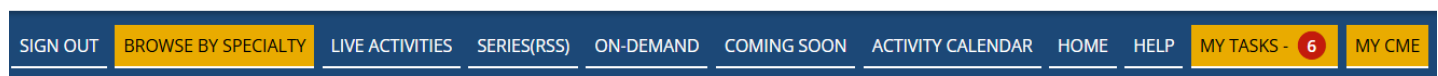# MY TASKS IN CLOUDCME®

MY TASKS TAB

The *My Tasks* button allows faculty, activity planners, and peer reviewers to view system and activity tasks. The peer review process also begins in this area. The *My Tasks* button also displays the number of uncompleted tasks currently assigned to you.

SIGN OUT	BROWSE BY SPECIALTY	LIVE ACTIVITIES	SERIES(RSS)	ON-DEMAND	COMING SOON	ACTIVITY CALENDAR	HOME	HELP	MY TASKS - 6	MY CME

Depending on your access, the My Tasks may contain four sections (including Peer Review, as applicable):

My Tasks

Please complete the tasks assigned below. A blue "Begin" box indicates that the task is incomplete, and a green "Update" button indicates that the task has been completed.

Global Tasks   **Activity Tasks**   **6** Upcoming Presentations

Global tasks are tasks that apply to all activities. The below tasks can be completed at any time. The below tasks will expire, and an expiration date will show.

Status	Task Name	Expiration Date	Date Completed

Global Tasks: Tasks that apply to all activities and can be completed at any time (uploading a photo, bio, Disclosure of Financial Relationships, CV). These tasks expire by the date shown.

Activity Tasks: Tasks that are specific to an individual activity and due date (audio visual requirements, presentation release, objectives, references).

Upcoming Presentation: This area displays assigned presentation tasks for a specific activity. Here faculty can upload presentations, download previous presentations, view requested revisions and upload revisions.

Peer Reviewer Tasks: Tasks related to the peer review process. Peer Reviewers can download presentations, submit suggested revisions and approve/deny presentations.

CloudCME