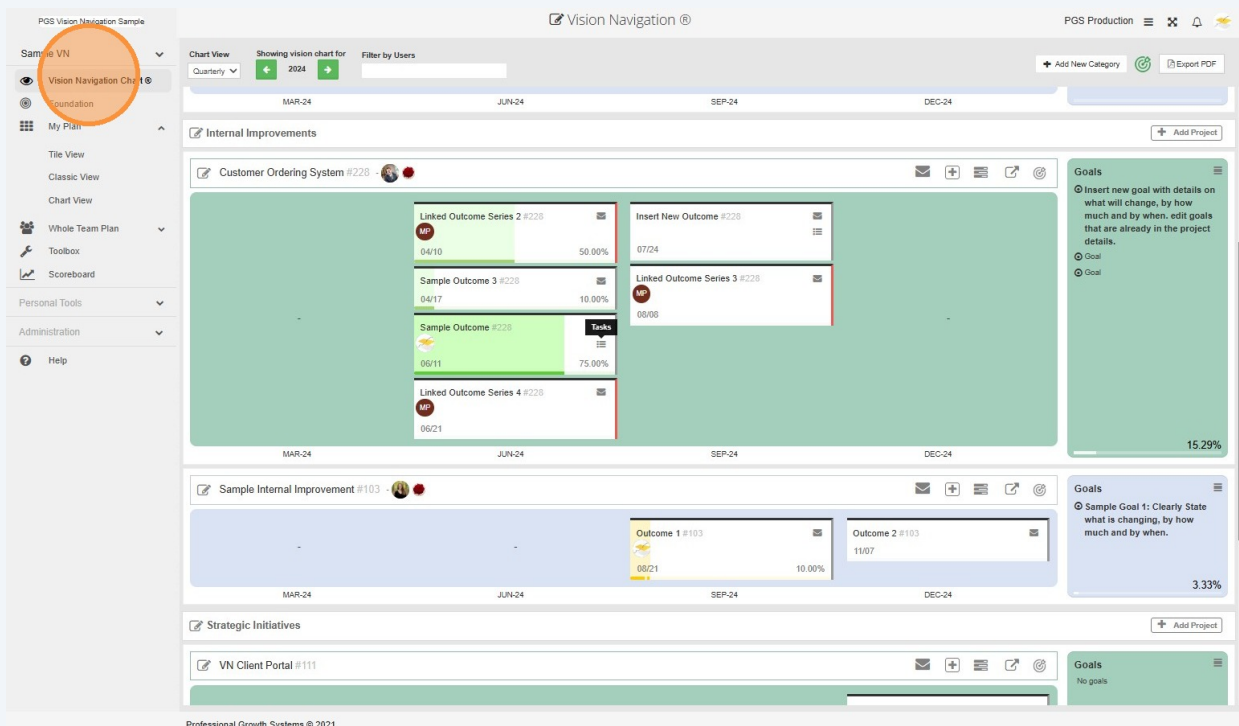


# How to View Tasks and Send Messages from the VN Chart

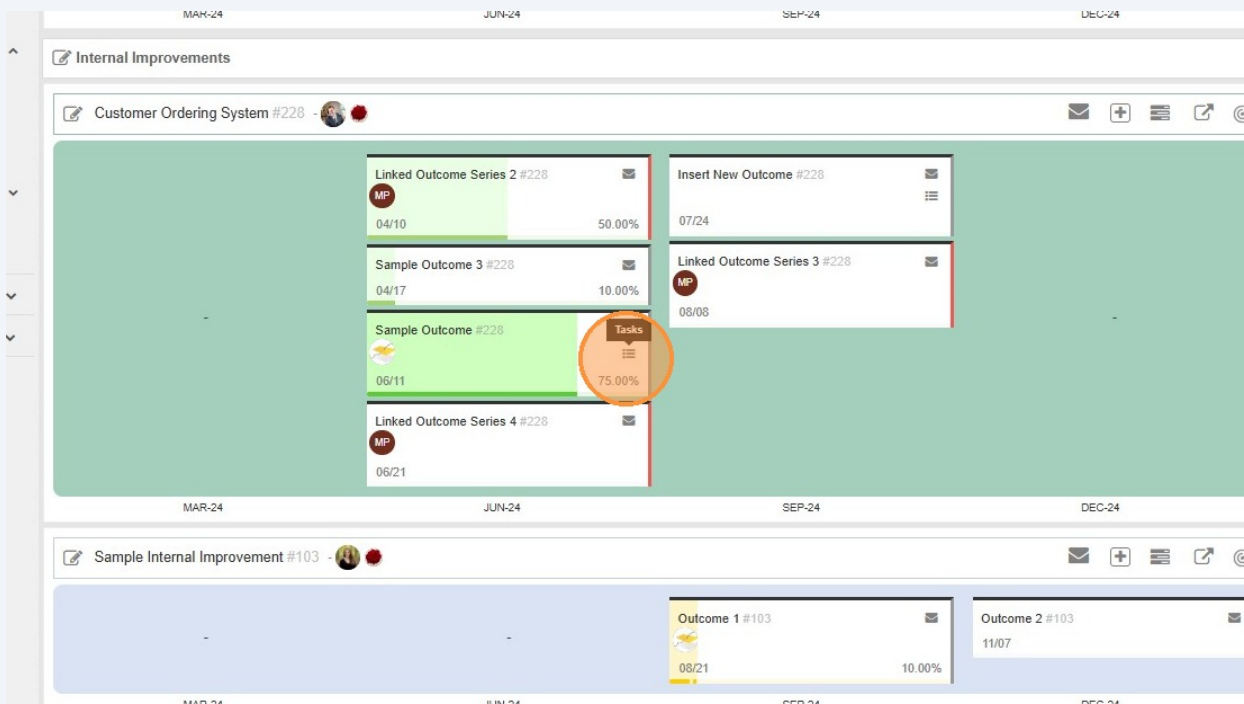
By following the steps outlined, users can easily view tasks and send messages to team members, enhancing collaboration and ensuring important updates are communicated effectively.

## 1 Open your Vision Navigation Strategic Plan in Chart View



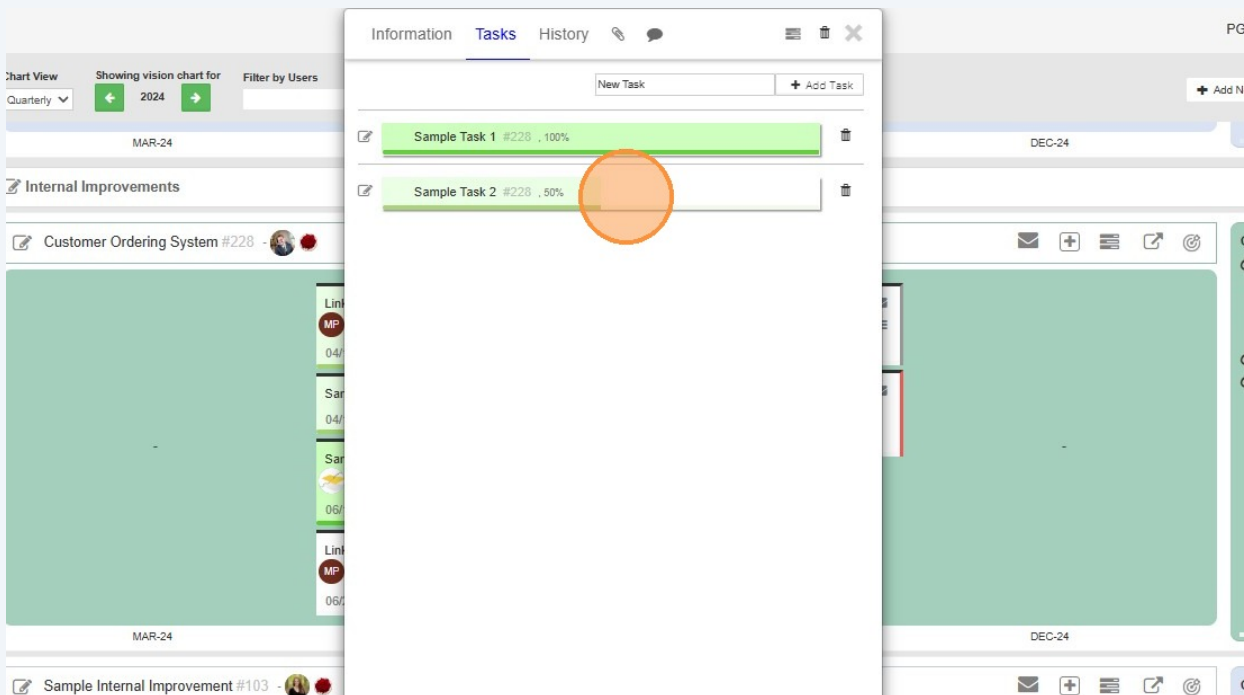
2

The bullet point icon on the right-hand side of an outcome box serves as an indicator that there are tasks embedded within the overall outcome.

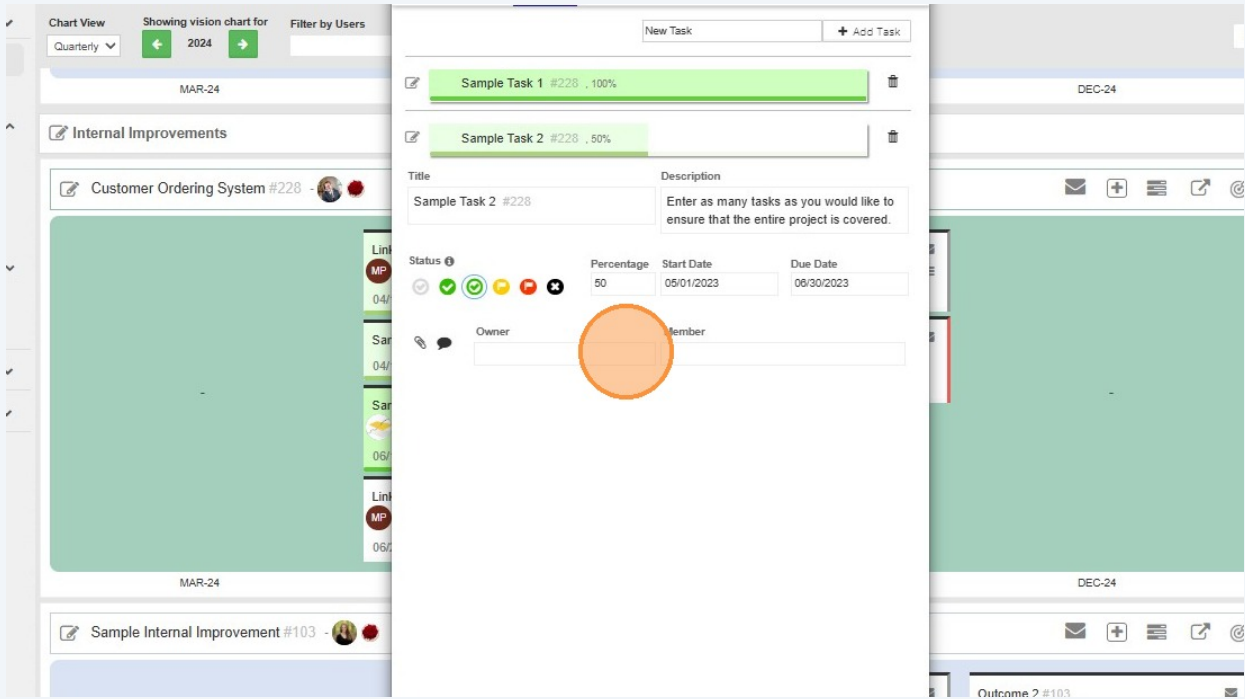


3

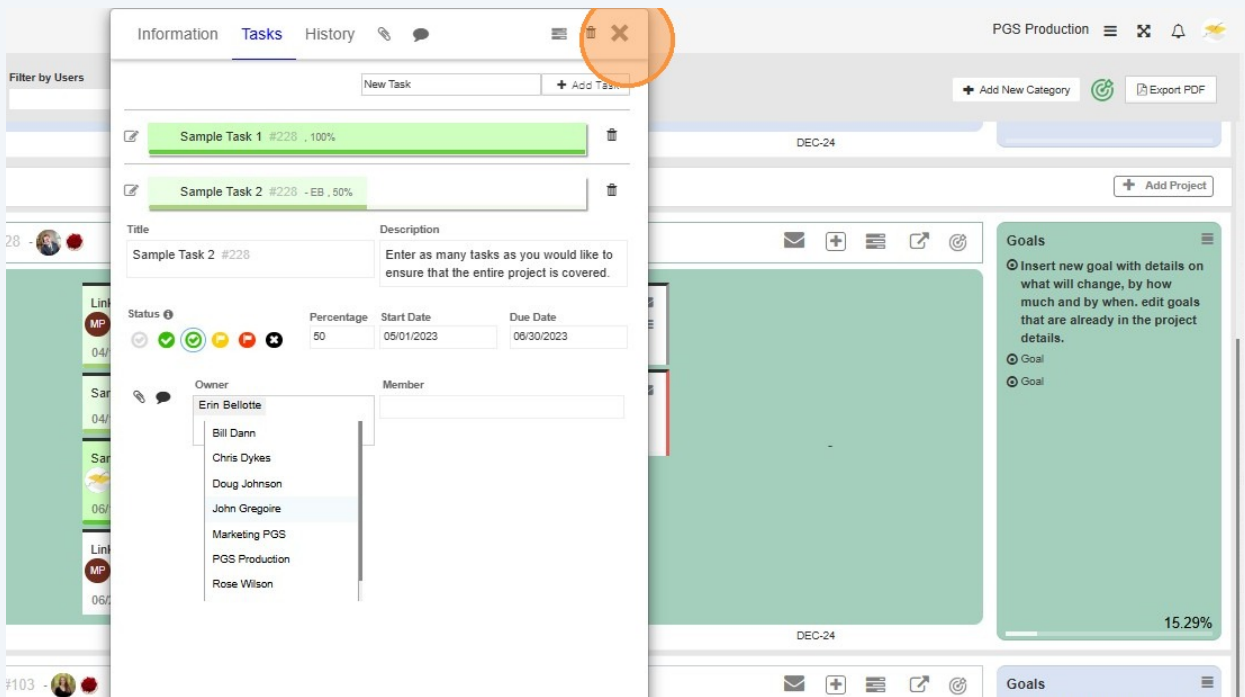
Clicking on the task icon will directly open the Outcome drawer to the task page. Here you can see all the tasks associated to the outcome. Clicking on the Task progress bar will open up the details of the task.



4 Edit task details as needed. All updates will be saved automatically.

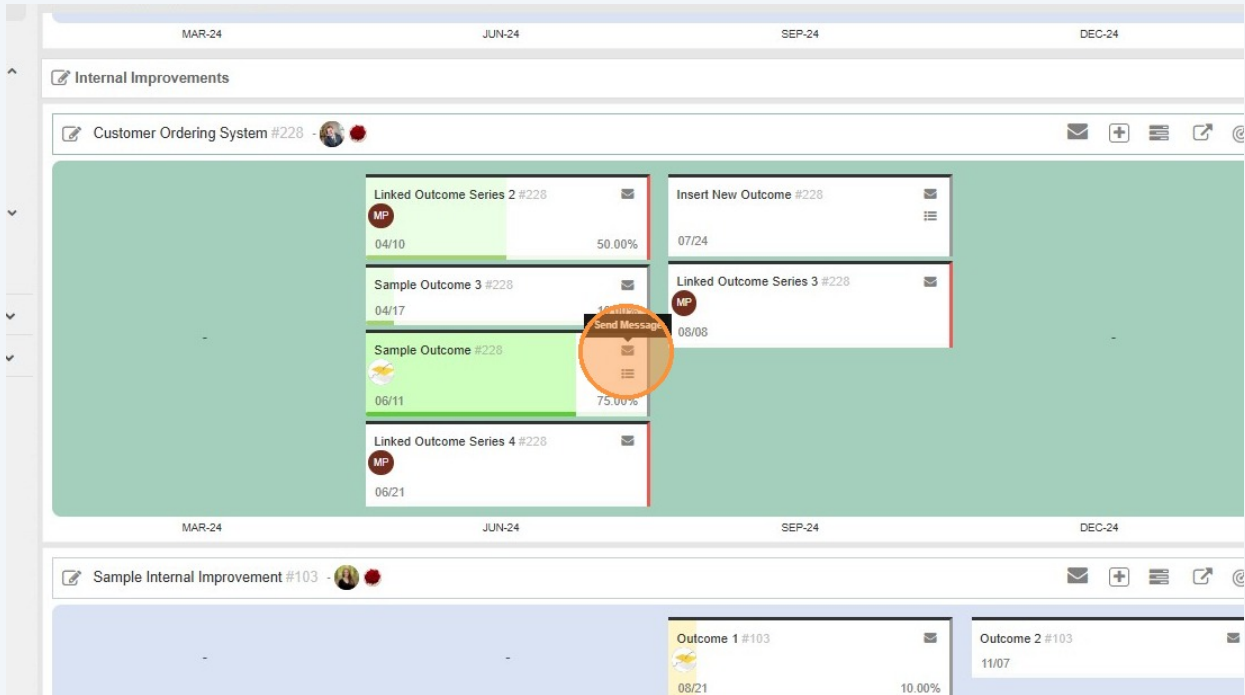


5 Click "x" to close out of the drawer when you have completed your update.



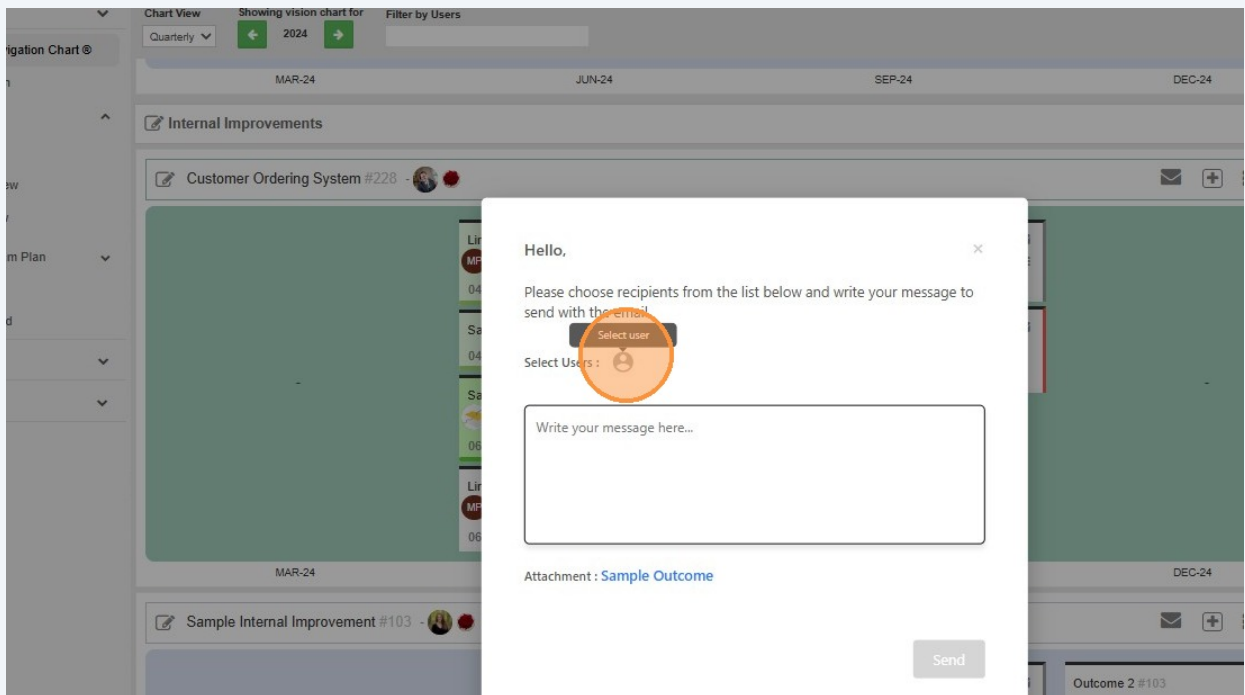
6

Quickly communicate any changes, updates or support needed on an outcome by clicking on the Message icon.



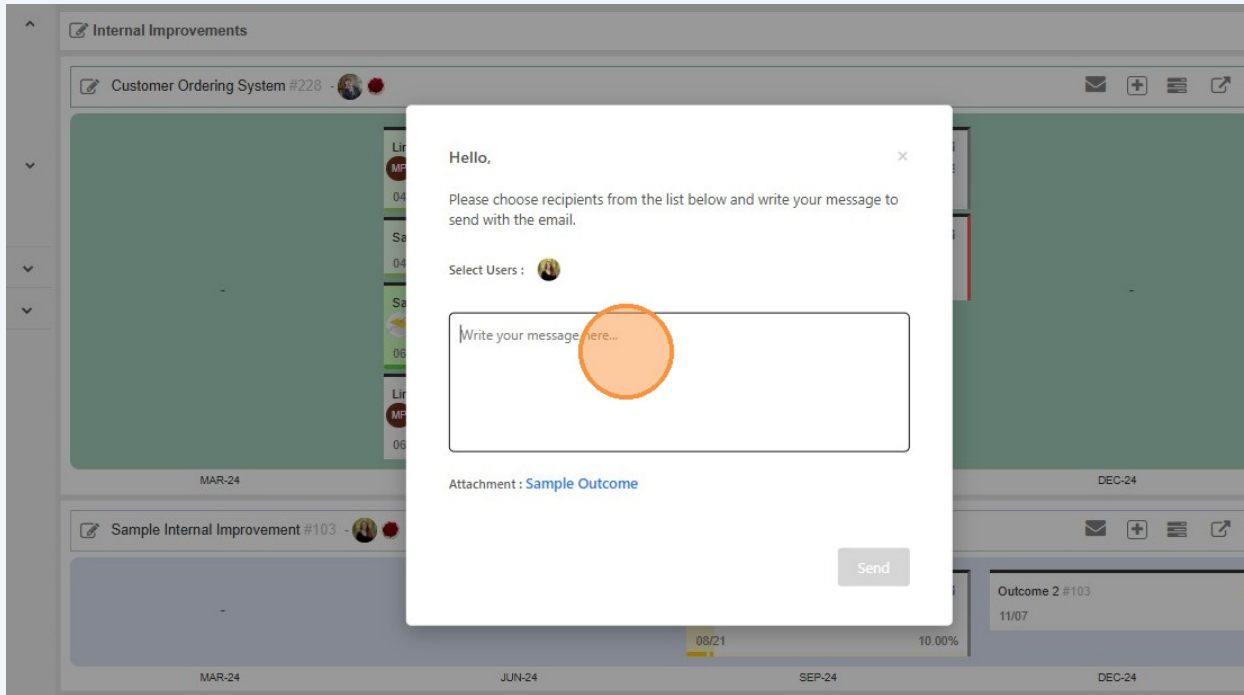
7

Click "Select user" to access a drop down of all users in the Strategic Plan.



8

Click the "Write your message here..." field to enter your message to your teammate.



9

Click "Send" when you are finished with your message. The message box will close automatically once the message has been sent to the selected user.

