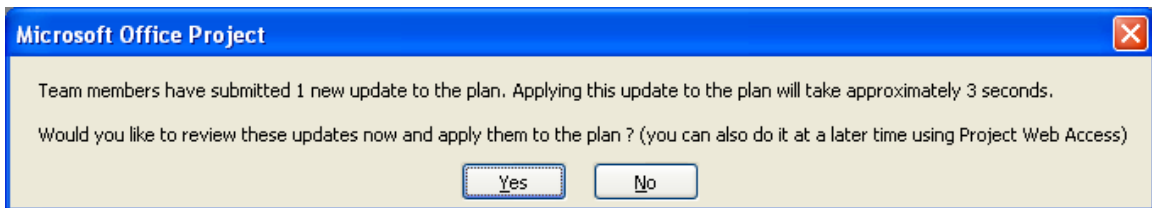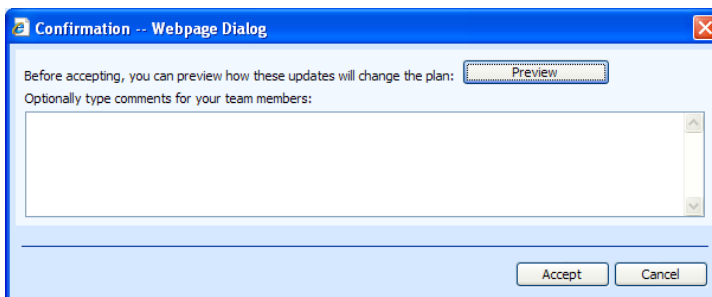## Accepting Task Updates
By: Collin Quiring

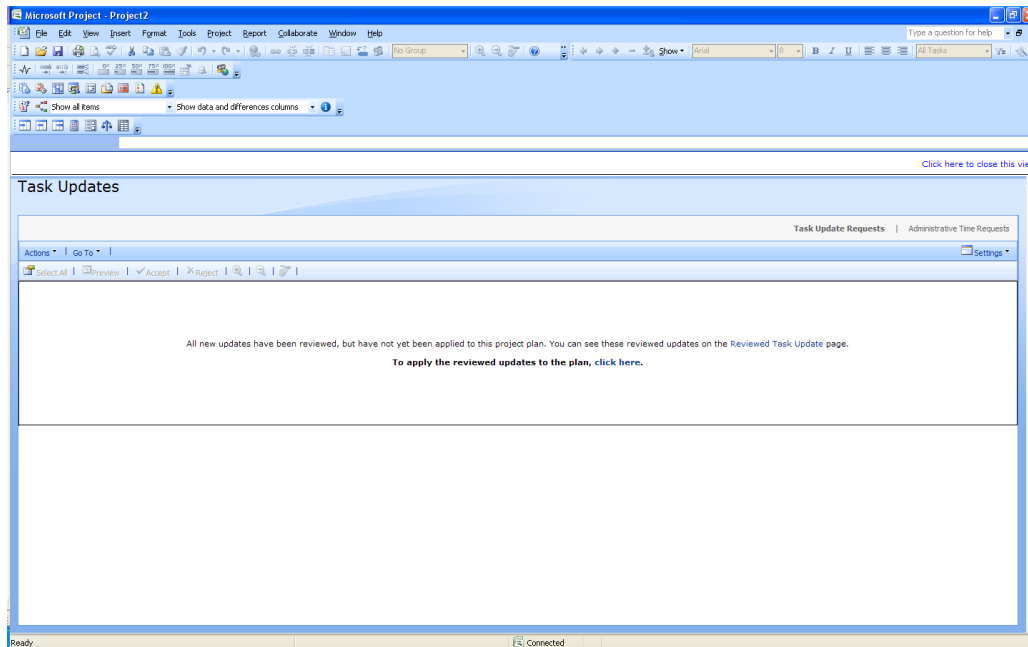This document explains the steps for a Project Manager to view and accept (or reject) task updates.

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.
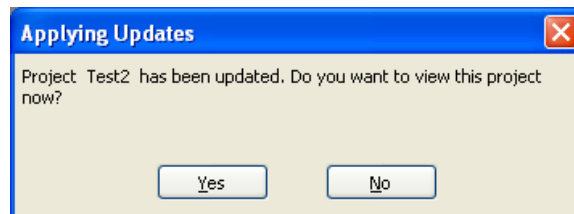

5. When you click yes, it will automatically bring up the task update in Project Web Access.
6. Select the task that you are updating.
7. A pop up box will come up that will allow you to preview the changes these updates will make to the schedule.

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.

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

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.

ID		Schedule Status	Task Name	Predecessors	Duration	Work	Actual Work	% Complete	Baseline Start	Baseline Finish	Actual Start	Actual Finish	Dev	Mode	Sliding Start	Sliding Finish
0		●	Test2		21 days	222.4 hrs	42 hrs	20%	########	########	Mon 3/24/08	NA	Test2	REG	#########	#########
1		●	Enter Sku Direction		5 days	40 hrs	0 hrs	0%	########	########	NA	NA	test1	REG	Mon 3/24/08	Fri 3/28/08
2		●	Enter Sku Direction		5 days	40 hrs	10 hrs	25%	########	########	Mon 3/24/08	NA	test2	REG	Mon 3/24/08	Fri 3/28/08
3		●	Submit MRF	1,2	1 day	8 hrs	0 hrs	0%	########	########	NA	NA	test1	REG	Mon 3/31/08	Mon 3/31/08
4		●	Create BPO Cards	1	9 days	57.6 hrs	32 hrs	56%	########	########	Thu 3/27/08	NA	test1	BPO	Thu 3/27/08	Tue 4/8/08
5	✓	●	Create Job Folder		5 days	32 hrs	32 hrs	100%	########	########	Thu 3/27/08	Wed 4/2/08	test1	BPO	Thu 3/27/08	Wed 4/2/08
6		●	Write Editorial	5	2 days	12.8 hrs	0 hrs	0%	########	########	NA	NA	test2	BPO	Thu 4/3/08	Fri 4/4/08
7		●	Deliver Final Files	6	2 days	12.8 hrs	0 hrs	0%	########	########	NA	NA	test1	BPO	Mon 4/7/08	Tue 4/8/08
8		●	Enter Sku Data	4FF	1 day	6.4 hrs	0 hrs	0%	########	########	NA	NA	test2	REG	Tue 4/8/08	Tue 4/8/08
9		●	Complete EPP	8	5 days	32 hrs	0 hrs	0%	########	########	NA	NA	test2	REG	Wed 4/9/08	Tue 4/15/08
10		●	Approve Designs	9	3 days	19.2 hrs	0 hrs	0%	########	########	NA	NA	test2	REG	Wed 4/16/08	Fri 4/18/08
11		●	Complete Monarch Info	10FF	2 days	12.8 hrs	0 hrs	0%	########	########	NA	NA	test2	REG	Thu 4/17/08	Fri 4/18/08
12		●	Build BPCS Data	10	1 day	6.4 hrs	0 hrs	0%	########	########	NA	NA	test2	REG	Mon 4/21/08	Mon 4/21/08

11. Once finished, you can publish the schedule by selecting File ~ Publish.