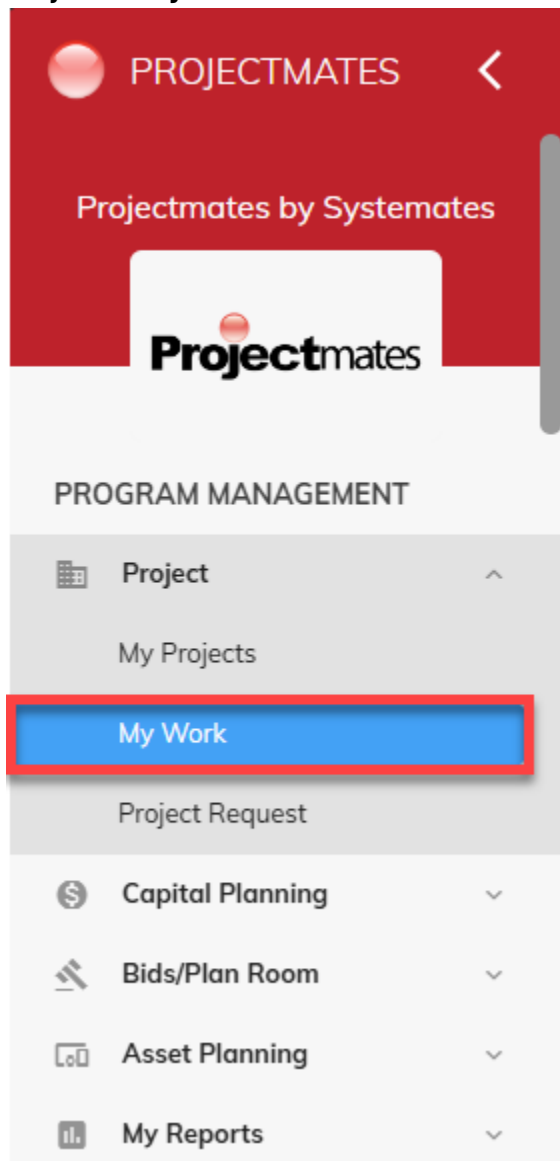


2.3 My Work

2.3.1 Video

2.3.2 What is the My Work Feature?

The **My Work** page is a Program Management tool used to easily review and take action on work that has been assigned to your user account across all of the projects you have access to. My Work can be accessed on the left side menu under the Program Management section by clicking on **My Projects > My Work**.



2.3.3 Filtering Options

[Ball in Court](#) [Cost Tracking](#)

Jan 01, 2024 – Nov 30, 2024

Overdue Tasks **12**

No Due Date **15**

No Due Date **1**

[Hide Counts](#)

Project No.	Project	App	Thread	Number	Description	Due Date
MB030	SLWD - Project	Budget and Forecast	Budget - Construction		Budget - Construction	Apr 16, 2024
005	Main Street Bridge Expansion	Schedule	Project Milestones	19	Retention Release	May 01, 2024
CS-001	C. Sheets Library Phase 1	Change Order	Contracts/PCOs/COs	007.002	CO#007.002	May 08, 2024
CL-001	Cline HQ Renovation	Invoice	Invoices/Pay Applications	001.001	Systemates - Permit and Legal Contract_072023	Jun 06, 2024
WP-000	Sanitary Sewer Lift Stations and Rehab Water Project	PCO	Contracts/PCOs/COs	004.002	PCO:Tenant Improvements	Jun 20, 2024
CS-002	Rheem Manufacturing	Invoice	Invoices/Pay Applications	004	Pre-Construction	Jun 24, 2024
WP-000	Sanitary Sewer Lift Stations and Rehab Water Project	Invoice	Invoices/Pay Applications	003.003	Testing Services - Carter Engineering - Construction Management	Jun 28, 2024

There are various filtering options available to help you navigate between work items assigned to you. My Work items can be filtered to display items based on a **Due Date Range**, **Overdue Tasks**, or items containing **No Due Date**. These filters can be toggled by clicking on their respective window.

Additionally, the columns when viewing My Work items can also be used to filter and sort items by clicking on the **Funnel** or **Arrow** icons next to the column headers.

2.3.4 Calendar Options

Select Date:

Date Range

Jun 30, 2024 - Jul 06, 2024

Last Week

This Week

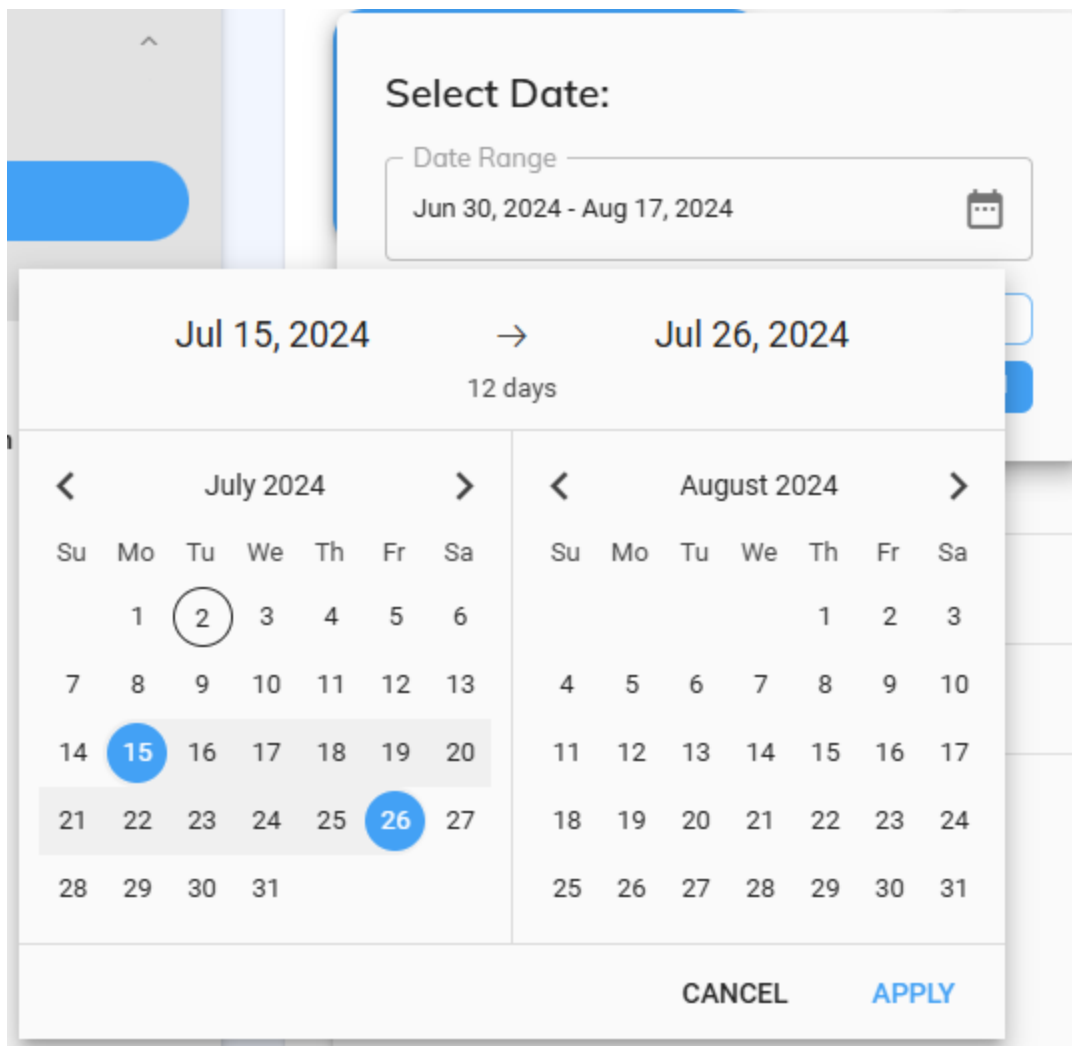
Next Week

3-Week Ahead

4-Week Ahead

6-Week Ahead

When filtering My Work items by a Due Date Range, you will have options to filter by the preset options **Last Week**, **This Week**, **Next Week** **3-Week Ahead**, **4-Week Ahead** and **6-Week Ahead**.



A specific due date range can be set by clicking on the **Start** or **End** fields. Use the Calendar popup to filter by a specific date range.

2.3.5 Completing Items

Jan 01, 2024 – Aug 31, 2024

Overdue Tasks
12

No Due Date
15

No Due Date
1

Hide Counts ^

Project No. ▾	Project ▾	App ▾	Thread	Number	Description	Due Date ↑
005	Main Street Bridge Expansion	Schedule	Project Milestones	19	Retention Release	May 01, 2024
CS-001	C. Sheets Library Phase 1	Change Order	Contracts/PCOs/COs	007.002	CO#007.002	May 08, 2024
CL-001	Cline HQ Renovation	Invoice	Invoices/Pay Applications	001.001	Systemates - Permit and Legal Contract_072023	Jun 06, 2024
WP-000	Sanitary Sewer Lift Stations and Rehab Water Project	PCO	Contracts/PCOs/COs	004.002	PCO: Tenant Improvements	Jun 20, 2024
CS-002	Rheem Manufacturing	Invoice	Invoices/Pay Applications	004	Pre-Construction	Jun 24, 2024
WP-000	Sanitary Sewer Lift Stations and Rehab Water Project	Invoice	Invoices/Pay Applications	003.003	Testing Services - Carter Engineering - Construction Management	Jun 28, 2024
BR-000	San Lorenzo River Railroad Bridge Repair	Invoice	Invoices/Pay Applications	013	Masonry	Jul 04, 2024

My Work items can be completed by clicking on the **Description** of the item you want to complete. An additional window will appear taking you directly to the item within the project. Once the requested action has been taken on the My Work item, it will no longer display in your My Work page.

2.3.6 View others Ball in Court

Users with a leadership or coordinator role within the client organization may have an additional search bar at the top of the My Work page allowing them to view the My Work page belonging to another user. Users can be searched by their name or company name.

Once a user has been selected, the My Work page will change to reflect their view. If you have access to do so, the Description for the user's My Work items can also be clicked on navigate to those items in their project.