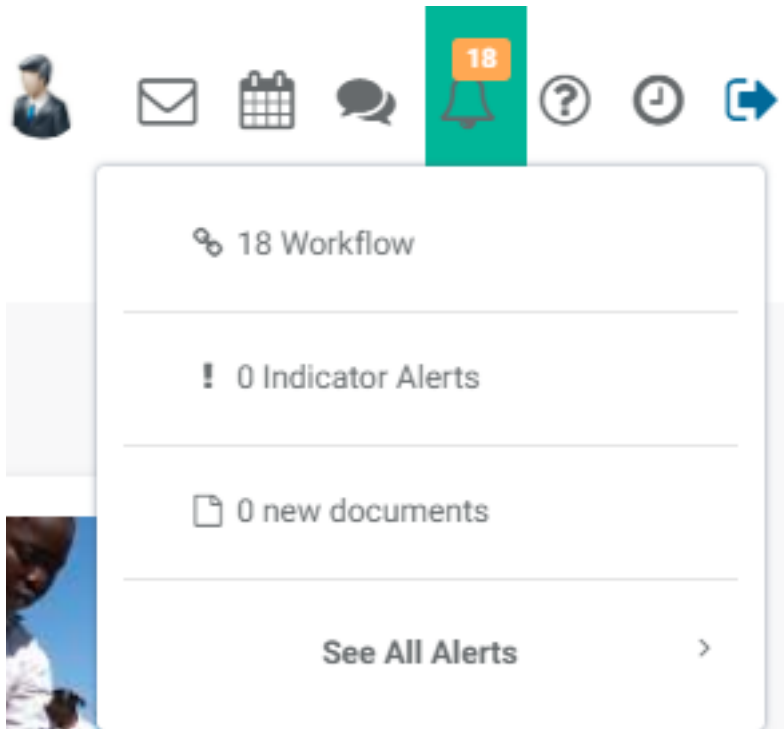


Main Toolbar

Main Toolbar: Alerts

The **Alerts/Notification** icon will display a numbered badge if you have been assigned a task or a workflow item in the system.



Click on the Alerts icon to view your assigned tasks. Items which can be the subject of a workflow include **Activities**, **Indicators**, **Forms**, and **Documents**.

A screenshot of the DELTA Water and Sanitation Project interface. The top header shows the DELTA logo, the project name 'Water and Sanitation Project', and a user profile icon. The main content area is titled 'Workflow' and features a table with columns: Location, Target, Budget (USD), Start, End, and a checkbox. The table lists several locations: Kwale, Lamu, Moyale, Mutomo, Monbsa, Nand, and Naku, each with associated target and budget values. A sidebar on the left contains navigation links: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The bottom status bar indicates 'Currently Connected: 1 User' and 'Copyright DELTA Monitoring & Evaluation ©'.

Subcategories of items which are subject to workflows are as follows:

Activities	Indicators	Forms	Documents
Global Planning	Target Planning	Data Collection	Report Planning
Annual Planning	Indicator Tracking	Data Verification/V	Report Tracking

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Main Toolbar

Period Planning

Tracking

Validation

Data Approval

NOTE: if a workflow task is recurring, **all** instances of it will appear in the appropriate tab once it is scheduled.

To view and complete your assigned tasks, click on the appropriate tab. Only tabs which contain items which are due will display a numbered badge.

Previous: [Main Toolbar: Chatroom](#) | Next: [Main Toolbar: Help](#)

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