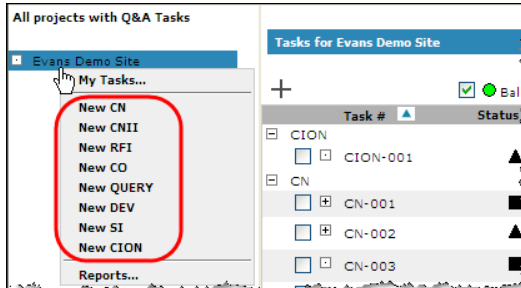


## CREATING A NEW ONTRAC TASK

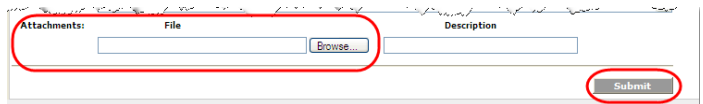
1. Log into ProjectWeb.
2. Select desired Project.
3. Right-click, select appropriate type of Task to create. *The Create New Task window will appear.*



11. Click **>>** to select the team member.
12. If selecting multiple members for one level, select **And** or **Or**. *And indicates all selected members must approve/review the Task. Or indicates one of the members must approve/review the Task.*
13. Click **OK**.
14. Select members for Level 2, if required.
15. Enter any necessary information into the **Details** textbox.

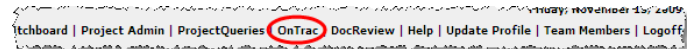


16. Attach any necessary documents.
17. Click **Submit**. *E-mail notification sent automatically to all team members listed on the Task.*

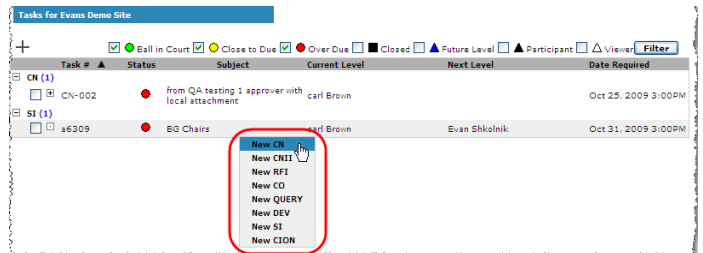


## LINK NEW ONTRAC TASK TO EXISTING ONTRAC TASK

1. Login into ProjectWeb.
2. Select appropriate Project.
3. Click OnTrac link.



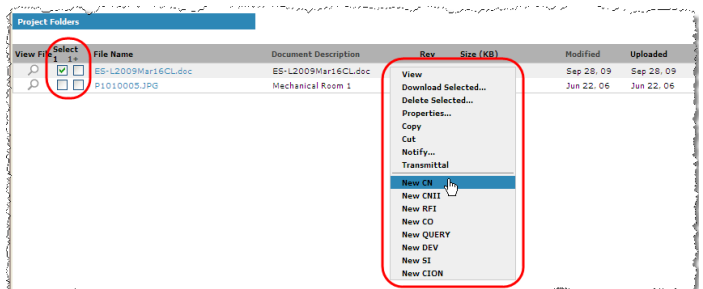
4. Right-click on existing OnTrac Task.



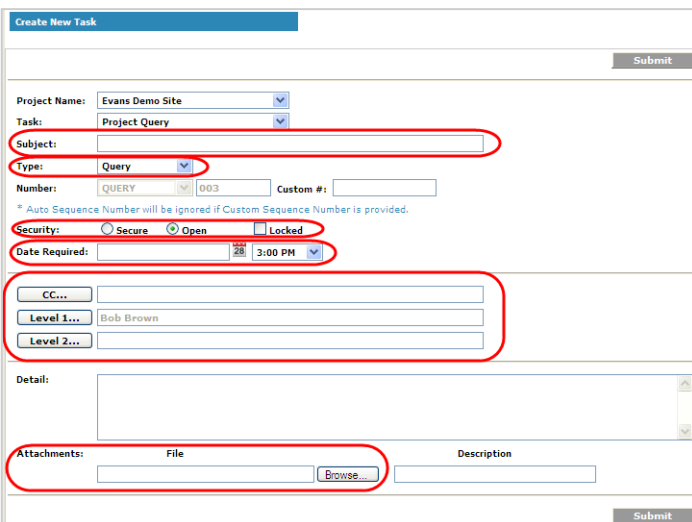
5. Select appropriate new Task to create.
6. Follow previously outlined steps to create a new OnTrac Task.

## LINK NEW ONTRAC TASK TO EXISTING DOCUMENT

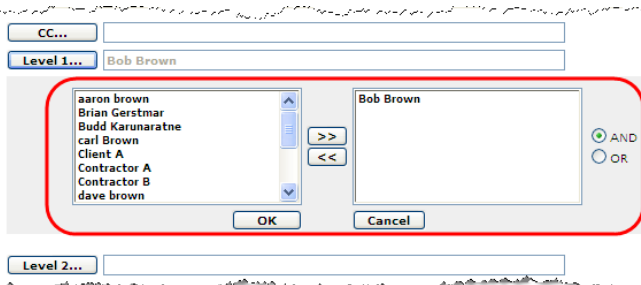
1. Login into ProjectWeb.
2. Select appropriate Project.
3. Locate Document to link with new OnTrac Task.
4. Click in the 1 or 1+ checkbox of the required Document.
5. Right-click on the Document.



6. Select appropriate new Task to create.
7. Follow previously outlined steps to create a new OnTrac Task.



4. Enter a **Subject**.
5. Select the **Type** of Task from drop-down menu.
6. Select **Security** level. *Open allows all members of Project team to view the Task, Secure only allows members listed on Task and Locked prevents any changes to be made to the Task.*
7. Select a **Date Required** and time for Task to be completed.
8. Select the appropriate team member(s) to approve/review the Task according to **Levels** of approval (if required). *The CC... option is for members to view the Task, but no work is required by them.*
9. Click the appropriate **Level** button starting with Level 1.
10. Select the desired team members.



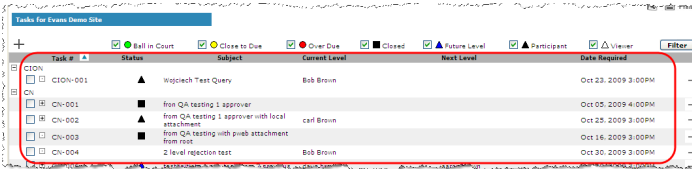
## ACCESSING/RESPONDING TO PROJECTWEB - ONTRAC

### ACCESS VIA SWITCHBOARD

1. Log into ProjectWeb.
2. From Switchboard page, select desired Project.
3. Click OnTrac link.



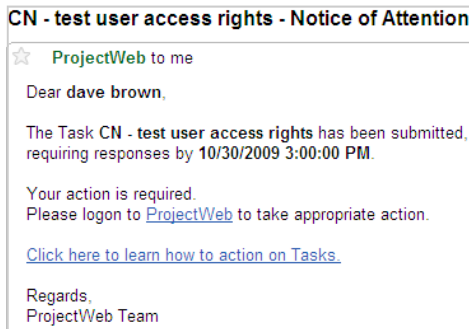
4. Select appropriate OnTrac Task from list. Task details appear.



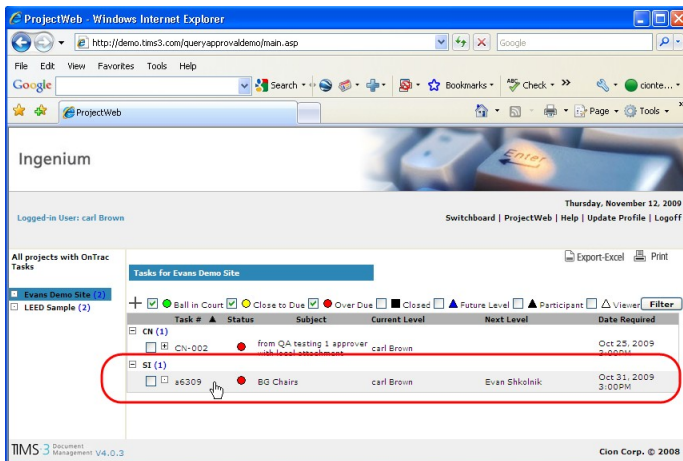
5. Click on Task name to open and view details.

### ACCESS VIA EMAIL

1. Notification via email received.
2. Click the [ProjectWeb](#) link.

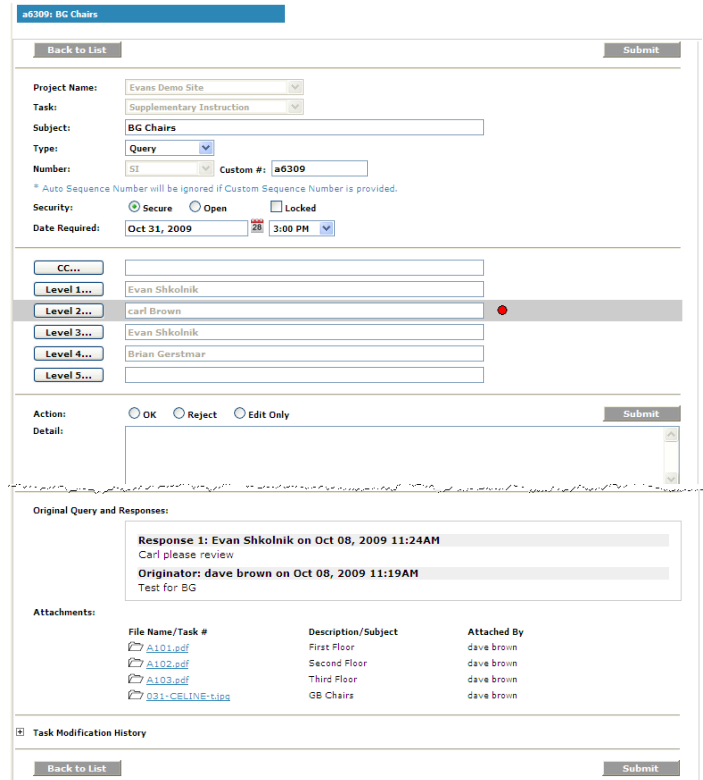


3. Log into ProjectWeb. The Task details will appear.



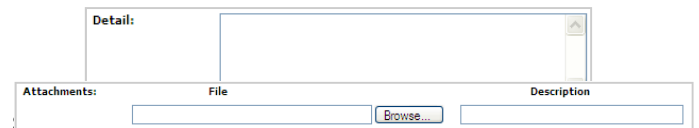
4. Click on required Task to open details.

5. Review Task requirements. Attachments and previous Task history available at bottom of page.



6. Select appropriate Action.

7. Enter details of response into the Details textbox



9. Click **Submit** to submit your Task response.