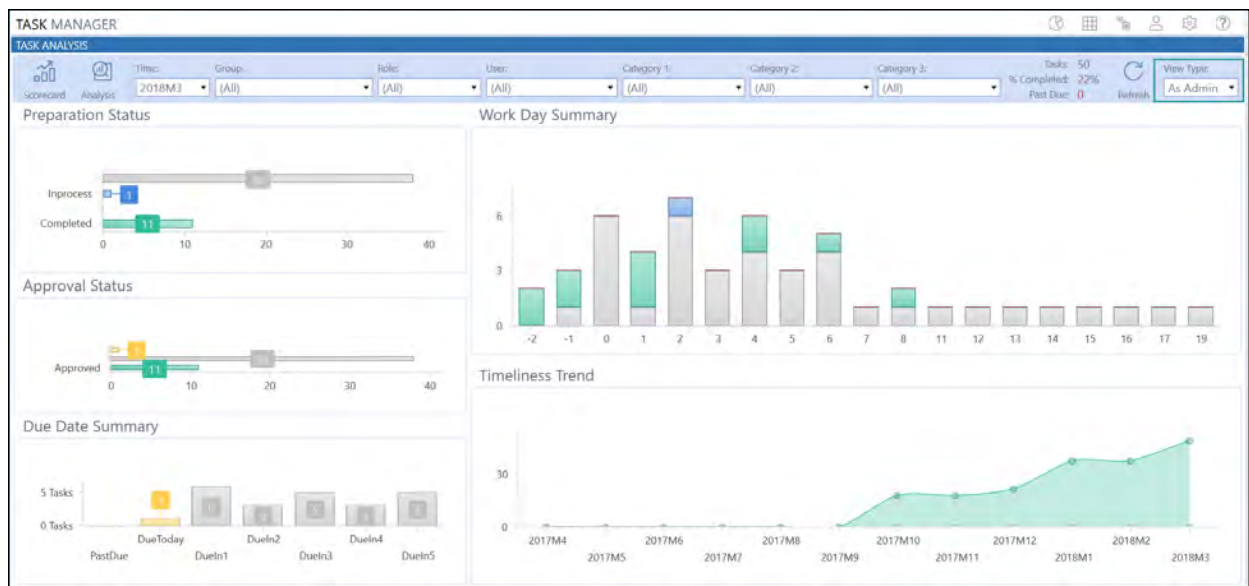
This grid shows when you apply the **As User** filter. All comments made by other users to assigned tasks display in this grid. This grid works as a pivot chart, so you can drag and drop columns to creating grouping.

Like other grids with columns in Task Manager, you can group comments by any column or column combination.

See also: [Group Tasks that Display in Grids](#)

Scorecard – As Admin view

The **As Admin** scorecard displays the Timeliness Trend chart along with the charts presented on the **As User** scorecard.



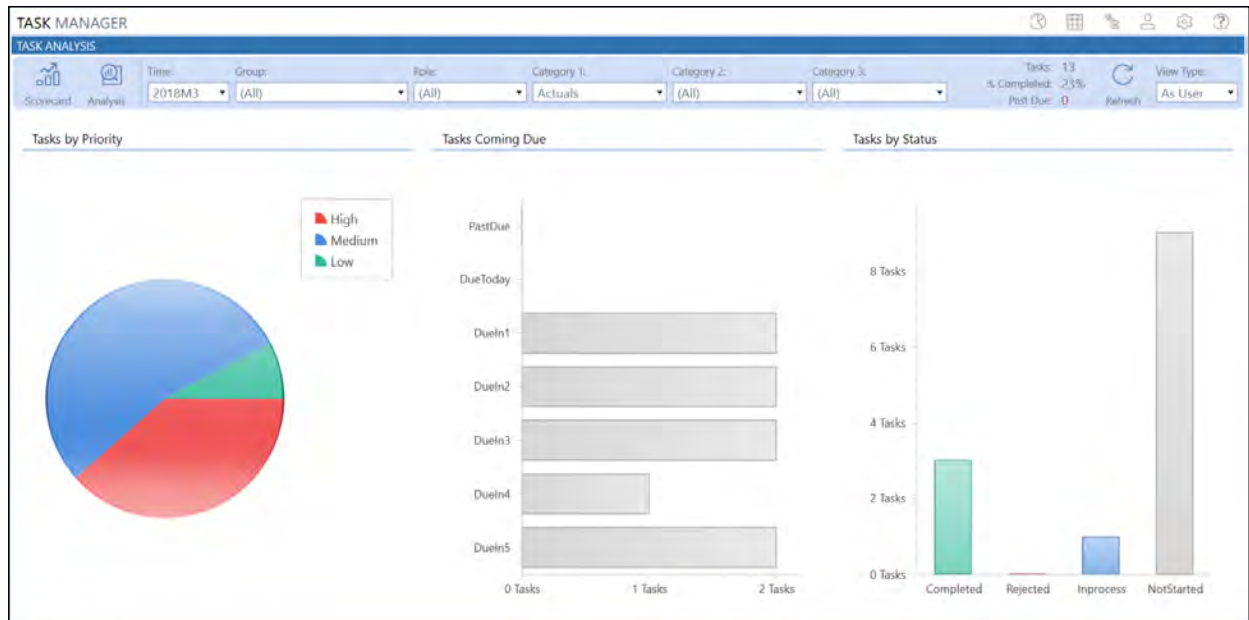
Timeliness Trend

This shows the total number of past due and on-time tasks for the selected time period over a trailing twelve-month period. Selecting one of the nodes opens the respective Task Details dialog box.

Scorecard – Simplified view

The Simplified scorecard view is an alternative view that optionally displays when you select the Simplified Scorecard setting on the **User Preferences** page.

See also: [User Preferences](#)



Tasks by Priority

This pane displays a pie chart that represents the percentage of High, Medium and Low priority tasks. Hover over a section of the pie chart to see the number of tasks for the highlighted priority type.

Click a section of the pie chart to display and work with tasks for the selected priority in the **Task Details** dialog box.

Tasks Coming Due

Displays a bar chart that shows the number of tasks due in each of the next five days, as well as the number of tasks due today and number of tasks past due. Hover over a section of the chart to see the number of tasks for the highlighted priority type.

Click a section of the pie chart to display tasks for the selected priority in the **Task Details** dialog box.

Tasks by Status

This displays a bar chart that represents the number of Completed, Rejected, In Process, and Not Started tasks. Hover over a section of the chart to see the number of tasks for the highlighted priority type.

Click a section of the pie chart to display tasks for the selected status in the **Task Details** dialog box.

See also: [Task Details](#)

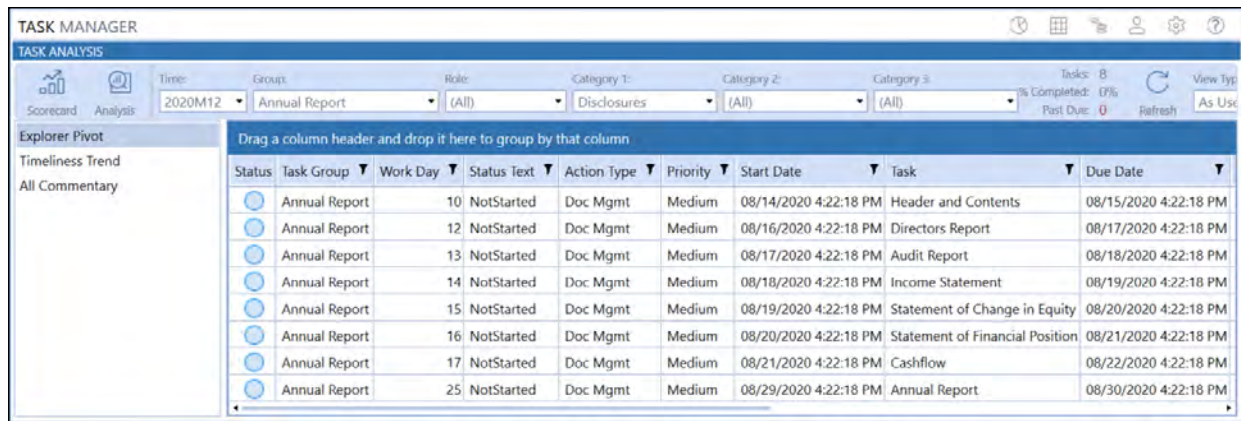
Analyze Tasks

The **Analysis** page includes Explorer Pivot and All Commentary grids. You can reorder grids in the **Explorer Pivot** and **All Commentary** pages.

See also: [Reorder Grid Columns](#)

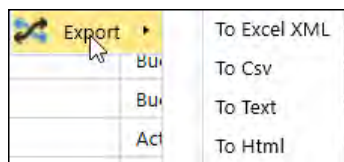
Explorer Pivot

A filtered grid of task data that can be pivoted by dragging a column header into the blue bar above it. Filter data by selecting the filter symbol on each column header.



See also: [Reorder and Filter Grid Items Columns](#)

The grid data can be exported to Excel XML, CSV, Text, or HTML. Right-click anywhere on the grid and select **Export**, and then select the data export type.



Timeliness Trend (As User only)

This provides the total number of on-time and late tasks for the selected time period over the trailing twelve months. Click on a node to open the **Task Details** dialog box with the filtered task list.



All Commentary

Provides all task comments by task name, group name, commenter, and time stamp.

The screenshot shows the 'TASK ANALYSIS' section of the Task Manager. The 'All Commentary' table lists task comments with columns for Task, Task Group, Comment, Commenter, and Time Stamp (UTC).

Task	Task Group	Comment	Commenter	Time Stamp (UTC)
Post Tax Accrual Journals	Actuals	Please provide a status update on this task HC	Admin	7/20/2020 5:15:05 PM
Post Tax Accrual Journals	Actuals	Did Aaron from Tax review these accruals?	Admin	7/20/2020 5:12:42 PM
Cashflow	Annual Report	I have made you prepare for Cashflow. Please review and finalise	HC	3/9/2018 5:30:37 PM
Cashflow	Annual Report	I will review this again once I have seen finalised Income Statement	CC	3/9/2018 5:29:49 PM
Income Statement	Annual Report	Data refreshed from source source GL	Administrator	3/9/2018 4:58:06 PM
Income Statement	Annual Report	Late Adjustment to Income statement to be completed	HC	3/9/2018 4:56:41 PM

Task Details

Select any task or chart item in the charts to open the **Task Details** dialog box and display the available task details for the selected task or chart item. Click on any column heading in the task list to sort the tasks by that column.

See also: [Group Tasks Using Column Headers](#)

The screenshot shows the 'Task Details' dialog box with a table of tasks. The 'Cash Plan' task is selected, and its details are shown in the lower pane. The details pane includes fields for Description, Assignment (Preparer: HC, Approver: CC), Action Type (Open Workflow), and Action Parameters (WP#Houston.Cash Planning, S#BudgetV2, T#2018). A History table shows the task's status changes from NotStarted to Inprocess.

Status	Status Text	Task	Task Group	Action Type	Priority	Work Day	Start Date	Due Date
<input type="checkbox"/>	NotStarted	IT Allocation	BudgetV2	Open Workflow	High	4	7/19/2020 2:40:15 AM	7/19/2020 2:40:15 PM
<input type="checkbox"/>	NotStarted	Update Tax Forms	Tax Provision	Open Workflow	High	5	7/19/2020 8:40:15 AM	7/21/2020 8:40:15 AM
<input checked="" type="checkbox"/>	NotStarted	Cash Plan	BudgetV2	Open Workflow	Low	5	7/19/2020 8:40:15 PM	7/20/2020 8:40:15 PM
<input type="checkbox"/>	NotStarted	Certify Results for Current Period	Actuals	Open Workflow	High	5	7/19/2020 8:40:15 PM	7/20/2020 8:40:15 PM
<input type="checkbox"/>	NotStarted	Shareholder Letter	Disclosures	Doc Mgmt	Medium	6	7/20/2020 8:40:15 AM	7/21/2020 8:40:15 AM
<input type="checkbox"/>	NotStarted	Disclosures	Actuals	Dependent Group	Medium	6	7/20/2020 2:40:15 PM	7/21/2020 8:40:15 AM
<input type="checkbox"/>	NotStarted	Product Detail	Disclosures	Doc Mgmt	Medium	6	7/20/2020 4:40:15 PM	7/22/2020 4:40:15 AM
<input type="checkbox"/>	NotStarted	Sales and Marketing	Disclosures	Doc Mgmt	Medium	6	7/20/2020 10:40:15 PM	7/22/2020 10:40:15 AM
<input type="checkbox"/>	NotStarted	Sign Off on Tax Forms	Tax Provision	Open Workflow	High	7	7/21/2020 8:40:15 PM	7/23/2020 8:40:15 PM

Status	Time Stamp	User	Detail
NotStarted	6/28/2019 1:31:06 PM	Task Status Sync	Task status set to NotStarted.
Inprocess	6/28/2019 1:29:50 PM	Task Status Sync	Task status set to Inprocess.

Refresh Task Status

Click **Refresh** to update all task statuses in the **Task Details** dialog box, excluding tasks that require syncing.

Select Tasks to Process

The leftmost column in the Task Details pane contains check boxes that let you select a single task or multiple tasks to process. You can select multiple tasks and perform mass actions to the selected tasks.

See also: [Process Tasks in Bulk](#)

Clicking anywhere in a task row selects that task and displays the task details. Click the check box in the column header to select all tasks.

Task Status Indicator

Each task's status icon in the Status column reflects the task's current state.

Not Started

An empty circle icon indicates that no progress has been made on the task.

Blocked by Dependent

An orange circle icon indicates that the task is blocked because a dependent task is open.

In Process

A blue circle icon indicates that the task is in process.

Rejected

A red circle icon indicates that task approval is rejected. You must complete the task again and resubmit it for approval.

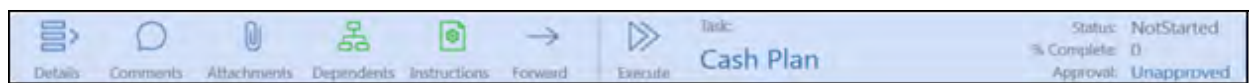
Completed

A green circle icon indicates that the task has been completed and is awaiting approval.

Fully Approved

A green checkmark icon indicates a completed and approved task. This includes tasks where approval is not required.

Task Action Menu Bar



The **Task Action** menu bar includes the following buttons which display in context depending on the type of task, its status, and the data about the task.

Icons in the **Task Action** menu bar display in green to indicate that the selected task includes items represented by the icon. For example, the task shown in the **Task Action** menu bar above (Cash Plan) includes dependents and instructions.

Details

Selecting this provides task details such as assignment by Preparers, Approvers, and Preparer and Approver groups, action type, action parameters, and history.

Comments

Click **Comments** to display the **Comments** pane, where you can review, add, and edit comments and share additional information about the task. Any user can edit their own comments.

Task: Post Tax Accrual Journals			Status: NotStarted
Details Comments Attachments Forward Execute		% Complete: 0	Approval: Unapproved
Task Commentary			
Comment	Commenter	Time Stamp (UTC)	
Please provide a status update on this task HC	Admin	7/20/2020 5:15:05 PM	
Did Aaron from Tax review these accruals?	Admin	7/20/2020 5:12:42 PM	

Click **Insert Row** to add a comment, then click **Save**. If needed, click **Cancel** to revert any unsaved edits. **Commenter** and **Time Stamp (UTC)** column values default to the current user and time and cannot be edited once saved.

Preparers can only add comments to tasks to which they are assigned and have a status of **Not Started** or **In Process**. Approvers can add comments to tasks of any status.

Administrators and Approvers can edit their own comments until the task is **Approved**. Preparers can edit their own comments until the task is **Completed**.

You can edit your own comments, but you cannot update another user's comments. To edit a comment you added, select the comment in the **Task Commentary** pane, click in the comment field to edit, and then click **Save**. The time stamp on the comment updates to reflect the latest edit time.

Attachments

Use attachments to communicate and share additional information needed by those working on the task. Use attachments to associate all supporting documents needed to properly process the task. Task Manager supports a wide range of file types that you can attach to a task. Preparers, Approvers, and Administrators can add an attachment to a task.

Note: All file types except XML can be used as attachments. There are no size limits, though extremely large files may time out during the attachment process.

Click the **Attachments** icon to display the **Attachments** and **Attachment History** panes.

The **Attachments** pane lists current attachments for the task and lets you upload additional attachments or view and delete attachments for the selected task. Any files that have been attached to the task display in the grid.

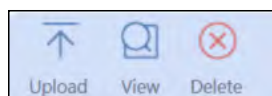
The **Attachment History** pane lists any attachments that are part of the task's history.

Attachments			
WF Time	File Name	User	TimeStamp (UTC)
2018M3	FY 2019 Budget instructions guide.docx	Admin	7/23/2020 9:46:26 PM
2018M3	FY 2019 Budget instructions guide.pptx	Admin	7/23/2020 9:46:20 PM

Attachments (History)			
WF Time	File Name	User	TimeStamp (UTC)
2018M1	Hampton Bay Turnberry Gazebo Model L-GZ933PCO-L - Parts list.pdf	Shane Fraley	6/12/2020 6:28:54 PM

You can only add attachments to tasks that have not been completed.

Attachments Menu Bar



You can perform the following actions on task attachments when you select an attachment in the Attachments list for a task.

Upload

Opens Windows File Explorer so you can navigate to and select a file to upload as a task attachment.

View

Opens the selected attachment in its native application so you can review and update the attachment's contents.

You can also view an attachment in the task's attachment history. In the **Attachment History** pane, select the attachment and click the **View** icon that displays at the bottom of the pane. The attachment opens in its native application.

You make changes to an attached file you are viewing from the **Attachment History** pane, then save the updates and upload and attach it to the same task instance, a different task instance, or any other task. This is useful for instance when you have a document whose data changes on a monthly basis. You can select the current task, select the attachment with the document in the **Attachment History** pane, make changes, then upload the changed document as an attachment to the current task instance.

Delete

Select an attachment in the Attachments pane, then click Delete to remove it from the list of attachments associated with the selected task.

Dependents (tasks with dependencies only)

Click **Dependents** to display any dependent tasks that exist for the selected task. Define task dependencies for a task using the Dependent Task Manager.

See also: [Dependent Task Manager](#)

Two different views of dependent tasks display.

The left pane displays the entire hierarchy of the selected task’s dependents in a tree view. Use the **Dependent Tasks** tree view for a quick overview of the relations between a task’s dependencies and to understand the levels of the dependent task parent/child hierarchy. The tree view shows all levels of nested dependency for the selected task.

The right pane lists each dependent task in a grid view.

These views allow you to assess the status of each dependent task and provide information about when the dependent task is due and to whom the dependent task is assigned.

Like the Status column of the **Dependent Tasks** grid, icons shown next to each dependent task in the tree view indicate the dependent task’s current status. In the following image, all dependent tasks show a green check, indicating all dependent tasks are complete.

See also: [Task Status Indicator](#)

The screenshot shows the 'Cash Plan' task interface. On the left, a tree view displays the hierarchy of dependent tasks, all marked with a green checkmark and 'Completed, Approved' status. On the right, a grid titled '7 Dependent Tasks' lists the following tasks:

Status	Status Text	Task	Due Date	Days Until	Days Late
✓	Completed	IT Allocation	7/28/2020 7:25:19 AM	7	0
✓	Completed	Expense Plan	7/26/2020 7:25:19 AM	5	0
✓	Completed	Revenue Planning	7/26/2020 7:25:19 AM	5	0
✓	Completed	Detailed Capex Plan	7/23/2020 7:25:19 PM	3	0
✓	Completed	Detailed People Plan	7/23/2020 7:25:19 PM	3	0
✓	Completed	Detailed Travel Plan	7/23/2020 7:25:19 PM	3	0
✓	Completed	Enter Plan Drivers	7/21/2020 7:25:19 AM	0	0

At the top right of the interface, summary statistics are shown: Status: Completed, % Complete: 100, and Approval: Approved. An 'Inquiry Message (Detailed Capex Plan)' dialog box is open at the bottom right.


You can send an inquiry message directly from this page to the selected dependent task's Preparer. This lets you easily collaborate and share information about the task. To send an inquiry message, select the task, then enter your message in the **Inquiry** field. Click **Send** to send the message to the task Preparer.

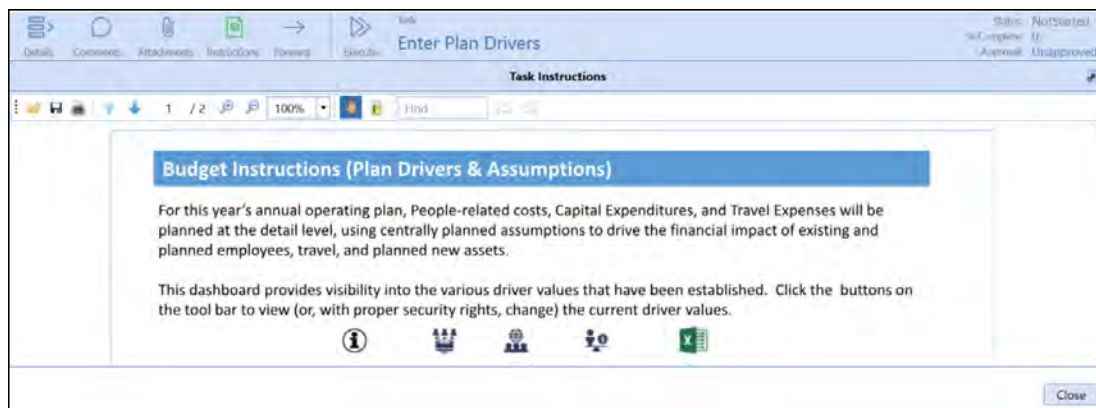
The **Dependents** icon displays in green in the Task Action bar for tasks that have dependent tasks.

Note: Tasks with incomplete dependent tasks cannot be approved.

Instructions (tasks with instructions only)

Instructions can be assigned to tasks. You can view any assigned instructions in the Task

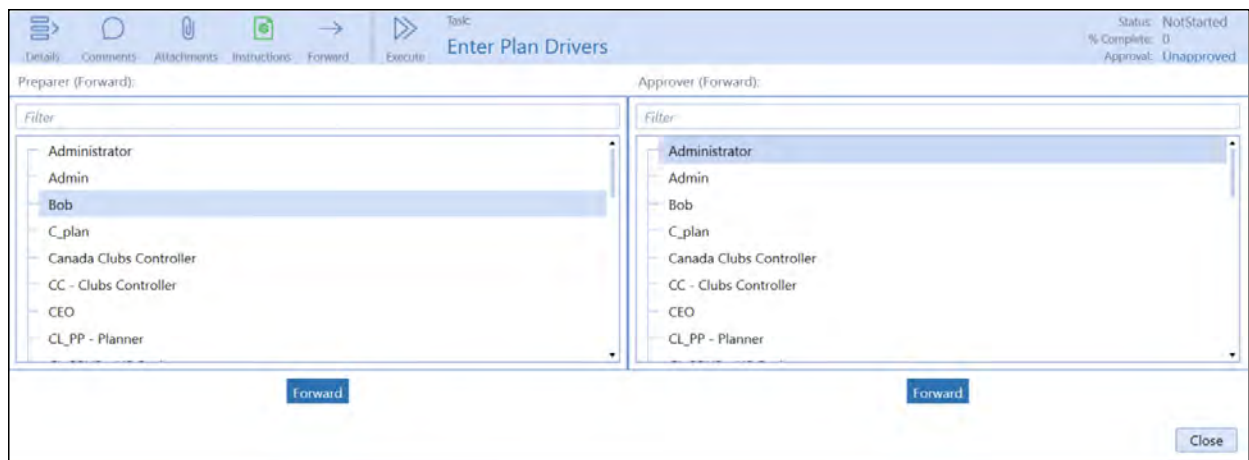
Instruction viewer. Click  to expand the Instruction viewer to the OneStream window size or size as needed.



See also: [Instructions](#)

Forward

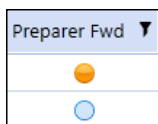
This icon displays if you have the right to forward the selected task. Forward lets Preparers and Approvers reassign task instance ownership to a different Preparer or Approver in the selected time-period. Task forwarding does not change the task assignment for past or future time-periods. Preparer Group and Approver Group assignments are retained.



Forward lists are not based on security access. If you forward a task to someone who does not have security access to the underlying action, they cannot complete their action. You can filter the lists by typing into the filter text box.

When a task is forwarded to a new Preparer or Approver:

- The task displays in the new Preparer's or Approver's queue.
- The new Preparer or Approver receives an email notification.
- There is an entry logged into the Task Detail History table.
- An orange circle displays in the **Preparer Fwd** or **Approver Fwd** column in the task grids for the selected time-period.



Task status action buttons (Started, Not Started, Complete)

Click **Start** to move the selected task's status to **In Process**. Click **Complete** to move the selected task's status to **Completed**.

Execute

This button executes the task action for the selected task. Executed task actions differ based on the Task action type.

See also: [Execute Tasks](#) for details on executing tasks based on task action type.

Execute is available for all users assigned as the Preparer of a task and all tasks types.

Note: The **Execute** button is hidden for tasks with the No Action task action type.

Execute Tasks

When you execute a task, the action taken to execute the task is based on the action type of the task.

Execute a Custom Task

Tasks with a **Custom** task action type display a dashboard in a separate tab when you click **Execute**, so you can easily switch between the dashboard tab and the tab containing the task's details. Navigation and actions can be taken in the Task Manager dashboard.

Execute a Data Management Task

Tasks with a **Data Mgmt** task action type run a data management sequence in the background when you click **Execute**. The OneStream Task Activity log reflects updated data management sequence status.

Execute a Dependent Group Task

Tasks with a **Dependent Group** task action type show a Gantt view of the dependent group and its tasks when you click **Execute**.

The screenshot displays the Task Manager interface for a task named "Disclosures". The task is in a "NotStarted" state with 0% completion. The interface includes a navigation bar with options: Details, Comments, Attachments, Dependents, Forward, and Execute. A progress bar shows 0% completion. Below the progress bar is a table listing tasks within the group:

Title	Details	Image	% Complete	Start	End
Disclosures	...		0	7/20/2020 5:29:54 PM	7/24/2020 1:29:54 AM
Shareholder Letter	...		0	7/20/2020 5:29:54 PM	7/22/2020 5:29:54 AM
Product Detail	...		0	7/21/2020 1:29:54 AM	7/22/2020 1:29:54 PM
Sales and Marketing	...		0	7/21/2020 7:29:54 AM	7/22/2020 7:29:54 PM
Final 10Q	...		0	7/23/2020 1:29:54 AM	7/24/2020 1:29:54 AM

To the right of the table is a Gantt chart for July 2020, showing the duration of each task as a horizontal bar. The "Shareholder Letter" task is highlighted in grey, and its details are shown in a separate view to the right, including a sub-task "Product Detail" and "Sales and Marketing". A "Close" button is located at the bottom right of the interface.

Click the ellipsis in the **Details** column to display a dependent task's details in the same area. This is helpful to see the dependent task details and take any actions on that task without having to navigate away from the page.

TASK GRID VIEW

Time: 2018M3 Group: (All) Role: (All) Category 1: (All) Category 2: (All) Category 3: (All) Tasks: 50 % Completed: 24% Past Due: 0 Refresh

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Status	Status Text	Task	Days Until	Completed Date	Days Late	Preparer Fwd	Preparer	Preparer Group
<input type="checkbox"/>	NotStarted	Revenue Forecast		3	1/1/1900 12:00:00 AM	0	<input type="checkbox"/>	HC	Houston Combin
<input type="checkbox"/>	NotStarted	Explain Actual vs Budget Variance		4	1/1/1900 12:00:00 AM	0	<input type="checkbox"/>	HC	Houston Combin
<input type="checkbox"/>	NotStarted	Update Detailed Sales Forecast		3	1/1/1900 12:00:00 AM	0	<input type="checkbox"/>	HC	Houston Combin
<input type="checkbox"/>	NotStarted	Profitability Allocations		5	1/1/1900 12:00:00 AM	0	<input type="checkbox"/>	HC	Houston Combin
<input type="checkbox"/>	NotStarted	Update Tax Forms		6	1/1/1900 12:00:00 AM	0	<input type="checkbox"/>	HC	Houston Combin
<input checked="" type="checkbox"/>	NotStarted	Shareholder Letter		7	1/1/1900 12:00:00 AM	0	<input type="checkbox"/>	HC	Houston Combin
<input type="checkbox"/>	NotStarted	Product Detail		7	1/1/1900 12:00:00 AM	0	<input type="checkbox"/>	HC	Houston Combin

Task: Shareholder Letter Status: NotStarted % Complete: 0 Approval: Unapproved

Details Comments Attachments Forward Start Complete Execute

Description:

Assignment:
Preparer: HC Approver: CC
Preparer Group: Houston Com Approver Group: Clubs Conti

Action Type:
Document Mgmt

Action Parameters:

History

Status	Time Stamp	User	Detail
NotStarted	7/14/2020 4:12:25 PM	Admin	Task status set to NotStarted.
Inprocess	7/14/2020 4:11:00 PM	Admin	Task status set to Inprocess.
NotStarted	7/14/2020 4:09:58 PM	Admin	Task status set to NotStarted.
Inprocess	7/14/2020 4:09:38 PM	Admin	Task status set to Inprocess.

The preceding example shows the original task Disclosures executed, and the dependent task Shareholder Letter is selected from the Gantt view to display in the page. You can also see any cascading dependent tasks on the same page.

Execute a Document Management Task

Tasks with a **Document Mgmt** task action type display the Document Management menu bar when you click **Execute**.

See also: [Document Management Tasks](#)

Task: Directors Report Status: Completed % Complete: 100 Approval: Unapproved

File Name: Formatted Directors Report.xfTmp.docx Edit State: CheckedIn By: bdowney Date (UTC): 3/9/2018 10:10:55 AM

Check-In History Check-Out Undo Publish Delete

In	Out	User	Time Stamp (UTC)	Comment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	bdowney	3/9/2018 10:10:55 AM	Version 1

Execute an Open Dashboard Task

The OneStream dashboard displays in Task Manager tab when you click **Execute**, so you can easily switch between the dashboard tab and the tab containing the task’s details. Navigation and actions can be taken in the dashboard in Task Manager.

Execute an Open Page Task

Tasks with an **Open Page** task action type open a specified OneStream page in a separate tab when you click **Execute**.

Executing an Open URL Task

Tasks with an **Open URL** task action type display the website in the task when you click **Execute**. You can navigate and perform actions across the website in Task Manager.


Status	Status Text	Task	Task Group	Action Type	Priority	Work Day	Start Date	Due Date	Days Until	Completed Dat
NotStarted	NotStarted	Bank Statement Downlo	Actuals	Open URL	Medium	3	7/23/2020 6:31:33 AM	7/24/2020 6:31:33 AM	3	1/1/1900 12:00
NotStarted	NotStarted	Enter Plan Drivers	BudgetV2	Open Workflow	Medium	-1	7/19/2020 6:31:33 AM	7/20/2020 6:31:33 AM	0	1/1/1900 12:00
NotStarted	NotStarted	Detailed Travel Plan	BudgetV2	Open Workflow	Medium	0	7/20/2020 12:31:33 PM	7/22/2020 12:31:33 AM	1	1/1/1900 12:00
NotStarted	NotStarted	Detailed People Plan	BudgetV2	Open Workflow	Medium	0	7/20/2020 12:31:33 PM	7/22/2020 12:31:33 AM	1	1/1/1900 12:00
NotStarted	NotStarted	Detailed Capex Plan	BudgetV2	Open Workflow	Low	0	7/20/2020 12:31:33 PM	7/22/2020 12:31:33 AM	1	1/1/1900 12:00
NotStarted	NotStarted	Load GI Trial Balance File	Actuals	Open Workflow	High	0	7/20/2020 12:31:33 PM	7/22/2020 12:31:33 AM	1	1/1/1900 12:00

Details Comments Attachments Forward Start Complete Execute

Task: Bank Statement Download

Status: NotStarted
 % Complete: 0
 Approval: Unapproved

https://www.accountmanagement.baml.com/login/login.aspx



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Secure Log in

 Save User ID

Forgot ID | Forgot Password
Set Up Online Access

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INSIGHTS

Private Bank CIO Audiocast Series

SOLUTIONS

Individuals & Families
Strategies Designed For You and Future

Executing an Open Workflow Task

Tasks with an **Open Workflow** task action type open the specified workflow in a separate tab when you click **Execute**.

Task Status Actions

Preparers and Approvers have different task status actions that are available depending on the task state.

Task Manager Administrators can also access these actions for their own tasks or a Preparer or Approver's tasks when you select the **As Admin** filter. However, Segregation of Duties are enforced so that anyone acting as a Preparer who completes a task in any given month cannot approve the same task that month even if they are a Task Manager Administrator. Only actions specific to the current task status display.

Preparer Status Actions

Start

Sets the task status to In Process.

Complete

Sets the task status to Completed.

Not Started

Sets the task status to Not Started.

Recall

Sets a completed task to In Process.

Approver Status Actions

Approve

Sets the task status to Approved.

Reject

Sets the task status to Rejected.

Unapprove

Reverts an approved task status back to Completed.

See also:

- [Task Manager State Diagram](#) in Appendix A for the different task states and task status actions available for preparers and approvers.
- [Process Tasks in Bulk](#) for information on bulk processing task status actions on tasks.

Status

The **Task Action** bar shows the task's progress. Task Preparers and Approvers can complete and approve directly from **Task Action** bar.

Tasks with the Open Workflow action type are linked to actions taken in OneStream. The Status and Approval values for these tasks automatically update as the related actions are completed in OneStream.

% Complete

The task completion percentage for the selected time period.

Approval

The task approval status of **Approved**, **Unapproved**, or **Not Required**.

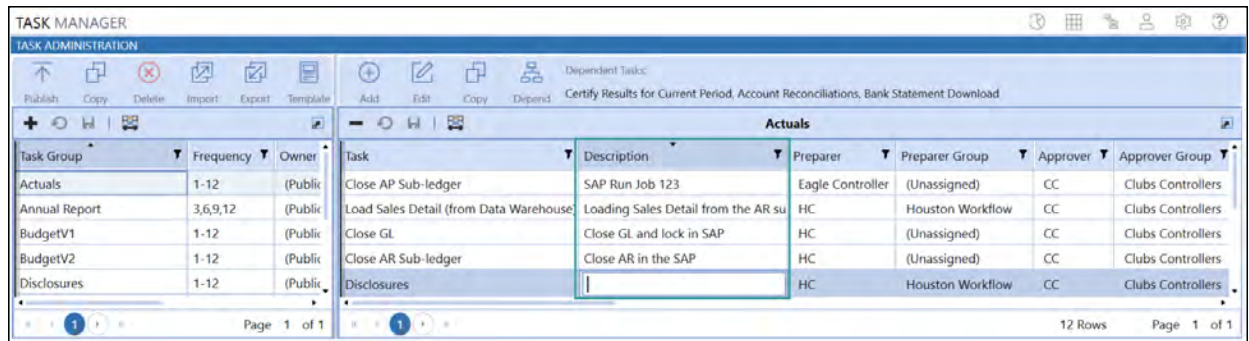
Set up Task Descriptions

Administrators can add descriptive text for a task. Use the Task Editor or the Description field in the Task Administration task list to enter description for a task. Click in the description field of the task to enter the description.

Task descriptions are a useful way for Administrators to quickly assess the nature of the task and lets you communicate what must be done to work on or complete the task.

Descriptions can only be entered by Administrators. After the task is published, task Preparers and Approvers can view descriptions, but cannot add or edit descriptions.

The following image shows the **Description** field in the Task Administration task list.



The screenshot shows the 'TASK ADMINISTRATION' window. It features a toolbar with various icons for task management. Below the toolbar is a table with the following data:

Task Group	Frequency	Owner	Task	Description	Preparer	Preparer Group	Approver	Approver Group
Actuals	1-12	(Public)	Close AP Sub-ledger	SAP Run Job 123	Eagle Controller	(Unassigned)	CC	Clubs Controllers
Annual Report	3,6,9,12	(Public)	Load Sales Detail (from Data Warehouse)	Loading Sales Detail from the AR su	HC	Houston Workflow	CC	Clubs Controllers
BudgetV1	1-12	(Public)	Close GL	Close GL and lock in SAP	HC	(Unassigned)	CC	Clubs Controllers
BudgetV2	1-12	(Public)	Close AR Sub-ledger	Close AR in the SAP	HC	(Unassigned)	CC	Clubs Controllers
Disclosures	1-12	(Public)	Disclosures		HC	Houston Workflow	CC	Clubs Controllers

The default column ordering in Task Manager places the **Description** field in the **Task List** as the second rightmost column. You can click **Column Settings** in the task list and use the **Column Settings** dialog box to move the **Description** field to where it can be viewed without scrolling the task list to the right to see the field in its default column ordering location.

See also: [Column Settings](#)

The following image shows the Description field in the Task Editor. You can use either the Task Editor or Task Administration task list to enter descriptions for tasks that you manually add.

The screenshot shows a window titled "Task Editor Update - Actuals" with four main sections:

- 1 Info:**
 - Name: Close AR Sub-ledger
 - Notification: None
 - Preparer: HC
 - Preparer Group: (Unassigned)
 - Approver: CC
 - Approver Group: Clubs Controllers
 - Category 1: Actuals
 - Category 2: External System
 - Category 3: None
 - Instructions: (From Group)
 - Description: Close AR in the SAP
- 2 Schedule (UTC):**
 - Work Day: -2
 - Start Hour/Offset: None
 - Duration: 1 Day
 - Holiday Profile: Unassigned
 - Frequency: 1-12
 - Priority: Med
 - Is Milestone: No
- 3 Action:**
 - Dashboard: (Unassigned)
 - Action Type: Custom Task
 - Task Parameters: (Empty field)
 - Auto-Status Function: (Empty field)
- 4 Status:**
 - Conditional Status Expression: (Empty field)

Buttons for "Save" and "Cancel" are located at the bottom right of the window.

Task descriptions display in the **Task Details** pane of the **Task Grid View** and **Task Gantt View** pages, so you can quickly assess the nature of the task. However, you cannot edit the descriptions in the **Task Details** pane.

Task Administration

The screenshot shows a task administration interface for a task titled "Close AR Sub-ledger". The interface includes a toolbar with icons for Details, Comments, Attachments, Forward, and Unapprove. The task status is "Completed" with 100% completion and an "Approved" status.

Description: Close AR in the SAP

Assignment:

- Preparer: HC
- Preparer Group: (Unassigned)
- Approver: CC
- Approver Group: Clubs Controllers

Action Type: No Action

Action Parameters: Task Has No Action

History:

Status	Time Stamp	User	Detail
Approved	10/3/2018 12:37:12 PM	CC	
Completed	9/25/2018 1:45:07 PM	Admin	
InProcess	9/25/2018 1:45:06 PM	Admin	
Approved	3/19/2018 9:04:52 PM	CC	
Completed	3/19/2018 9:03:12 PM	Admin	
InProcess	3/9/2018 2:14:25 PM	Administrator	

See also:

[Task Editor](#)

[Tasks](#)

Task Grid View

The **Task Grid View** provides a way for Preparers and Approvers to view and work on their tasks from within a grid. **Task Grid View** and **Task Gantt View** are where Administrators and task Preparers can do most of their task processing.

Use the first column in the **Tasks** pane to select multiple tasks to process by clicking the check box for each task.

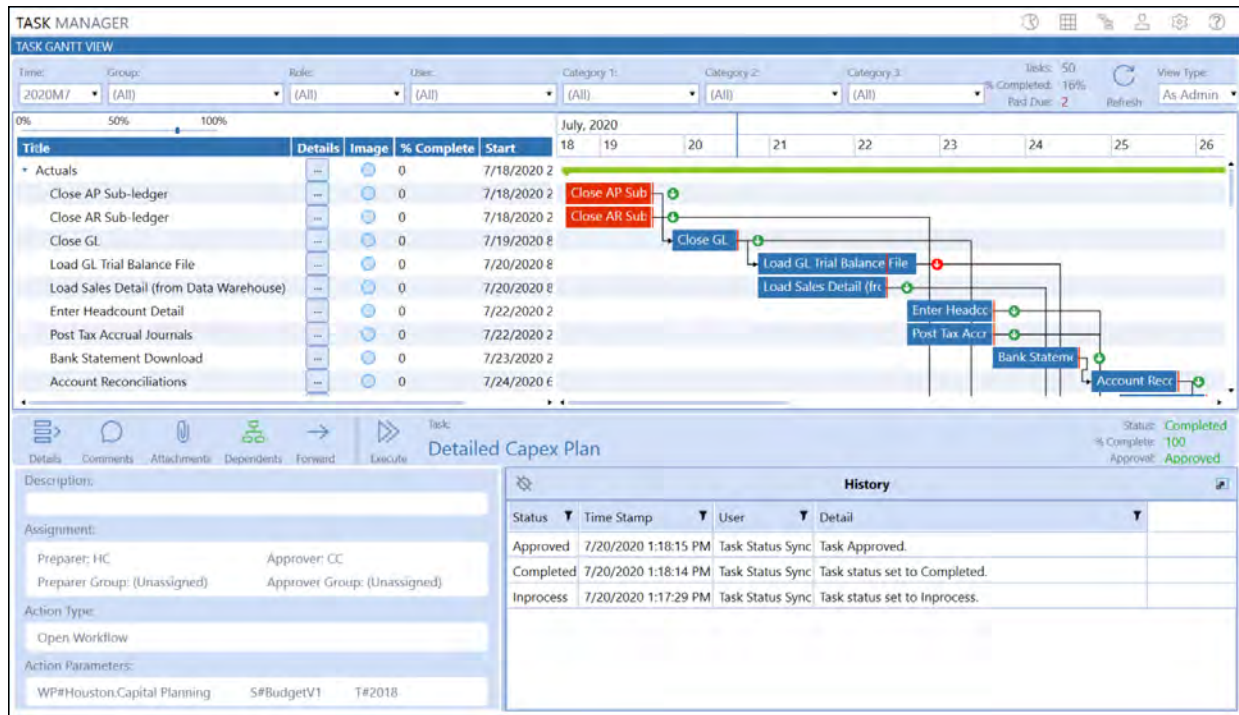
The screenshot displays the 'TASK MANAGER' interface in 'TASK GRID VIEW' mode. At the top, there are filter menus for Time (2018M1), Group ((All)), Role ((All)), and three Category filters (All). Summary statistics show 38 tasks, 29% completed, and 0 past due. Below the filters is a table of tasks with columns for Status, Status Text, Task, Task Group, Priority, Days Until, Completed Date, Work Day, Days Late, and Preparer Fwd. The 'Cash Plan' task is selected and highlighted. Below the table, a task details pane for 'Cash Plan' is shown, including assignment information (Preparer: HC, Approver: CC), action type (Open Workflow), and action parameters (WP#Houston.Cash Planning, S#BudgetV1, T#2018). A history table on the right shows the task's status changes: Approved, Completed, Unapproved, and NotStarted.

Status	Status Text	Task	Task Group	Priority	Days Until	Completed Date	Work Day	Days Late	Preparer Fwd
<input type="checkbox"/>	NotStarted	Account Reconciliations	Actuals	Medium	4	1/1/1900 12:00:00 AM	4	0	<input type="checkbox"/>
<input type="checkbox"/>	NotStarted	Bank Statement Download	Actuals	Medium	3	1/1/1900 12:00:00 AM	3	0	<input type="checkbox"/>
<input type="checkbox"/>	NotStarted	Cash Plan	BudgetV2	Low	6	1/1/1900 12:00:00 AM	5	0	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Completed	Cash Plan	BudgetV1	Low	10	3/26/2019 4:00:04 PM	8	0	<input type="checkbox"/>
<input type="checkbox"/>	NotStarted	Cashflow Maintenance	Legal Consolidation	Medium	5	1/1/1900 12:00:00 AM	4	0	<input type="checkbox"/>
<input type="checkbox"/>	NotStarted	Certify Results for Current Period	Actuals	High	5	1/1/1900 12:00:00 AM	5	0	<input type="checkbox"/>
<input type="checkbox"/>	Completed	Close AP Sub-ledger	Actuals	Medium	0	11/9/2018 11:24:53 AM	-2	0	<input type="checkbox"/>
<input type="checkbox"/>	Completed	Close AR Sub-ledger	Actuals	Medium	0	11/9/2018 11:25:00 AM	-2	0	<input type="checkbox"/>
<input type="checkbox"/>	Completed	Close GI	Actuals	Hinh	0	11/9/2018 11:25:07 AM	-1	0	<input type="checkbox"/>

The task list grid in the **Task Grid View** page works as a pivot grid, allowing column(s) to be dragged to the top, creating groupings. Click any task in the grid to display the task details on the bottom half of the page. The **Task Grid View** page reloads if any of the filters on the **Task Filter** menu bar change or when you click **Refresh**.

Task Gantt View

The **Task Gantt View** displays a Gantt chart with dynamic filters. Tasks presented on the Gantt chart turn from blue to red when a task becomes past due. The Gantt chart displays the **Task Details** pane on the bottom half of the page. The Gantt chart times are based on the user's computer time.



Title

The name of the task.

Details

Click the **ellipsis** button in the row of the task to display its details in the **Task Details** pane on the bottom half of the page.

Image

An indicator showing the task's status.

See also: [Task Status Indicator](#) for more information about each status indicator.

%Complete

The percentage a task or task group has been completed.

Note: If a group contains tasks that a user cannot access, those tasks are not considered in the derived completeness calculation. This value matches the Scorecard completion value for any given group.

Start

The local date and time the task is set to begin.

End

The local date and time the task is set to complete.

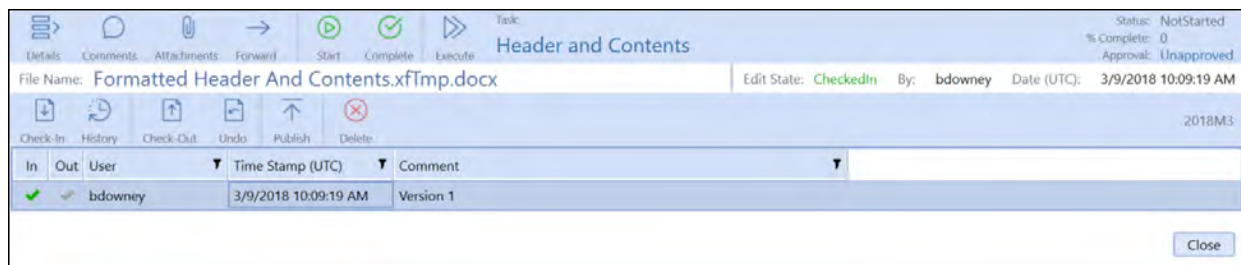
Document Management

Use the **Doc Mgmt** action type to manage document workflow (such as all documents needed for close).

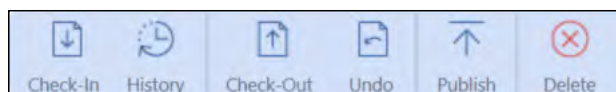
Note: A Document Management task may only contain and manage a single document for document revisions. Use task attachments if several files are required for a task.

Preparers can create, check-in, publish and modify the documents. Approvers can only publish documents, so they can be reviewed before approval is given.

Select a Doc Mgmt task in the **Task Details** dialog box to display its details on the bottom half of the dialog box. When you click **Execute** to execute the task, the **Document Management** Menu Bar displays.



Document Management Menu Bar



Check-In

Use this to check-in a single document from your local computer. First enter a check-in comment and click **Check-in**, then navigate to and select the document and click **Open**.

History

Opens the Check-In History dialog box to check-in a document version previously used, that is currently stored in history.

Check-Out

Use to check-out a previously checked in version of the document.

Undo

Use to undo document version checkout.

Publish

Use to publish the checked-in version of an XFDoc.

Delete

Deletes the document and all historical instances of the document associated with the selected task.

Document Management Processes

Creating the Document to be Checked-In/Published

1. Open Word and create the document containing the information related to the task.
OneStream software components are added to the document with the XFDoc Builder Add-In during check-out.
2. Save the document and note its location.

Note: Documents inserted into other documents must be saved with .xfDoc as part of the file name, for example SouthHoustonSales.xfDoc.docx for a Word document. Documents not stored in this format cannot be inserted in other documents

3. Close the document.

Check In and Publish a Document

1. Click **Check-In** and enter a related comment in the Check-in dialog box. Click **Check-in**.
2. Use Windows Explorer to navigate to the location of the file being Checked-In (created in the previous section) and select it.

Note: Documents being checked in must be closed before checking them in. An error occurs if the document is still open.

3. Click **Open** to check in the document. The document displays in the task, with a status of **CheckedIn**. The document displays a green check in the In column to indicate it is checked in.

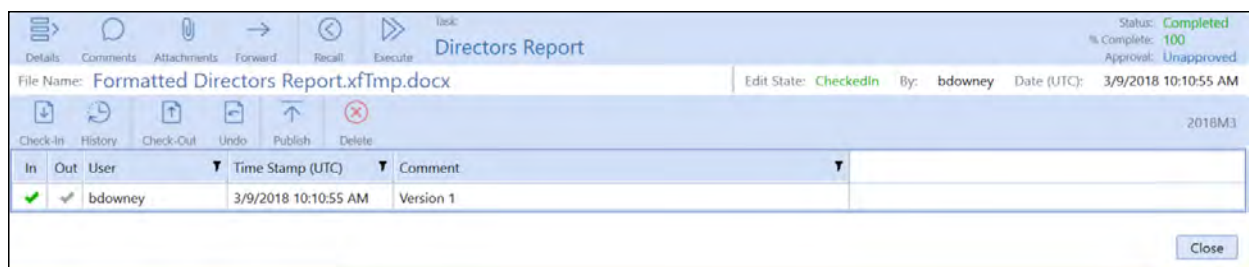
In	Out	User	Time Stamp (UTC)	Comment
✓	✓	Administrator	1/22/2019 4:39:30 PM	1st check-in

The document is ready to be published if the document does not need any XFDoc components added. Continue to the next step.

See also: [Check Out and Publish a Document](#) for instructions if you are adding XFDoc components to this newly published document.

4. Select the newly checked-in document, then click **Publish**. The document opens and displays in the program associated with the file type.
5. Close the document. The status of the document is still **CheckedIn** and it has a green check in the In column.

Note: Document file name suffixes change from .xfDoc to .xfTmp when checked in.



Check Out and Publish a Document

If the document needs to be updated, it must be checked-out, edited, checked-in, and republished. The XFDoc Builder add-in must first be installed as a Word add-in before using it in Word.

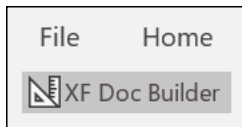
1. Click **Execute** to execute the task for the document needing updates.
2. Select the document version to be updated, then click **Check-Out**. The document opens in the file's default File Viewer.
3. Make any required changes needed to the document.

If not adding components, proceed to step 7. Otherwise, proceed with the next step.

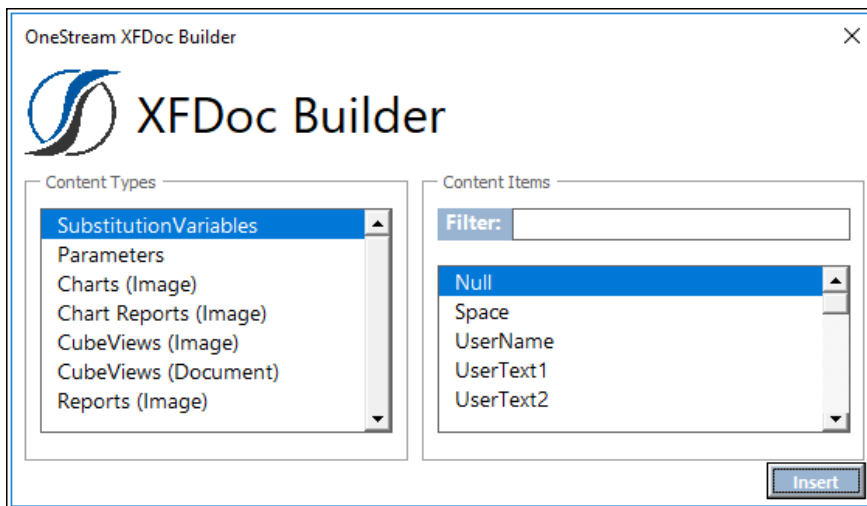
Note: The XFDoc Builder add-in must first be installed as a Word add-in before using it in Word.

See also: [XFDoc Add-Ins Settings](#) for information on adding the XFDoc Builder add-in.

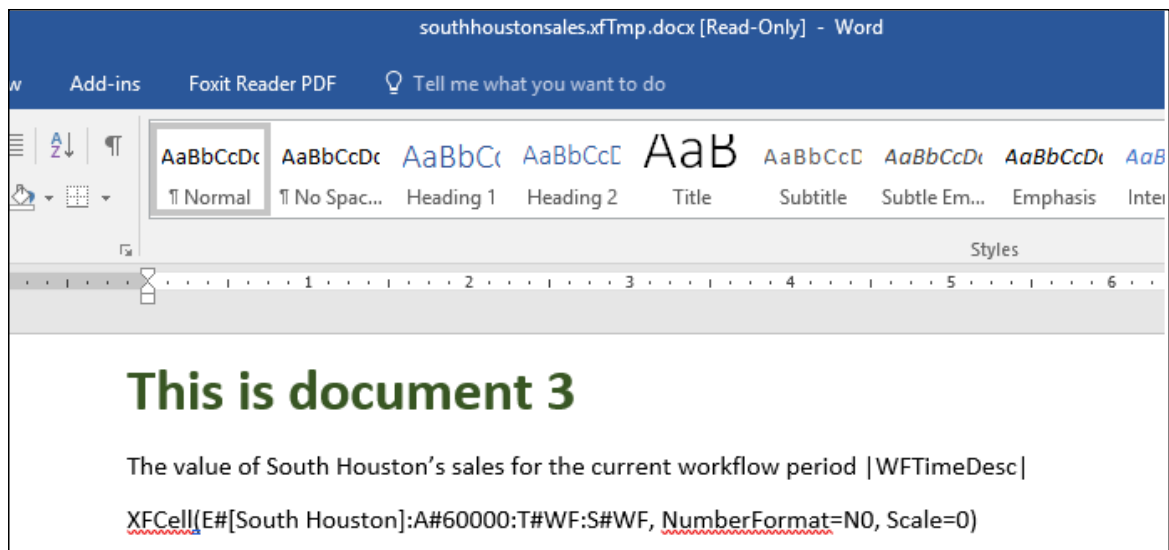
4. In Word, click **Add-ins**, then click the **XFDoc Builder** button.



5. Use the **OneStream XFDoc Builder** dialog box to insert components. Double-click the content types to add them to the list of content items, and then click **Insert**.

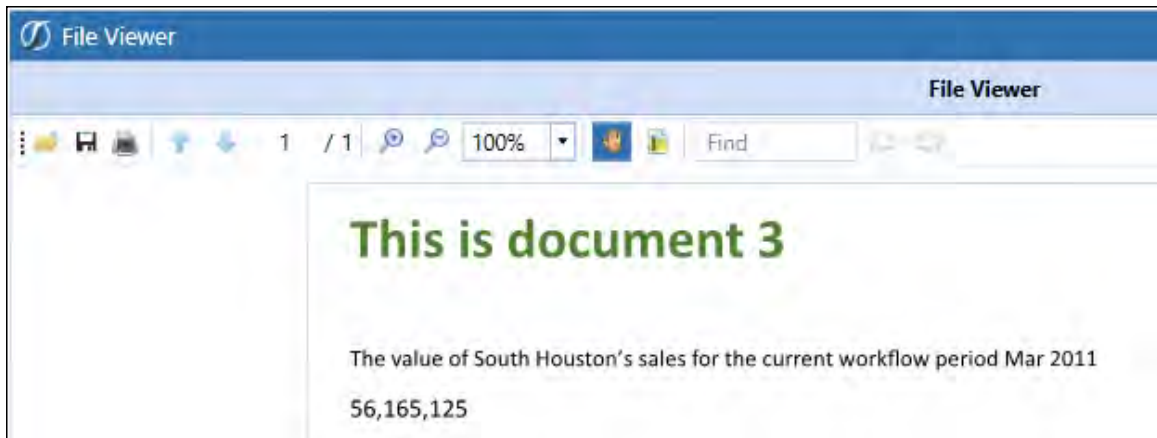


The document updates with the selected component information.



While the document is checked out for editing, the extensible functionality is not processed, due to the .xfTmp in the file name. While editing the document, the extensible code is visible, not the actual data.

6. Save the document. When saving the document in the same file location with its previous name, select the Replace file option when prompted. The document automatically saves with .xfTmp added to the file name.
7. Close the document.
8. Complete the steps documented in [Checking-In/Publishing a Document](#) to check the document back in and publish it. When published, the document contains information based on the components added and the formulas entered.



Provide an explanation of what changed in the Comment field. Both versions of the document display in the Document Management list.

In	Out	User	Time Stamp (UTC)	Comment
✓	✓	HC	1/24/2019 9:41:58 PM	HC review and revision
✓	✓	Administrator	1/24/2019 9:37:19 PM	Initial draft

Create a Combined Extensible Document

You can create a single document to display data from multiple source documents. Each of the source documents must have .xfdoc in the file name, be associated with a specific task, and already be checked-in and published. Then you can combine multiple documents into a final document. There must also be a task that creates and publishes the combined extensible document already created.

Note: Combining one Word document (Doc Management) task inside of another Doc Management task (Word Document) using a version of Microsoft Word 2010 or earlier is not supported.

1. Create a blank document in Word to contain the combined documents.
2. Enter the appropriate information into the document.
3. Save it and note the location.
4. Launch the task for publishing combined documents.

5. Check in the document created in step 1 of this procedure.
6. Select the document that was just checked in and click **Check-Out**. A window displays with options for the file being checked out.
7. Click **Open**.
8. Click **Add-ins**, then click the **XFDoc Builder** button.
9. In the **XFDoc Builder** dialog box, select **Task Word (Document)** as a content item.
10. Select the file to be inserted, then click **Insert**.
11. Select the next blank line in the document, then press **Enter** to move to a new line.

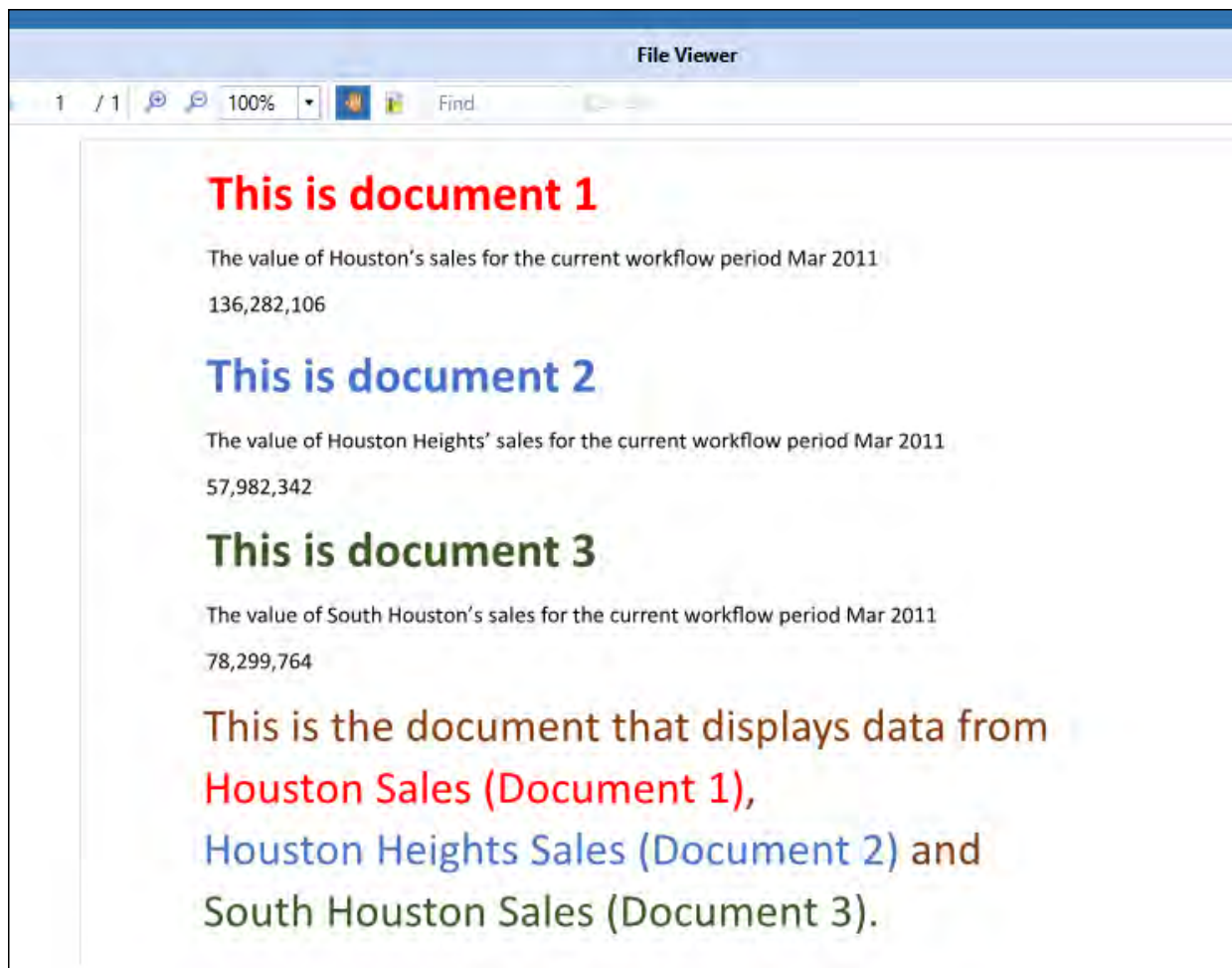
Note: Inserted files must be added on a separate line within the combined document.

12. Repeat steps 8-11 as necessary to insert all documents.
13. Save the document.

Note: When saving the document in the same file location with its previous name, select the Replace file option when prompted.

14. Close the document.
15. Complete the steps documented in [Check In and Publish a Document](#) to check in and publish the document.

This example shows a combined document.



Manage Grid Items

Task Manager provides several features that let you group, filter, and display the data, items and columns in the grid.

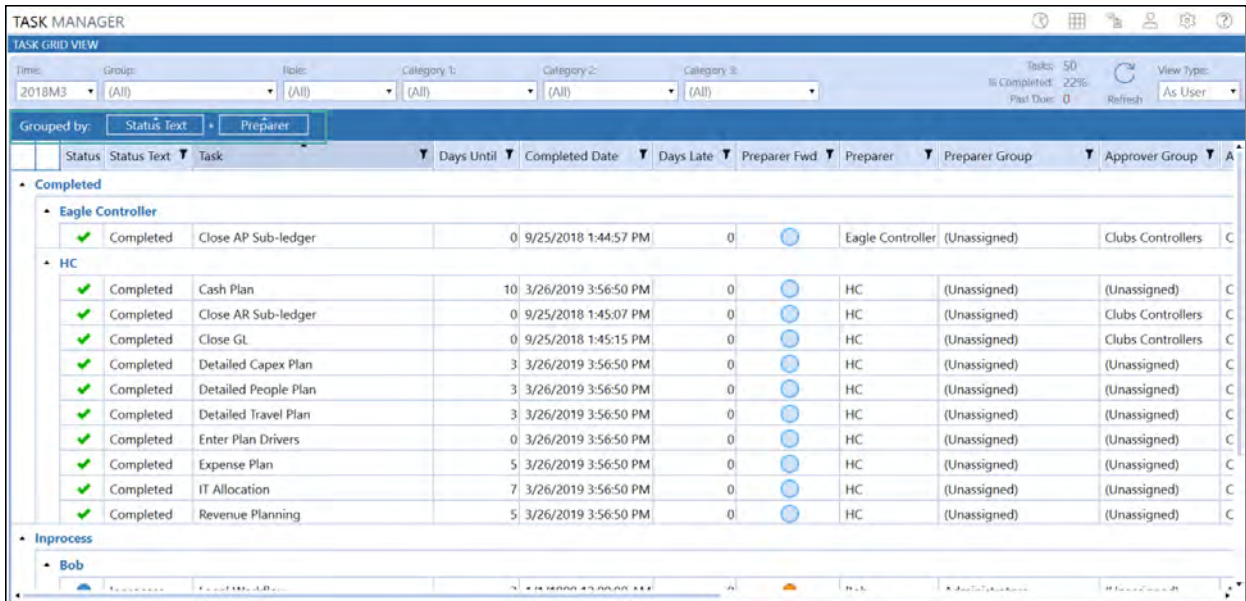
Group Grid Items

In Task Manager grids, you can drag and drop column headers to the dark blue bar on top of the column headers to group and display grid items by the dropped column.

Drag a column header and drop it here to group by that column

Any column or combination of columns can be used. For example, to group tasks by Status Text and Preparer, first drag the Status Text column head up to the bar at the top of the grid, then do the same with the Preparer column head. Dragging and dropping any column head to this area changes it to the Grouped by bar and displays the column head names that you drop into it.

The following image shows the **Task Grid View** page with the tasks grouped first by Status Text, then by Preparer.

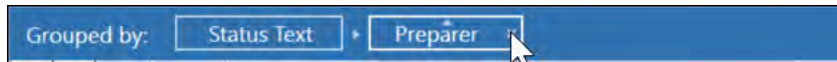


Column groupings are updated and display as soon as the column is dropped into the bar. When more than one grouping is used, groupings display as nested within its higher-level grouping. For example, the previous image lists the tasks by status, then within each status, tasks are grouped by the Preparer.

Expand or collapse grouped items by clicking the **Expand** and **Collapse** widgets on the top left of each grouping.

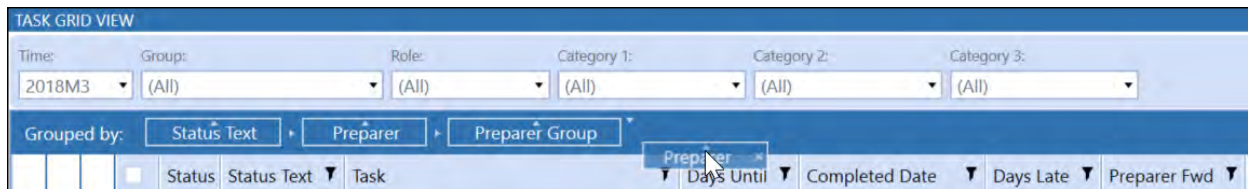
Any column groupings you make are retained between Task Manager sessions. Groupings stay in place until you change them or remove them.

To remove a grouping, hover over the column group you want to remove, then click the x that displays in the group box. You can also click the column group head in the **Grouped by** bar and drag it anywhere outside of the bar to remove it. Removing all groupings restores the list to its original state.



You can also change the list of items within groupings between ascending order and descending order by clicking the ascending/descending widget on the top of the column group box.


When grouping grid items by multiple groups, you can also easily change grouping hierarchy by dragging and dropping a grouping box to the grouping level.



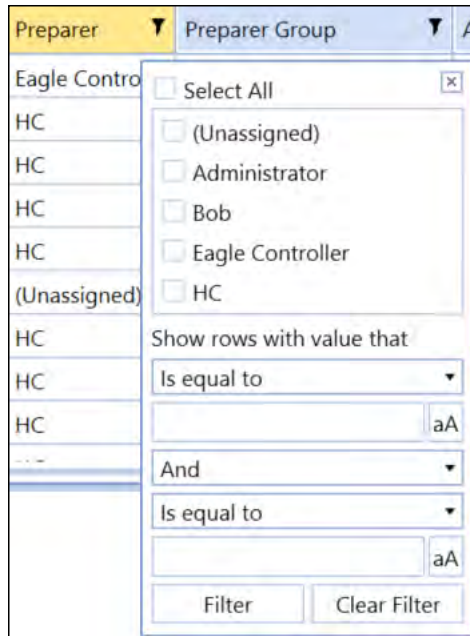
Filter Items that Display in a Grid

Grids allow you to use filters to display a subset of the grid's items. This is useful when working with large numbers of items in a grid and lets you easily focus on the items you need to work with.

Any column reordering stays in state until you change it. In other words, column ordering is remembered and retained from session to session until changed.

Any grid with columns that include the **Filter**  button in the column head let you use filtering criteria to display the items that meet the filtering criteria you define for that column.

In any grid column, you can click the **Filter** button  to display the **Filter Criteria** dialog box.



Start by selecting the specific items to include in the filter. Items that you can choose from are based on specific item values available in the selected column. You can select all items, specific items, or a single item for filtering.

Use the remaining fields to optionally build a filter expression to further filter the items to display in the grid. Use the fields to define the logical operators and relational operators in the filter expression. When a logical operator requires a value, use the text box below the logical operator list box to enter the value. Click the button next to the value if you want case matching to apply to the entered value.

Click **Filter** to apply the filter to the selected task group or task list.

Reorder Grid Columns

Each column in a grid can be moved, so you can customize the display order of columns. This is useful with grids that display many columns, letting you customize the display order to see the column data most important to you. This lets you move the most important columns to the visible area of the grid, so you don't have to scroll right and left to see those columns.

To reorder a column in a grid, click and drag the column heading to a new position in the grid.

The screenshot shows the 'TASK ANALYSIS' interface. At the top, there are filters for Time (2018M3), Group ((All)), Role ((All)), Category 1 ((All)), Category 2 ((All)), and Category 3 ((All)). Below the filters is an 'Explorer Pivot' section with 'Timeliness Trend' and 'All Commentary'. The main area is a grid with the following data:

Status	Task Group	Work Day	Status Text	Action Type	Priority	Start Date	Task
✓	Actuals	Task	Completed	No Action	Medium	7/23/2020 9:07:33 AM	Close AP Sub-
✓	Actuals	-2	Completed	No Action	Medium	7/23/2020 9:07:33 AM	Close AR Sub-
✓	BudgetV1	-1	Completed	Open Workflow	Medium	7/24/2020 9:07:33 AM	Enter Plan Dri
✓	Actuals	-1	Completed	No Action	High	7/24/2020 3:07:33 PM	Close GL

Set and Order Grid Columns (Task Administration only)

In the **Task Administration** page, you can use the **Column Settings** dialog box to determine which columns to display and the left-to-right order in which the columns display. You can column display and ordering for both the **Task Group** and **Task list** panes. This allows you to easily focus on just the data you need to see to process your task groups and tasks.

See also: [Column Settings](#) for instructions on setting Task Administration column ordering and display using the **Column Settings** dialog box.

Process Tasks in Bulk

The **Task Grid View** and **Task Details** dialog box allow you to update multiple task statuses by selecting the tasks, then applying one status action to all the selected tasks. For example, rather than selecting each task that needs approval and changing the task status to **Approve** one-by-one, you can select all the tasks and approve them all in one mass action.

Processing tasks in bulk is an efficient time saver when you need to perform the same task status action on many tasks at once. You can approve, unapprove, complete, reject, or recall multiple tasks by selecting them and performing a mass task status action on all the selected tasks at once.

All buttons display regardless of your role. Once you apply the action each selected task is validated against your rights. If you do not have access to that action the selected tasks do not update.

Task Manager statuses indicate where a task currently is in the task workflow.

See also:

- [Mass Updates Settings](#) for information on managing what can be updated in bulk.
- [Task Status Actions](#) for a description of each task status by role.
- [Task Manager State Diagram](#) for an overview of the task status workflow.

Task Details
Timeliness 2017M10 On-Time

Drag a column header and drop it here to group by that column

Status	Status Text	Task	Task Group	Action Type	Priority	Work Day	Start Date	Due Date	Days
<input type="checkbox"/>	NotStarted	Disclosures	Actuals	Dependent Group	Medium	4	7/27/2020 3:53:13 AM	7/30/2020 3:53:13 AM	
<input type="checkbox"/>	NotStarted	Close GL	Actuals	No Action	High	-1	7/22/2020 3:53:13 AM	7/23/2020 3:53:13 AM	
<input type="checkbox"/>	NotStarted	Close AP Sub-ledger	Actuals	No Action	Medium	-2	7/21/2020 3:53:13 AM	7/21/2020 4:53:13 AM	
<input type="checkbox"/>	NotStarted	Close AR Sub-ledger	Actuals	No Action	Medium	-2	7/21/2020 3:53:13 AM	7/22/2020 3:53:13 AM	
<input type="checkbox"/>	NotStarted	Account Reconciliations	Actuals	Open Workflow	Medium	4	7/27/2020 3:53:13 AM	7/30/2020 3:53:13 AM	
<input type="checkbox"/>	Completed	Detailed Travel Plan	BudgetV1	Open Workflow	Medium	1	7/24/2020 3:53:13 PM	7/26/2020 3:53:13 PM	
<input type="checkbox"/>	Completed	Enter Plan Drivers	BudgetV1	Open Workflow	Medium	-1	7/22/2020 3:53:13 AM	7/24/2020 3:53:13 AM	
<input type="checkbox"/>	NotStarted	Enter Headcount Detail	Actuals	Open Workflow	Low	1	7/24/2020 3:53:13 AM	7/26/2020 3:53:13 AM	
<input type="checkbox"/>	NotStarted	Certify Results for Current	Actuals	Open Workflow	High	3	7/26/2020 3:53:13 AM	7/28/2020 3:53:13 AM	
<input type="checkbox"/>	Completed	IT Allocation	BudgetV1	Open Workflow	High	6	7/29/2020 3:53:13 PM	7/31/2020 3:53:13 AM	

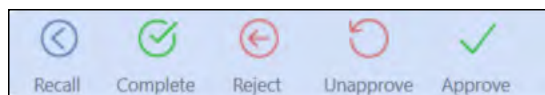
Recall Complete Reject Unapprove Approve

Drag a column header and drop it here to group by that column

Status	Status Text	Task	Task Group	Action Type	Priority	Work Day	Start Date	Due Date	Days Until	Co
<input type="checkbox"/>	NotStarted	Close AP Sub-ledger	Actuals	No Action	Medium	-2	7/21/2020 3:59:41 AM	7/21/2020 4:59:41 AM	0 1/	
<input type="checkbox"/>	NotStarted	Close AR Sub-ledger	Actuals	No Action	Medium	-2	7/21/2020 3:59:41 AM	7/22/2020 3:59:41 AM	0 1/	
<input type="checkbox"/>	NotStarted	Close GL	Actuals	No Action	High	-1	7/22/2020 3:59:41 AM	7/23/2020 3:59:41 AM	0 1/	
<input type="checkbox"/>	NotStarted	Enter Headcount Detail	Actuals	Open Workflow	Low	1	7/24/2020 3:59:41 AM	7/26/2020 3:59:41 AM	2 1/	
<input type="checkbox"/>	NotStarted	Disclosures	Actuals	Dependent Group	Medium	4	7/27/2020 3:59:41 AM	7/30/2020 3:59:41 AM	6 1/	

Close

When you select multiple tasks, the **Task Detail** pane changes to a grid listing all the selected tasks. Task status icons display at the top to let you update all the selected task's statuses. Icons that display are based on the task statuses you can apply for your role.



See also: [Task Status Actions](#) for a description of each task status by role.

To update multiple tasks at once:

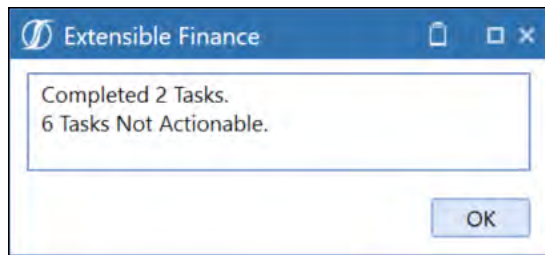
1. Select all of the tasks to process. You can select multiple tasks by:

- Click the first task in a consecutive range, Hold SHIFT, and click the last task in the range.
 - Hold CTRL and select multiple, non-consecutive tasks.
 - Click the check box in the leftmost column header. This selects all tasks in the list.
2. Click the applicable icon in the Task Status menu bar to update the tasks. Only the actions that can be taken on the selected tasks are made during processing.

When bulk processing, Task Manager considers the task dependencies, task type, the current task status, and your role with the task to determine which selected tasks can be updated. Mass actions cannot be applied to the following task types:

- Open Workflow
- Dependent Group
- Data Management
- Any Custom Task that has any character in the Auto-Status function field.

When the selected tasks are updated, a message displays showing the number of tasks that were changed to the new status and the number of selected tasks that were not actionable and did not update.



When you click **OK** and apply the bulk changes, the top grid does not refresh. This is so you do not lose their selected tasks in the list. However, the bottom grid of selected tasks does reflect the status change. Click the **Refresh** button to update statuses in the top grid.

Help and Miscellaneous Information



This page contains additional solution documentation for Task Manager.

Display Settings

OneStream and MarketPlace solutions frequently require the display of multiple data elements for proper data entry and analysis. Therefore, the recommended screen resolution is a minimum of 1920 x 1080 for optimal rendering of forms and reports.

Additionally, OneStream recommends that you adjust the Windows System Display text setting to 100% and do not apply any Custom Scaling options.

Package Contents and Naming Conventions

The package file name contains multiple identifiers that correspond with the Platform. Renaming any of the elements contained in a package is discouraged in order to preserve the integrity of the naming conventions.

Example Package Name: UTM_PV6.3.0_SV101_PackageContents.zip

Identifier	Description
UTM	Solution ID
PV6.3.0	Minimum Platform version required to run solution
SV101	Solution version
PackageContents	File name

Solution Database Migration Advice

A development OneStream application is the safest method for building out a solution with custom tables such as this one. The relationship between OneStream objects such as workflow profiles and custom solution tables is that they point to the underlying identifier numbers and not the object names as seen in the user interface. Prior to the solution configuration and to ensure the identifiers match within the development and production applications, the development application should be a recent copy of the production application. Once the development application is created, install the solution and begin design. The following process below will help migrate the solution tables properly.

See also: *Managing a OneStream Environment* in the *Design and Reference Guide*.

1. In the production OneStream application, install the solution and create the data tables. See for Database Server Connection settings and installation details.
2. Data tables are created in the OneStream Development application during the solution installation. Using the [Microsoft Data Migration Assistant](#), copy the data from the tables to the Production Microsoft SQL Server Database. Only the Microsoft SQL Administrator should run the migration assistant.

Important: This process has the potential to overwrite existing table data in the production application database if data already exists.

MarketPlace Solution Modification Considerations

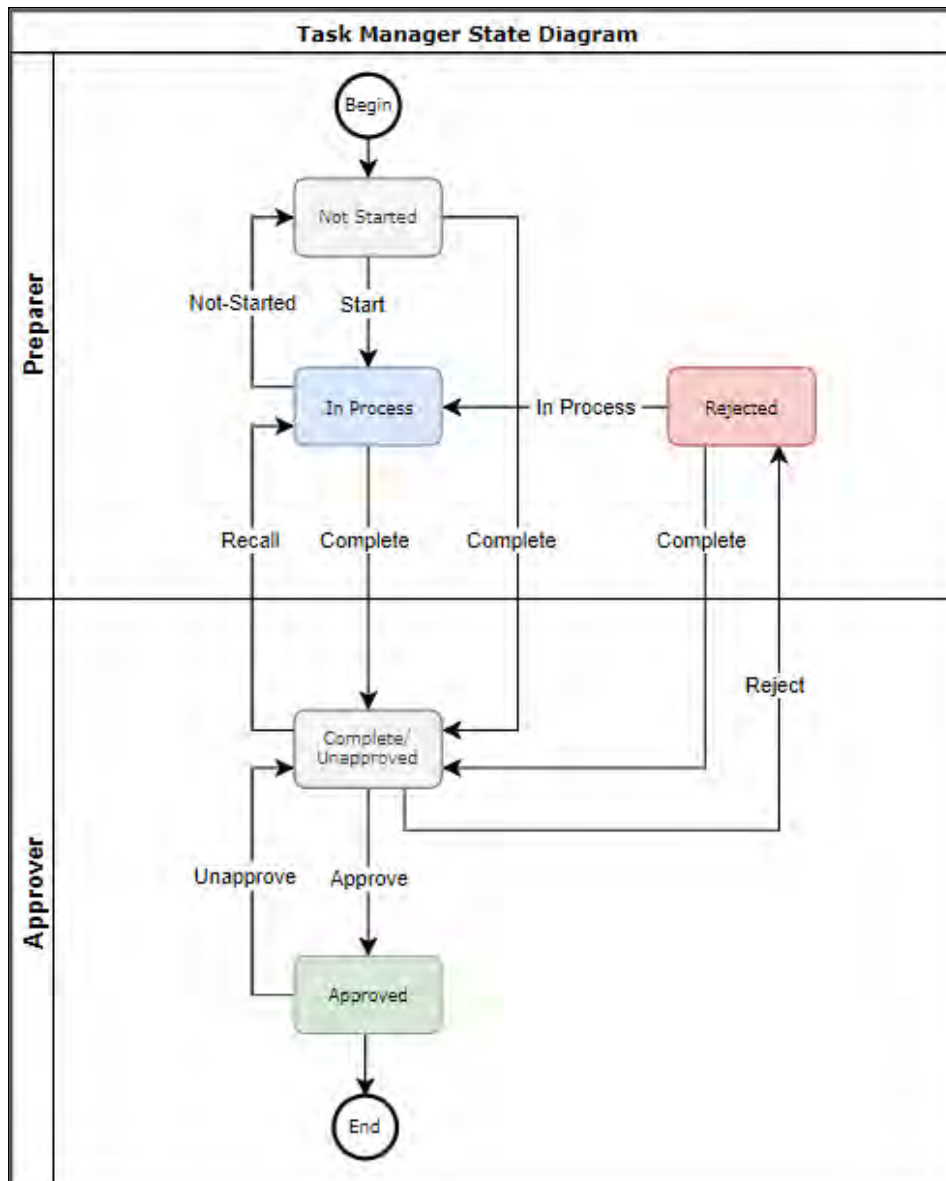
A few cautions and considerations regarding modification of MarketPlace solutions:

- Major changes to business rules or custom tables within a MarketPlace solution will not be supported through normal channels as the resulting solution is significantly different from the core solution.
- If changes are made to any dashboard object or business rule, consider renaming it or copying it to a new object first. This is important because if there is an upgrade to the MarketPlace solution in the future and the customer applies the upgrade, this will overlay and wipe out the changes. This also applies when updating any of the standard reports and dashboards.

- If modifications are made to a MarketPlace solution, upgrading to later versions will be more complex depending on the degree of customization. Simple changes such as changing a logo or colors on a dashboard do not impact upgrades significantly. Making changes to the custom database tables and business rules, which should be avoided, will make an upgrade even more complicated.

Appendix A

Task Manager State Diagram

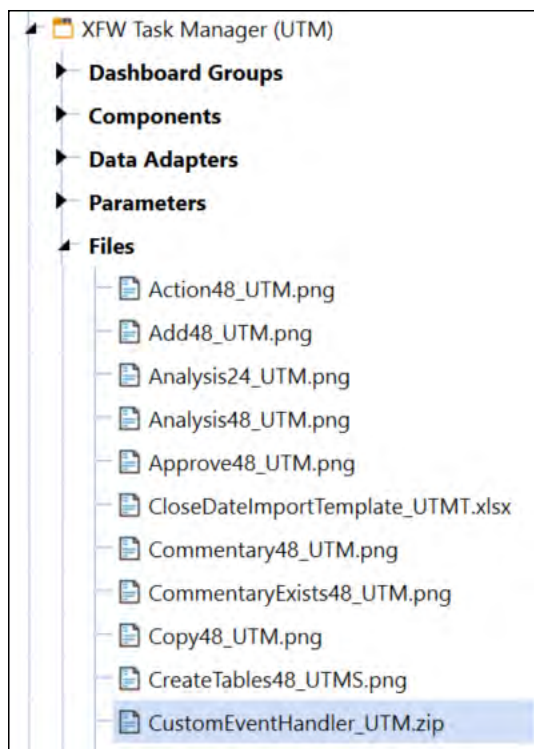


Appendix B: Custom Event Model

The purpose of the Custom Event Model is to provide a method in which you can add customizations to the Task Manager solution that remain in place and are bypassed during a solution upgrade. The Task Manager solution supports these models using Business Rules.

Set Up the Custom Event Model

1. On the Application tab click **Dashboards > Dashboard Maintenance Units > XFW Task Manager (UTM) > Files**.
2. In the Files folder, click **CustomEventHandler_UTM.zip**.



3. In the **General (File)** pane, click **Download File** in the **Content file** field and save the file to an appropriate location.

4. On the **Application** tab, click **Tools > Load/Extract**.
5. On the **Load** tab, locate **CustomEventHandler_UTM.zip** using the Select File icons and click **Open**.
6. When the solution's file name displays, click **Load** to import the business rule.

Integrate Business Rules

After importing the business rule, update the UTM_EventHandler business rule to integrate with the CustomEvents business rule.

1. Click **Application > Tools > Business Rules**.
2. In the Business Rules Navigator, open the **Dashboard Extender** folder and click **UTM_SolutionHelper** to display the Solution Helper properties.
3. In the **General** section of the UTM_SolutionHelper script **Properties** tab, add `BR\CustomEvents_TaskManager` to Referenced Assemblies. Click **Save**.



Properties	Formula
General	
Name	UTM_SolutionHelper
Type	Dashboard Extender
Referenced Assemblies	BR\UTM_EventHandler; BR\CustomEvents_TaskManager
Is Encrypted	True
Security	
Access Group	Everyone
Maintenance Group	Everyone

4. In the Business Rules Navigator, click **UTM_EventHandler**.
5. In the **General** section of the UTM_EventHandler script Properties tab, add `BR\CustomEvents_TaskManager` to Referenced Assemblies.

Properties		Formula
General		
Name	UTM_EventHandler	
Type	Dashboard Extender	
Referenced Assemblies	BR\CustomEvents_TaskManager	
Is Encrypted	False	
Security		
Access Group	Everyone	
Maintenance Group	Everyone	

6. Click the **Formula** tab to display the script and comment out line 42 of the UTM_EventHandler business rule.
7. Uncomment line 43 of the UTM_EventHandler business rule. Click **Save**.

```

41      'Custom Event Handler Declaration
42      ' Public Property m_CustomEvents As Object = Nothing
43      Public Property m_CustomEvents As New DashboardExtender.CustomEvents_TaskManager.MainClass
    
```

Once the custom event integration is set up, event actions can be defined in the CustomEvents_TaskManager script.

Note: These events are not deleted or overridden when upgrading to new versions of Task Manager. However, each time a new version is upgraded, apply these setup steps.

Available Custom Events

Before/After Selection Changed Events

The following events run before/after a custom control is clicked:

- SaveSettings
- CreateSolutionTables
- ValidateSetupStepsExecuted
- Uninstall

- OnTableEditorOrGridSelection
- OnComboBoxSelection
- OnButtonClick
- OnShowContentPage

Before/After Save Data Events

The following events run before and after the save event for a table editor. Use these events to test grid data prior to saving and potentially not allowing the data to be saved if a check fails.

- OnSaveOrUpdateTableEditor