

From: IRHelp
Sent: Thursday, September 22, 2011 11:38 AM
To: IR Users
Subject: ImageRight - What does the different color in "To Do List" mean?

Hi folks, just had a question from a user which we wanted to share ~

When you **Fetch** in your **To Do List**, here's a list of the highlight color added to the task to indicate the status:

- Priority 1 – red
- Selected items – blue
- Future items – yellow
- Diary Items – purple
- Locked items – gray

10/24/2011 12:00:00 AM	1	SAE D&B Renewal Updates	AM Process Renewal Updates
10/24/2011 12:00:00 AM	1	SAE X	AM Process Renewal Updates
10/24/2011 9:37:51 AM	1	SAE Renewal app req	AM Process Renewal Updates
10/24/2011 10:07:13 AM	1	SAE GLI Ren apps req	AM Process Renewal Updates
10/24/2011 10:15:09 AM	1	SAE PKG XLS prov ren	AM Process Renewal Updates
11/14/2011 12:01:00 AM	1	PKG pend for ren pol	Diary Step-Diary Step
7/1/2013 12:01:00 AM	1	WebSense Expires 12/3	Diary Step-Diary Step
9/12/2011 12:00:00 AM	3	SIE Rec	Certificate Processing
9/15/2011 1:47:16 PM	3	SIE Cert	Certificate Processing
9/20/2011 12:00:00 AM	3	SIE GLI bound w/First/p	AM Binding Process
9/23/2011 12:00:00 AM	3	SAE WC qte to agt	AM Renewal Quote Review
9/30/2011 8:58:05 AM	3	SAE forw	Audit Processing
10/3/2011 12:00:00 AM	3	Pkg Prov	Process Renewal Updates
10/6/2011 12:00:00 AM	3	SAE Adv trw w for UB P	AM Endorsement Request
10/6/2011 9:23:05 AM	3	SAE remarketing? Adv	AM Process Renewal Updates
6/17/2011 1:13:27 PM	5	New Mail	Mail Inbox
8/8/2011 12:01:00 AM	5	MAR Pend for ren pol (n	Diary Step-Diary Step
8/8/2011 12:01:00 AM	5	OMA Pend for ren pol	Diary Step-Diary Step
8/19/2011 12:01:00 AM	5	CAU Am M	Step-Diary Step
8/29/2011 12:01:00 AM	5	CAU D '00	Step-Diary Step
8/29/2011 12:01:00 AM	5	PKG Pend	Step-Diary Step

Here's how you can select what's Included in your Fetch (Workflow > Include >)

In the screen shot below the  Diary Items and  Future Items were included as an example.

