### Taskers V3

**Tasking, the 21st Century Workforce Way**

1. **Action Links**: Links to perform actions, such as Email, Submit, Edit, Monitor/Remove Monitor.
2. **Status Area**: States the status of the Tasker; Open, Overdue, Complete. Also notates if Tasker is Restricted.
3. **Attachments**: Editable attachments. Tasker Package represents the task. Final Response represents the official response to task. Working Area relates to task; are not part of original task nor official response.
4. **Assignment & Status**: Used to provide latest status of Tasker; appears in reports. Does not appear in Tasker History.
5. **Assignments**: Person or group that holds the role of Lead, Coordination, or Information. Receives email notification.
6. **Chop Chain**: Area of a series of check blocks that represent each step of the routing chain, including the “Certified Complete by Tasking Authority.” Red = uncompleted, Green = completed. Must be in Tasker Edit mode to mark complete.

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**HELP DESK**: 800.420.7302

**helpdesk@usn.hq.navy.mil**

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<table>
<thead>
<tr>
<th>EVENT</th>
<th>ACTION</th>
<th>RESULT</th>
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| 1. Starting                                | • Open Internet Explorer, go to HQWeb at http://usn.hq.navy.mil/taskers/NXX (where XX is directorate code)  
• Or from Directorate home page, click [Tasks V3]  
• Or Click on Link from Email Notification  
• Enter User ID and Password | • My Taskers Welcome Screen  
• Or if click on link from Email Notification, directly opens Tasker in View Mode |
| 2. Reading                                 | • Click on Link in “My Inbox” or “My Monitored” in Welcome Screen | • Opens Tasker in View Mode                                                                 |
| 3. Editing                                 | • To edit Tasker, click [Edit] on top right corner of Tasker  
• Or click [Edit] in “My Inbox”  
• To edit Chop Chain, while in Tasker Edit Mode, click [Edit/Reorder Chop Chain] | • Tasker appears in Edit Mode  
• Chop Chain edit dialog box appears |
| 4. Attaching                               | • In Tasker Edit Mode, click Attach Document in Tasker Package, Final Response, or Working Area, as appropriate | • Documents are attached                                                                   |
| 5. Saving Changes                          | • Click [Submit] on the top right corner | • Tasker returns to Read Mode and changes are saved                                          |
| 6. Mark Chop Chain Complete (forward to next person on Chop Chain) | • While in Tasker Edit Mode, click in the box next to your Name/Office  
• Click [Submit] on the top right corner | • Check is entered into box, along with name and date stamp  
• After clicking [Submit], Green dot appears to show marked complete and email notification is sent to next person or office on Chop Chain |
| 7. Forwarding via Email                    | • Click on [Email] on top right corner, then choose type of status and link option | • Email is sent as one of the following:  
- Status & Link to HQWeb User  
- Status & Link to Assignees  
- Status & Link to Tasking Authority  
- Entire Tasker (as a text email message, with documents included as attachments) |
| 8. Reports                                 | • Click on Reports | • List of Directorate Taskers grouped according to the N code that is lead  
• View by Status and sort by Office or Staff |
| 9. Search                                  | • Enter criteria in search box and click Search  
• Click on Advance Search | • Finds Taskers only associated with user’s directorate  
• Advance searches entire Taskers System |
| 10. Return to Welcome Screen (My Inbox & My Monitored) | • Click on My Taskers | • Return to Welcome Screen |

UNCLASSIFIED: http://usn.hq.navy.mil/taskers/NXX  
CLASSIFIED: http://usn.cno.navy.mil/taskers/NXX  
HELP DESK: 800.420.7302 helpdesk@usn.hq.navy.mil