# Functionality of the PAL

There are multiple columns within this section referencing different types of task timing:

1. **Current** – displays all tasks that have reached their scheduled date and time, but have not gone to "Overdue" status.

2. **Overdue Tasks** - displays tasks that have passed their scheduled date and time. All overdue or only those overdue within the selected time frame can be displayed. The user can switch between views by **right clicking** in the header of the task column and selecting Current Overdues or All Overdues.

   Your default should be "All Overdues"
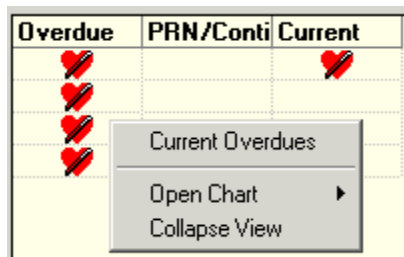
3. **PRN/Continuous** – displays allks ordered as PRN and those defined as "Continuous"

4. **Timeframes** (example: 7am-11am, 11am - 3pm) – displays tasks **scheduled** or overdue tasks **scheduled** to be performed within the defined time frame.

To sort within columns, complete the following steps:

The information available in that column will display in an ascending or descending order (alphabetically (Z to A) or numerically (10-1)) for that column.

1. Double click on a column heading will sort the column into **ascending** or **numerical** order

2. To display the information in **descending alphabetical** or **reverse numerically order**, double click on the column heading again

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NOTE: Most end-users will only need to sort the name and location columns.

Collapsing or Expanding a Section

You can reduce or increase the width of any section to offer more viewing space for information in the any section .

To collapse or expand a section, do one of the following:

1. Sections also can be resized by dragging one side or the other to the desired position.

2. Place your cursor over the gray divider, between the columns, wait to receive the pointer and drag the column open or closed as desired.

3. When you have arranged the columns to suit your needs you may save this view by clicking on **Task** on the Menu Bar and click **Exit.** You will have to sign in again but view should default to your preference.