

Task on hold user guide

- From Timesheet page the user can put a task on hold by clicking on the Hold button as shown in the below image.

TASK	DESCRIPTION	START	FINISH	DUE	BUDGET	ACTUAL	Nov-01 SUN	Nov-02 MON	Nov-03 TUE	Nov-04 WED	Nov-05 THR	Nov-06 FRI	Nov-07 SAT	FINISH	REMAINING	On Hold
202-101592.30	Tech Sponsor - test	11/16/2020	11/16/2020	12/24/2030	1	0	0	0	0	0	0	0	0	<input type="checkbox"/>	1	Hold
101-1111.20	Review - test	01/28/2021	01/28/2021	12/24/2030	1	0	0	0	0	0	0	0	0	<input type="checkbox"/>	1	Hold

- On clicking on 'hold' button, a modal pop up gets opened up as shown below where the user enters the reason for putting the task on hold status.

Add On Hold Reason X

SAVE

- After adding on hold reason the user and other resources who are in the task template along with PM receives a mail stating that the current task has been put on hold along with the reason and the link to redirect to due date request page where user will see the 'OnHoldRequestByMe' tab.

HIP6 : Projects Schedule Management

A task has been put on Hold.

Company	NPD
Project	202
Budget Code	11001-Project Management
Task ID#	202-101882
Task Title	test task
Reason for Hold	Add on hold comment
Created By	schandra

Please [click](#) here to learn more about this request.

Thanks,
HIP6

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- The 'OnHoldRequestByMe' tab page will appear as it is displayed below.

Due Date Request **On-Hold Request By Me**

SCHANDRA
My On Hold Requests
TOTAL 10 PENDING 3

Pending On Hold Requests

Task#	Task Name	Resource Comment	Requested By	Requested On	
! 202-101571	test	testing	schandra	9/22/2020	Release Hold
! 202-101866	test	test task	schandra	10/21/2020	Release Hold
! 202-101882	test task	Add comment	schandra	10/28/2020	Release Hold

All Approved/Denied On Hold Requests

Task#	Task Name	Comment	Comment Type	Created By	Created On
202-101882	test task	add comment 1028	Resource	schandra	10/28/2020
202-101882	test task	Add on hold comment	Resource	schandra	10/27/2020
202-101882	test task	Add on hold comment	Resource	schandra	10/27/2020
202-101882	test task	release comment	Resource	schandra	10/27/2020
202-101882	test task	release comment 1028	Resource	schandra	10/27/2020

- User can release the task from on hold by clicking on 'Release Hold' button.
- On clicking on the release button, again a modal pop up popped up where the user enters the reason for releasing the task from on hold as shown below.

Reports Accounts Hotlist Admin Documentation

Release On Hold Reason X

Submit

- On submitting the reason, the task gets released from on hold position and the mail is sent to each user associated with that task.

HIP6 : Projects Schedule Management

Task has been released from on Hold

Company	NPD
Project	202
Budget Code	
Task ID#	202-101882
Task Title	test task
Release Reason	release comment
Created By	schandra
Updated By	schandra

Thanks,
HIP6

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8. Task on hold requests list is displayed both on task story page and edit page as displayed below.

9. User can also release the task from task story page by clicking on 'Release Hold' button.

Task On Hold Requests
Release Hold

Comment	Comment Type	Created By	Created On
Add comment	Resource	schandra	10/28/2020
add comment 1028	Resource	schandra	10/28/2020
Add on hold comment	Resource	schandra	10/27/2020
release comment	Resource	schandra	10/27/2020
release comment 1028	Resource	schandra	10/27/2020
Add on hold comment	Resource	schandra	10/27/2020

10. PM can be redirected to this page by clicking on Task# from 'OnHoldRequestForPM' tab page.

HIP6 Tasks Reports Accounts Holtec Admin Documentation
Log off

Task On Hold Process

Company	Task Title	Department	Budget Code	PO Project ID	PO Number - PO Line	Created By	Created On	Holtec Owned Equipment Task?	Percentage	HAR Id
NPD	test task			-1		schandra	10/27/2020	Yes	0	

Resource Comment

Add comment

PM Comment

Release On Hold

SUBMIT

Task#	Task Name	Comment	Comment Type	Created On
202-101882	test task	Add comment	Resource	10/28/2020
202-101882	test task	add comment 1028	Resource	10/28/2020
202-101882	test task	Add on hold comment	Resource	10/27/2020
202-101882	test task	release comment	Resource	10/27/2020
202-101882	test task	release comment 1028	Resource	10/27/2020