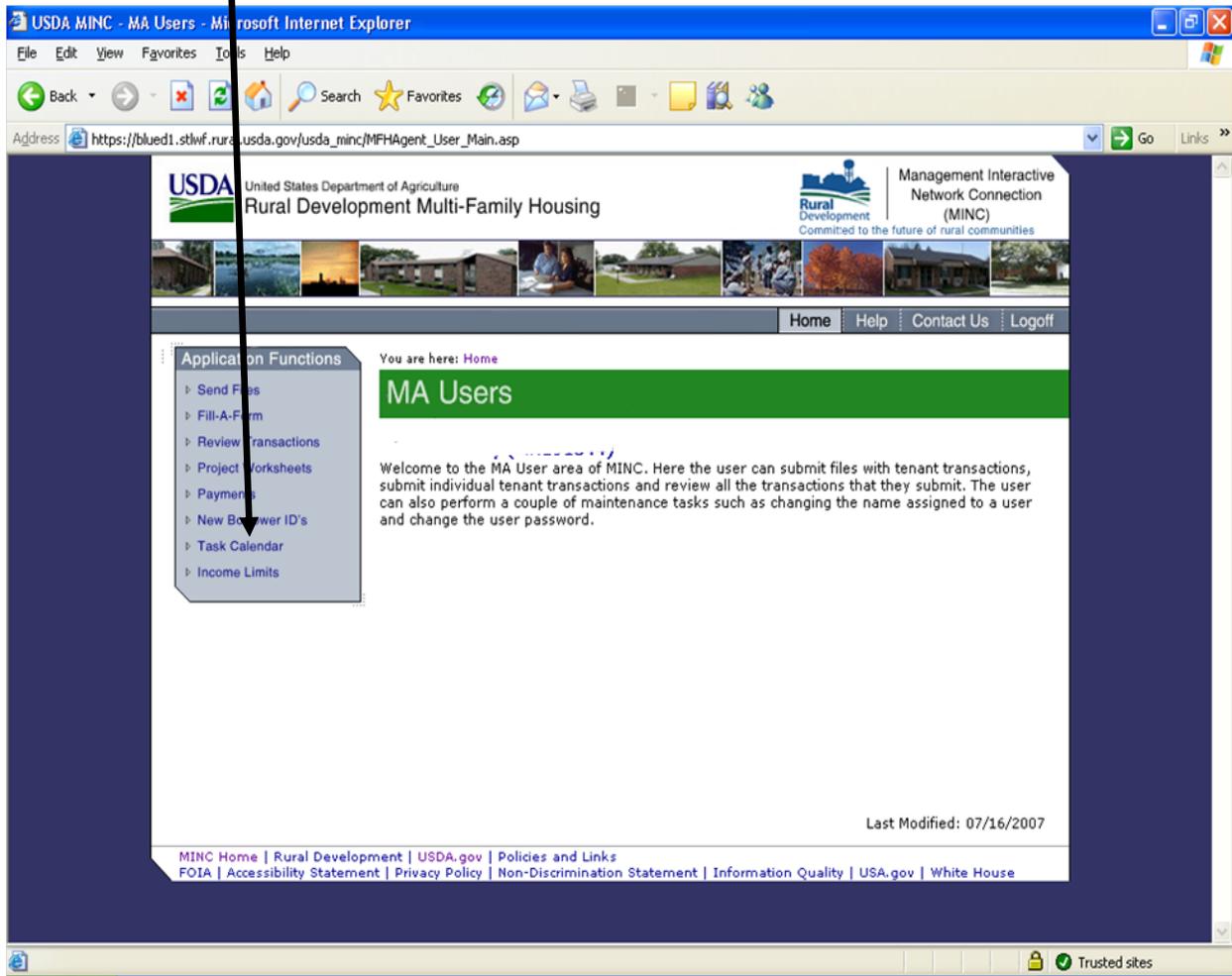


Task Calendar

Use this link to view Supervisory Activities, Tenant Certifications, and/or Project Findings for a single project or All projects, with a current status of Due and/or Overdue or within a specified date range.

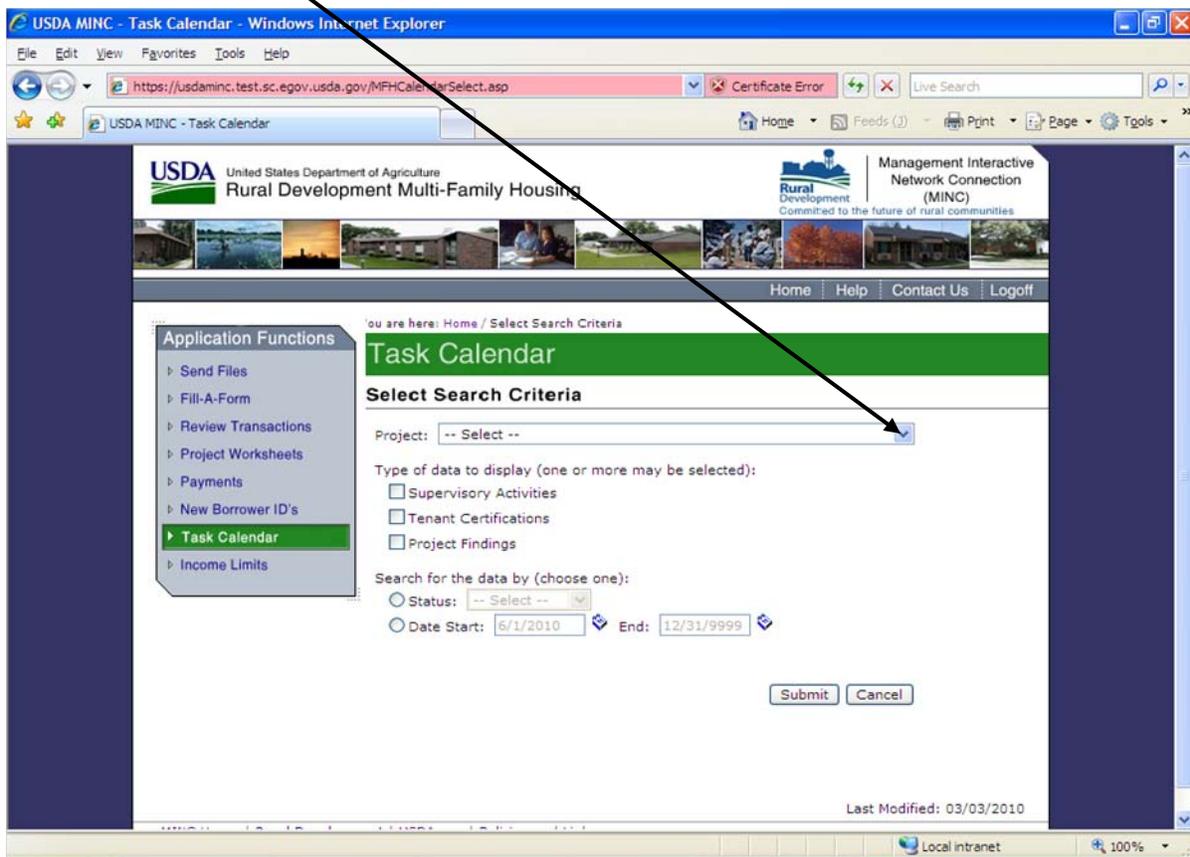
1. To view the Task Calendar click on the 'Task Calendar' link from the MA Users Home page.



MA Users Home page

The system displays the Task Calendar.

2. **Project:** Click on the down arrow next to Project to view a list of the projects under your user authority. "ALL projects" is an available option. If you submit a search without selecting a project, the system displays a message: Form field errors: No project selected.



Task Calendar Search Criteria

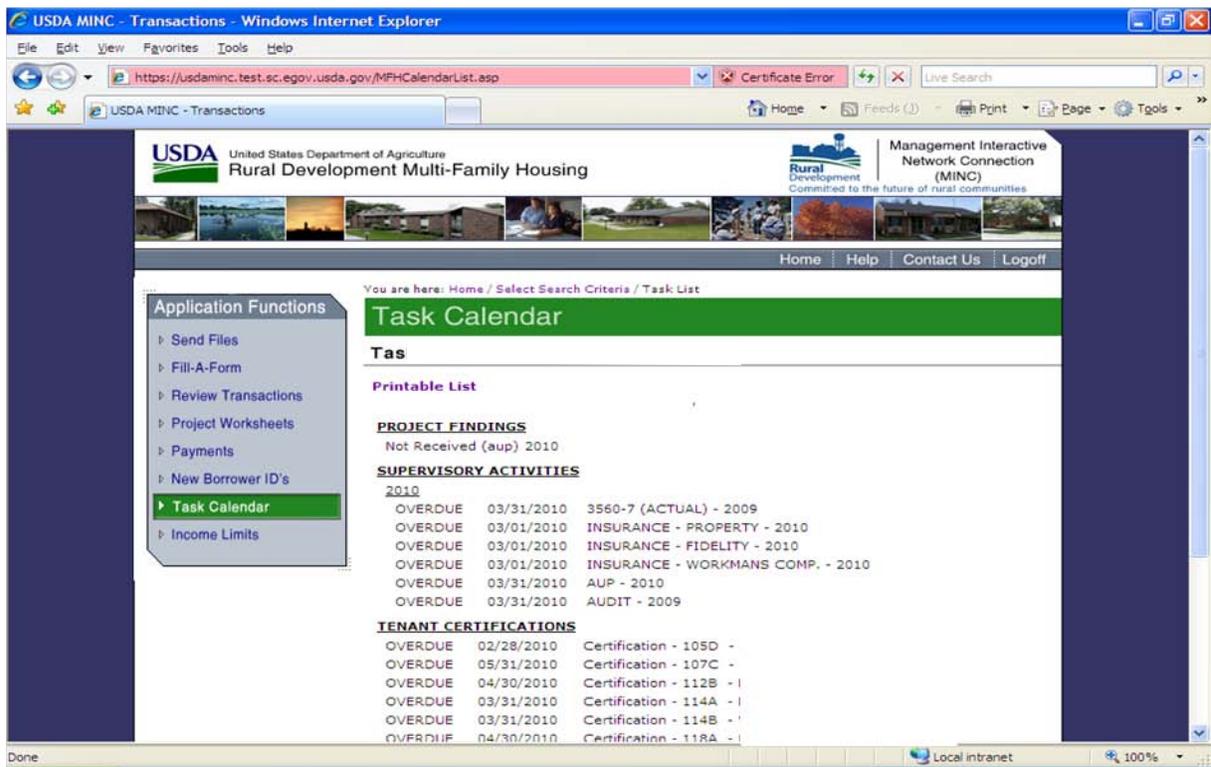
3. **Type of data to display (one or more may be selected):** Select the checkbox for Supervisory Activities, Tenant Certifications, and/or Project Findings. At least one of the checkboxes must be selected. If you submit a search without selecting a type of data check box, the system displays a message: Form field errors: Please select the type of data to display.
4. **Search for the data by (choose one):** Select the radio button for Status to search for the selected type of data by status. Available options are Due/Overdue, Due, and Overdue.

OR

Select the radio button for Date Start to specify a beginning date range for your search. By default, the system displays the first day of the current calendar month. Enter a date directly or select a date from the dropdown calendar, then enter an End date or select a date from the dropdown calendar in the End field. By default, the system displays 12/31/9999 as the End date.

After completing the desired fields, click on the Submit button to perform the search, or Cancel to return to the Task Calendar.

Report Display: After you submit your request, the system displays the Task Calendar Task List. The following describes the information displayed:



Task Calendar Task List

Printable List: If you click on the Printable List link, the system displays a printable version of the information contained in the search results.

Project Name, Borrower ID, Project Number: The Project Name, Borrower ID, and 3-digit project number used to identify the project for all projects displayed on the report. Multiple projects are displayed in alphabetic order by Project Name.

Type of Data Displayed: For an individual project, the Task List displays Project Findings and Supervisory Activities in chronological order of the time the current status was achieved. Tenant Certifications are displayed in alphanumeric order of the project unit. Multiple projects are displayed in alphabetic order by Project Name.