Within Agresso (Unit4) Business World, aka Smart Client or Back Office, your Task List contains items which have been workflowed to you and are awaiting action. Please check this regularly and deal with your Tasks in a timely manner.

1. Your Tasks List can be seen at any time within Agresso from the main menu: View → Tasks. Alternatively, you can click on the Task List Pane, usually located at the foot of the main Agresso screen, as shown below.

You are able to pin the Task List open too, by clicking the ‘pin’ icon on the top right.

2. Double click on one of your Tasks to open the approval screen.
   - In **Advanced Mode** you can Approve/Reject each line (top left picture below)
   - In **Simple Mode** you can Approve/Reject all lines within the same Tasks (right picture)

3. Tick the relevant lines in the box in the Tasks menu (or Select all visible items) and click the Reject or Approve button as appropriate. If you click Reject, you will be prompted to enter a comment to explain your reason for rejection.
1. Once you've logged into the Agresso web via your browser, an orange square in the top right will indicate the number of Tasks to action, as shown below.

Tasks may be grouped using the ‘Group by’ filter, as shown below.

2. Click on a Task to open the approval screen and action accordingly using the Approve/Reject buttons.