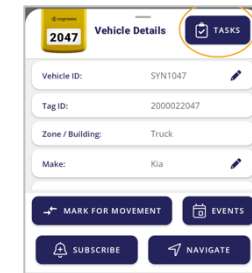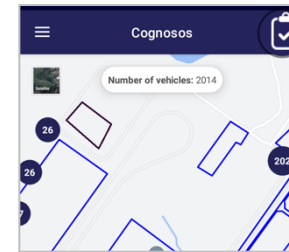# How to view current tasks:

1   Access tasks via Task icon on the top of the Home screen (map) and the Tasks button on Vehicle Details.


2   Map task icon displays a list of all tasks assigned to the logged in user. If the logged in user in has no assigned task(s), the map Task icon will not appear. Tasks button always displays on the Vehicle Details tab.

Users with an Administrator user level will see all tasks for all users as well as unassigned tasks.
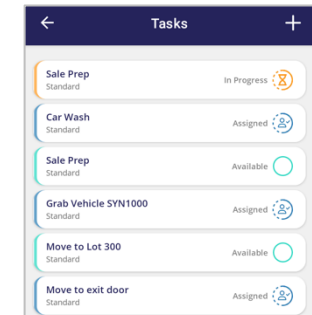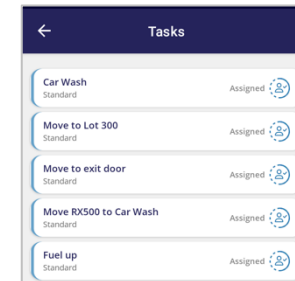
3   When selecting, the Tasks button on Vehicle Details displays tasks assigned ONLY to that vehicle AND assigned to the logged in user. It always shows just one single task since a vehicle can only have one task status at any given time.
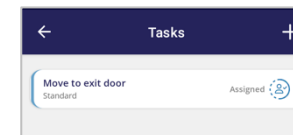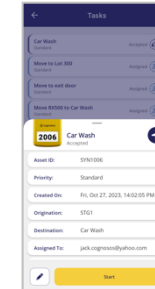

Need Assistance? Check out Mobile section of the Logistics Knowledge Base or contact us at support@cognosos.com.

View Tasks

How to change task status:

1 Open the task you need to change (from the Task list or Vehicle Details). The tab automatically displays the next step in the task lifecycle (e.g., Start). Select the task status (action) button to change to the next step in the lifecycle.
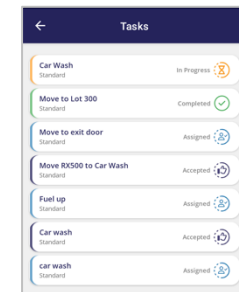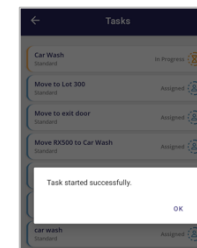

Even those with Administrator user roles may only change the status of tasks assigned to them once the task is assigned. If needed, use the edit option to re-assign to you then change the status.

2 Look for the confirmation message that the status successfully changed. Hit OK.

The status will change on the user's and general task lists.

Task status generally moves from Available -> Assigned -> Accepted -> In progress -> Completed

Exception is when task fails or fails to be completed.

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Change Task Status