onestream

# Task Manager Guide

PV9.0.0 SV1.0.0

Copyright © 2026 OneStream Software LLC. All rights reserved.

All trademarks, logos, and brand names used on this website are the property of their respective owners. This document and its contents are the exclusive property of OneStream Software LLC and are protected under international intellectual property laws. Any reproduction, modification, distribution or public display of this documentation, in whole or part, without written prior consent from OneStream Software LLC is strictly prohibited.

# Table of Contents

Overview ..... 1

Setup and Installation ..... 2

Dependencies ..... 2

Select the Task Manager Development Location ..... 3

Application Server Settings ..... 3

Configure the OneStream Application Server ..... 4

Install Task Manager ..... 5

Set Up Task Manager ..... 5

Create Tables and Launch Solution ..... 6

Package Contents ..... 7

Settings ..... 8

Global Options ..... 8

Reason Codes ..... 13

Close Dates ..... 14

Task Close Dates Pane ..... 15

Close Date (Day Map) Pane ..... 15

Import, Export and Template for Close Dates ..... 16

Categories ..... 19

Category 1, Category 2, Category 3 ..... 20

Import and Export ..... 21

Categories Buttons ..... 22

Category ..... 22

Description ..... 22

Order ..... 23

Instructions ..... 23

File Name ..... 24

Description ..... 24

User ..... 24

Time Stamp (UTC) ..... 24

Task Instructions Icon Bar ..... 25

Holiday Profiles ..... 26
Holiday Profiles Pane ..... 26
Holiday Offsets Pane ..... 27
Holiday Profiles Icon Bar ..... 27
User Preferences ..... 30
Start Page ..... 31
Simplified Scorecard ..... 31
Task Status Sync Type ..... 31
User Time ..... 32
Daylight Savings ..... 32
XFDoc Add-Ins Settings ..... 32
Downloading the PowerPoint Add-In ..... 33
Downloading the Word Add-In ..... 35
XFDoc Builder Overview ..... 36
Using XFDoc Builder ..... 36
Uninstall ..... 37

Task Manager Security ..... 38
Task Security ..... 38
Dashboard Security ..... 39
Segregation of Duties ..... 39
Task Administration ..... 40
Manage Task Groups ..... 41
Task Group ..... 43
Frequency ..... 43
Access ..... 43
Local Admin ..... 44
Instructions ..... 44
Deleting Instructions ..... 45
Task Groups Button Bar ..... 46
Task Group Icon Bar ..... 48
Publish ..... 48
Copy ..... 49

Delete ..... 51

Import, Export, and Template for Task Groups, Task Definitions and Task Dependencies ..... 51

Import ..... 52

Export ..... 53

Excel Template ..... 54

Tasks ..... 56

Tasks Pane Icon Bar ..... 57

Tasks Pane Button Bar ..... 59

Edit Task Information ..... 59

Info ..... 60

Role ..... 62

Schedule ..... 65

Action ..... 67

Status ..... 68

Validation ..... 69

Action Types ..... 70
No Action ..... 70
Custom Task ..... 70
Data Management ..... 72
Dependent Group ..... 72
Document Management ..... 74
Open Dashboard ..... 75
Open Page ..... 75
Open URL ..... 76
Open Workflow ..... 76
Set Up Task Notifications ..... 77
Create a Task and Add the Task Manager Sequences ..... 79
Notification Emails ..... 85
Manage Dependent Tasks ..... 87
Switch Between Task Analysis and Scorecard Pages ..... 88
Task Filter Menu Bar ..... 89

Time ..... 89
Role ..... 89
Group ..... 90
Category Filters ..... 90
Refresh ..... 90
Additional Information ..... 90
Scorecard ..... 91
Scorecard ..... 91
Scorecard – Simplified view ..... 93
Analyze Tasks ..... 95
Explorer Pivot ..... 95
Timeliness Trend (Administrator Only) ..... 96
All Commentary ..... 97
Task Details ..... 97
Refresh Task State ..... 98
Select Tasks to Process ..... 98

Task State Indicator ..... 98
Task Action Menu Bar ..... 99
Attachments Menu Bar ..... 101
Dependents (tasks with dependencies only) ..... 103
Instructions (tasks with instructions only) ..... 105
Execute Tasks ..... 108
Task State Actions ..... 112
Preparation ..... 113
% Prepared ..... 113
Approval ..... 113
Set Up Task Descriptions ..... 114
Task Grid View ..... 118
Task Gantt View ..... 121
Document Management ..... 123
Document Management Menu Bar ..... 123
Document Management Processes ..... 124

Manage Grid Items ..... 132

Group Grid Items ..... 132

Filter Items that Display in a Grid ..... 134

Reorder Grid Columns ..... 136

Set and Order Grid Columns (Task Administration only) ..... 136

Process Tasks in Bulk ..... 138

Help and Miscellaneous Information ..... 141

Display Settings ..... 141

Package Contents and Naming Conventions ..... 141

Solution Database Migration Advice ..... 142

OneStream Solution Modification Considerations ..... 143

Appendix A: State Diagram ..... 144

Appendix B: Custom Event Model ..... 145

Set Up the Custom Event Model ..... 145

Integrate Business Rules ..... 145

Available Custom Events ..... 147

Before/After Selection Changed Events ..... 147

Before/After Save Data Events ..... 148

Appendix C: Personal Task Groups ..... 149

Administrators ..... 149

Local Administrators ..... 150

Users ..... 152

Appendix D: Notifications ..... 154

# Overview

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

With Task Manager you can:

- Assign tasks based on close or process start dates.
- Reference workflows to be completed or reassigned.
- Communicate using email and comments.
- View at-a-glance charts to see task status across individual preparers, approvers, and task groups.

> **NOTE:** Task Manager is compatible with the Modern Browser Experience.

# Setup and Installation

> **IMPORTANT:** 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 OneStream Solution Modification Considerations.

## Dependencies

| Component | Description |
|---|---|
| OneStream 9.0.0 or later | Minimum OneStream Platform version required to install this version of Task Manager. |

> **NOTE:** Upgrade to UTM PV6.6.0 SV102 before upgrading to any UTM 8.X version.

# Select the Task Manager Development Location

Before 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 it is 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 OneStream Solutions are already in the application, these adjustments may already exist.

See Solution Database Migration Advice.

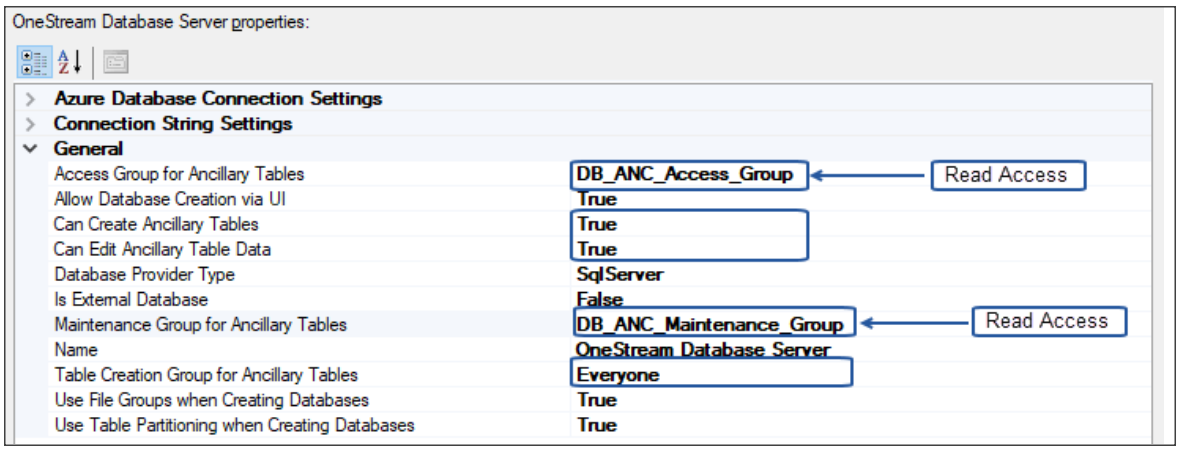
# Configure the OneStream Application Server

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 OneStream 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.

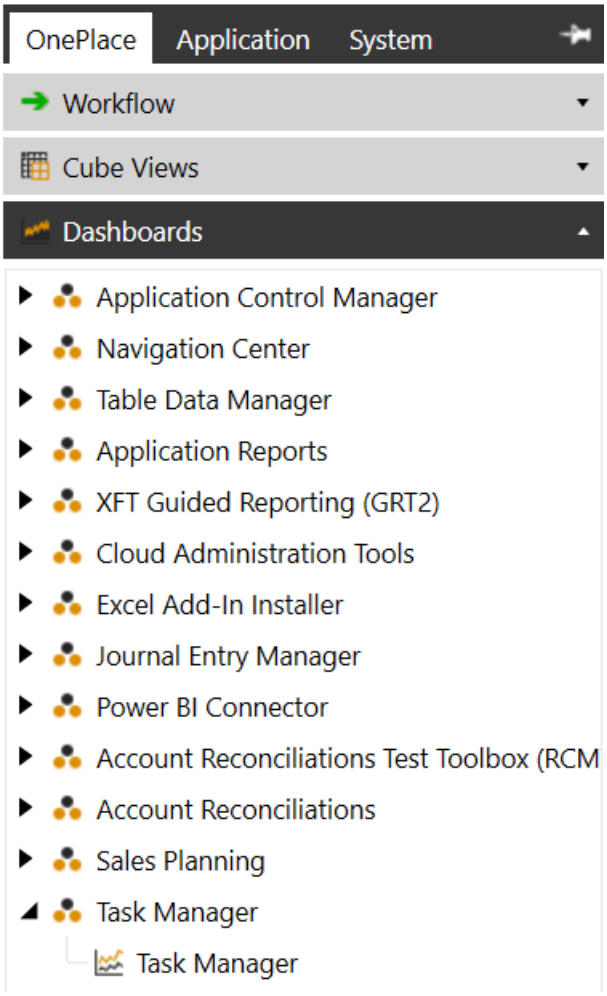
# Install Task Manager

1. Access Solution Exchange
2. In the OneStream Solution Exchange, go to **OneStream Solution**> **Financial Close** >**Task Manager**.
3. On the **Task Manager Solution** page, select the appropriate OneStream platform version from the Minimum Platform Version drop-down list.
4. Select the most recent version from the **Solution Version** drop-down list and click **Download**.
5. Log in to OneStream.
6. On the **Application** tab, click **Tools** > **Load/Extract**.
7. On the **Load** tab, locate the solution package using the **Select File** icons and click **Open**.
8. Click **Load** when the solution's file name displays.
9. 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.

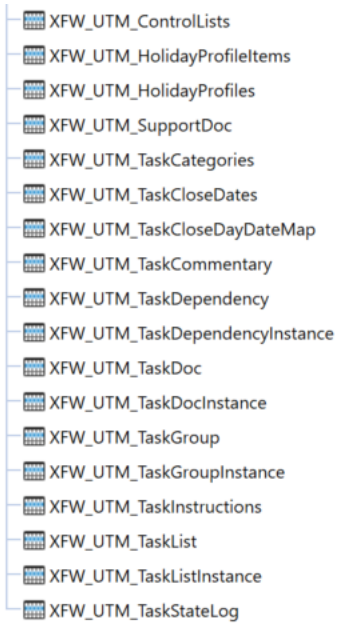
In OneStream, click **Community Solution** > **Dashboards** > **Task Manager** > **Task Manager.**




# 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 administrative settings for Global Options, Close Dates, Categories, Instructions, Holiday Profiles, User Preferences, XFDoc Add-Ins, and Uninstall.

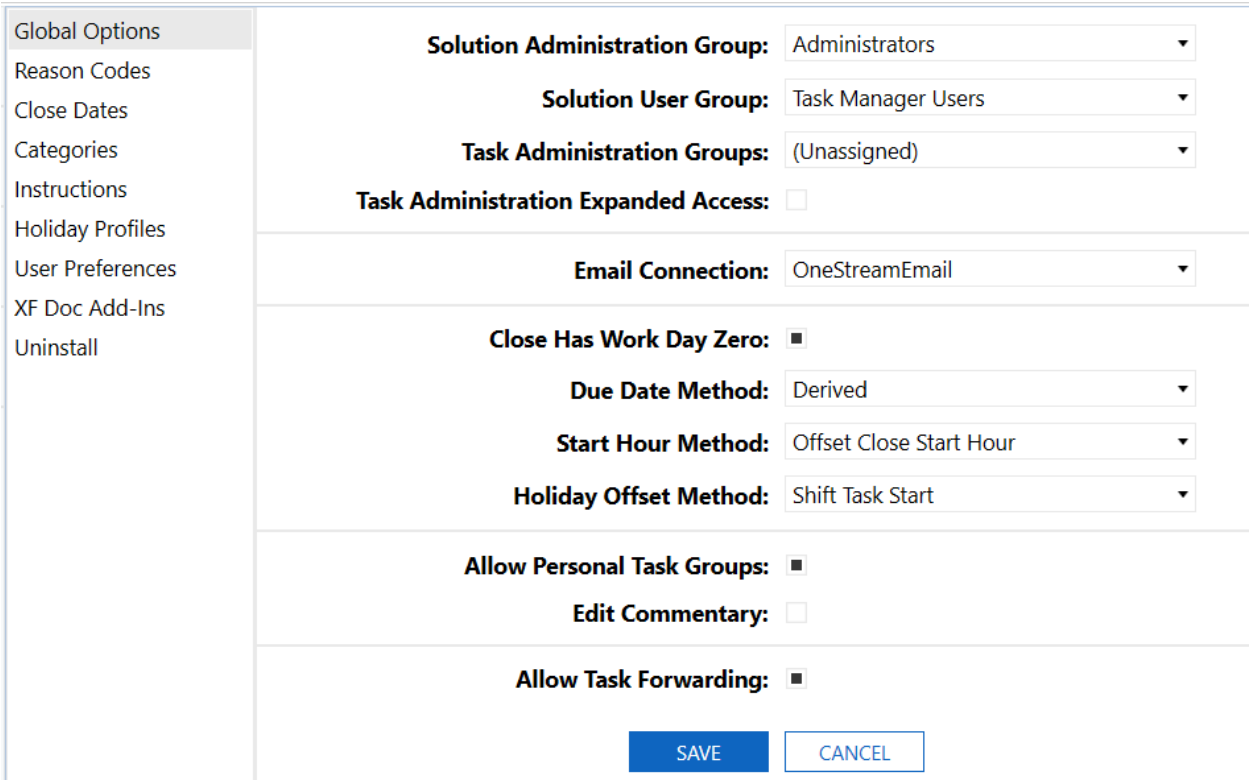
See:

- Global Options
- Reason Codes
- Close Dates
- Categories
- Instructions
- Holiday Profiles
- User Preferences
- XF Doc Add-Ins Settings
- Uninstall

# Global Options

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

> **NOTE:** All Global Options settings are retained during solution upgrades.




**Solution Administration Group**: Select the Platform Security Group whose members will act as solution-level administrators for Task Manager. If (Unassigned) is selected, no solution-level administrator access is enforced.

**Solution User Group**: Select the Platform Security Group that has the full set of users eligible for assignment within Task Manager, including Preparers, Approvers 1–4, Viewer, and any group-based assignments. This setting defaults to Everyone, and all user lists throughout the Task Editor and Task Grid are automatically filtered to display only users who belong to this group.

> **NOTE:** The Solution User Group controls user availability for assignment only. It does not restrict access to Task Manager.

**Task Administration Group**: Select the Platform Security Group that defines the administrative users for Task Administration. If (Unassigned) is selected, only users with solution-level permissions may administer task structures and configurations.

**Task Administration Expanded Access**: Select this check box to enable users in the Manage Task Administration security role to access the Categories and Instructions settings to add, edit, and delete items. Categories and Instructions created by Local Admins will be accessible to all users.

**Email Connection**: The named email connection to use for notifications. The name of the connections in this drop-down menu are derived 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**: Controls the numeric work day values and work day offsets when the **Due Date Method** Global Option is set to **Derived**.

- If selected, 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 = 7/1/2022

  Task Work Day = 0

  Task Start Date = 7/1/2022 (Close Date)

- If cleared, 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 = 7/1/2022

Task Work Day = 1

Task Start Date = 7/1/2022 (Close Date)

The **Close Has Work Day Zero** check box has no effect on negative task work day 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**: 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 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**: Controls how to compute a the start and due date hours for a task.

- **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 due date of the task falls on a holiday.

- **Shift Task Start**: Shifts a task start date to the holiday offset days set up in the holiday profile.
- **Extend Task Duration**: Extends a task 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 Personal Task Groups**: Controls access to the **Task Administration** page for users that are not in the Manage Solution Setup or Manage Task Administration security groups. Select this check box (default) to allow users that are not in these security groups access to the **Task Administration** page. If not selected, only members of the Manage Task Administration security groups or the solution administrator can access the page. Users who are not administrators can only view their own Personal Task Groups. For more information, see Appendix C: Personal Task Groups.

**Edit Commentary**: Select this check box to allow a Commenter to edit their comments.

See:

- Comments
- All Commentary

**Allow Task Forwarding**: Select this check box to allow tasks to be forwarded to any role (Preparer and Approvers 1–4).

> **NOTE:** Selecting Cancel will revert properties to the last saved settings.

# Reason Codes

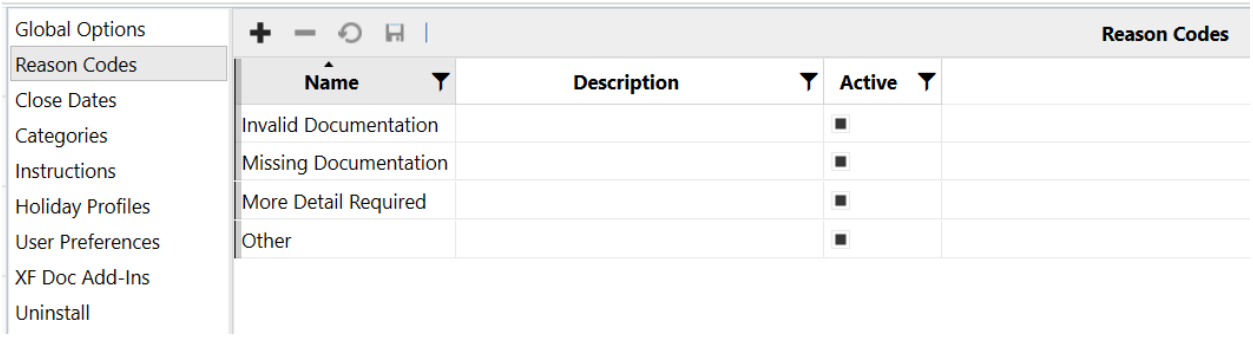
The **Reason Codes** tab enables Administrators to manage the reason codes available to end users, when rejecting a task. The table editor includes the following columns:

- Name
- Description
- Active

The following predefined Reason Codes are populated with an upgrade or new installation:

- Invalid Documentation
- Missing Documentation
- More Detail Required
- Other

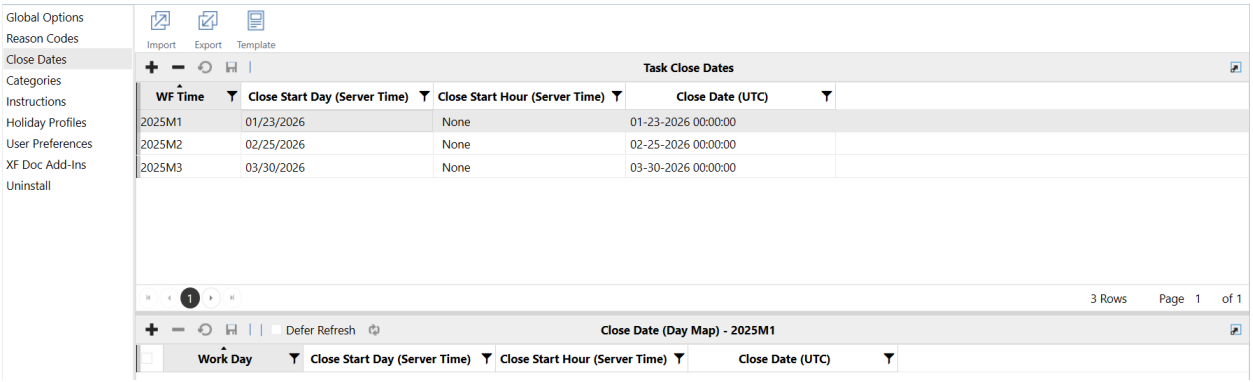
Administrators can add, edit, delete, activate and deactivate Reason Codes. Duplicate Reason Codes are not allowed and at least one reason code must be active.




Editing a reason code does not affect the prior version of that reason code. The previous reason code remains in the Task History grid.

# 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.



# 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.

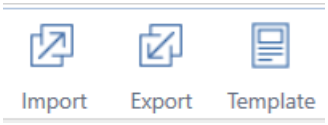
**Close Start Hour (Server Time)**
Set as the hour of day for what time the close starts. Server time is the time zone where the OneStream Application Server is located.

**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 Template.

To add named ranges:

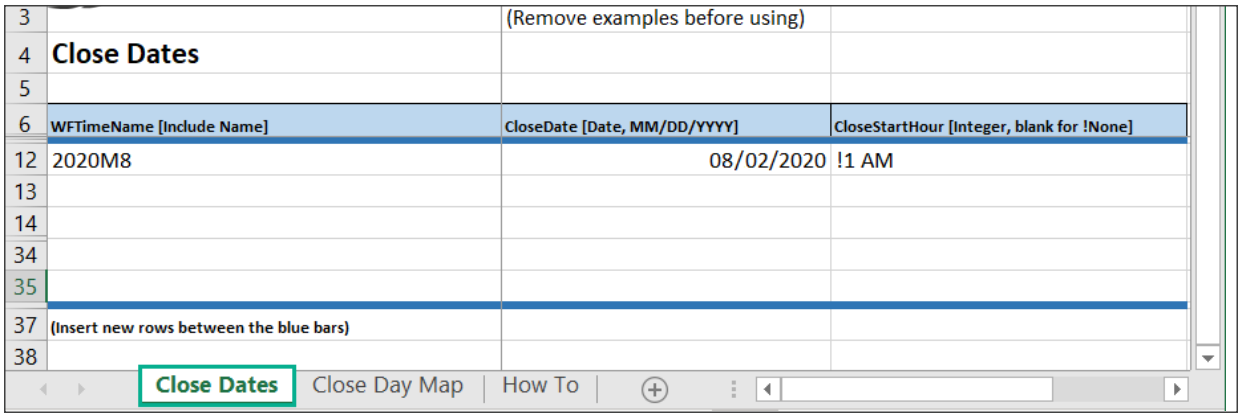
1. Save the CSV file as an Excel XLSX file.
2. Create an Excel named range for close dates.
    a. Select cell ranges starting with the cell containing **Application** to the last row in the last column of data before the rows that start with **Close Date Day Map**.
    b. Create an Excel named range 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.

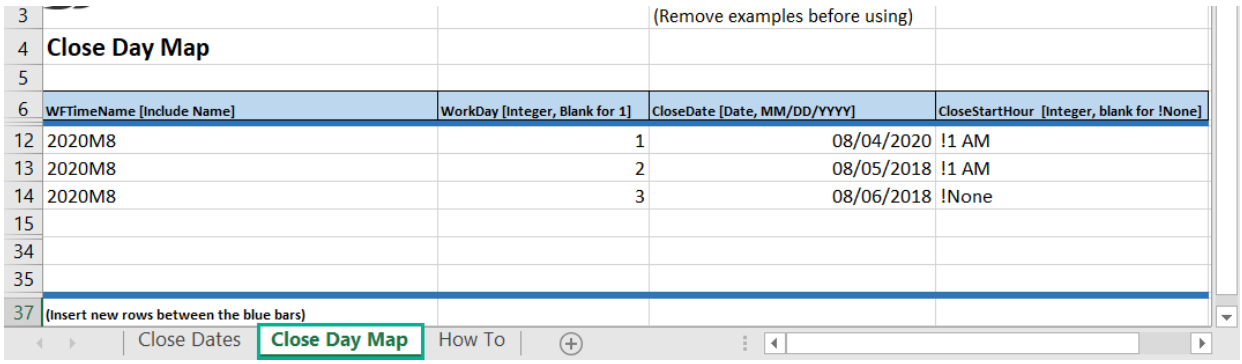
### Close Dates Tab



| | | | |
|---|---|---|---|
| 3 | | (Remove examples before using) | |
| 4 | **Close Dates** | | |
| 5 | | | |
| 6 | **WFTimeName [Include Name]** | **CloseDate [Date, MM/DD/YYYY]** | **CloseStartHour [Integer, blank for !None]** |
| 12 | 2020M8 | 08/02/2020 | !1 AM |
| 13 | | | |
| 14 | | | |
| 34 | | | |
| 35 | | | |
| 37 | (Insert new rows between the blue bars) | | |
| 38 | | | |

Close Dates | Close Day Map | How To

### Close Day Map Tab



| | | | | |
|---|---|---|---|---|
| 3 | | | (Remove examples before using) | |
| 4 | **Close Day Map** | | | |
| 5 | | | | |
| 6 | **WFTimeName [Include Name]** | **WorkDay [Integer, Blank for 1]** | **CloseDate [Date, MM/DD/YYYY]** | **CloseStartHour [Integer, blank for !None]** |
| 12 | 2020M8 | 1 | 08/04/2020 | !1 AM |
| 13 | 2020M8 | 2 | 08/05/2018 | !1 AM |
| 14 | 2020M8 | 3 | 08/06/2018 | !None |
| 15 | | | | |
| 34 | | | | |
| 35 | | | | |
| 37 | (Insert new rows between the blue bars) | | | |

Close Dates | Close Day Map | How To

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.

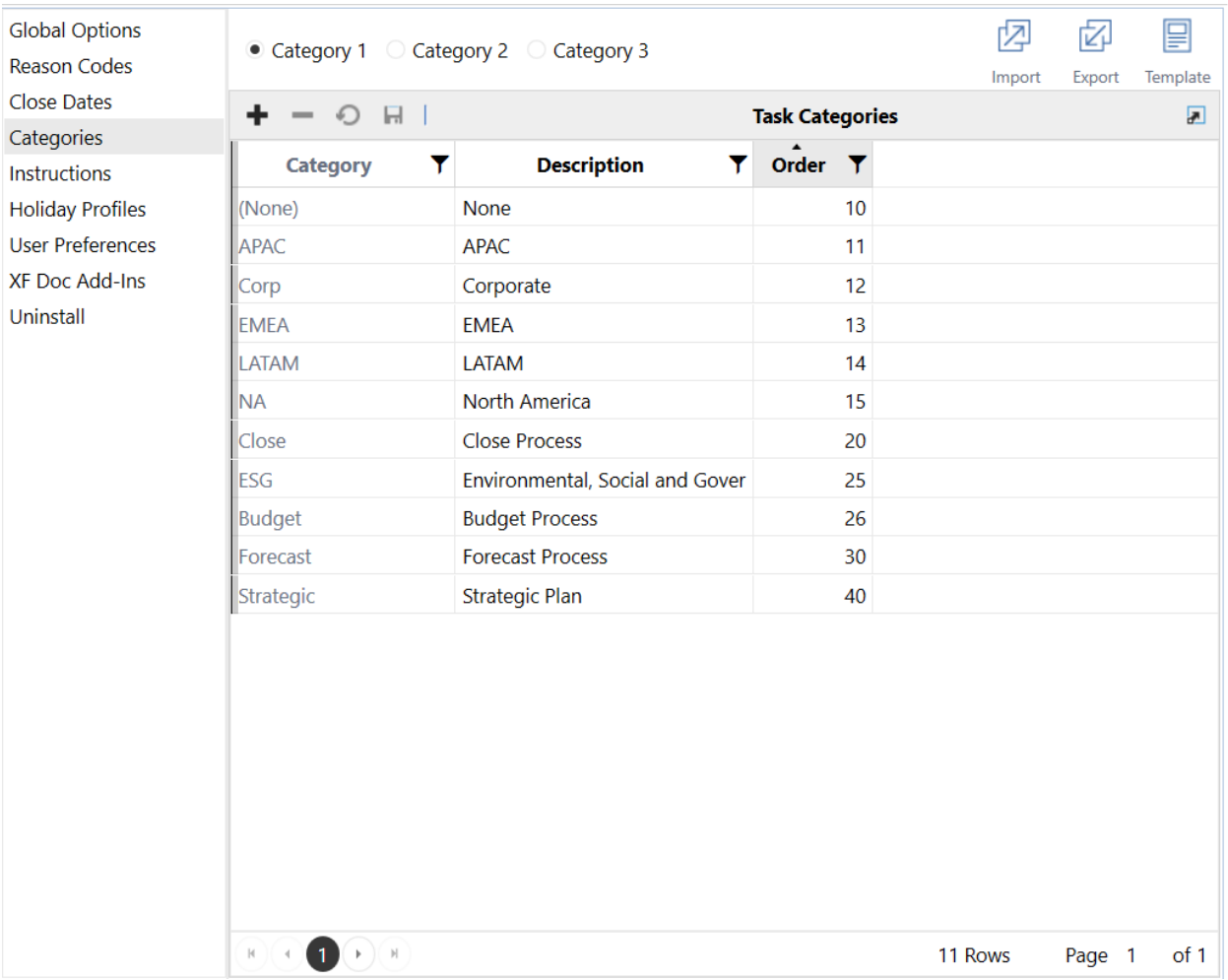
After entering data into the template, save and close the file before importing.

Multi-select is enabled on the Close Date (Day Map) pane. So administrators can select multiple entries to delete.

# 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 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

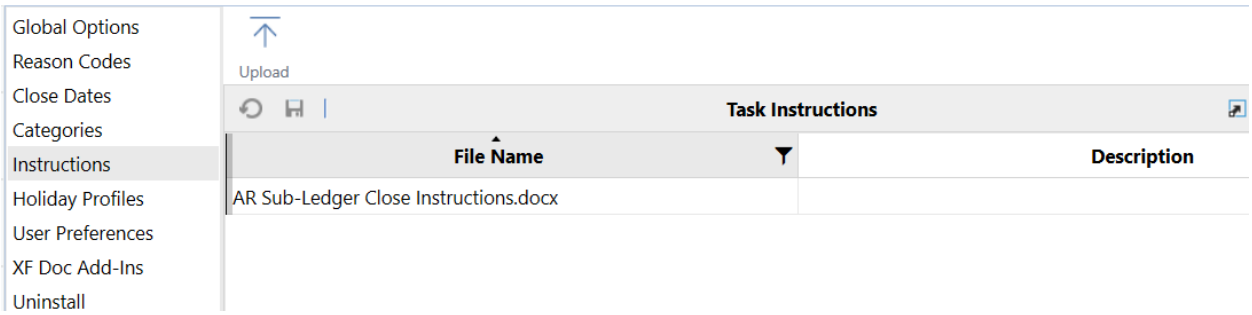
Text that displays when you configure tasks as the category.

## 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 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&.xslx, the file becomes Instructions.xslx 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.xslx can be downloaded while that instructions file exists in the OneStream database.

See 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.

> **IMPORTANT:** You cannot delete instructions assigned to a task or task group in the Task Administration page, whether it is published or not.

# 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

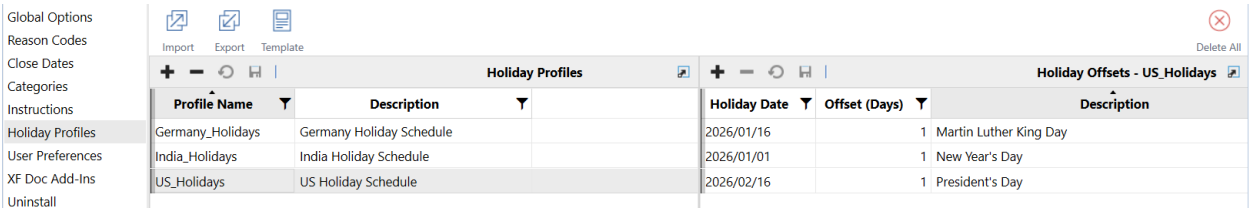
The Holiday Profiles pane lists currently defined holiday profiles and contains the following information for each holiday.

### Profile Name

The name assigned to the holiday profile.

### Description

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




**NOTE:** The Profile Name field cannot be left blank.

# 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 prepare 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.

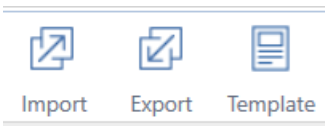
> **NOTE:** You can also manually enter the date by selecting in the cell and typing in the holiday date.

**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 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.

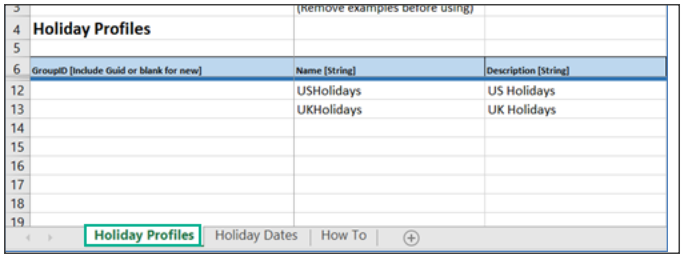
b. Create a separate Excel named range for holiday dates rows that starts with the letters **xft**, for example **xftHolidayDates**.

4. After entering Excel data and creating named ranges, save the file and close it before importing.

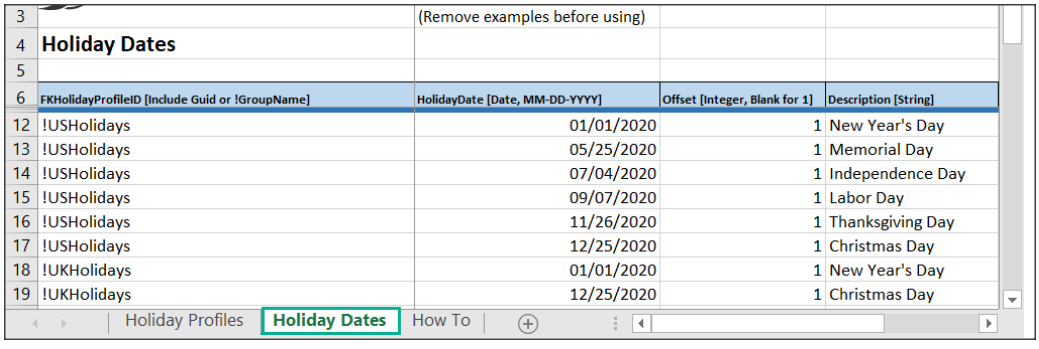
## Template

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




### Holiday Dates Tab



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.

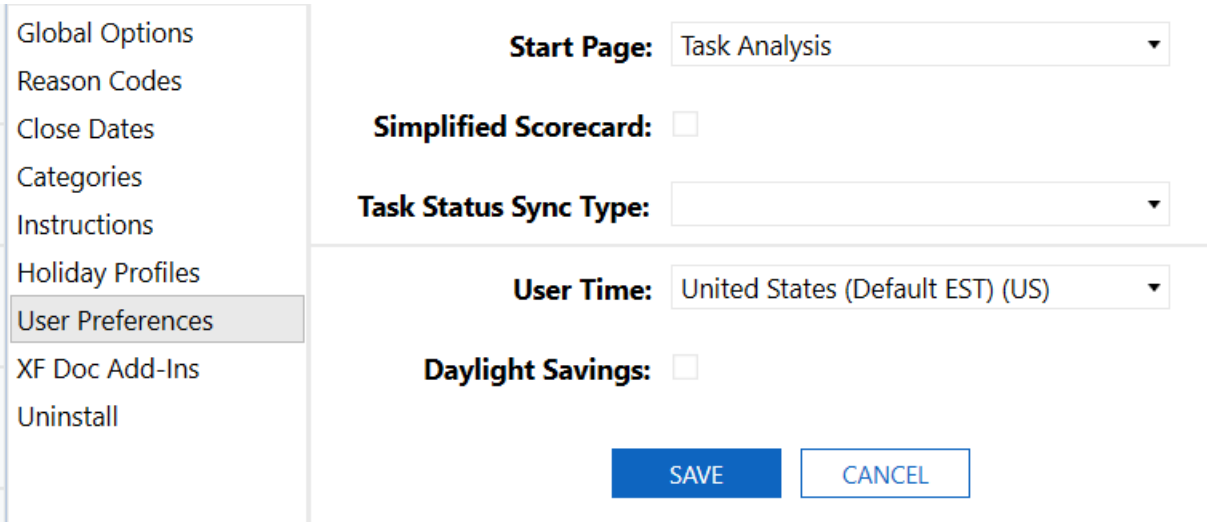
You can update the offset integer for holiday date by clicking in the appropriate Offset cell and entering a positive or negative whole integer. Once you fill out the template, save it and close the file before importing. For examples and default values use, refer to the **How To** tab next to the **Holiday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



# Start Page

You can assign the default start page that displays when accessing Task Manager via Community Solution. 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 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 Community Solution, 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.

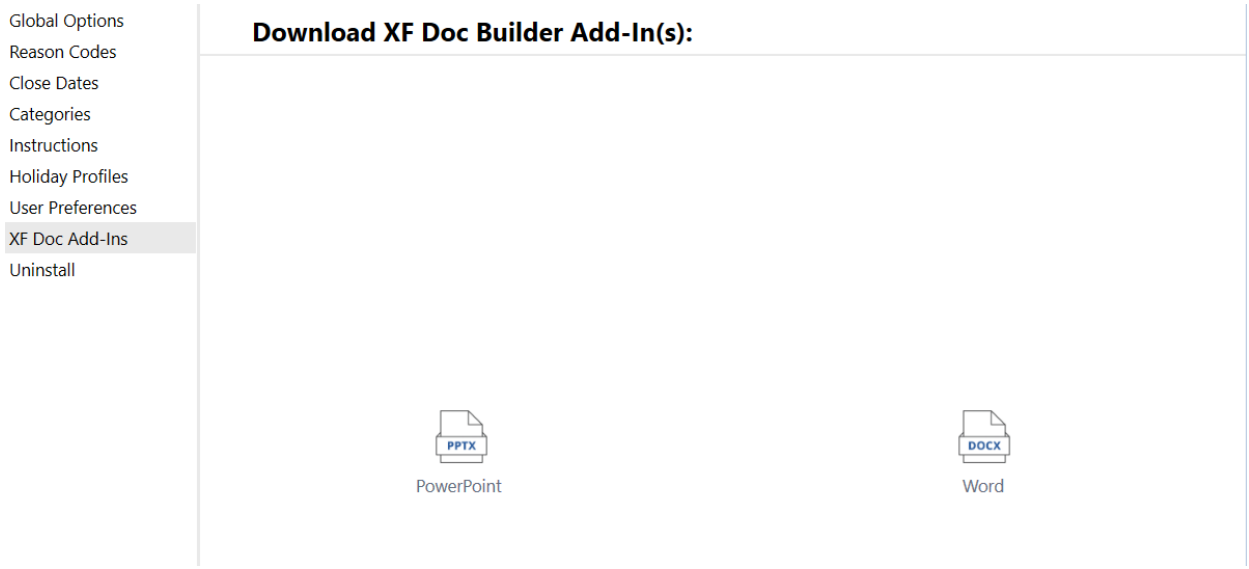
## Daylight Savings

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.

# 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.

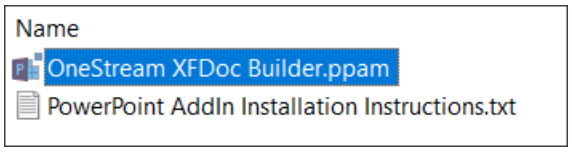



# Downloading the PowerPoint Add-In

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.ppam` 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\<UserName>\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.ppam` file copied earlier displays.

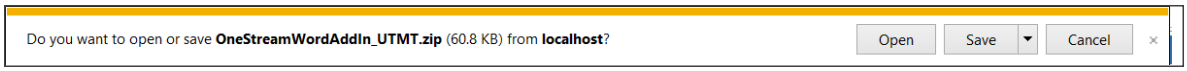
   > **TIP:** Navigate to the C:\Users\<UserName>\AppData\Roaming\Microsoft\AddIns folder if that is not the location of the folder.

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:

- OneStream 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 you can reinstall over the existing installation.

- **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 and Approvers for each task.

See "Manage System Security" 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 prepares a task in any given month, they cannot approve the same task that month. If a user acting as Approver approves a task in a given month, they cannot approve the same task that month at a higher approval level.

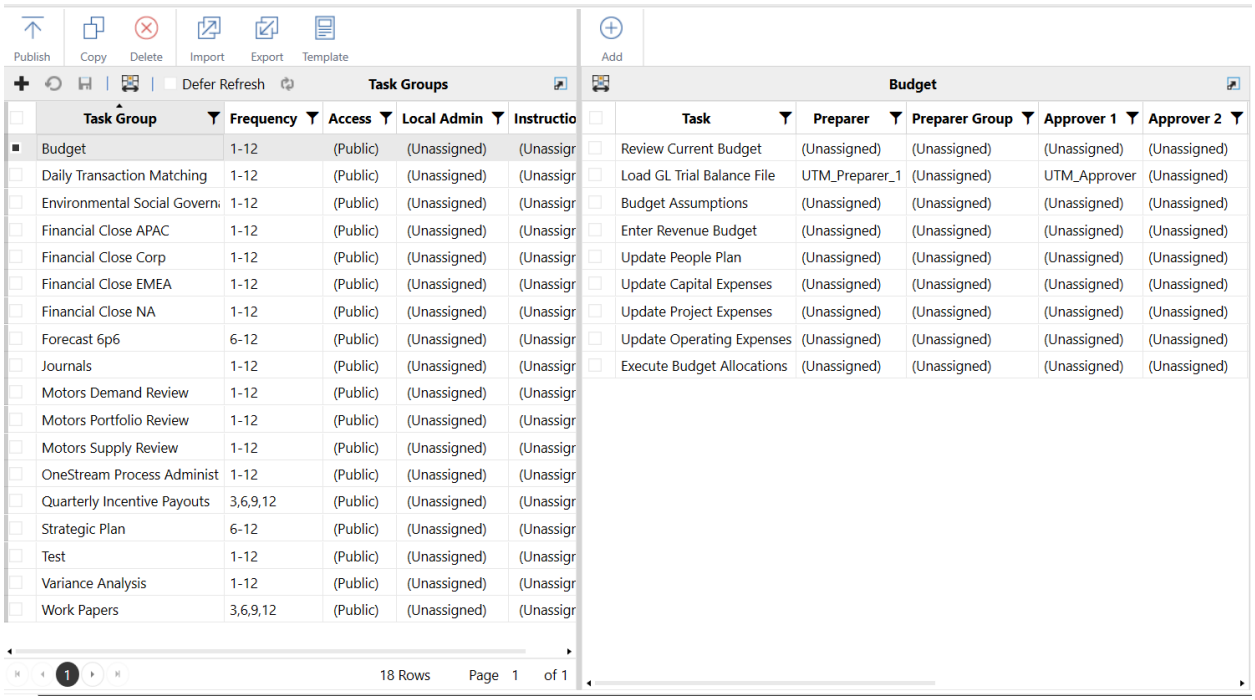
# Task Administration

Click **Show Task Administration Page** in the Task Manager title bar to add and edit tasks and perform other task processing.

- Users in the Manage Solution Setup security group (set in the Global Options page) can view all task groups.
- Users in the Manage Task Administration security groups (set in the Global Options page) can view only the task groups that are assigned a Local Admin group that includes the user as a member.
- All other users can only access the Task Administration page if the Allow Personal Task Groups option is enabled on the Global Options page. If the Allow Personal Task Groups option is enabled, they can view only their own personal task groups, which have the user assigned in the Access field.

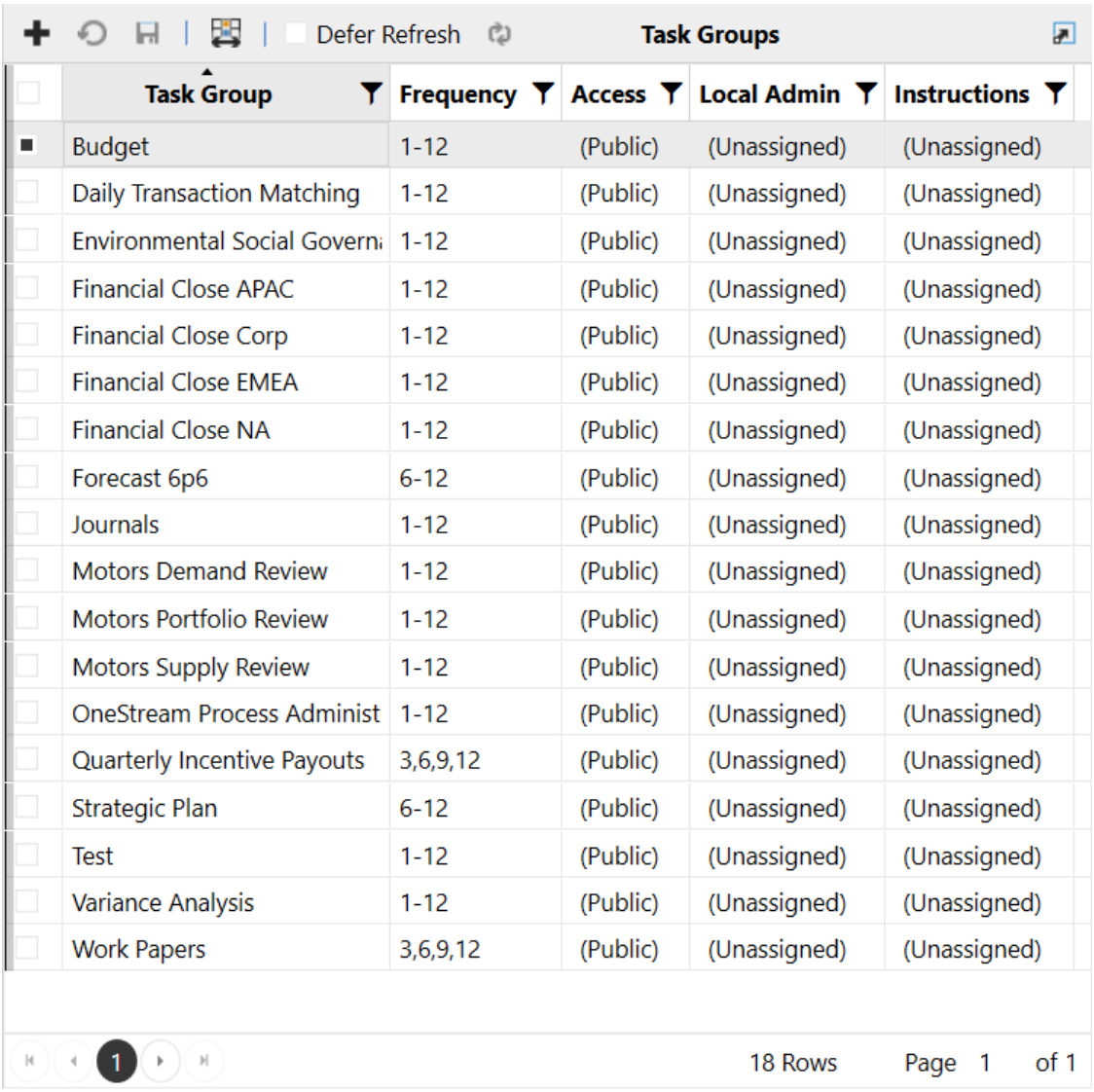
> **NOTE:** If the Allow Personal Task Groups option is turned off after non-administrator users have created task groups, those task groups will be converted to private access. Once it is converted to a private task, the user who owned/created the task will become the Preparer of the private task.

See Security Roles and Appendix C Personal Task Groups.




# Manage Task Groups

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

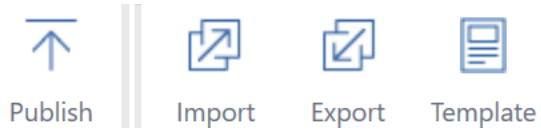



| Task Group | Frequency | Access | Local Admin | Instructions |
|---|---|---|---|---|
| Budget | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Daily Transaction Matching | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Environmental Social Governa | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Financial Close APAC | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Financial Close Corp | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Financial Close EMEA | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Financial Close NA | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Forecast 6p6 | 6-12 | (Public) | (Unassigned) | (Unassigned) |
| Journals | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Motors Demand Review | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Motors Portfolio Review | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Motors Supply Review | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| OneStream Process Administ | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Quarterly Incentive Payouts | 3,6,9,12 | (Public) | (Unassigned) | (Unassigned) |
| Strategic Plan | 6-12 | (Public) | (Unassigned) | (Unassigned) |
| Test | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Variance Analysis | 1-12 | (Public) | (Unassigned) | (Unassigned) |
| Work Papers | 3,6,9,12 | (Public) | (Unassigned) | (Unassigned) |



Administrators can select multiple task groups to make updates and perform the following actions.

- Publish
- Import
- Export
- Template




## 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.

> **IMPORTANT:** Task Manager cannot be used on applications with a custom weekly time profile.

## Access

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

**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 Viewers, Preparers, and Approvers assigned to the tasks.

### User IDs

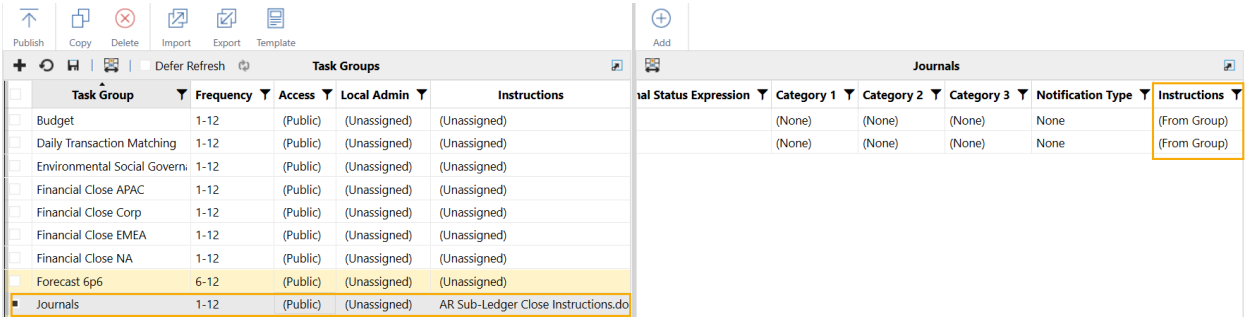
Only Administrators and the assigned user ID can view the tasks.

## Local Admin

Shows the group from the Manage Task Administration Security Role that is associated with the task group. Double-click in the **Local Admin** column of a task group and select an option from the drop-down menu.

## Instructions

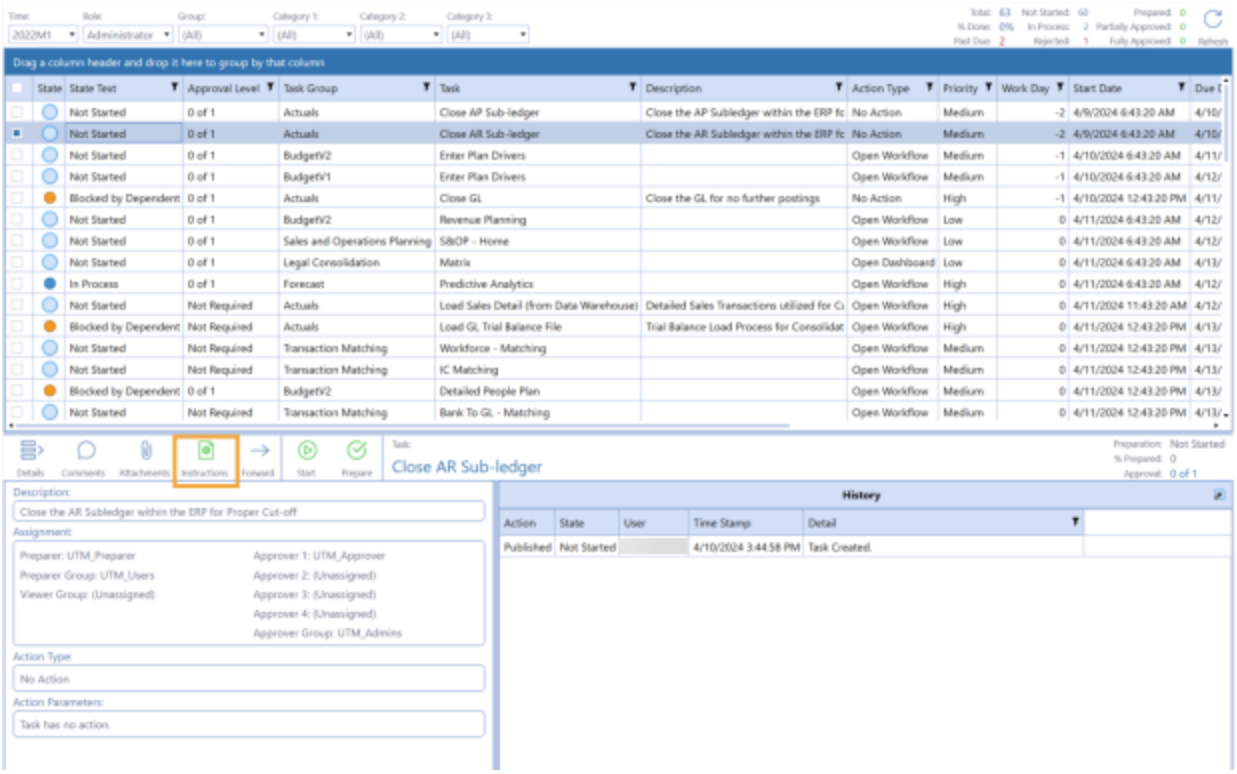
Displays the name of the Instructions file added to the task. You can assign instructions to all tasks in a task group or individual tasks.




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

# Deleting Instructions

When you delete a task or group from the Task Administration page, the assigned instructions will not be deleted. The published task instance retains the instructions document.




**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 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**

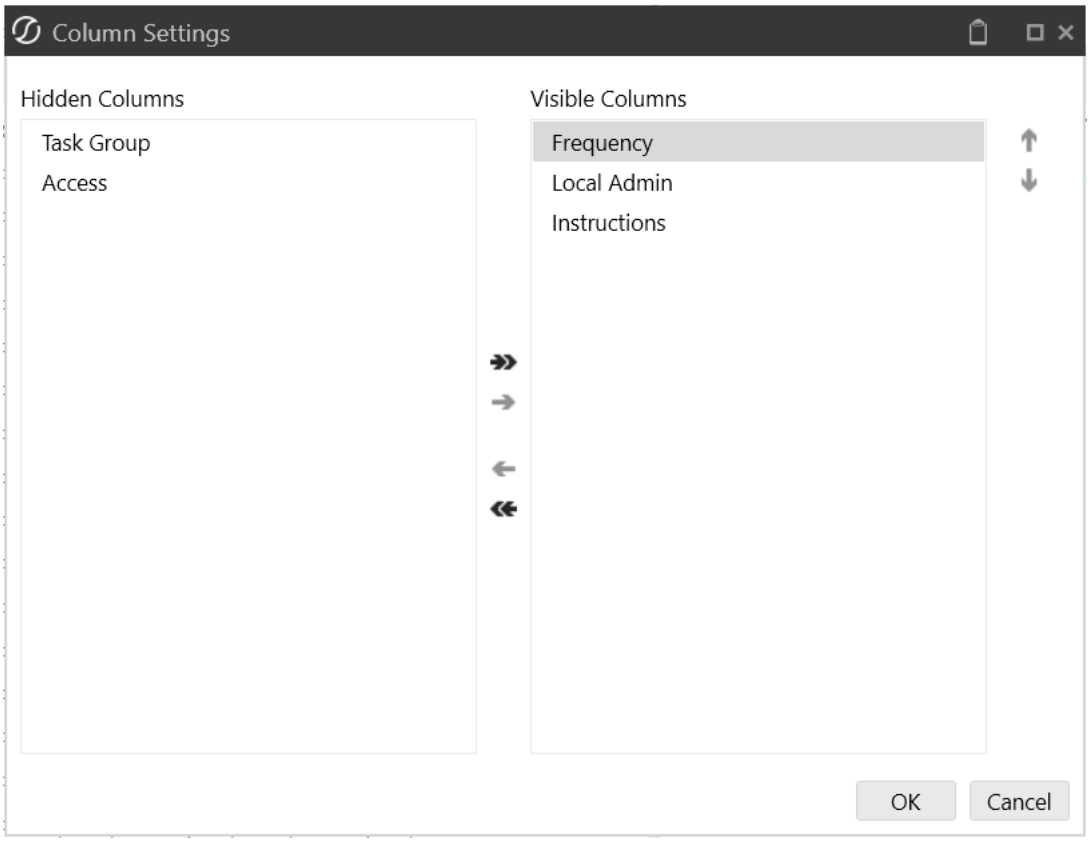
Removes changes made to the task groups since the last save.

**Save**

Saves new groups 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.

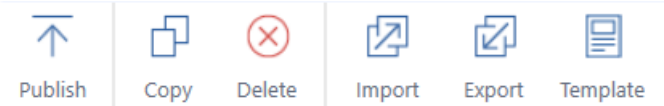
The **Visible Columns** list shows the order in which columns display. To reorder a column in the display, select the heading name from the **Visible Columns** list, then use the **Move Up** and **Move Down** buttons to set where the selected column displays.

See Group Items that Display in Grids.

**Toggle**

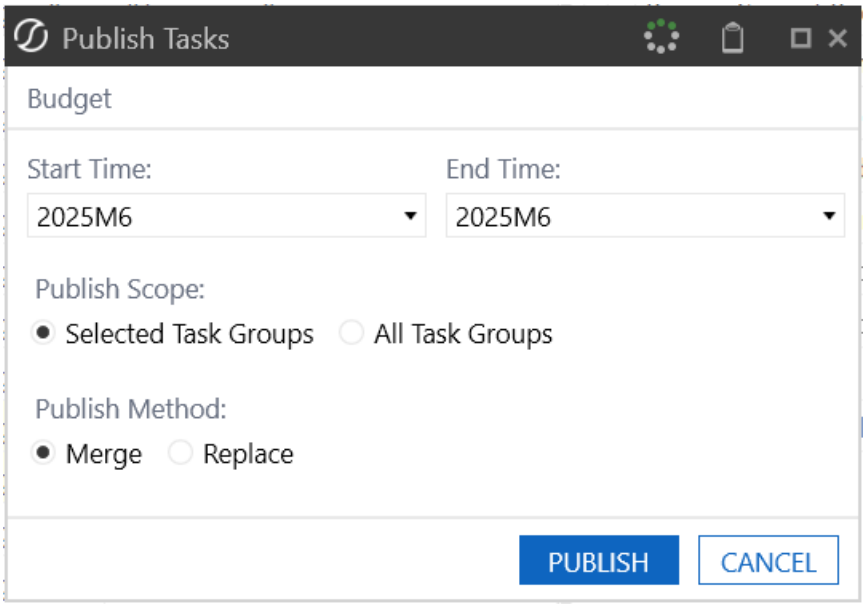
Changes the percentage of the page that displays the Task Groups pane.

# Task Group Icon Bar




## Publish

Opens the **Publish Tasks** dialog box. This lets you publish the selected task groups or all task groups for one or more time periods. Task groups and associated tasks are not visible to users on the Task Grid View page until they are published.




**Start Time – End Time**

The workflow periods to publish task groups and tasks.

**Publish Scope**
Whether to publish only the selected task groups or all task groups.

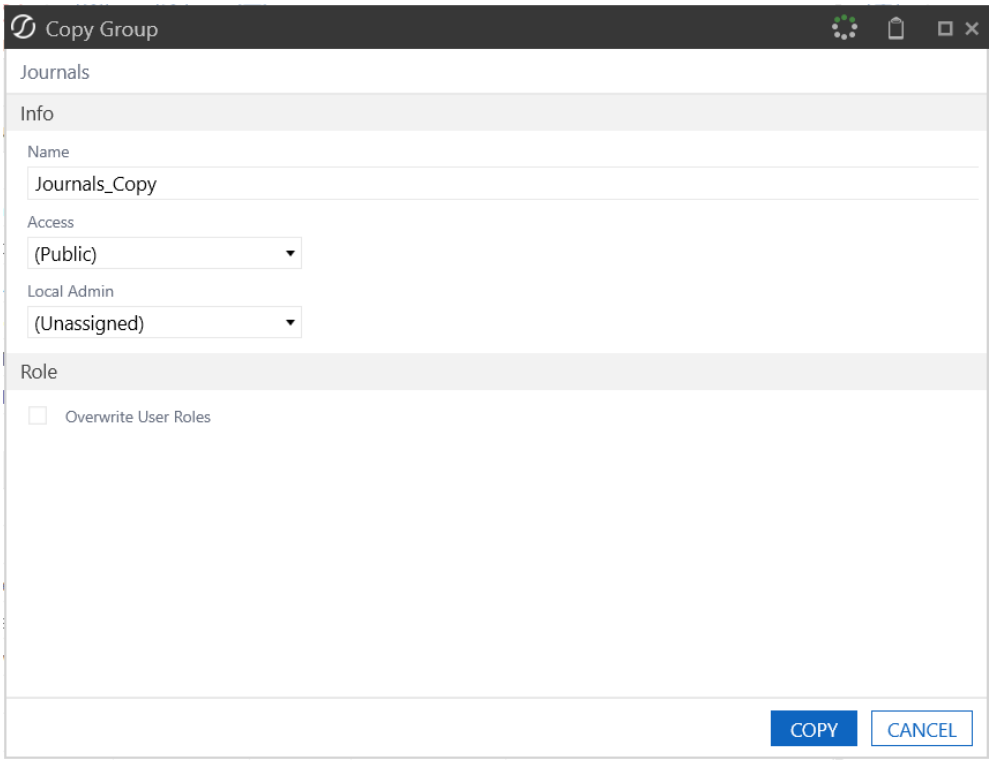
**Publish Method**
For the selected workflow periods, both the merge and replace methods create any new tasks and task groups. For previously published tasks and task groups, the merge method will update task attributes. However, the replace method overwrites tasks (including history) and sets the task status to **Not Started**. The task comments persist.

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

When you select Publish and Merge, dependency changes are enabled for **Not Started** and **In Process** statuses.

## Copy

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




### Name

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

### Access

Select a group or individual user that will have access to the new task group from the list.

### Local Admin

Select a local admin group for the new task group from the list.

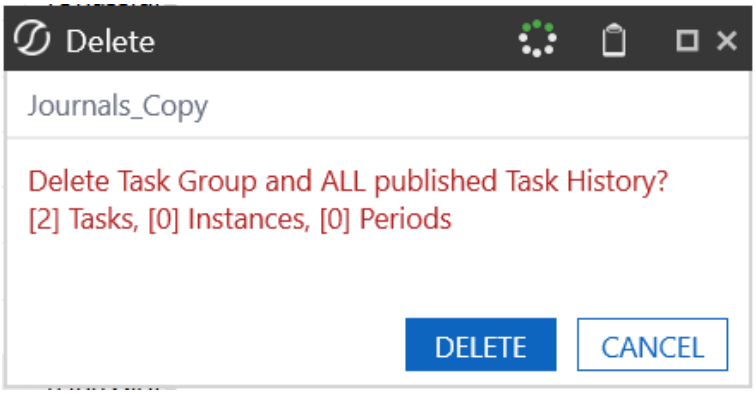
### Role

Select **Overwrite User Roles** to overwrite all security user roles for all tasks in the new task group. If you overwrite user roles, all of the role assignments across all the tasks will be changed to what is displayed in the Copy Group dialog box.

## 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 affected by the deletion of task historical items.




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

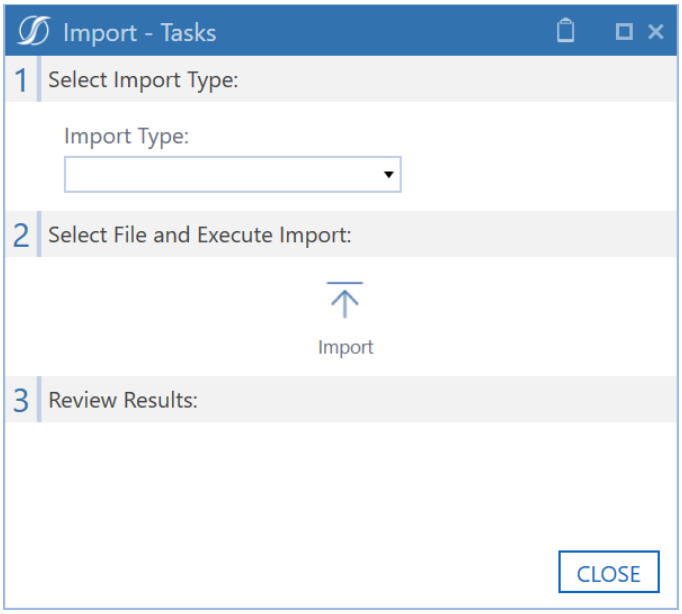
You can export a task group and all associated task definitions to manipulate and re-import. A template is provided with examples for convenience. You can also import an Excel file with task groups or task definitions that are new or updated.

# Import

Use Import to select the Excel XLSX file with the task groups and task definitions 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 to avoid an error.

> **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.

1. Click **Import** to open the **Import - Tasks** dialog box.
2. Select the import type from the drop-down menu.
3. Click **Import**.

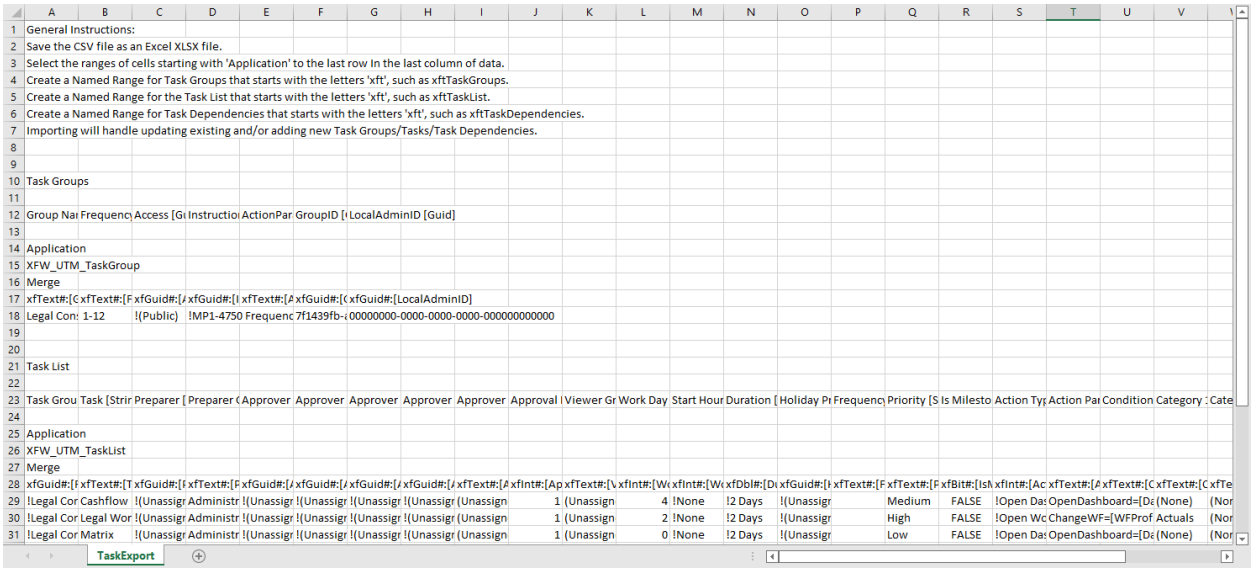



4. Select the Excel file to import for use in Task Manager.
5. Click **Open**.

# Export

You can export a single task group or multiple task groups and their associated tasks and task dependencies to a CSV file, which you can edit and add named ranges to and then import as an Excel file.

1. Select a task group.
2. Click **Export**.




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.

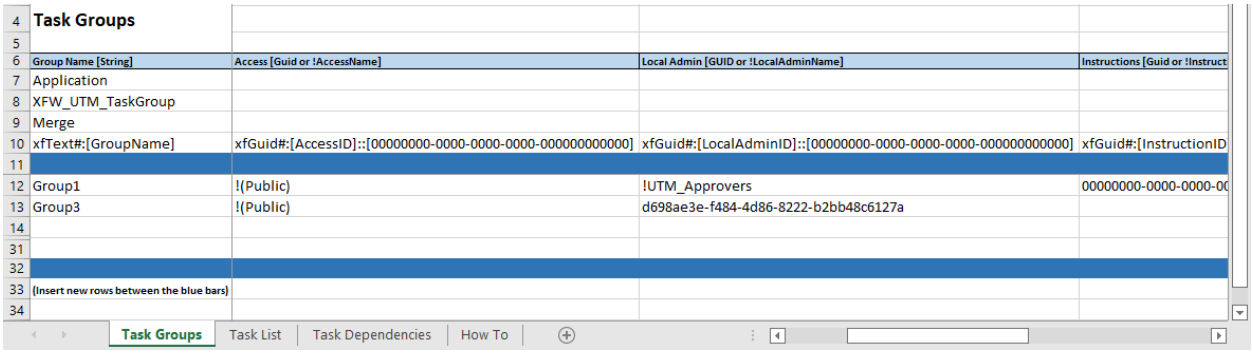
Click **Template** on the **Task Administration** page to see the **How To** tab in the example template.

# Excel Template

OneStream provides an Excel template used to import task groups, task lists, and task dependencies.

### Excel Template - Task Groups Tab

Use the **Task Groups** tab to enter updates or add new task groups in the ranges between the blue lines. Insert additional rows within this range to add more task groups.

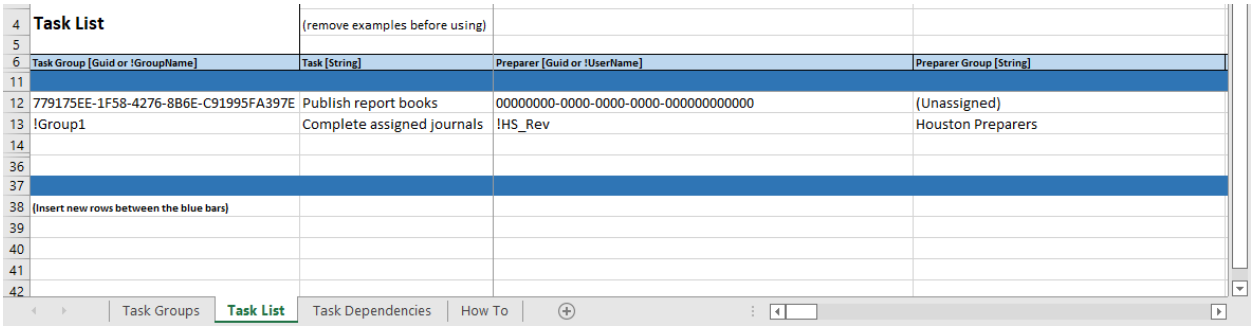


| | | | | |
|---|---|---|---|---|
| 4 | **Task Groups** | | | |
| 5 | | | | |
| 6 | Group Name [String] | Access [Guid or !AccessName] | Local Admin [GUID or !LocalAdminName] | Instructions [Guid or !Instruct |
| 7 | Application | | | |
| 8 | XFW_UTM_TaskGroup | | | |
| 9 | Merge | | | |
| 10 | xfText#:[GroupName] | xfGuid#:[AccessID]::[00000000-0000-0000-0000-000000000000] | xfGuid#:[LocalAdminID]::[00000000-0000-0000-0000-000000000000] | xfGuid#:[InstructionID |
| 11 | | | | |
| 12 | Group1 | !(Public) | !UTM_Approvers | 00000000-0000-0000-0( |
| 13 | Group3 | !(Public) | d698ae3e-f484-4d86-8222-b2bb48c6127a | |
| 14 | | | | |
| 31 | | | | |
| 32 | | | | |
| 33 | (Insert new rows between the blue bars) | | | |
| 34 | | | | |

Task Groups | Task List | Task Dependencies | How To

### Excel Template - Task List Tab

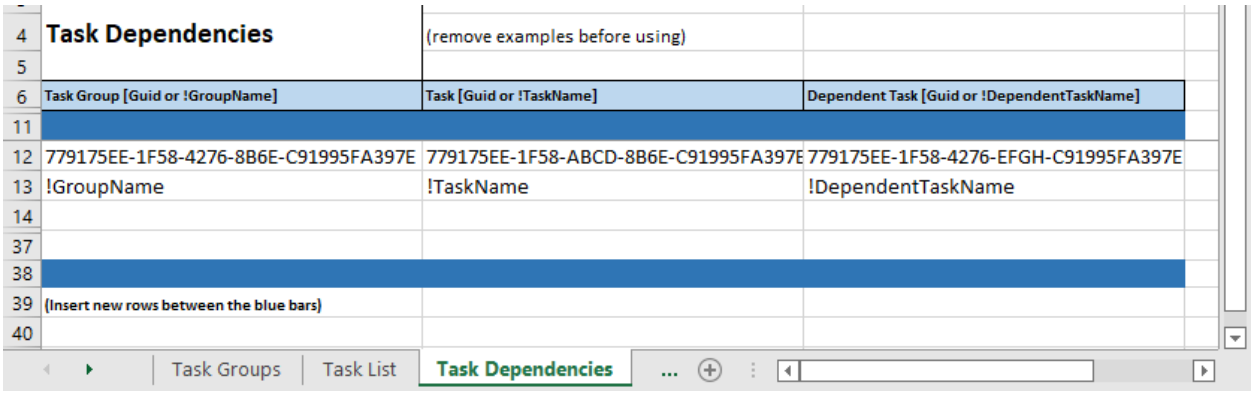
Use the **Task List** and **Task Dependencies** tabs to enter updates or add new task definitions in the ranges between the blue lines. Insert additional rows within this range to add more task lists or task dependencies.



| | | | | |
|---|---|---|---|---|
| 4 | **Task List** | (remove examples before using) | | |
| 5 | | | | |
| 6 | **Task Group [Guid or !GroupName]** | **Task [String]** | **Preparer [Guid or !UserName]** | **Preparer Group [String]** |
| 11 | | | | |
| 12 | 779175EE-1F58-4276-8B6E-C91995FA397E | Publish report books | 00000000-0000-0000-0000-000000000000 | (Unassigned) |
| 13 | !Group1 | Complete assigned journals | !HS_Rev | Houston Preparers |
| 14 | | | | |
| 36 | | | | |
| 37 | | | | |
| 38 | **(Insert new rows between the blue bars)** | | | |
| 39 | | | | |
| 40 | | | | |
| 41 | | | | |
| 42 | | | | |

Task Groups | **Task List** | Task Dependencies | How To

## Excel Template - Task Dependencies Tab

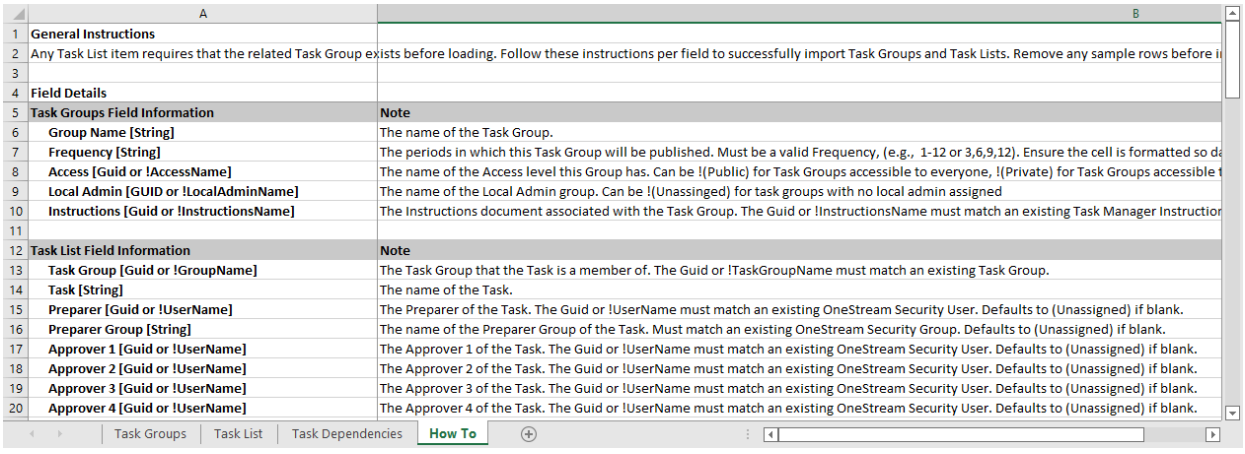


| | | | |
|---|---|---|---|
| 4 | **Task Dependencies** | (remove examples before using) | |
| 5 | | | |
| 6 | **Task Group [Guid or !GroupName]** | **Task [Guid or !TaskName]** | **Dependent Task [Guid or !DependentTaskName]** |
| 11 | | | |
| 12 | 779175EE-1F58-4276-8B6E-C91995FA397E | 779175EE-1F58-ABCD-8B6E-C91995FA397E | 779175EE-1F58-4276-EFGH-C91995FA397E |
| 13 | !GroupName | !TaskName | !DependentTaskName |
| 14 | | | |
| 37 | | | |
| 38 | | | |
| 39 | **(Insert new rows between the blue bars)** | | |
| 40 | | | |

Task Groups | Task List | **Task Dependencies** | ...

## Excel Template - How To Tab

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



| | A | B |
|---|---|---|
| 1 | **General Instructions** | |
| 2 | Any Task List item requires that the related Task Group exists before loading. Follow these instructions per field to successfully import Task Groups and Task Lists. Remove any sample rows before i | |
| 3 | | |
| 4 | **Field Details** | |
| 5 | **Task Groups Field Information** | **Note** |
| 6 | **Group Name [String]** | The name of the Task Group. |
| 7 | **Frequency [String]** | The periods in which this Task Group will be published. Must be a valid Frequency, (e.g., 1-12 or 3,6,9,12). Ensure the cell is formatted so da |
| 8 | **Access [Guid or !AccessName]** | The name of the Access level this Group has. Can be !(Public) for Task Groups accessible to everyone, !(Private) for Task Groups accessible t |
| 9 | **Local Admin [GUID or !LocalAdminName]** | The name of the Local Admin group. Can be !(Unassigned) for task groups with no local admin assigned |
| 10 | **Instructions [Guid or !InstructionsName]** | The Instructions document associated with the Task Group. The Guid or !InstructionsName must match an existing Task Manager Instructior |
| 11 | | |
| 12 | **Task List Field Information** | **Note** |
| 13 | **Task Group [Guid or !GroupName]** | The Task Group that the Task is a member of. The Guid or !TaskGroupName must match an existing Task Group. |
| 14 | **Task [String]** | The name of the Task. |
| 15 | **Preparer [Guid or !UserName]** | The Preparer of the Task. The Guid or !UserName must match an existing OneStream Security User. Defaults to (Unassigned) if blank. |
| 16 | **Preparer Group [String]** | The name of the Preparer Group of the Task. Must match an existing OneStream Security Group. Defaults to (Unassigned) if blank. |
| 17 | **Approver 1 [Guid or !UserName]** | The Approver 1 of the Task. The Guid or !UserName must match an existing OneStream Security User. Defaults to (Unassigned) if blank. |
| 18 | **Approver 2 [Guid or !UserName]** | The Approver 2 of the Task. The Guid or !UserName must match an existing OneStream Security User. Defaults to (Unassigned) if blank. |
| 19 | **Approver 3 [Guid or !UserName]** | The Approver 3 of the Task. The Guid or !UserName must match an existing OneStream Security User. Defaults to (Unassigned) if blank. |
| 20 | **Approver 4 [Guid or !UserName]** | The Approver 4 of the Task. The Guid or !UserName must match an existing OneStream Security User. Defaults to (Unassigned) if blank. |

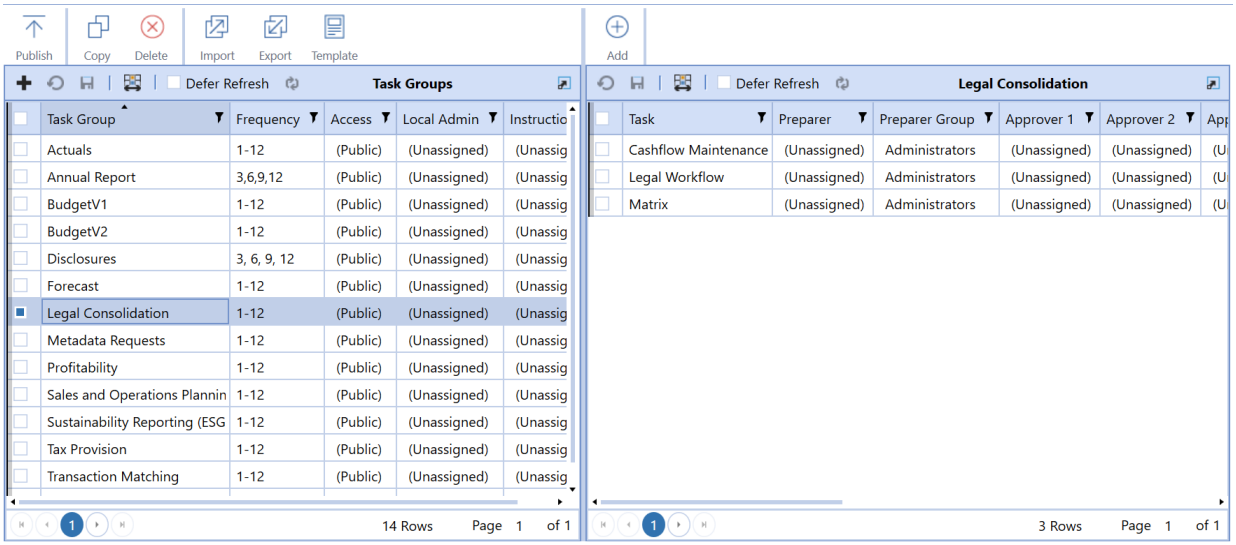
Task Groups | Task List | Task Dependencies | **How To**

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

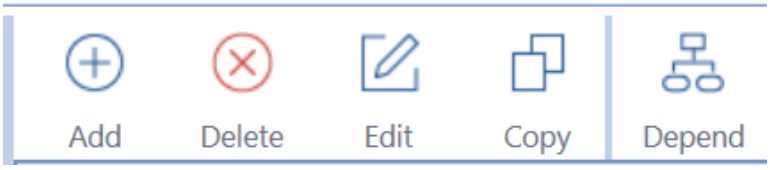
# Tasks

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

- Add a task
- Delete one or more tasks
- Edit one or more tasks
- Copy a task
- Add or remove dependencies for a task



# Tasks Pane Icon Bar




**Add**

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

See Task Editor.

**Delete**

Select one or more tasks, then click **Delete**. Click **Delete** again to confirm.

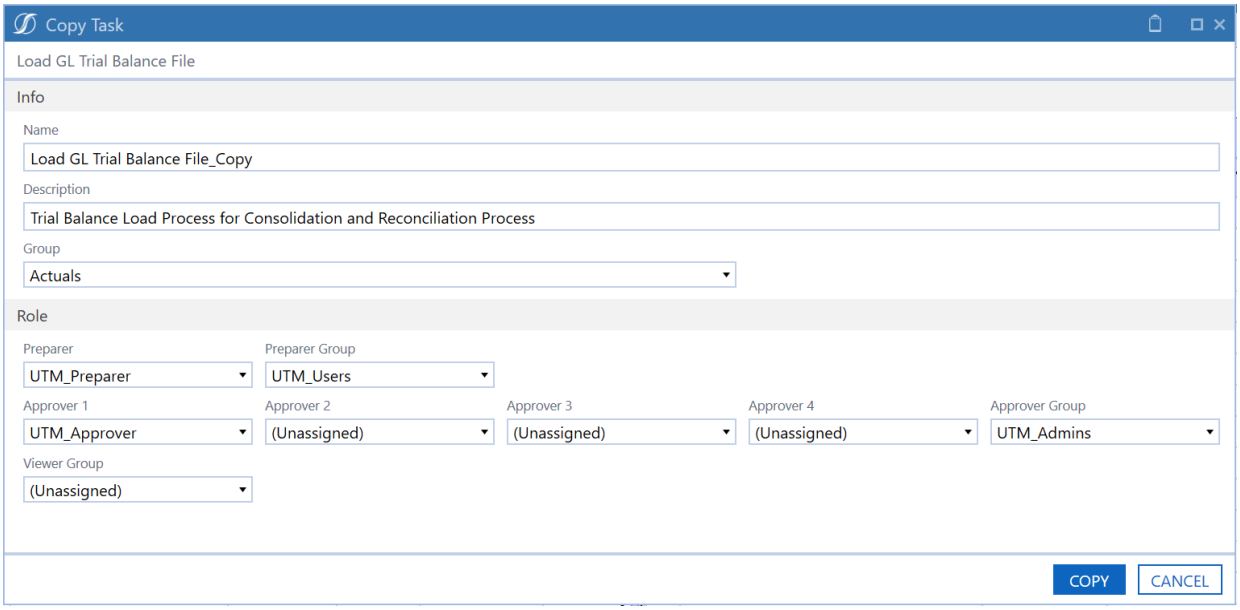
**Edit**

Select one or more tasks, then click **Edit**. The **Task Editor** dialog box opens and is automatically populated for the selected tasks.

See Task Editor.

**Copy (Task)**

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




**Name:** Enter a unique name for the task. The default name for a copied task is the original task name with "_Copy" added.

**Description:** Enter a description for the task (optional). The default description for a copied task is the same description of the original task.

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

**Preparer, Preparer Group, Approvers 1–4, Approver Group, Viewer Group:** Use the drop-down menus to assign a preparer, a preparer group, approvers, an approver group, and a viewer group 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:

- 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 groups 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 Column Settings.

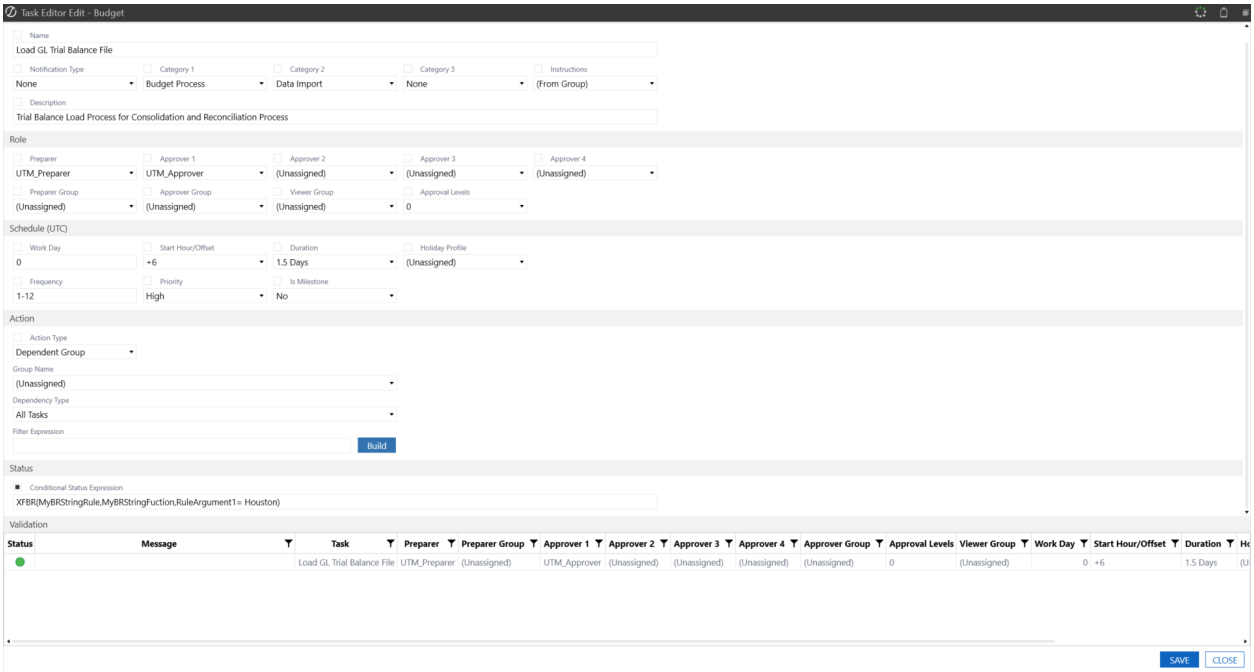
**Defer Refresh**
Defers automatic refresh until you click Refresh.

**Refresh**
Refreshes the table editor.

# 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 an optional conditional status expression.

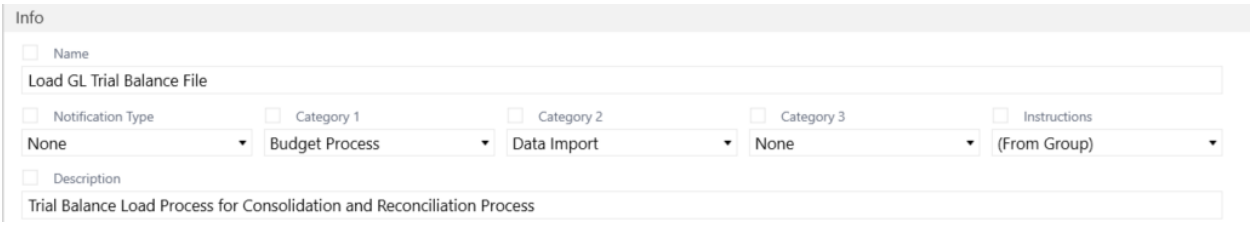
**NOTE:** To change information in the Task Editor, select the check box above the information to change, update the value, and then click Save. If you do not select the check box, the Save button does not display.




**NOTE:** Task assignments are validated against the configured Solution User Group. If an assigned user is removed from the Solution User Group or the user name is updated, the assignment is cleared and must be reassigned.

# 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.



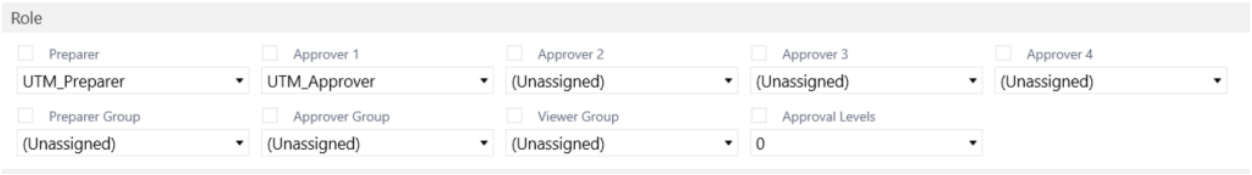

## Task Editor Info Field Definitions

| Info | |
|---|---|
| Name | The description that displays to users assigned to the task. |
| Notification Type | Configure when users are notified by email about task changes.<br>• None<br>• On Preparation<br>• On Preparation, Recall, and Rejection<br>• On Preparation, Recall, Rejection, and Approval<br>• On Preparation, Recall, Rejection, Approval, and Unapproval<br>See Set up Task Notifications. |
| Categories 1–3 | The list of categories maintained by your Task Manager Administrator. These categories are informational only. |

| Info | |
|---|---|
| Instructions | 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.<br><br>See:<br>• Instruction (tasks with instructions only)<br>• Instructions Settings |
| Description | Enter text describing the task. Administrators can use this field for quick task identification and for understanding what the task is about.<br><br>See Set up Descriptions to Identify Tasks. |

## Role

The Role section of the Task Editor lets you set up the roles for the task. Each user can only perform one role on a single task in a specific time period.



## Task Editor Role Field Definitions

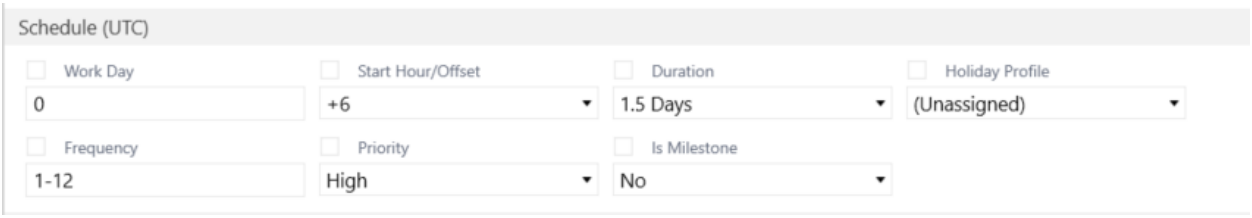
| Role | |
|---|---|
| Preparer/Preparer Group | The Preparer or Preparer Group assigned to prepare the task. |

| Role | |
|---|---|
| Approvers 1–4/Approver Group | The user or group assigned to approve the task once prepared by the Preparer.<br><br>There are different levels of approvers, and each approver has specific permissions related to their role for a task. Multiple levels of approvers are beneficial for complex tasks that require multiple reviewers to ensure quality. Assign a maximum of four approvers to a task.<br><br>A user can take action on a task as their assigned role or any role below or act as preparer.<br><br>• Approver 1 on a task can approve at level 1 on that task.<br>• Approver 2 on a task can approve at levels 1 and 2 on that task.<br>• Approver 3 on a task can approve at levels 1–3 on that task.<br>• Approver 4 on a task can approve at levels 1–4 on that task.<br><br>After a user prepares or approves a task, they cannot take action on it again. An administrator cannot assign the same user to more than one security role.<br><br>Approvers can run Document Management, Open URL, and Open Dashboard tasks for review before approving. All other task types require Preparer rights when running.<br><br>Tasks in public groups can only be run by a Preparer or Approver. Viewers, Preparers, and Approvers can view the task. |

| Role | |
|---|---|
| Viewer Group | The Viewer Group assigned to access the task.<br><br>Viewers can view task details, comments, attachments, and instructions, but they cannot perform actions on tasks. |
| Approval Levels | There are different levels of approval. Each level requires an additional approver. Set this option to 0 to remove the requirement for approval, which means the task only needs to be prepared. |

## Schedule

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



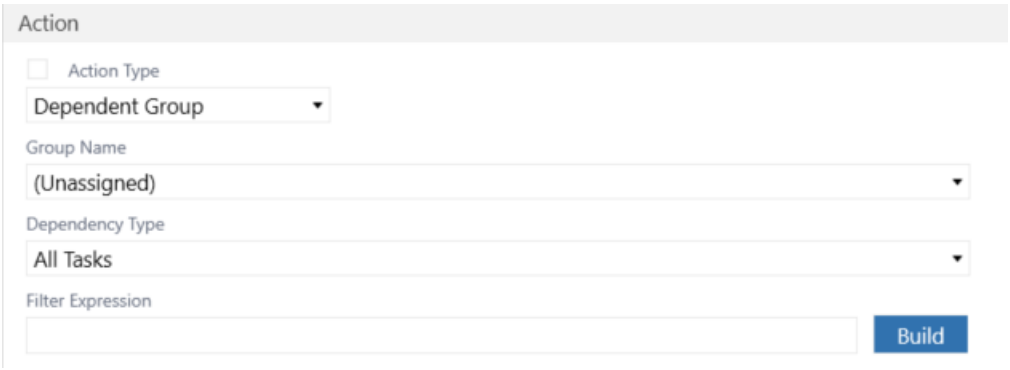
## Task Editor Schedule (UTC) Field Definitions

| 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 | Frequency is the workflow time period in which the task takes place. If the task frequency is empty, the task will have the same frequency set on the task group. If the frequency on the individual task is different from the task group, it will show what the individual task displays.<br><br>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. |
| Priority | An informational indicator to users that enables them to prioritize their work. Valid options are High, Medium, and Low. |

| Schedule | |
|---|---|
| Is Milestone | When set to **Yes**, **Is Milestone** adds a diamond shape to the Gantt chart indicating significant progress points that need to be met for success of the task group. |

# Action

The Action section of the Task Editor is where you determine the action type of the task. The selected action type determines the additional fields used to define how the task runs. The Action section does not display if multiple tasks are selected for editing.



## Task Editor Action Field Definitions

| Action | |
|---|---|
| Action Type | 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 displayed in these fields to support the selected Action Type.<br><br>See Action Types.<br><br>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.<br><br>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. |

# Status

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




**Conditional Status Expression**

Select **Conditional Status Expression** to 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.

## Validation

The Validation section of the Task Editor shows the status of the selected task or tasks as well as the summary of information from the other sections (Info, Role, Schedule, Action, and Status).

The grid displays errors related to security role validations. It will display in real time if any user is assigned to more than one security role on the same task. Other validations are done to the name and description fields (length, uniqueness, and special characters used that are not allowed) and workday (validates it is an integer) that display in a message after you click Save. Only changes with no errors are processed when you click Save.



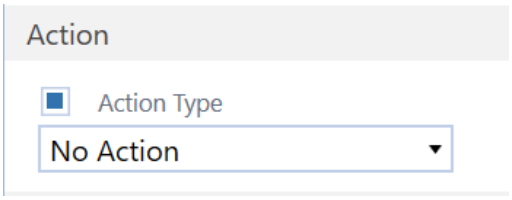

Right-click the row to export the information or change the column settings.

# Action Types

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

## No Action

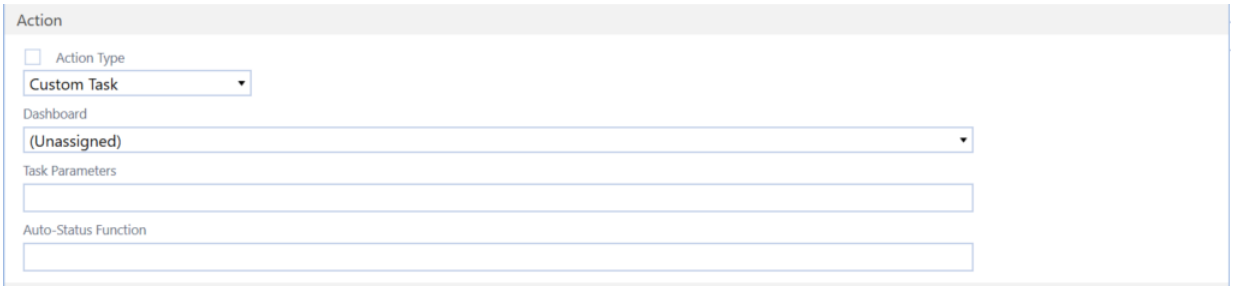
Used as a reminder, typically something done outside of OneStream. No additional fields requiring completion display when selecting this option.




## 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 state after reviewing the **Task Analysis**, **Task Grid View**, or **Task Gantt View** page where this task is listed.

Running 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 details.




### Dashboard

Choose a dashboard that displays relevant information. 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. Syntax is to list the parameter name passed and its value.

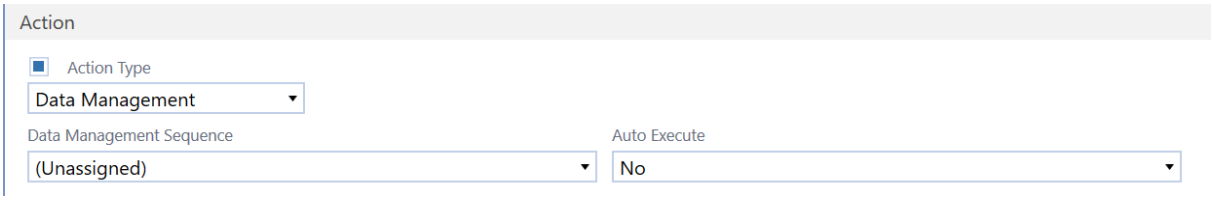
### Auto-Status Function

OneStream calls this function when you open any of the **Task Analysis**, **Task Grid View**, or **Task Gantt View** pages and update the custom task state.

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 state.

# Data Management

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




### Data Management Sequence

For the Data Management action type, select 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 Data Management job must use a BR to send completion notifications.

### Auto Execute

If **No**, the Preparer must run the task. Task Manager updates the task state to **Prepared**. The Approver must still approve the task.

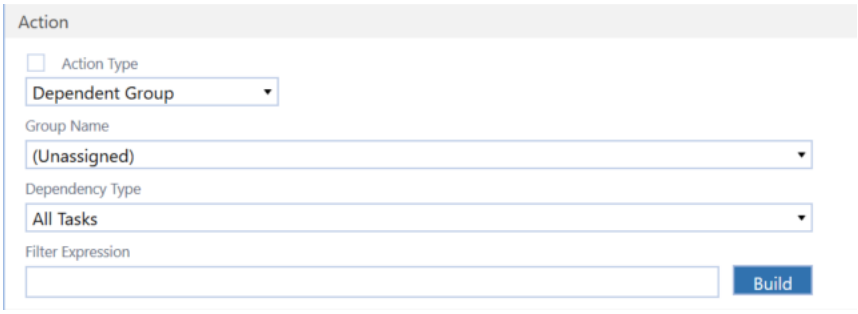
If **Yes** and the task has no predecessor tasks, the task runs when the Preparer accesses it. The State and Approval values automatically update.

# 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 different methods:

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




### Group Name

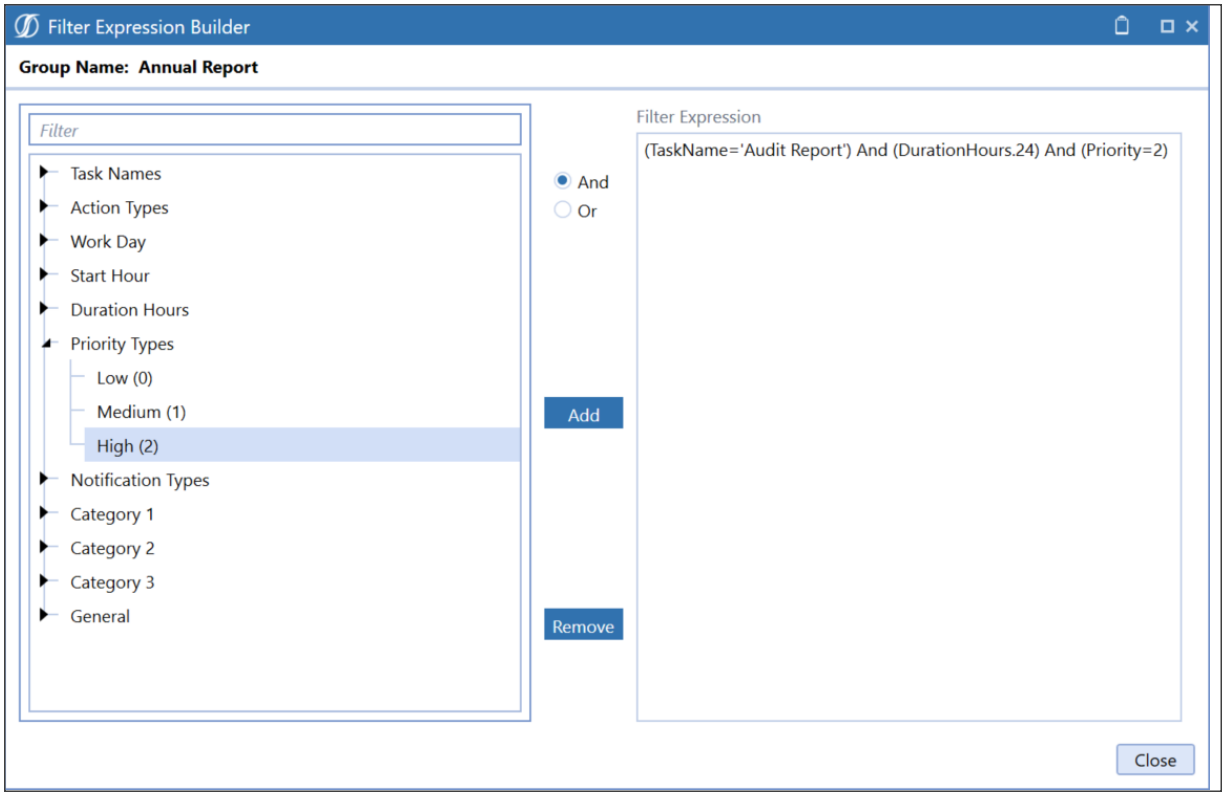
The task groups that are available. You must also update the task group name in the Action parameter on the **Task Administration** page if changing the task group name for any dependent group.

### 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.

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

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

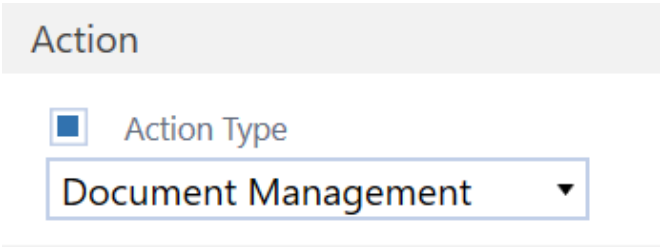
Dependent group action type tasks do not change to **Prepared** until all the underlying dependent tasks are prepared. The approval status is **Unapproved** by default and changes to **Not Required** when an underlying dependent task status is changed.

See Filter Items that Display in a Grid.

# Document Management

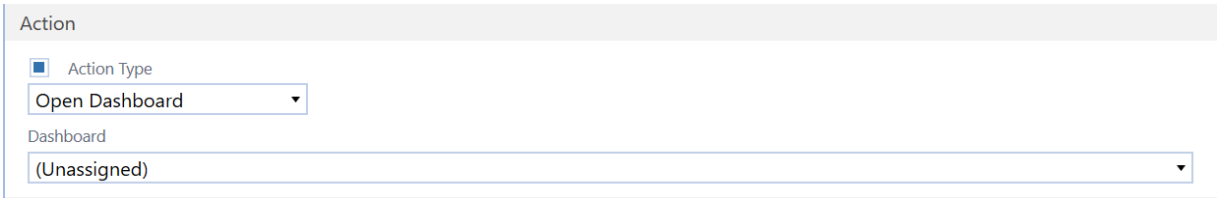
This type of task opens the **Document Management** toolbar when executing the task.

See Document Management.




## Open Dashboard

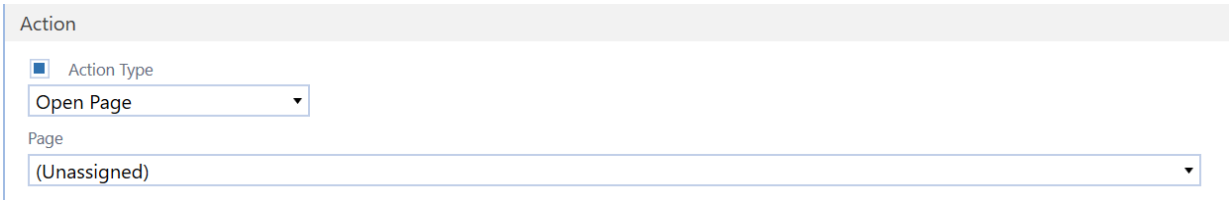
Directs users to a specific dashboard in OneStream. Running an Open Dashboard task opens the dashboard in a separate **Task Manager** tab, so you can easily switch between the dashboard tab and the tab containing the task details.




**Dashboard**
Choose a dashboard from the list.

## Open Page

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

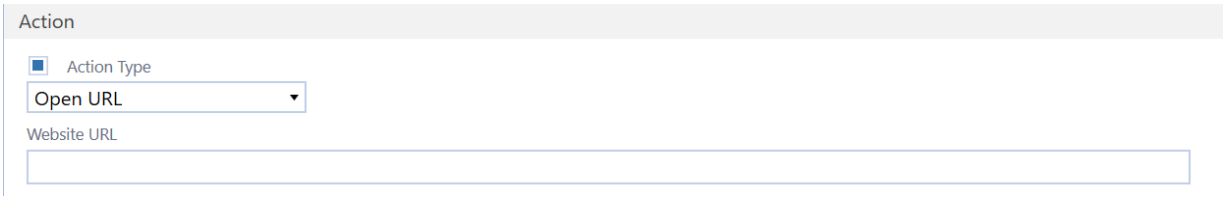


**Page**

Select the OneStream application page.

# Open URL

Directs you to the specified website.



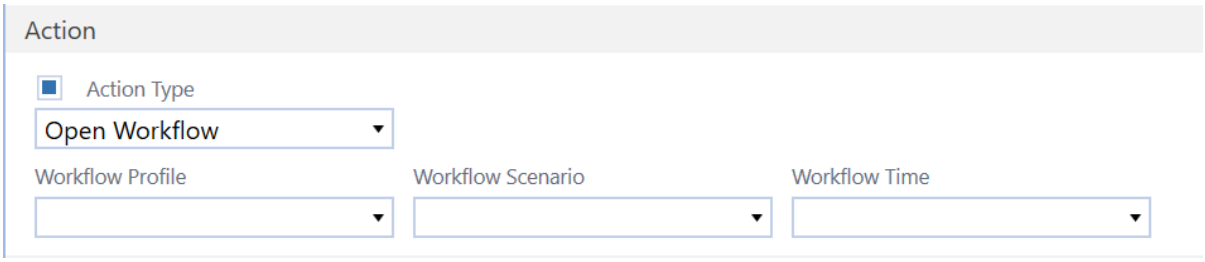

**Website URL**

Provide the target URL. Ensure that the Preparer has access to 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 time.



**Workflow Profile**
Select the workflow profile from the drop-down menu. The values are based on the Preparer security. See Role.

**Workflow Scenario**
Select the workflow scenario from the drop-down menu. The menu allows piped parameters such as |POVScenario| as well as a list of scenarios in OneStream.

**Workflow Time**
Select the workflow time from the drop-down menu. The menu allows piped parameters such as |WFTime| as well as a list of workflow time periods in OneStream.

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

If instead of Prepared, you want the task to be marked Fully Approved after the workflow is completed, set the Approval Levels field to 0. Otherwise, if the task is assigned to an Approval Level of 1 or higher, the task requires approval after the workflow is completed. You can still assign users to approval roles, but to move the task directly to Fully Approved, the Approval Levels need to be set to 0.

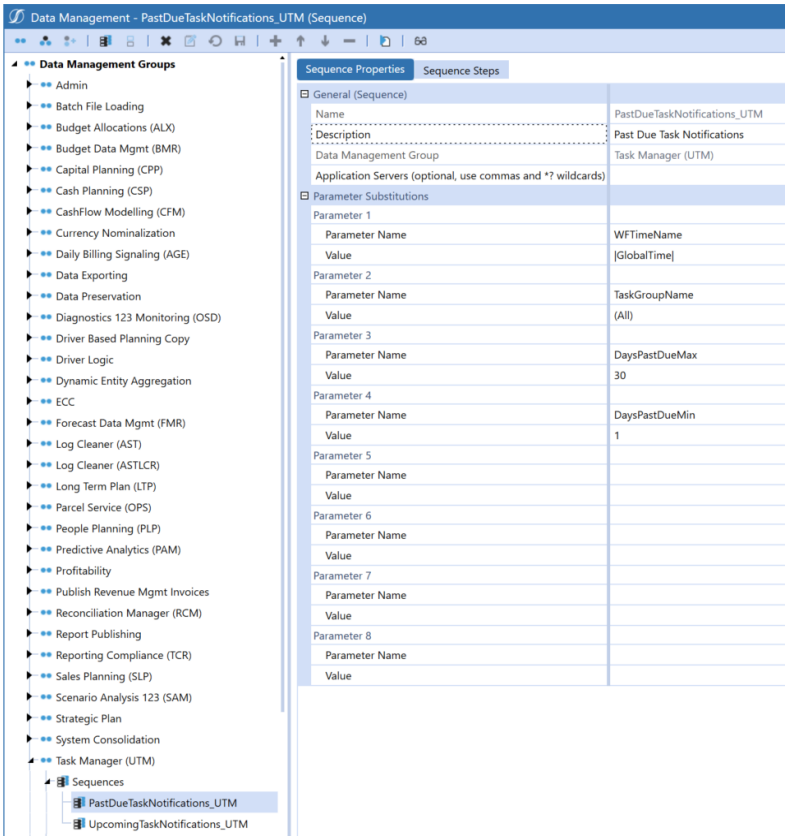
# Set Up Task Notifications

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.

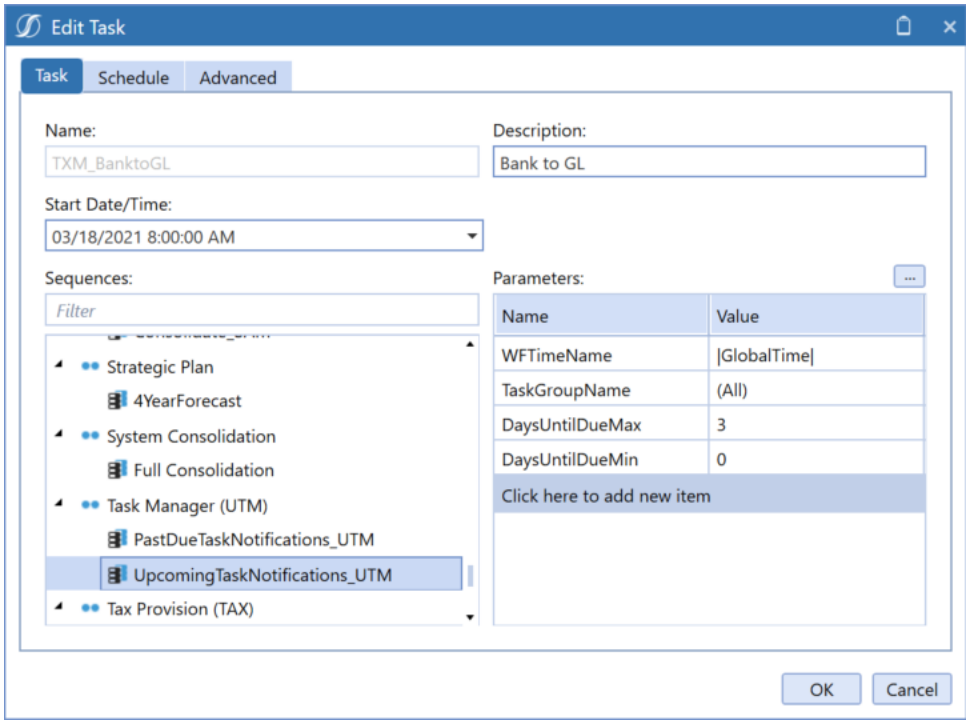



See "Data Management" in the *Design and Reference Guide* for more information about the Data Manager and Data Management groups and sequences.

# 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.<br><br>See *"Time Functions and General References"* in the *OneStream Design and Reference Guide* for more information on various time functions that can be used as values for this parameter. |
| TaskGroupName | 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.<br><br>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. |

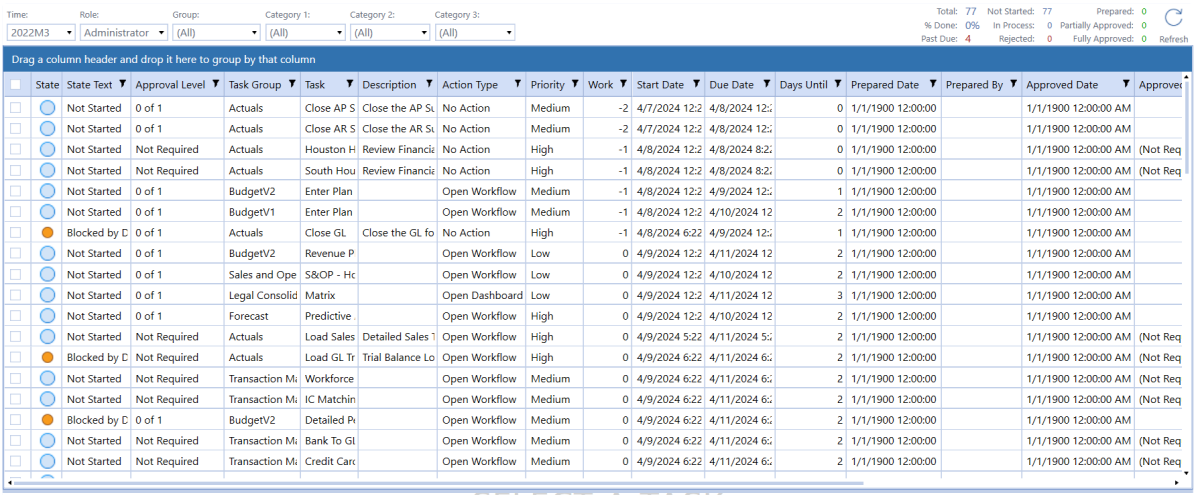
| Parameter | Description |
| --- | --- |
| DaysPastDueMax (PastDueTaskNotifications_ UTM sequence) | Represents the maximum number of days past the task's due date in which past due notifications are generated for the task. The default value is 30, which indicates that tasks up to 30 days past due generate past due notifications according to the task's schedule. |
| DaysPastDueMin (PastDueTaskNotifications_ UTM sequence) | 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.<br><br>DaysPastDueMin works with DaysPastDueMax to define the range of days for a task to be considered past due for generating past due notifications.<br><br>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. |

| Parameter | Description |
| --- | --- |
| DaysUntilDueMax (UpcomingTask Notifications_ UTM sequence) | 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. |
| DaysUntilDueMin (UpcomingTask Notifications_ UTM sequence) | 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.<br><br>DaysUntilDueMax works with DaysUntilDueMin to define the range of days for a task to be considered upcoming due for generating upcoming due notifications.<br><br>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. |

**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.

7. 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.
8. 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 and Past Due Notifications

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 approvers 1–4. If the task approver is (Unassigned), the email is sent to everyone in the approver group. See Appendix D: Notifications.

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:

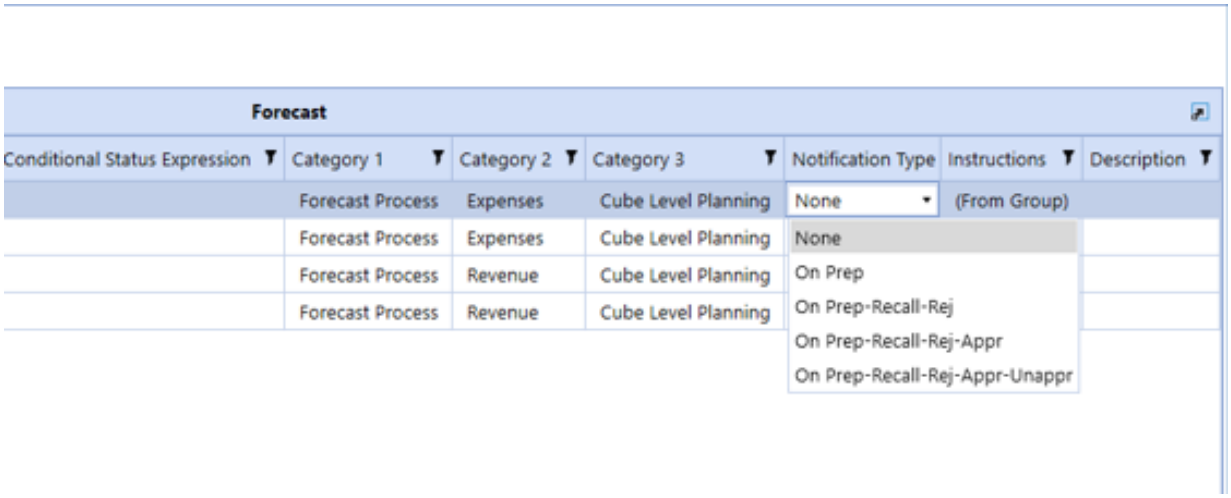
- Group Name
- Task Name
- Description
- Priority
- Days Until Due (upcoming tasks)/Days Past Due (past due tasks)

- State Text
- Approval Level
- Preparer and Preparer Group
- Approvers 1–4 and Approver Group

| Group Name | Task Name | Description | Priority | Days Past Due | State Text | Approval Level | Preparer | Preparer Group | Approver 1 | Approver 2 | Approver 3 | Approver 4 | Approver Group |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TestGroup2 | PreparerGroupTask | | Medium | 42 | Not Started | 0 of 1 | (Unassigned) | Preparer Group | Administrator | (Unassigned) | (Unassigned) | (Unassigned) | (Unassigned) |

## Action-based Notifications

Administrators can also set up action-based notifications in the Task Administration page.




Task Status changes are sent to Preparers and Approvers if the task or tasks are assigned to a respective Preparer or Approver. Preparer and Approver groups will receive the emails if the task or tasks are unassigned.

| Group Name | Task Name | Description | Preparation Status | Preparation User | Approval Status | Approval User |
|---|---|---|---|---|---|---|
| TestGroup | TestGroup_Task1 | Task 1 Description | Prepared | UTM_Preparer | Unapproved (0 of 4) | |

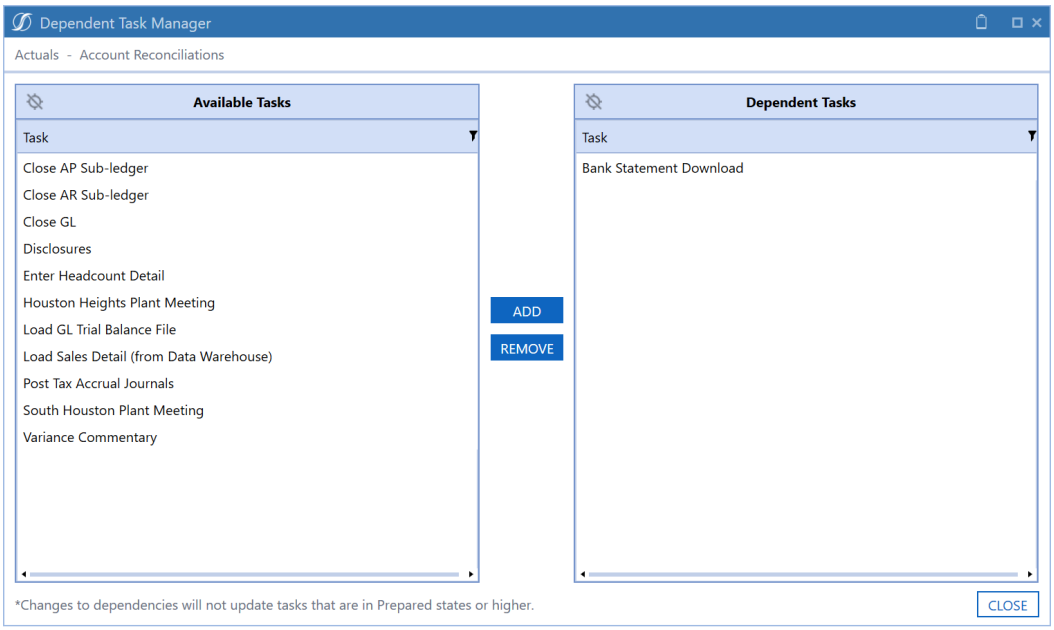
See Appendix D: Notifications for information on which roles receive emails for each notification type.

# 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.

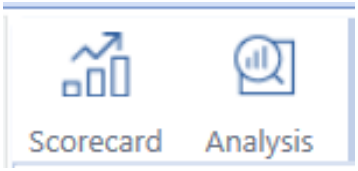
Changes to dependencies will not update tasks that are in Prepared states or higher.

> **NOTE:** Tasks having dependencies cannot be set to prepared without all dependent tasks being marked as prepared first.

See Tasks Pane - Task List Menu Bar.

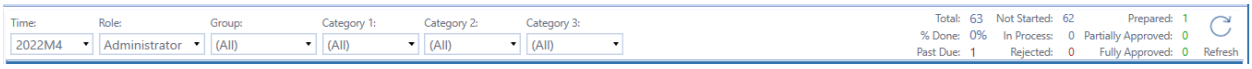
# Switch Between Task Analysis and Scorecard Pages

**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.

## Role

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

- Administrator (only displays for Administrators and Local Administrators)
- (All)
- Preparer
- Preparer (All)
- Approver
- Approver (All)
- Viewer Group

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

## Group

The list of published task groups that are accessible to the user.

## Category Filters

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), not the super set 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

Select **Refresh** to synchronize all custom, workflow, and dependent group task action types and refresh all task charts, grids, statuses, and counts.

## Additional Information

The Task Filter Menu for Scorecard, Analysis, Task Grid View, and Task Gantt View pages display the following results on the task filter menu bar (column filters are not reflected in the statistics):

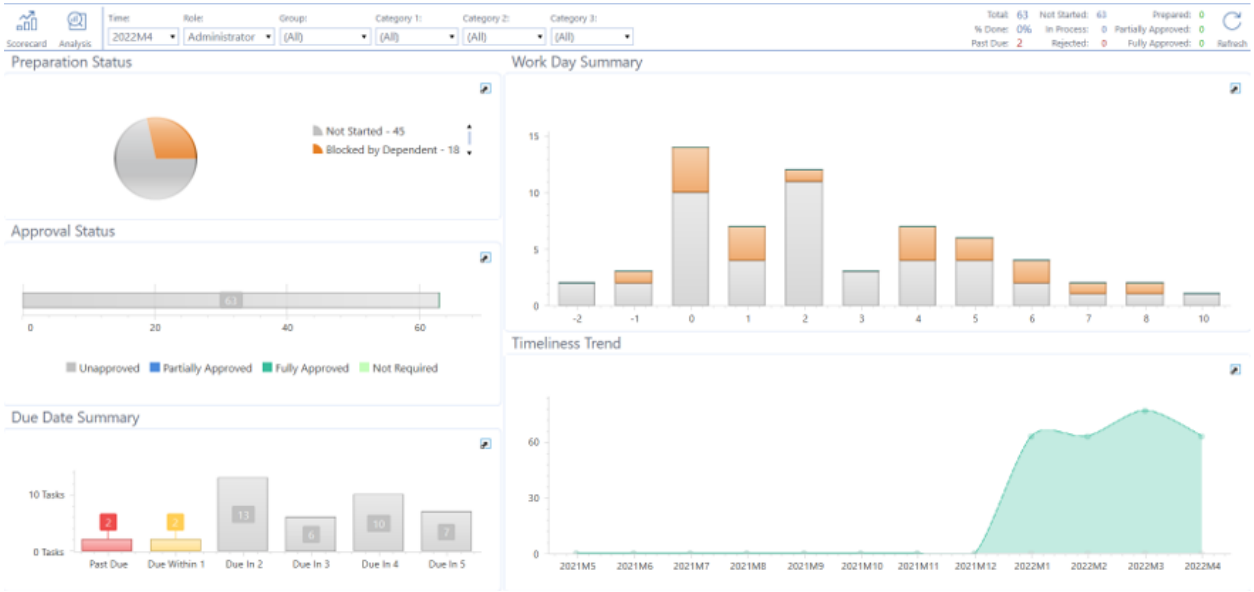
- **Total**: The count of total filtered tasks for the selected time period.
- **% Done**: The percentage of the total filtered tasks completed for the selected time period.
- **Past Due**: The count of total filtered past due tasks for the selected time period.
- **Not Started**: The count of total filtered tasks not started for the selected time period.
- **In Process**: The count of total filtered tasks in process for the selected time period.

- **Rejected**: The count of total filtered rejected tasks for the selected time period.
- **Prepared**: The count of total filtered prepared tasks for the selected time period.
- **Partially Approved**: The count of total filtered partially approved tasks for the selected time period.
- **Fully Approved**: The count of total filtered fully approved 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 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



See: User Preferences

The **Scorecard** page provides an overview of where tasks are in terms of preparation status, approval status, and due date.

Each bar or pie piece in a chart shows the number of items in the section. You can also hover over a piece of a chart to display a pop-up showing the number of items. Click a bar or pie piece on a chart to display its tasks in the **Task Details** dialog box.

**Preparation Status**
This pie chart represents the total filtered task count by preparation status:

- **Not Started**
- **Blocked by Dependent**
- **Rejected**
- **In Process**
- **Prepared**

**Approval Status**
This horizontal bar chart represents the total filtered task count by approval status:

- **Unapproved**
- **Partially Approved**
- **Fully Approved**
- **Not Required**

**Due Date Summary**
This vertical bar chart represents the total filtered task count by past due, due within one day, or due in two to five days.

**Work Day Summary**
This vertical bar chart represents the number of filtered tasks across the workdays for the selected time period. Select a column to display 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.

**Comments by Others**
This grid displays when you filter on any role other than Administrator. Only administrators and local administrators will see the Administrator option in the Role drop-down menu. 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 create groupings.

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

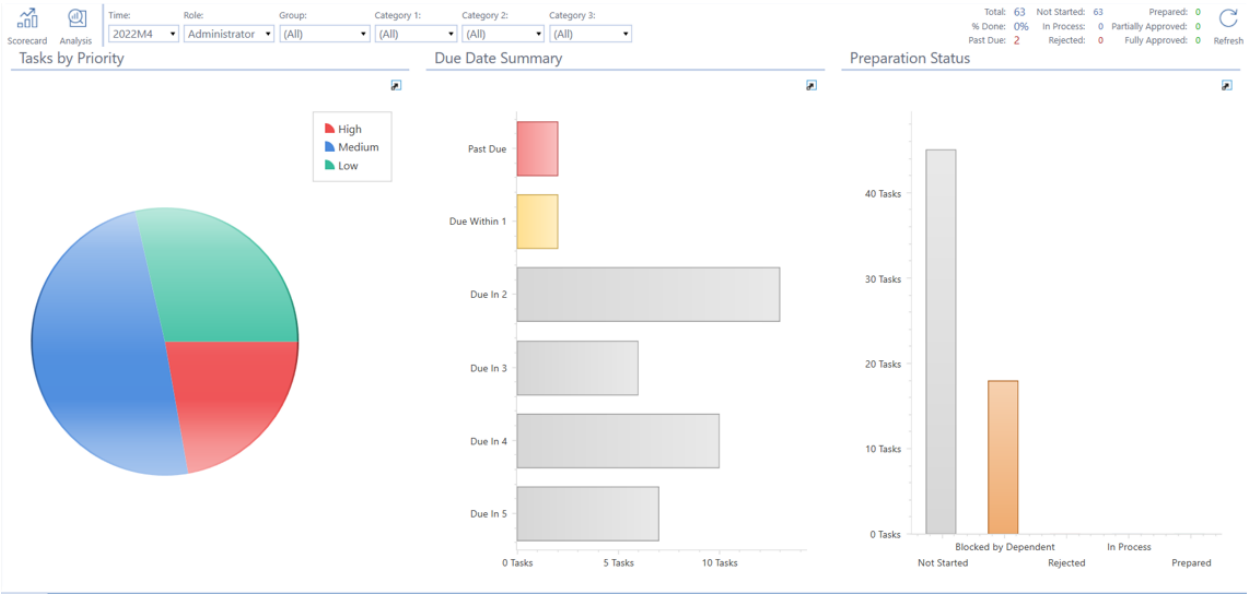
See Group Tasks that Display in Grids.

**Timeliness Trend (Administrator role only)**
This trend graph when you filter by the Administrator role. Only administrators and local administrators will see the Administrator option in the Role drop-down menu. It displays the total number of past due and on-time tasks for the selected time period over a trailing twelve-month period. Select a node to open the respective Task Details dialog box.

# Scorecard – Simplified view

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

See 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.

### Due Date Summary

Displays a bar chart that shows the number of tasks due in each of the next two to five days, as well as the 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.

**Preparation Status**

This displays a bar chart that represents the number of Prepared, Blocked by Dependent, 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 Task Details.

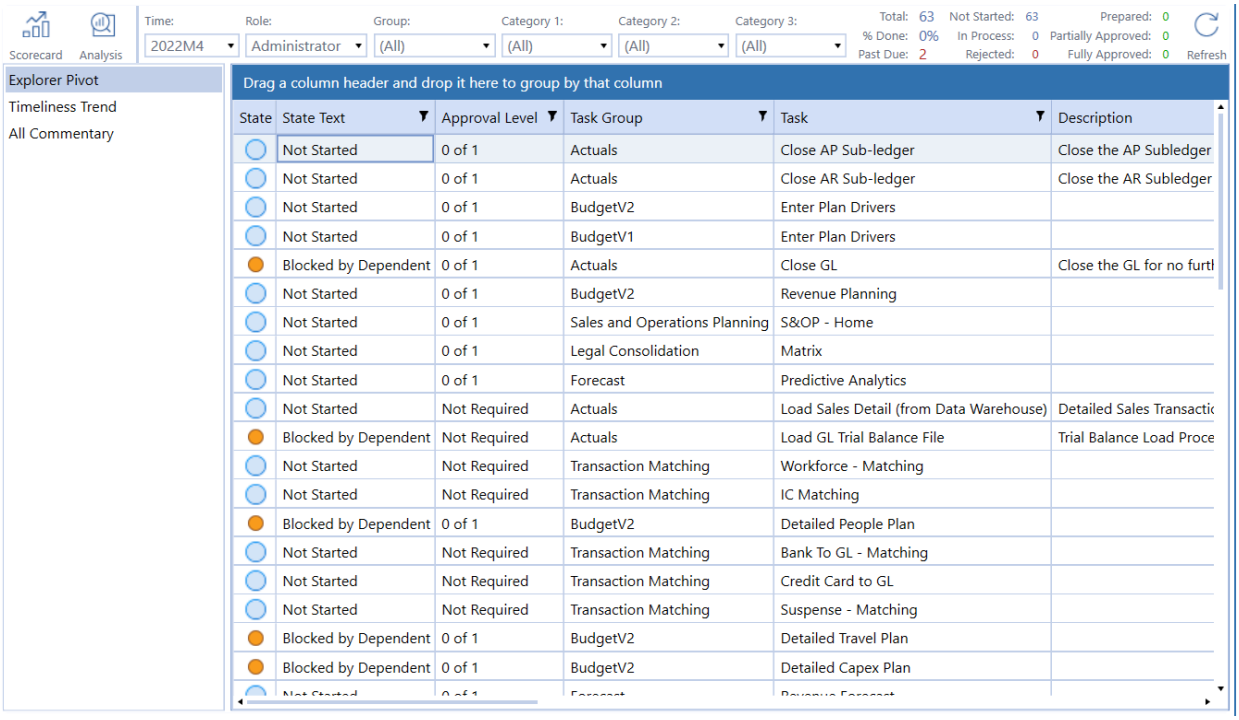
# Analyze Tasks

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

See Reorder Grid Columns.

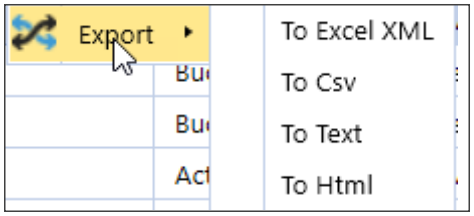
## Explorer Pivot

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.



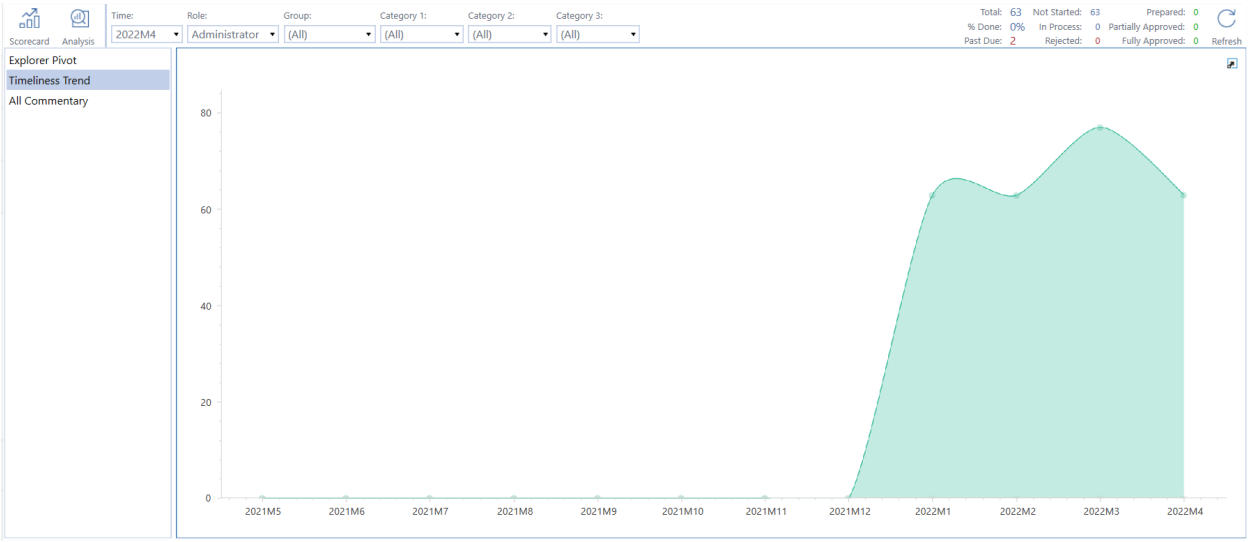

See Reorder and Filter Grid Items Columns.

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.



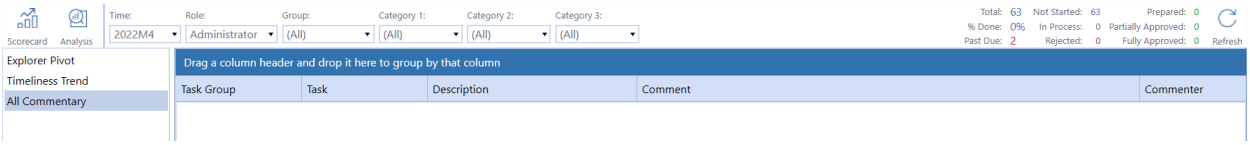

# Timeliness Trend (Administrator Only)

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 group, task, description and comment.

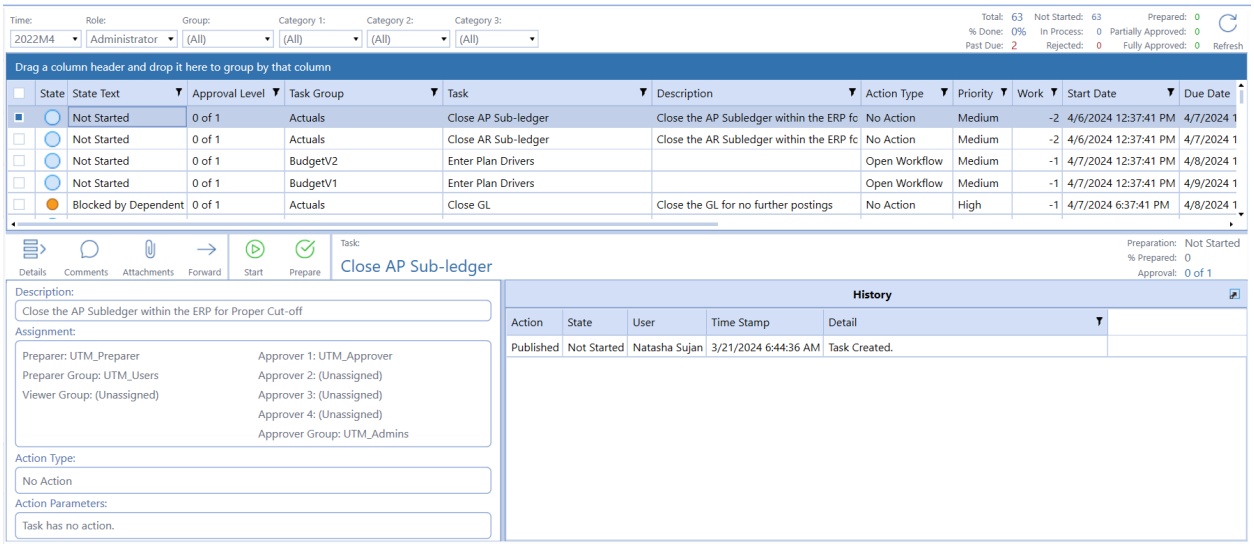



> **NOTE:** Task comments only display in the period in which the task was created.

# Task Details

Select a 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 a column heading in the task list to sort the tasks by that column.

See Group Tasks Using Column Headers.




# Refresh Task State

Click **Refresh** to update all task states 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 one or more tasks to process. You can select multiple tasks and perform an action on all tasks.

See 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 State Indicator

An icon in the State 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.

**Prepared** : A green circle icon indicates that the task has been prepared and is awaiting approval.

**Fully Approved** : A green check mark icon indicates a completed and approved task. This includes tasks where approval is not required.

**Partially Approved** : A green circle icon indicates that a task has been prepared but has additional approval levels to complete before being fully approved.

# 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.

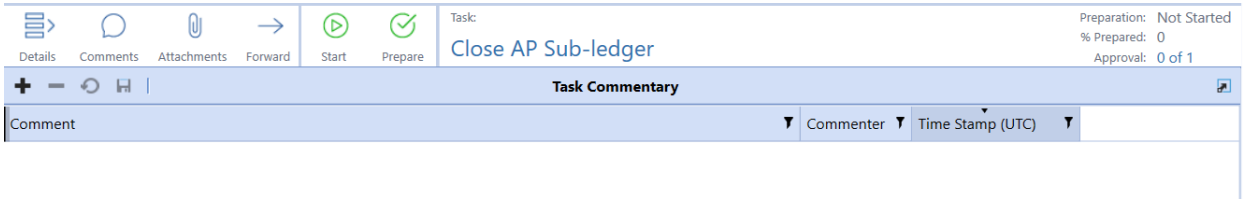
Icons in the **Task Action** menu bar display in green to indicate that the selected task includes items represented by the icon. For example, the task shown in the **Task Action** menu bar above (Detailed Capex Plan) includes dependents.

**Details**

Selecting this provides task details such as assignment by preparers, approvers, and preparer, approver, and viewer groups, action type, action parameters, and history.

### Comments

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




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 prepared.

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

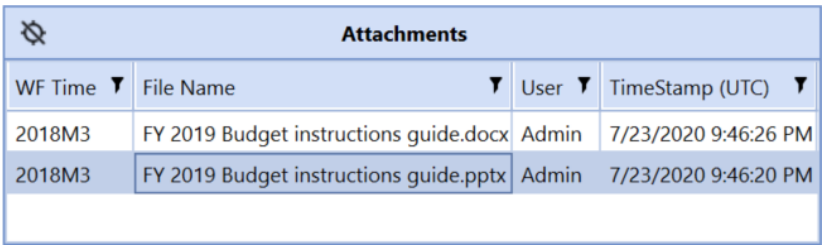
Use attachments to communicate and share additional information needed by those working on the task. Use attachments to associate all supporting documents needed to properly process the task. Task Manager supports a wide range of file types that you can attach to a task. Preparers, Approvers, and Administrators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

> **NOTE:** All file types except XML can be used as attachments. There are no size limits, however 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.

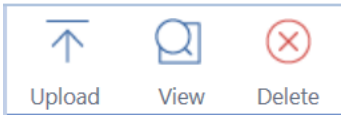






You can only add attachments to tasks that have not been prepared.

# 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 Dependent Task Manager.

Two different views of dependent tasks display.

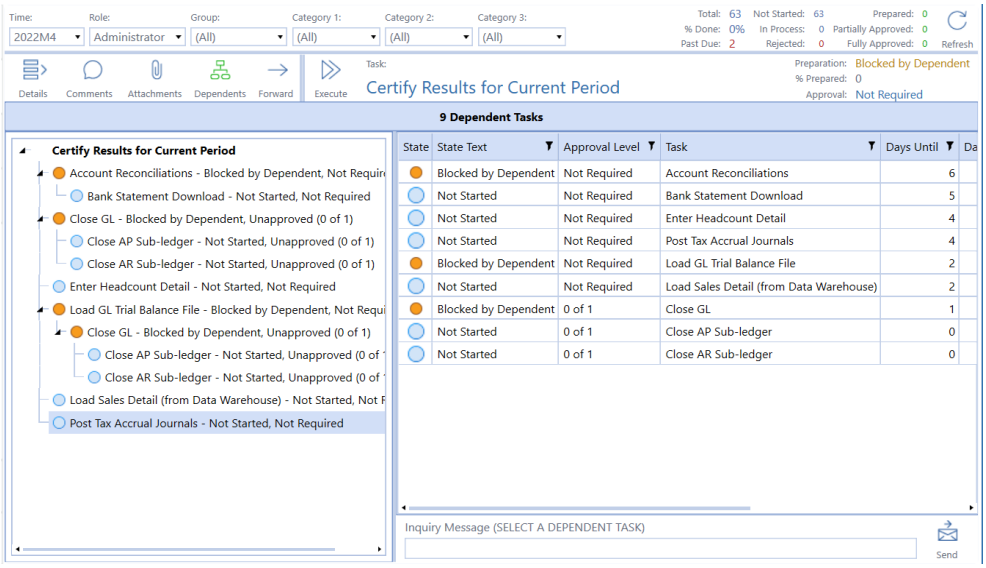
The left pane displays the entire hierarchy of the selected task's dependents in a tree view. Use the **Dependent Tasks** tree view for a quick overview of the relations between a task's dependencies and to understand the levels of the dependent task parent/child hierarchy. The tree view shows all levels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




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 assigned Preparer and Preparer group will receive a detailed task status inquiry email.

Notifications only get sent to Preparer and Approver groups if Preparer and Approver are unassigned for the task or tasks. If there is a Preparer or Approver assigned, the notification will only get sent to them.

The following Task Inquiry, Task [TestTask2] Inquiry by [Administrator] was sent to you as [Preparer] with this message:

What's up?

Parent Task Information: (Waiting)

| Group Name | Task Name | Description | Start Date (UTC) | Due Date (UTC) | Days Until Due | Days Past Due |
|---|---|---|---|---|---|---|
| TestGroup1 | TestTask1 | Here is a description of what needs to be done as part of this task. | 2024/01/30 | 2024/01/30 | 0 | 44 |

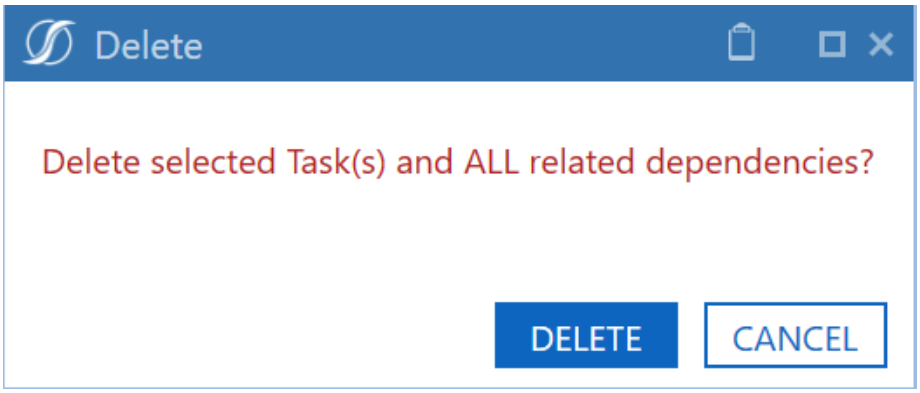
Dependent Task Information: (Please Take Action)

| Group Name | Task Name | Description | Start Date (UTC) | Due Date (UTC) | Days Until Due | Days Past Due | Preparation Status | Preparation User | Approval Status | Approval User |
|---|---|---|---|---|---|---|---|---|---|---|
| TestGroup1 | TestTask2 | | 2024/01/30 | 2024/01/30 | 0 | 44 | Not Started | | Unapproved (0 of 1) | |

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

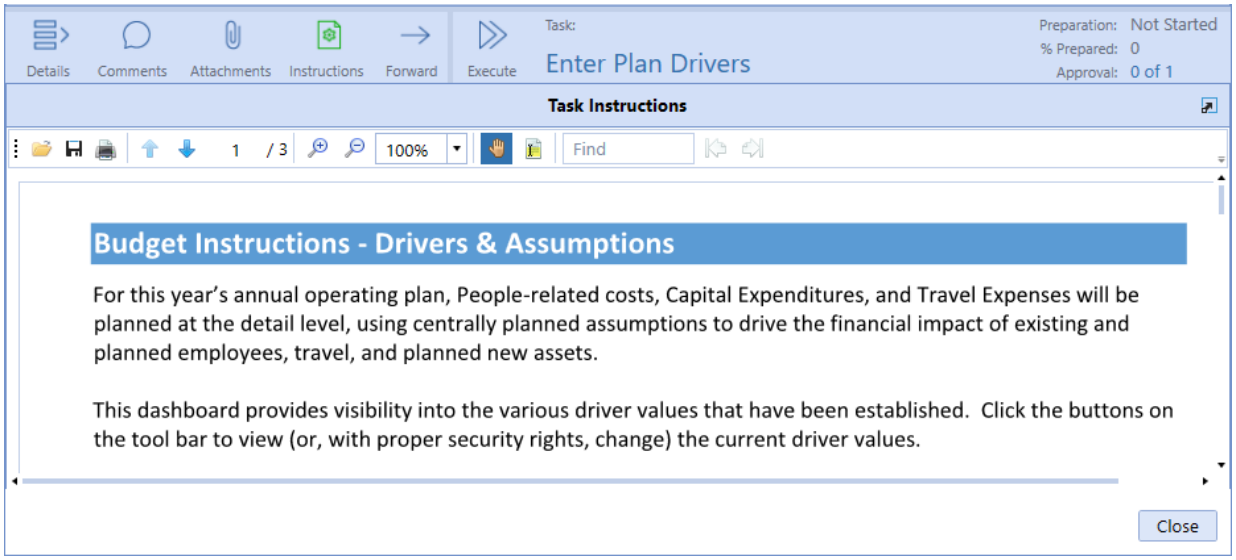
> **NOTE:** Tasks with incomplete dependent tasks cannot be approved.

If you delete a task that has one or more dependencies, all dependencies will be deleted. When deleting a task that is a dependency of one or more other tasks, you will be prompted with the following message:




## Instructions (tasks with instructions only)

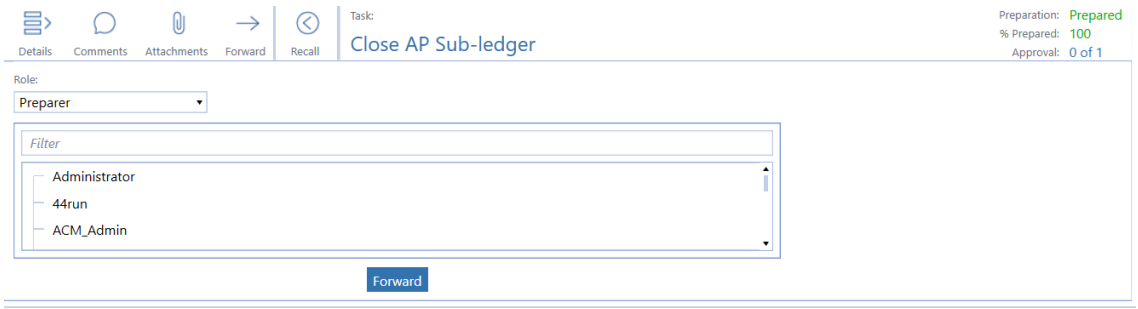
Instructions can be assigned to tasks. You can view any assigned instructions in the Task Instruction viewer. Click  to expand the Instruction viewer to the OneStream window size or size as needed.




See Instructions.

### Forward

This icon displays if you have permission 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.

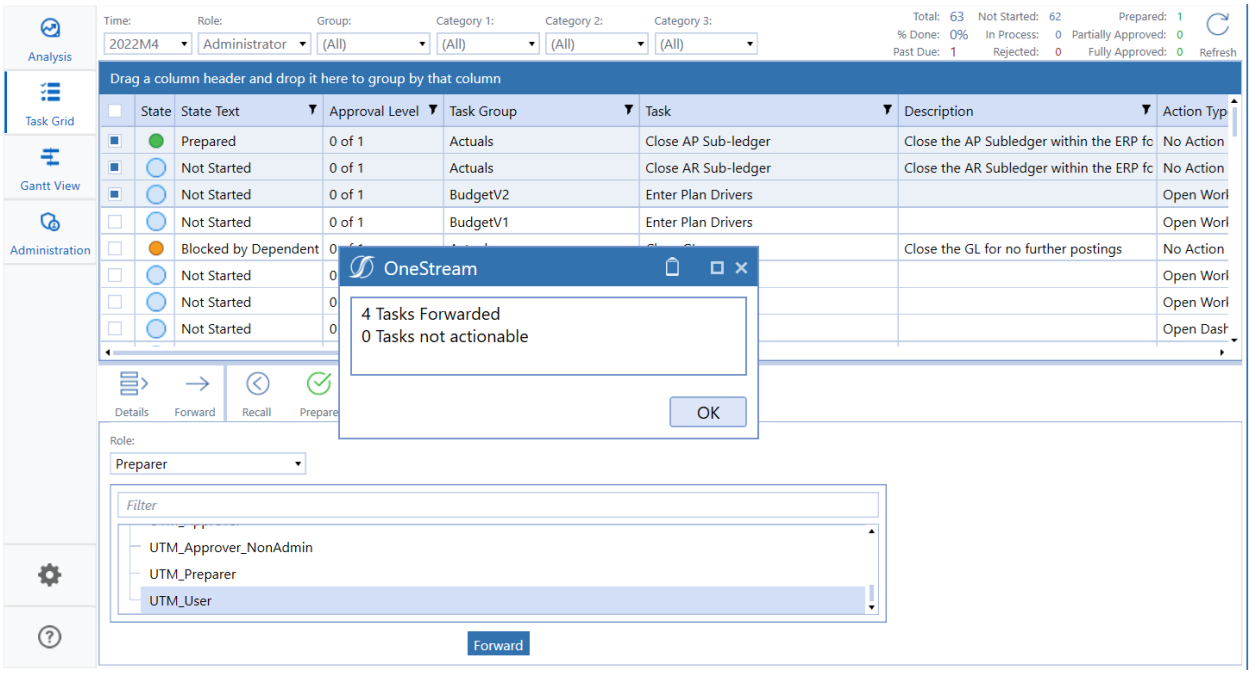



Select the role to forward from the drop-down menu. Forward lists are not based on security access. If you forward a task to someone who does not have security access to the underlying action, they cannot complete their action.

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

- The task displays in the list of the new Preparer or Approver.
- The new Preparer or Approver receives an email notification.
- There is an entry logged into the Task Detail History table.
- Forwarded roles are noted in the Task Grid page and the Assignment section of the Task Details dialog box.

You can select multiple tasks to forward to a user. A validation message will display that indicates if the tasks were forwarded.




A single email notification is sent highlighting each task that has been forwarded. The email notification details the following information:

- Group Name

- Task Name
- Description
- Preparation Status
- Preparation User
- Approval Status
- Approval User

| Group Name | Task Name | Description | Preparation Status | Preparation User | Approval Status | Approval User |
|---|---|---|---|---|---|---|
| TestGroup2 | TestGroup_Task2 | Task 2 Description | Not Started | | Unapproved (0 of 4) | |
| TestGroup2 | TestGroup_Task3 | Task 3 Description | Rejected | UTM_Approver | Unapproved (0 of 4) | |
| TestGroup2 | TestGroup_Task4 | Task 4 Description | Not Started | | Unapproved (0 of 4) | |

**Task status action buttons (Started, Not Started, Prepare)**
Click **Start** to move the selected task's status to **In Process**. Click **Prepare** to move the task's status to **Prepared**.

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

See 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

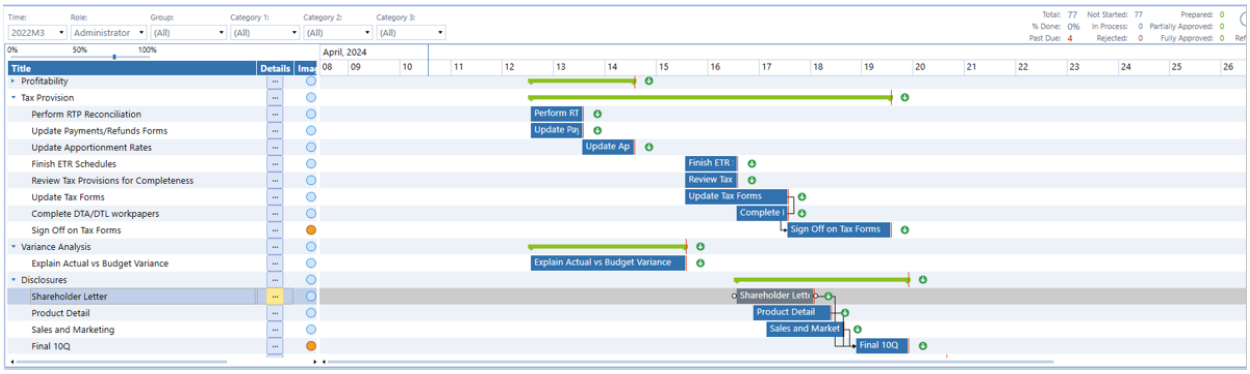
Tasks with a **Custom** task action type display a dashboard in a separate tab when you click **Execute**, so you can easily switch between the dashboard tab and the tab containing the task's details. Navigation and actions can be taken in the Task Manager dashboard.

### Execute a Data Management Task

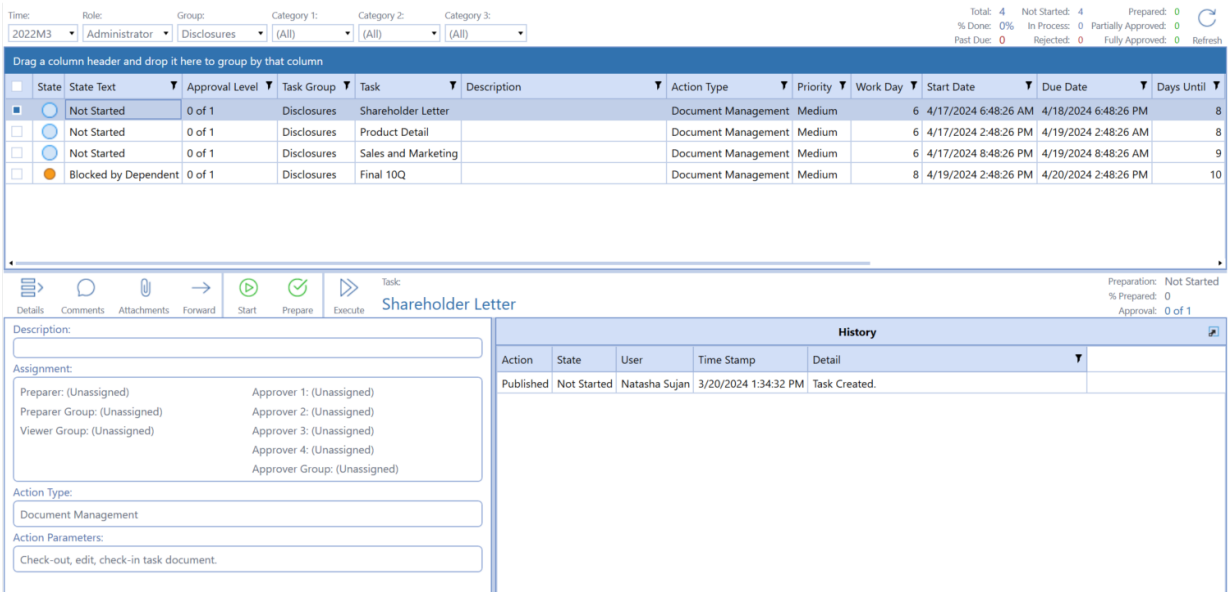
Tasks with a **Data Mgmt** task action type run a data management sequence in the background when you click **Execute**. The OneStream Task Activity log reflects updated data management sequence status.

### 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**.




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.

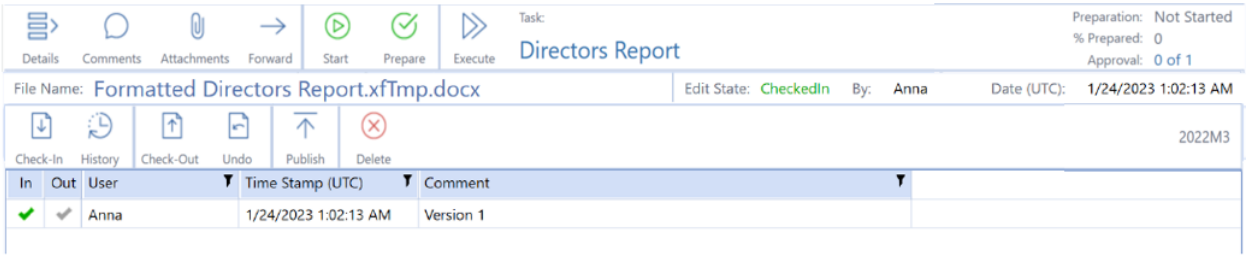



The preceding example shows the original task Disclosures executed, and the dependent task Shareholder Letter is selected from the Gantt view to display in the page. You can also see any cascading dependent tasks on the same page.

### Execute a Document Management Task

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

See Document Management Tasks.



### Execute an Open Dashboard Task

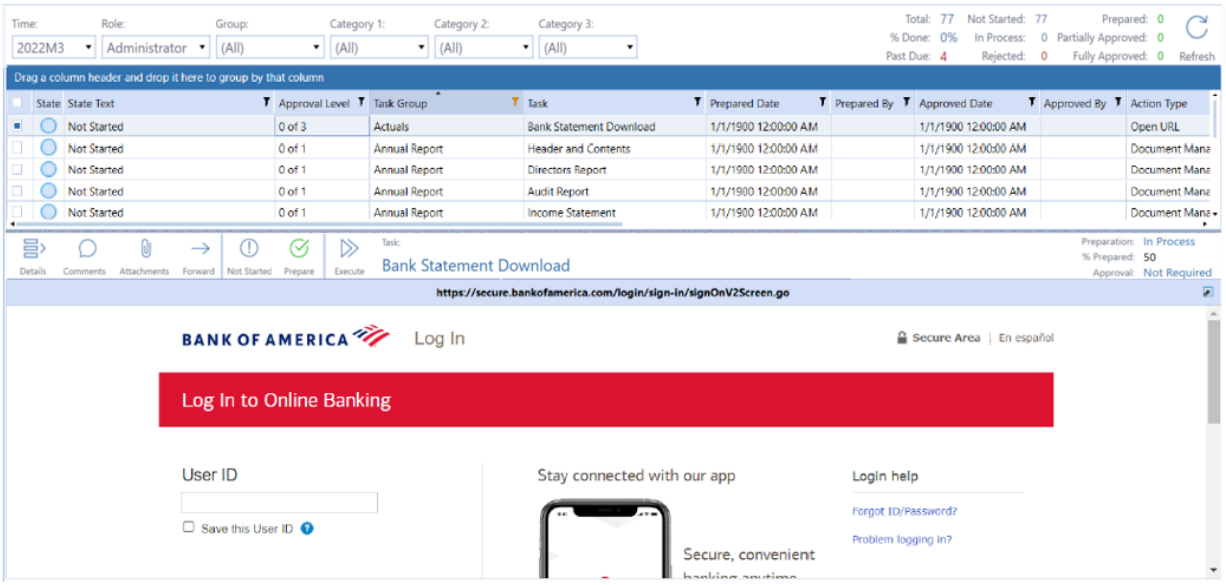
The OneStream dashboard displays in Task Manager tab when you click **Execute**, so you can easily switch between the dashboard tab and the tab containing the task's details. Navigation and actions can be taken in the dashboard in Task Manager.

### 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.



**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 State Actions

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

Task Manager administrators can also access these actions for their own tasks or the tasks of a preparer or approver. However, Segregation of Duties are enforced so that anyone acting as a preparer who prepares 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 state display.

## Preparer State Actions

**Start**
Sets the task state to In Process.

**Prepare**
Sets the task state to Prepared.

**Not Started**
Sets the task state to Not Started.

**Recall**
Sets a prepared task to In Process.

## Approver State Actions

**Approve**
Sets the task state to Approved for the current approval level.

**Reject**
Sets the task state to Rejected.

**Unapprove**
A task at Approval Level 1 reverts back to Prepared. A task at Approval Levels 2–4 reverts back to the previous level (for example, level 4 reverts back to level 3, level 3 reverts back to level 2, and level 2 reverts back to level 1).

See:

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

## Preparation

The current task preparation state (Not Started, Blocked by Dependent, In Process, Rejected, or Prepared).

## % Prepared

The task prepared percentage for the selected time period.

## Approval

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

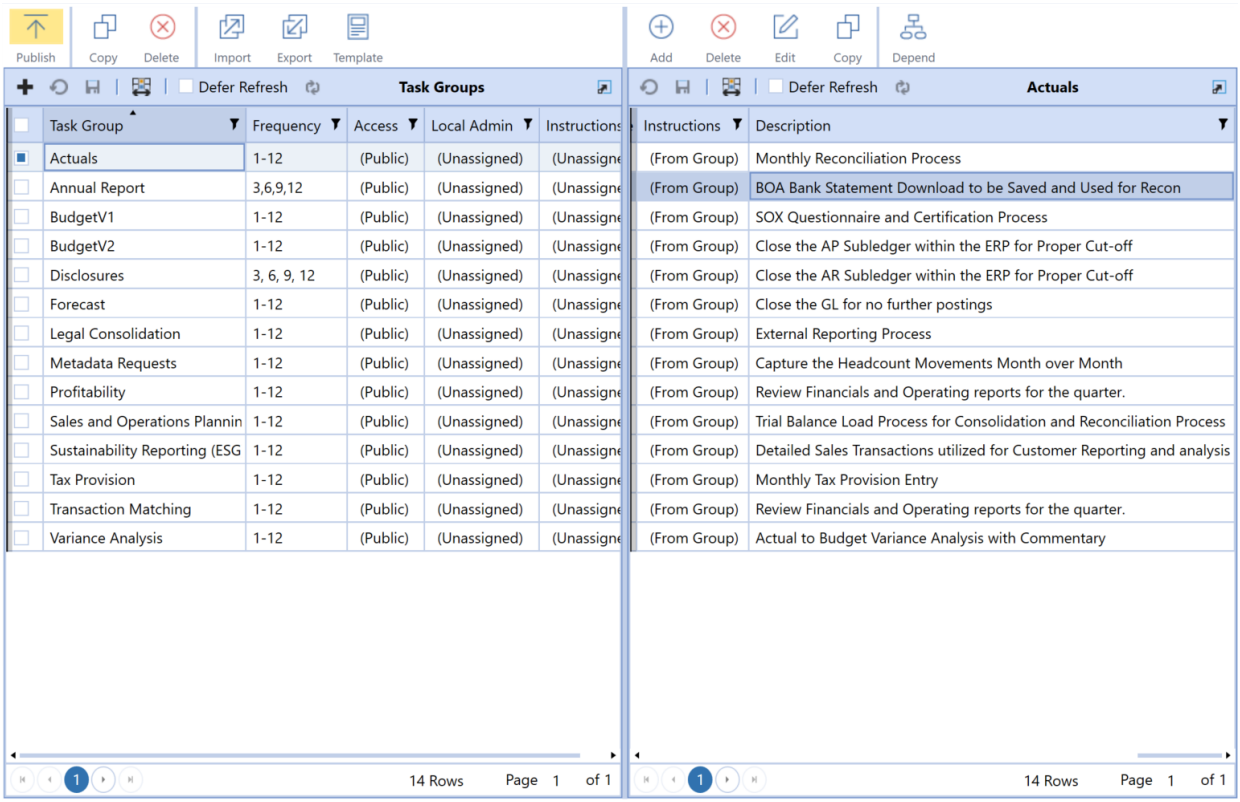
# Set Up Task Descriptions

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 prepare 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.

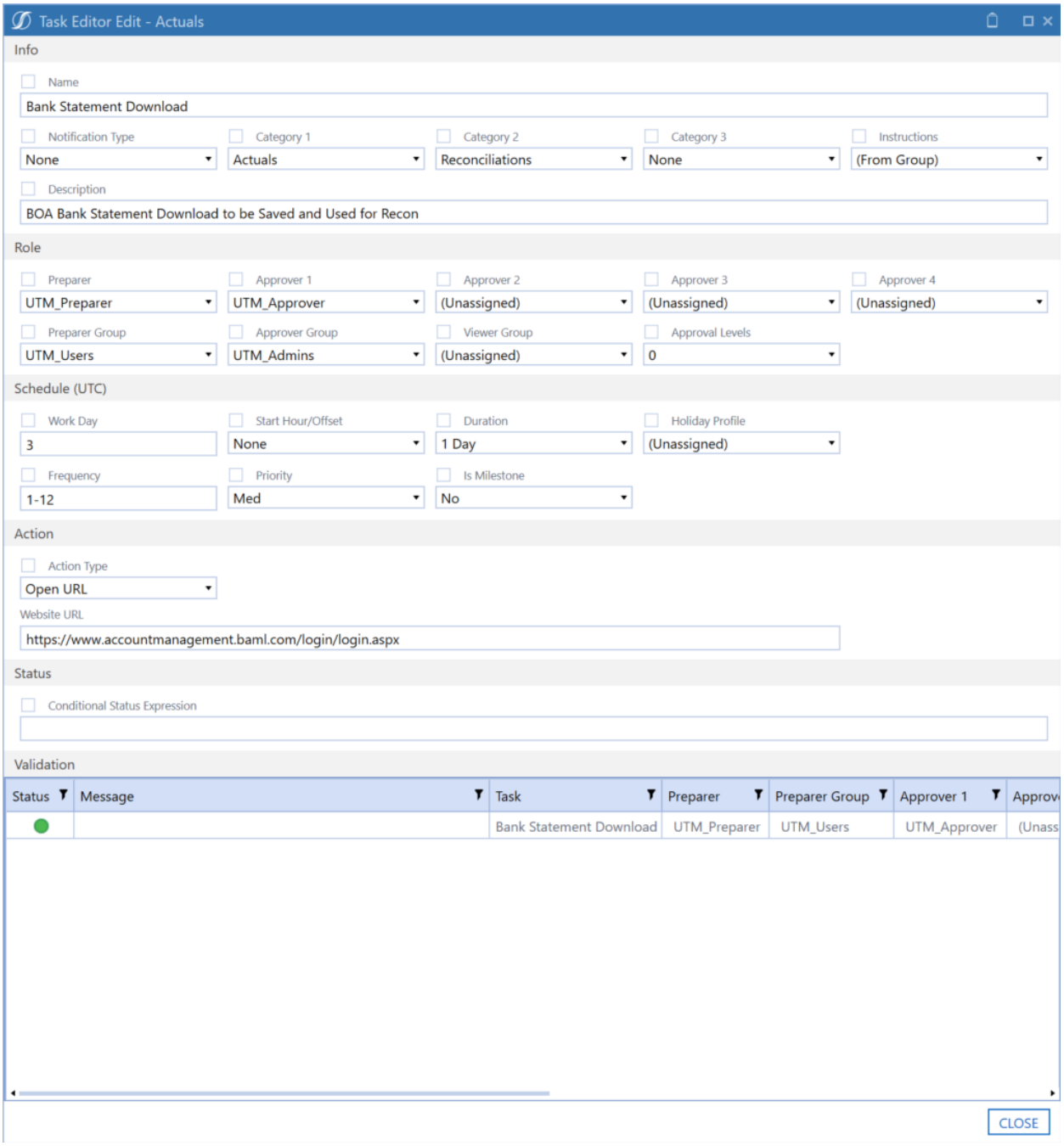
The following image shows the **Description** field in the Task Administration task list.



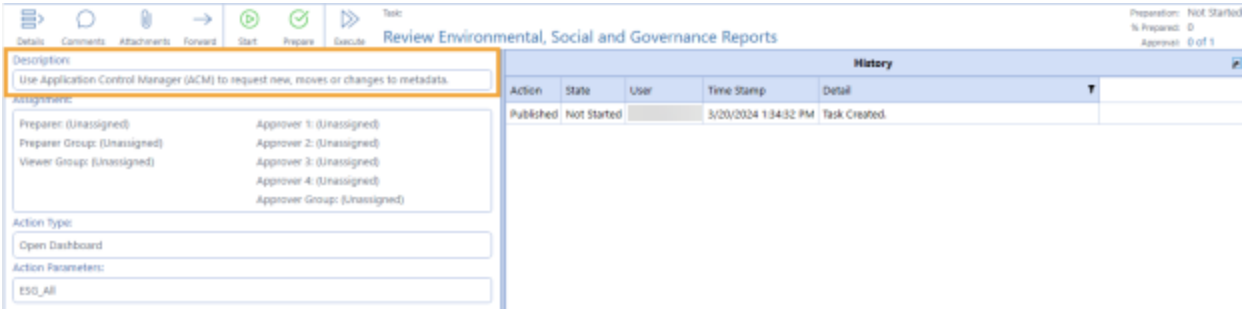
The default column ordering in Task Manager places the **Description** field in the **Task List** as the rightmost column. You can click **Column Settings** in the task list and use the **Column Settings** dialog box to move the **Description** field to where it can be viewed without scrolling the task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

See 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.


Task Editor Edit - Actuals
Info
Name
Bank Statement Download
Notification Type
None
Category 1
Actuals
Category 2
Reconciliations
Category 3
None
Instructions
(From Group)
Description
BOA Bank Statement Download to be Saved and Used for Recon
Role
Preparer
UTM_Preparer
Approver 1
UTM_Approver
Approver 2
(Unassigned)
Approver 3
(Unassigned)
Approver 4
(Unassigned)
Preparer Group
UTM_Users
Approver Group
UTM_Admins
Viewer Group
(Unassigned)
Approval Levels
0
Schedule (UTC)
Work Day
3
Start Hour/Offset
None
Duration
1 Day
Holiday Profile
(Unassigned)
Frequency
1-12
Priority
Med
Is Milestone
No
Action
Action Type
Open URL
Website URL
https://www.accountmanagement.baml.com/login/login.aspx
Status
Conditional Status Expression
Validation
Status
Message
Task
Preparer
Preparer Group
Approver 1
Approv
Bank Statement Download
UTM_Preparer
UTM_Users
UTM_Approver
(Unass
CLOSE

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.

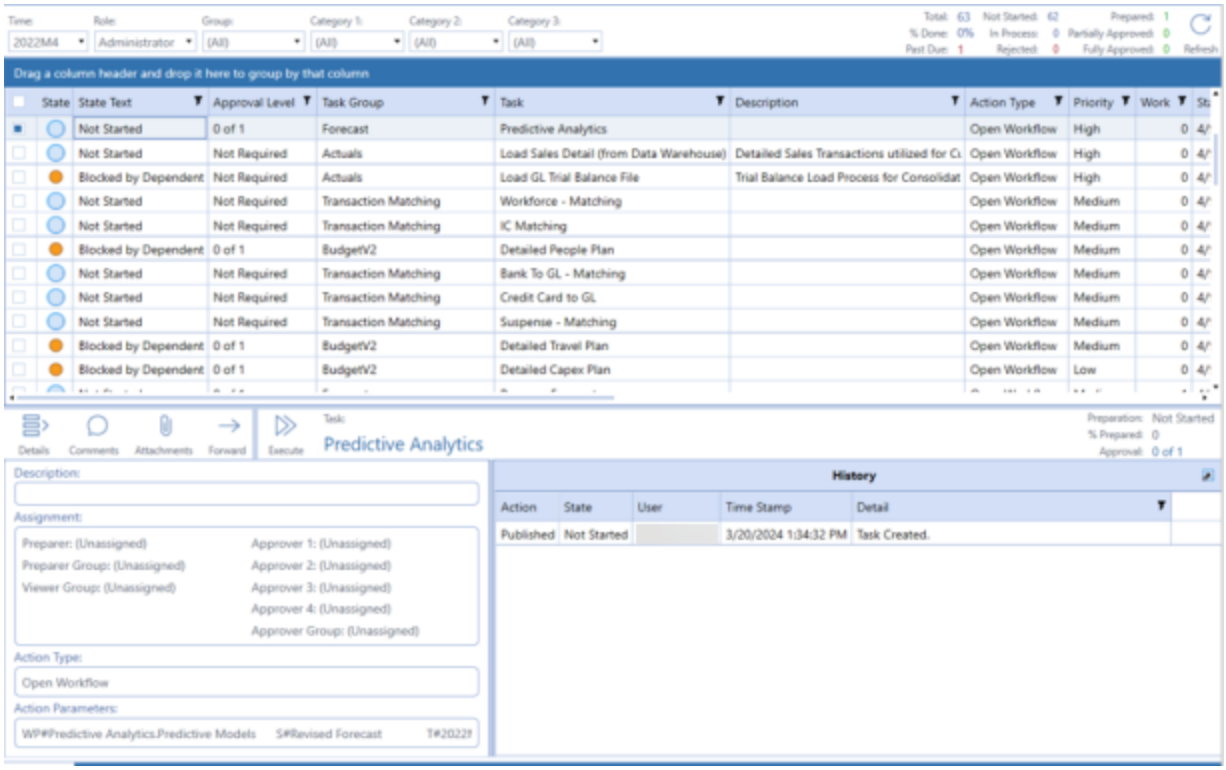



See:

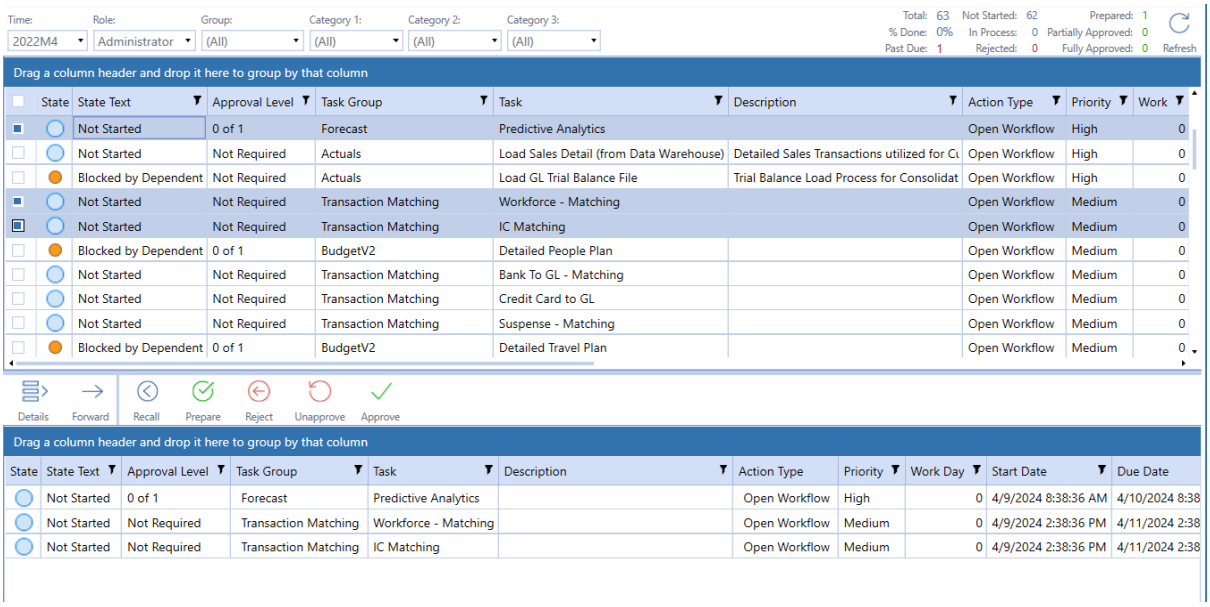
- Task Editor
- Tasks

# Task Grid View

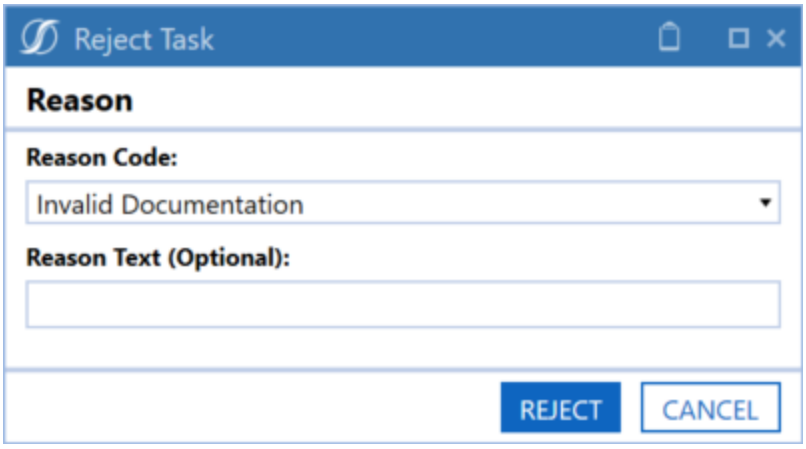
The **Task Grid View** provides a way for Viewers, Preparers, and Approvers to view and work on their tasks from within a grid. **Task Grid View** and **Task Gantt View** are where Administrators and task Preparers can do most of their task processing.




Use the first column in the **Tasks** pane to select multiple tasks to process by selecting the check box for each task. All tasks can be selected by clicking the checkbox at the top of the multiselect column.




Tasks can be rejected from the **Task Grid View** page. If you reject a task, you will be prompted to enter a reason code. You can optionally add commentary to the reason text field.

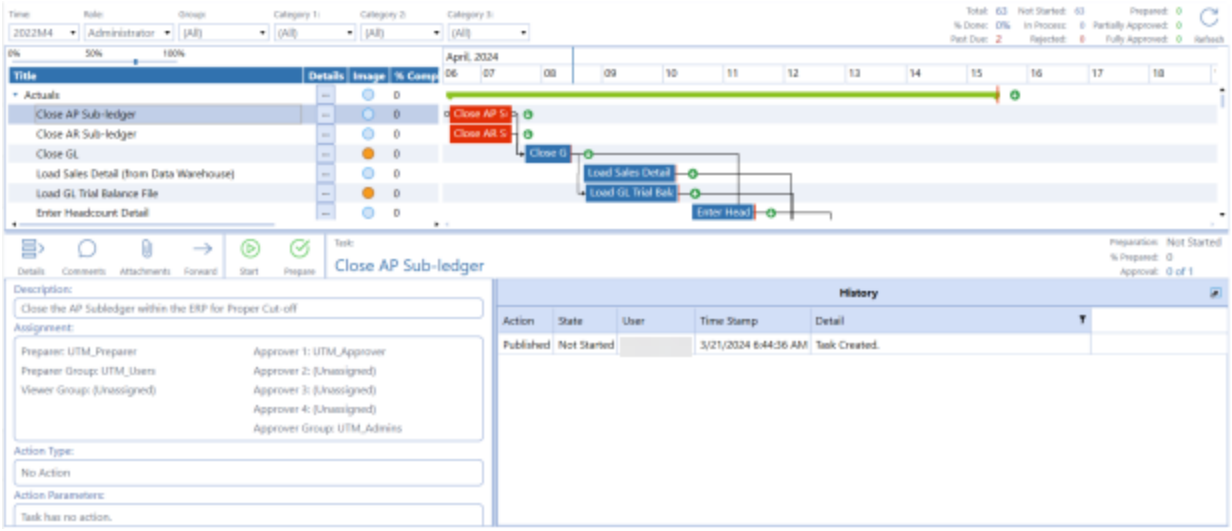



The reason code and reason text will be displayed in the Detail column of the History section for the rejected task.

The task list grid in the **Task Grid View** page works as a pivot grid, allowing columns to be dragged to the top, creating groupings. Select 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 state.

See Task Status Indicator for more information about each state indicator.

**%Complete**

The percentage a task or task group has been prepared.

> **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 due to be prepared.

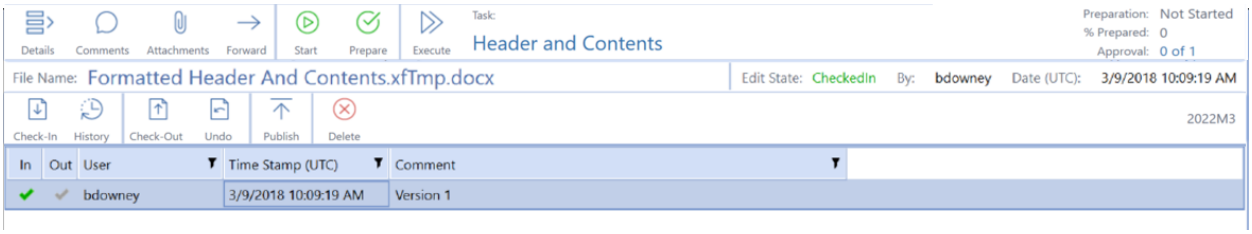
# Document Management

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 screen. When you click **Execute**, the **Document Management** menu bar displays.




## Document Management Menu Bar




**Check-In**

Use this to check in a document from your local computer.

1. Enter a check-in comment and click **Check-in**.
2. 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 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

See:

- Create a Document
- Check In and Publish a Document
- Check Out and Publish a Document
- Create a Combined Extensible Document

## Create a Document

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 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.

> **IMPORTANT:** Published PowerPoint xfDocs do not open in their associated program when using the Modern Browser Experience

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

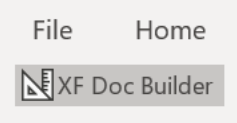
If the document needs to be updated, it must be checked-out, edited, checked-in, and republished. The XFDoc Builder add-in must first be installed as a Word add-in before using it in Word.

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.

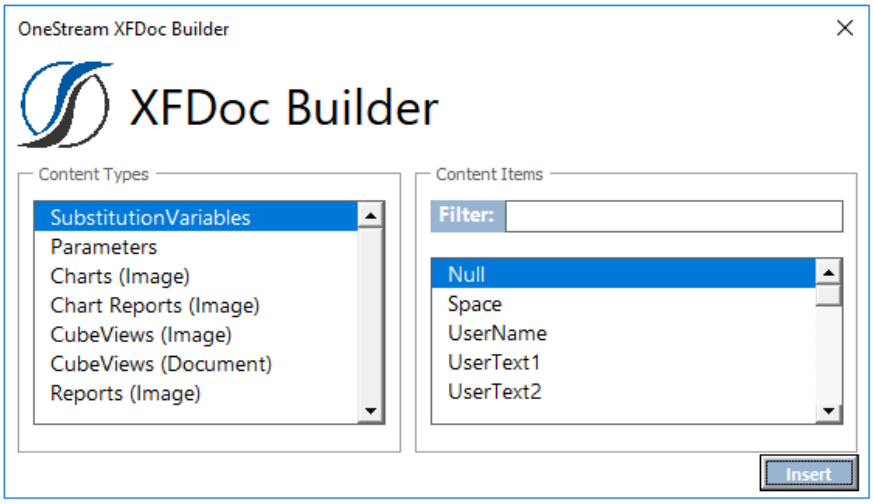
   If not adding components, proceed to step 7. Otherwise, proceed with the next step.

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

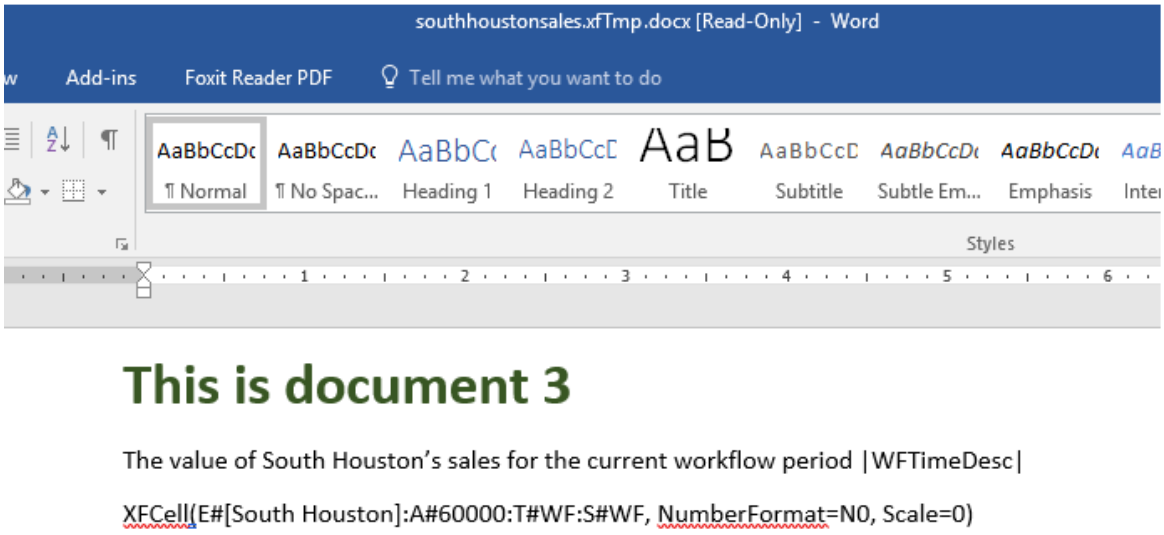
   See XFDoc Add-Ins Settings for information on adding the XFDoc Builder add-in.
4. In Word, click **Add-ins**, then click the **XFDoc Builder** button.




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**.

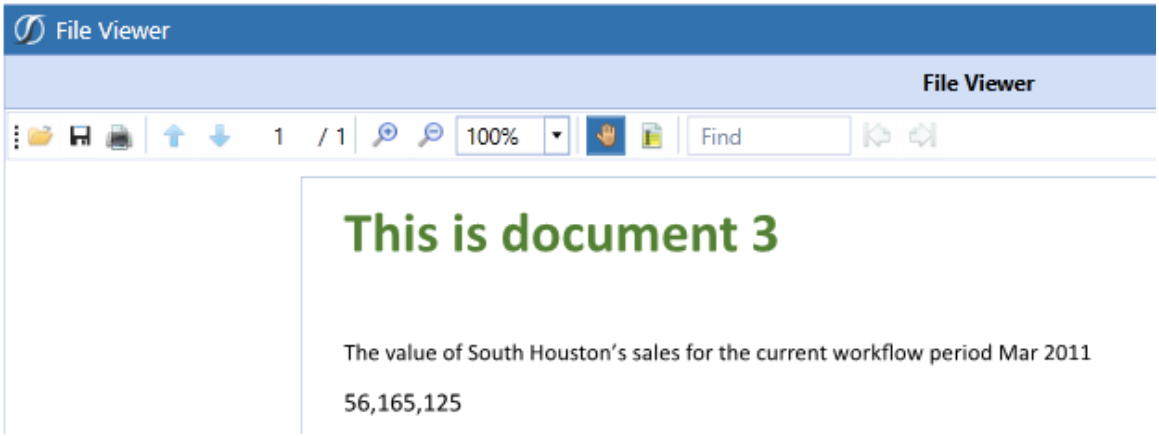


The document updates with the selected component information.




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 | Intitial 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.

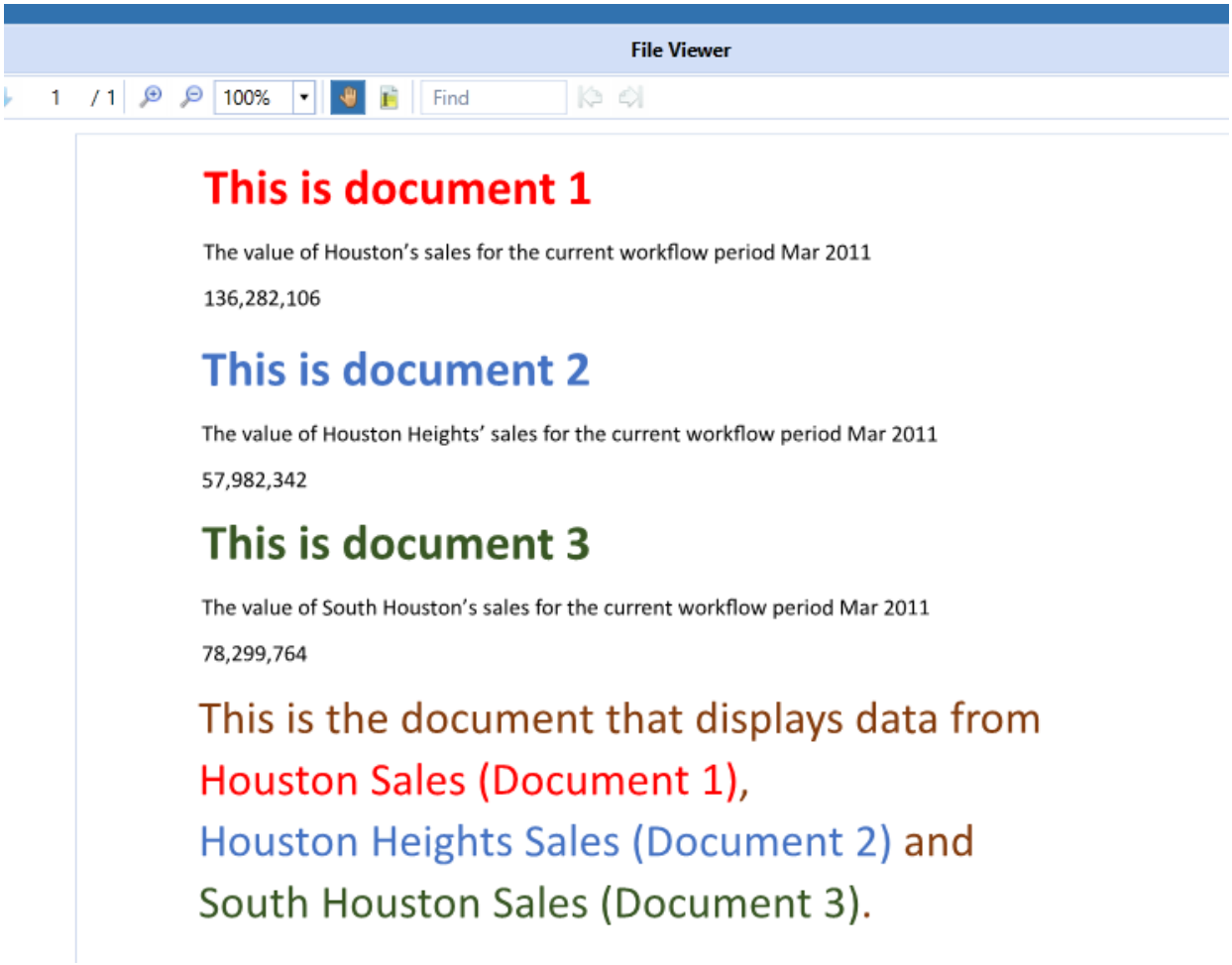
    > **NOTE:** Inserted files must be added on a separate line within the combined document.

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.

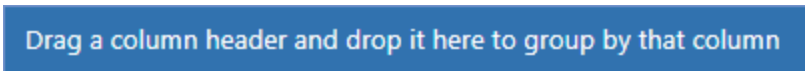

File Viewer
1 / 1
100%
Find
This is document 1
The value of Houston's sales for the current workflow period Mar 2011
136,282,106
This is document 2
The value of Houston Heights' sales for the current workflow period Mar 2011
57,982,342
This is document 3
The value of South Houston's sales for the current workflow period Mar 2011
78,299,764
This is the document that displays data from
Houston Sales (Document 1),
Houston Heights Sales (Document 2) and
South Houston Sales (Document 3).

# Manage Grid Items

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

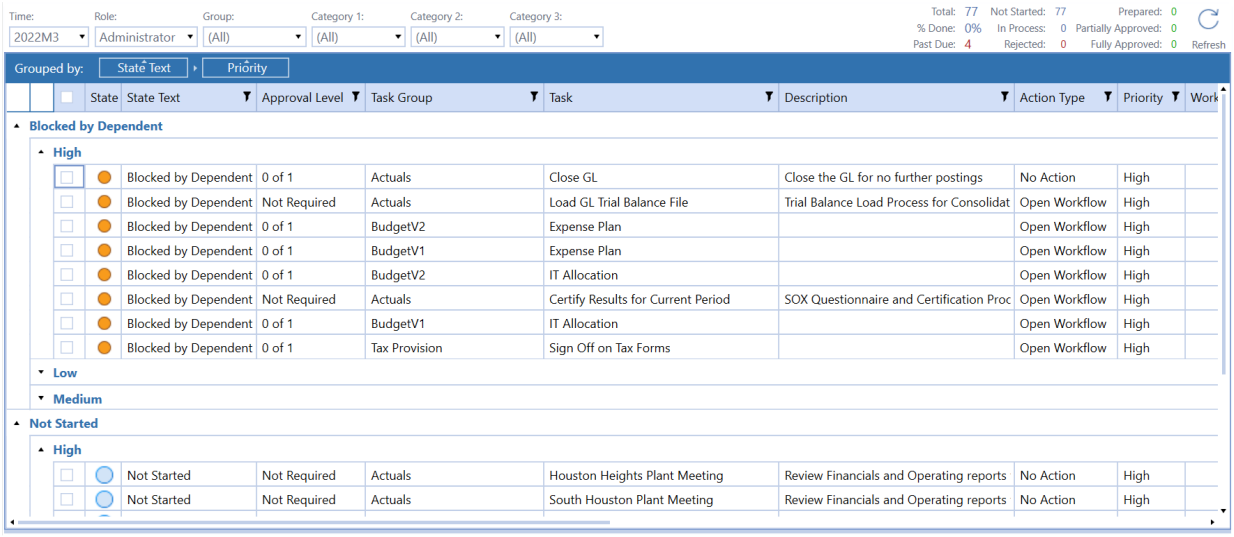
## Group Grid Items

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.




Any column or combination of columns can be used. For example, to group tasks by State Text and Priority, first drag the State Text column head up to the bar at the top of the grid, then do the same with the Priority 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 State Text then by Priority.




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 state, then within each state, tasks are grouped by the Priority.

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

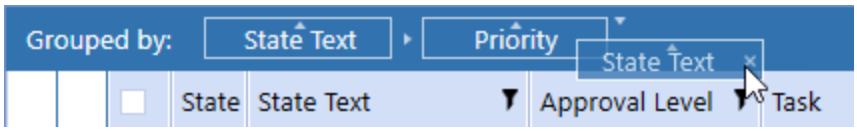
Any column groupings you make are retained between Task Manager sessions. Groupings stay in place until you change them or remove them.

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.



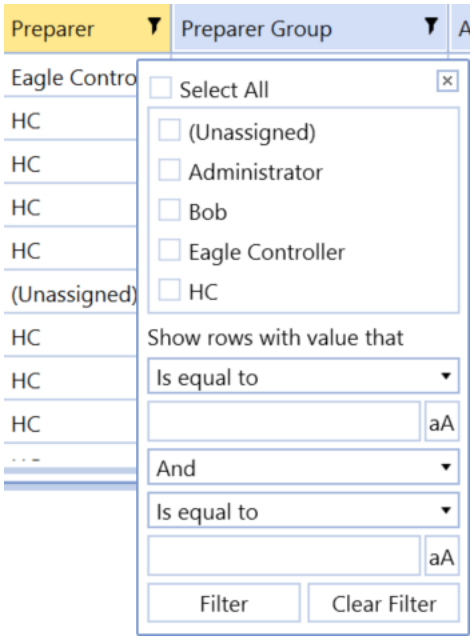

# Filter Items that Display in a Grid

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.

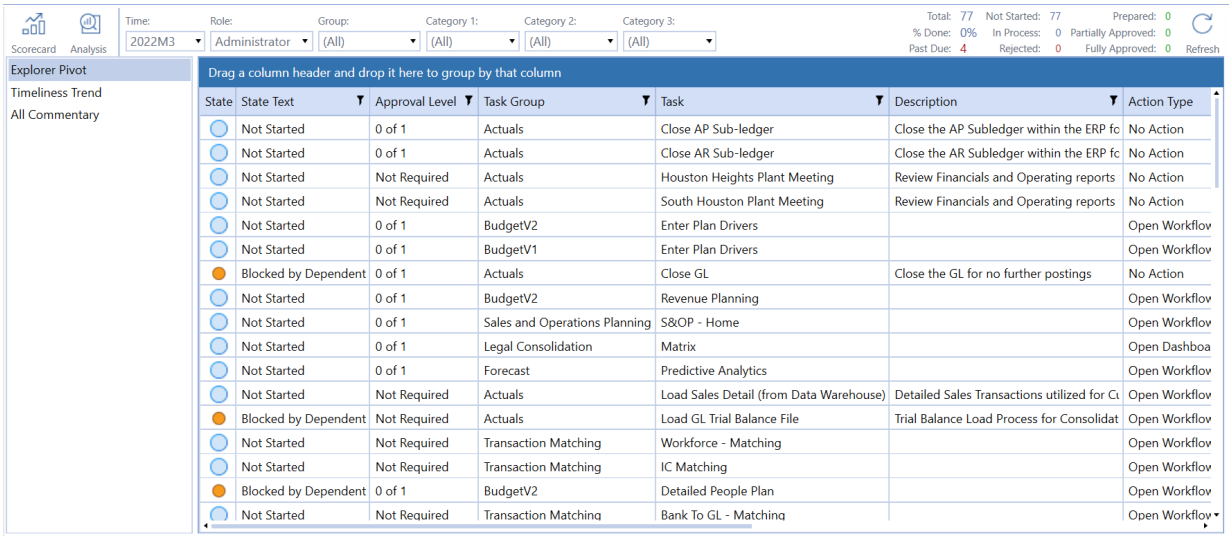
Use the remaining fields to optionally build a filter expression to further filter the items to display in the grid. Use the fields to define the logical operators and relational operators in the filter expression. When a logical operator requires a value, use the text box below the logical operator 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.




# 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 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 states by selecting the tasks, then applying one action to all the selected tasks. For example, rather than selecting each task that needs approval and changing the task state 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 action on many tasks. You can approve, unapprove, prepare, reject, or recall multiple tasks by selecting them and performing a mass task status action on all the selected tasks at once.

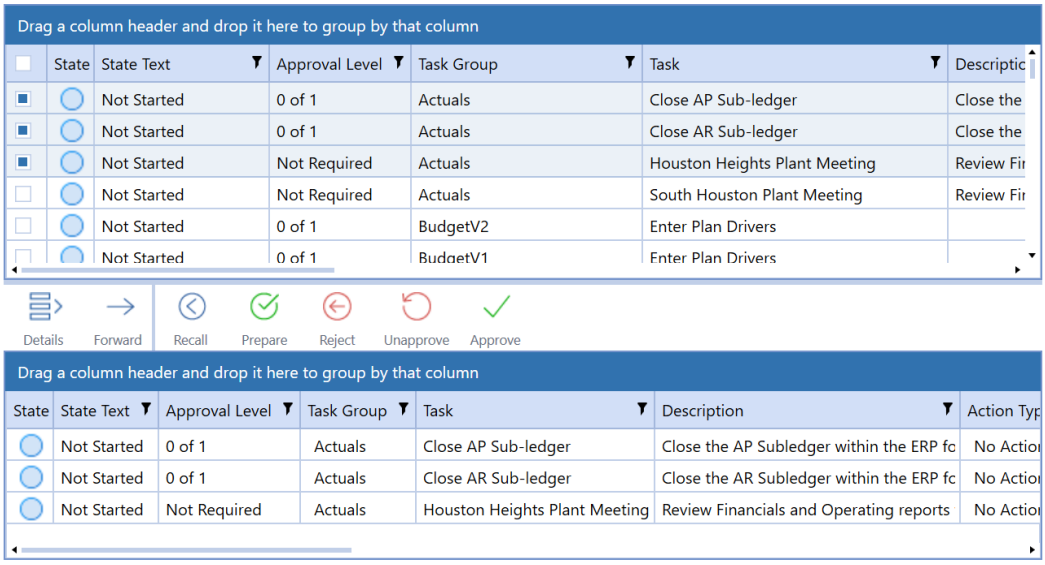
All buttons display regardless of your role or the tasks' current states. Once you apply the action, each selected task is validated against your rights and the task's current state. If you do not have access to that action or the action does not apply to the tasks' current state, the selected tasks do not update.

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

See:

- Task Status Actions for a description of each task state by role.
- Task Manager State Diagram for an overview of the task status workflow.

When you select multiple tasks, the **Task Detail** pane changes to a grid listing all the selected tasks. Task state icons display at the top to let you update all the selected tasks' states.




See Task Status Actions for a description of each task status by role.

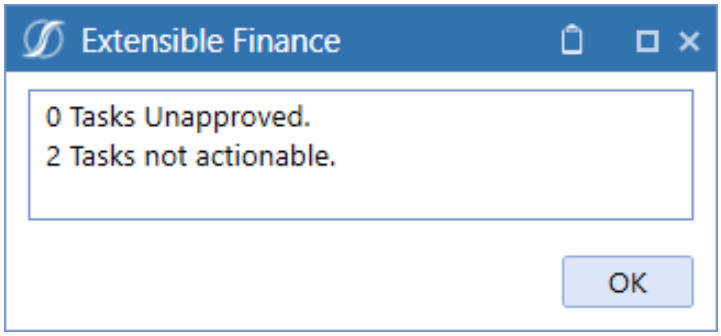
To update multiple tasks at once:

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 State 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 state, 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 state 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 state change. Click the **Refresh** button to update states in the top grid.

# Help and Miscellaneous Information

This page contains additional solution documentation for Task Manager.

## Display Settings

OneStream 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_PV9.0.0_SV100_PackageContents.zip

| Identifier | Description |
|---|---|
| UTM | Solution ID |
| PV9.0.0 | Minimum Platform version required to run solution |
| SV1.0.0 | Solution version |
| PackageContents | File name |

When you view the *Task Manager Guide*, the solution version is in the bottom left corner, and the copyright year is in the bottom right corner.

# 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.

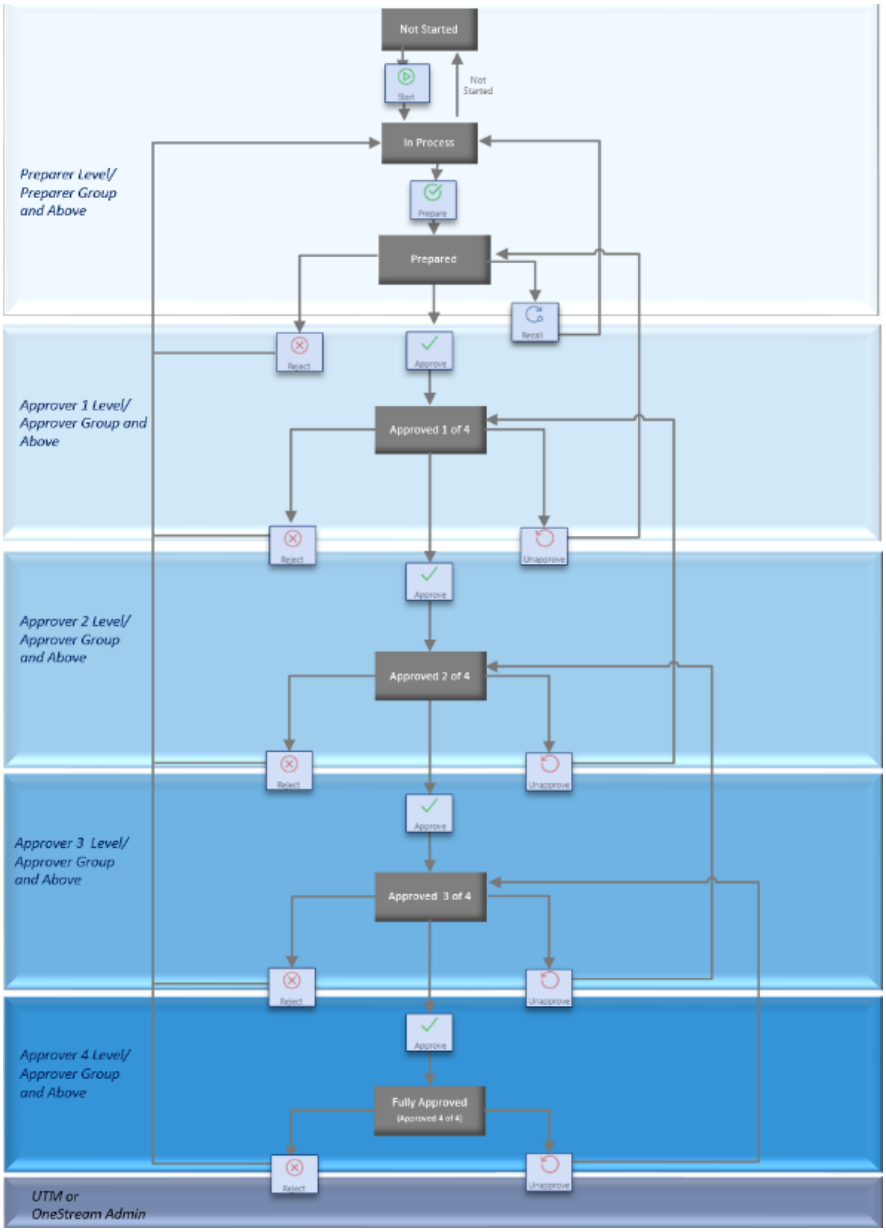
> **IMPORTANT:** This process has the potential to overwrite existing table data in the production application database if data already exists.

# OneStream Solution Modification Considerations

A few cautions and considerations regarding the modification of OneStream Solutions:

- Major changes to business rules or custom tables within a OneStream 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 OneStream 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 OneStream 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: State Diagram



# Appendix B: Custom Event Model

You can add customizations to Task Manager that remain in place when you upgrade the solution. Task Manager supports these models using business rules.

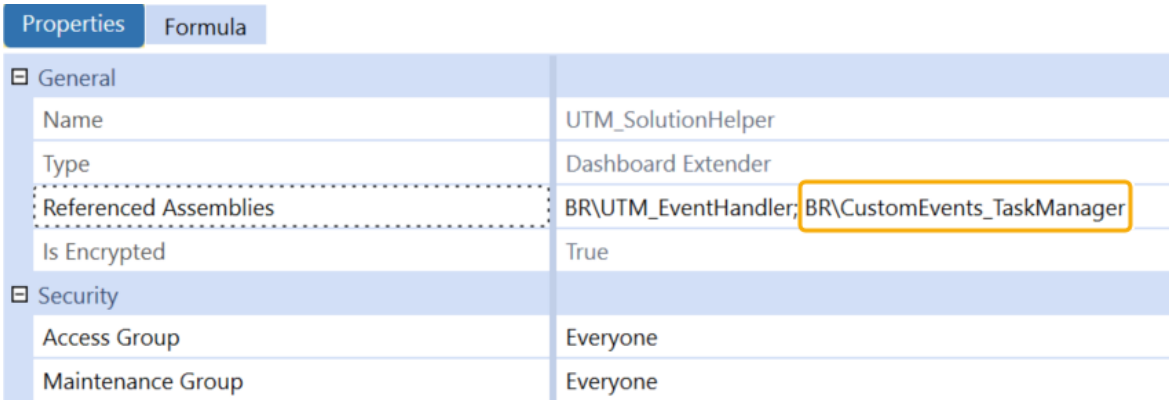
## Set Up the Custom Event Model

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 Content File field, click the **Download File** button and save the file to your computer.
4. On the **Application** tab, from **Tools** click **Load/Extract**.
5. On the **Load** tab, use the Select File buttons to locate **CustomEventHandler_UTM.zip** and click **Open**.
6. Click **Load** to import the business rule.

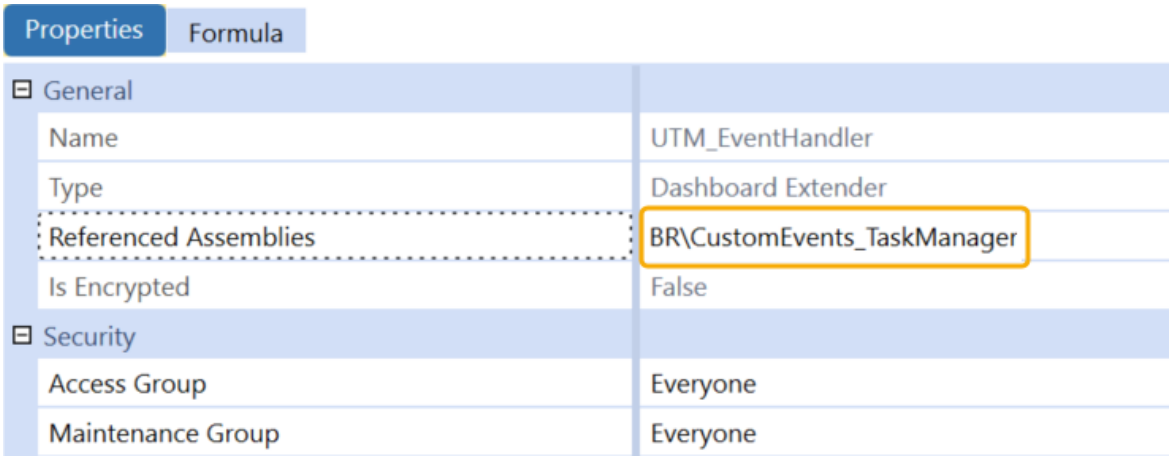
## Integrate Business Rules

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**.




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




8. Click the **Formula** tab to display the script and comment out line 42 of the UTM_ EventHandler business rule.
9. 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

# Appendix C: Personal Task Groups

Functionality for administrators, local administrators, and users differs when personal task groups are turned on or off.

See:

- Administrators
- Local Administrators
- Users

## Administrators

The tables below describe functionality for administrators on the Task Administration page and Task grid page when personal task groups are turned on or off.

**Task Administration Page**

| Area | Personal Task Groups On | Personal Task Groups Off |
|---|---|---|
| **Access** drop-down options | Public (Default)<br>Private<br>Any username | Public (Default)<br>Private<br>No usernames |

| Area | Personal Task Groups On | Personal Task Groups Off |
|---|---|---|
| **Local Admin** drop-down options | Defaults to Unassigned and options include any platform security groups that are added to the Manage Task Administration security role in the Global Options page. | Defaults to Unassigned and options include any platform security groups that are added to the Manage Task Administration security role in the Global Options page. |
| View and edit task groups | All task groups (including other users' personal task groups) | All public and private task groups (no personal task groups because they do not exist) |

**Task Grid Page**

| Action | Personal Task Groups On | Personal Task Groups Off |
|---|---|---|
| View and edit tasks | All tasks (including other users' personal tasks) | All public and private tasks |

# Local Administrators

The tables below describe functionality for local administrators on the Task Administration page and Task grid page when personal task groups are turned on or off.

**Task Administration Page**

| Area | Personal Task Groups On | Personal Task Groups Off |
|---|---|---|
| **Access** drop-down options | • Public (Default)<br>• Private<br>• Their own username | • Public (Default)<br>• Private<br>• No usernames |
| **Local Admin** drop-down options | Options include any platform security groups the user is part of that are also assigned to the Manage Task Administration security role in the Global Options page. Defaults to the first group in the list of Local Admin options, not Unassigned. | Options include any platform security groups the user is part of that are also assigned to the Manage Task Administration security role in the Global Options page. Defaults to the first group in the list of Local Admin options, not Unassigned. |
| View and edit task groups | Task groups to which they are assigned the local admin and any personal task groups they created | Task groups to which they are assigned the local admin |

**Task Grid Page**

| Action | Personal Task Groups On | Personal Task Groups Off |
|---|---|---|
| View and edit tasks | • Public tasks<br>• Private tasks to which they are assigned as local admin for the task group<br>• Private tasks to which they are assigned a security role of preparer, approver 1-4, viewer group, preparer group, or approver group<br>• Their own personal tasks | • Public tasks<br>• Private tasks to which they are assigned as local admin for the task group<br>• Private tasks to which they are assigned a security role of preparer, approver 1-4, viewer group, preparer group, or approver group |

# Users

The tables below describe functionality for users on the Task Administration page and Task grid page when personal task groups are turned on or off.

**Task Administration Page**

| Area | Personal Task Groups On | Personal Task Groups Off |
|---|---|---|
| **Access** drop-down options | Their username only | No access to page |
| **Local Admin** drop-down options | Unassigned only | No access to page |
| View and edit task groups | Task groups that they create | No access to page |

**Task Grid Page**

| Action | Personal Task Groups On | Personal Task Groups Off |
|---|---|---|
| View and edit tasks | • Public tasks<br>• Private tasks to which they are assigned a security role of preparer, approver 1-4, viewer group, preparer group, or approver group<br>• Their own personal tasks. Users can only assign themselves a security role of preparer of personal tasks. | • Public tasks<br>• Private tasks to which they are assigned a security role of preparer, approver 1-4, viewer group, preparer group, or approver group |

# Appendix D: Notifications

Notifications can be set up by the administrator for notifications based on actions and both upcoming and past due tasks. Notifications enable preparers and approvers (or users within the Preparer Group and Approver Group) to be informed so they know if they need to take action on a task.

The table below describes the notifications based on actions.

**Notifications (Action Based)**

| Action | Recipient | Additional Comments |
|---|---|---|
| Recalled | Preparer | If Preparer is Unassigned, the notification is sent to all users in the Preparer Group. If there is no Preparer Group assigned, no one receives a notification. |
| Rejected | Preparer | If Preparer is Unassigned, the notification is sent to all users in the Preparer Group. If there is no Preparer Group assigned, no one receives a notification. |

| Action | Recipient | Additional Comments |
|---|---|---|
| Prepared | Approver 1 | If Approver 1 is Unassigned, the notification is sent to all users in the Approver Group. If there is no Approver Group assigned, no one receives a notification. |
| Approved | Send to the next Approver | For example, if Approver 1 approves the task, then Approver 2 receives a notification. If any Approver role is Unassigned, the notification is sent to all users in the Approver Group. If there is no Approver Group assigned, no one receives a notification. |

| Action | Recipient | Additional Comments |
|---|---|---|
| Unapproved | Send to the previous Approver | For example, if Approver 2 unapproved the task, then Approver 1 receives a notification. If any Approver role is Unassigned, the notification is sent to all users in the Approver Group. If there is no Approver Group assigned, no one receives a notification. |

The table below describes notifications for both upcoming and past due tasks.

**Notifications (Upcoming and Past Due)**

| Timing | Recipient | Additional Comments |
|---|---|---|
| Upcoming Due | Preparer | If Preparer is Unassigned, the notification is sent to all users in the Preparer Group. If there is no Preparer Group assigned, no one receives a notification. |

| Timing | Recipient | Additional Comments |
|---|---|---|
| Past Due | Preparer and Approvers 1–4 | If Preparer is Unassigned, the notification is sent to all users in the Preparer Group. If there is no Preparer Group assigned, no one receives a notification.<br><br>If any of the Approver 1–4 roles is Unassigned, the Approver Group is notified in addition to any other primary approvers assigned to the task. For example, if a task has three approval levels and Approver 1 and Approver 2 are Unassigned, but Approver 3 has an assigned user, the Approver Group and Approver 3 receive a notification. If there is no Approver Group assigned, no one receives a notification. |