

## Accepting Task Updates By: Collin Quiring

This document explains the steps for a Project Manager to view and accept (or reject) task updates.

- 1. Open the Task Updates page.
- 2. Open Microsoft Project 2007
- 3. Go to the project that you are accepting updates for.
- 4. A pop up box will come up that tells you that there are updates for that project.

Microsoft Office Project
Team members have submitted 1 new update to the plan. Applying this update to the plan will take approximately 3 seconds.
Would you like to review these updates now and apply them to the plan ? (you can also do it at a later time using Project Web Access)

- 5. When you click yes, it will automatically bring up the task update in Project Web Access.
- 6. Select the task that you are updating.
- 7. A pop up box will come up that will allow you to preview the changes these updates will make to the schedule.

Confirmation Webpage Dialog	×
Before accepting, you can preview how these updates will change the plan: Preview Optionally type comments for your team members:	
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Accept [	Cancel

8. When you click the Accept button, the changes will be made and it will give you the option of updating those changes to Project.



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Task Updates	<u>^</u>
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All new updates have been reviewed, but have not yet been applied to this project plan. You can see these reviewed updates on the Re To apply the reviewed updates to the plan, click here.	viewed Task Update page.
Ready Fig Connected	

9. Clicking the "Click Here" link to apply the update will give you a pop up box to view the changes in Project.

Applying Updates 🛛 🔀										
Project Test2 has been updated. Do you want to view this project now?										
Yes No										

10. Clicking "Yes" will open Project. You will then be able to type in the correct Actual Start or Actual Finish date and see how it impacts your schedule.



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11. Once finished, you can publish the schedule by selecting File  $\sim$  Publish.