

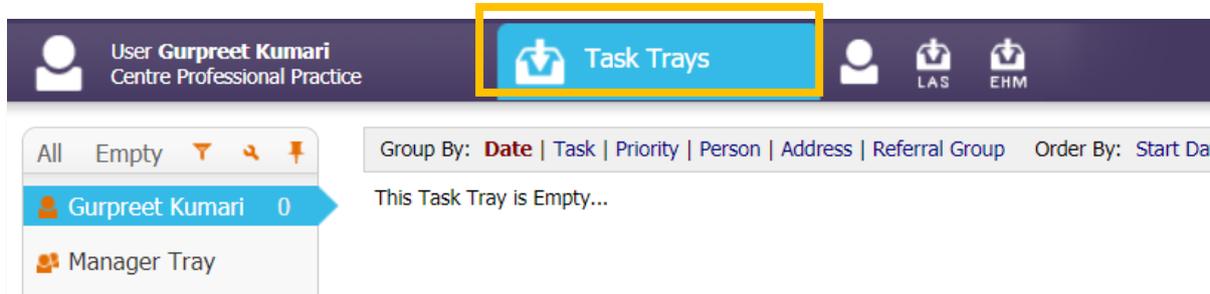
# MANAGING YOUR WORK TRAY

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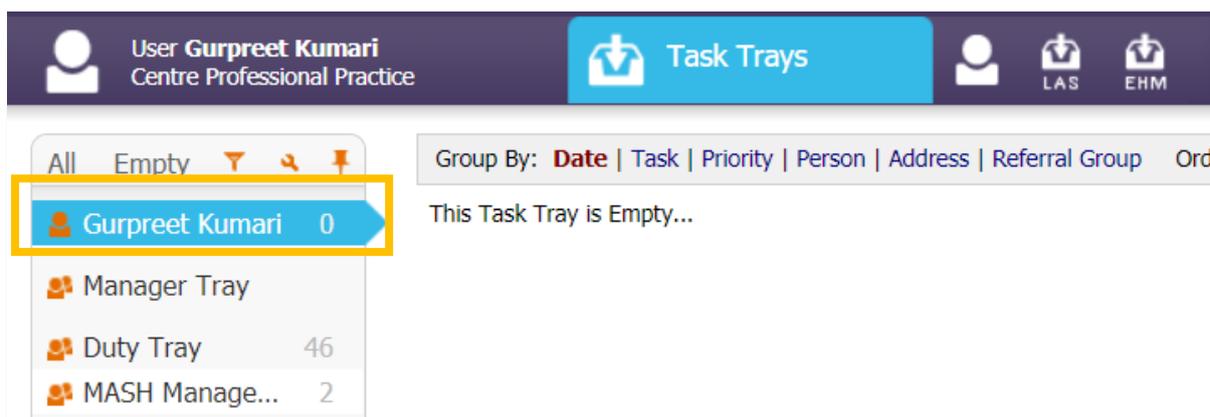
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## Managing Tasks in your work tray

The Home screen is mostly used for accessing records, tasks and alerts in work trays. To view the trays you have access to click on the Task Trays icon



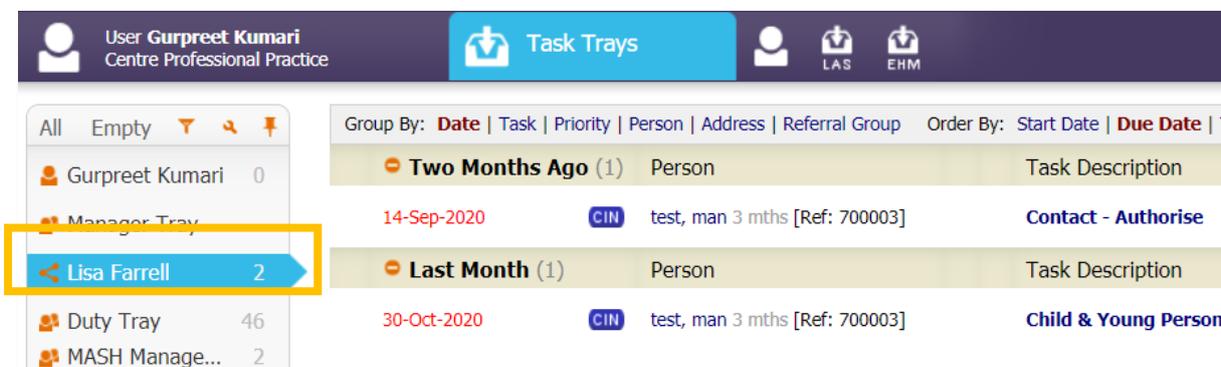
You will have access to your own work tray, this will be located at the top of the trays list on the left of the screen. This will hold a list of tasks and alerts assigned to yourself.



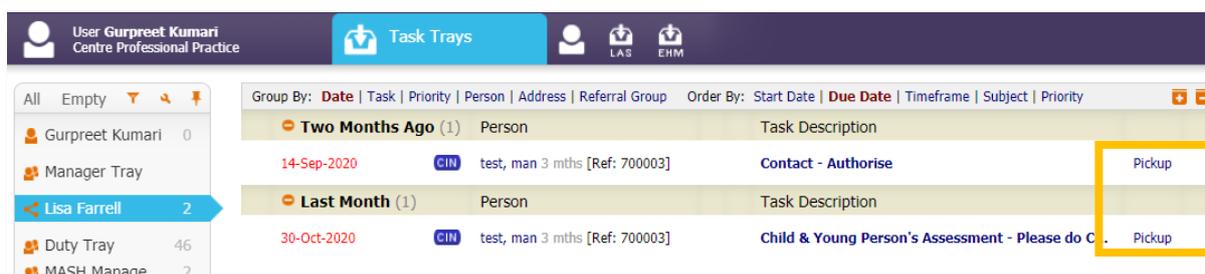
When a tray has lots of tasks and alerts, it is important to know how to sort and group items in different ways to help prioritise your work. Trays can be grouped a variety of ways. By date is a common choice e.g. group overdue tasks together or group by Person e.g. grouping tasks for each pupil together within a work tray.



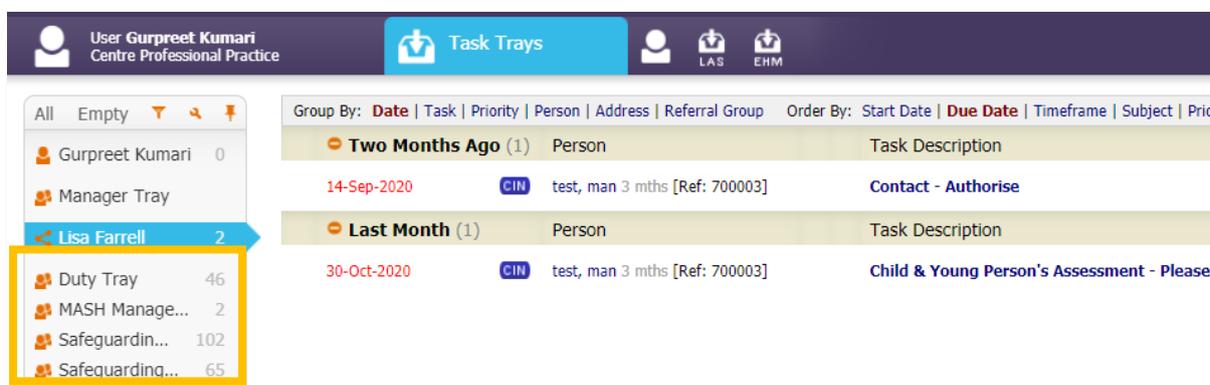
You should have access to colleagues work trays. If you are a line manager of anyone else, you will have access to each of their trays to monitor alerts and outstanding tasks.



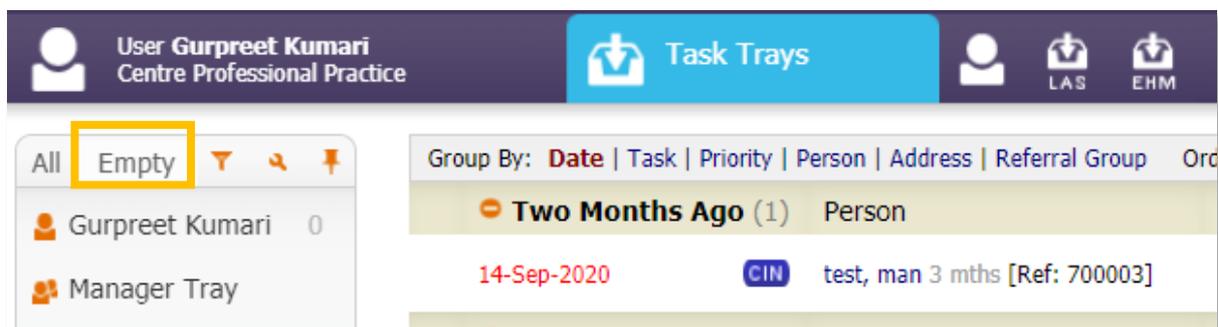
To be able to complete a task in a colleague's tray, you must **Pickup** the task and this moves it from their tray to your own. You would only complete colleague's tasks when appropriate to do so.



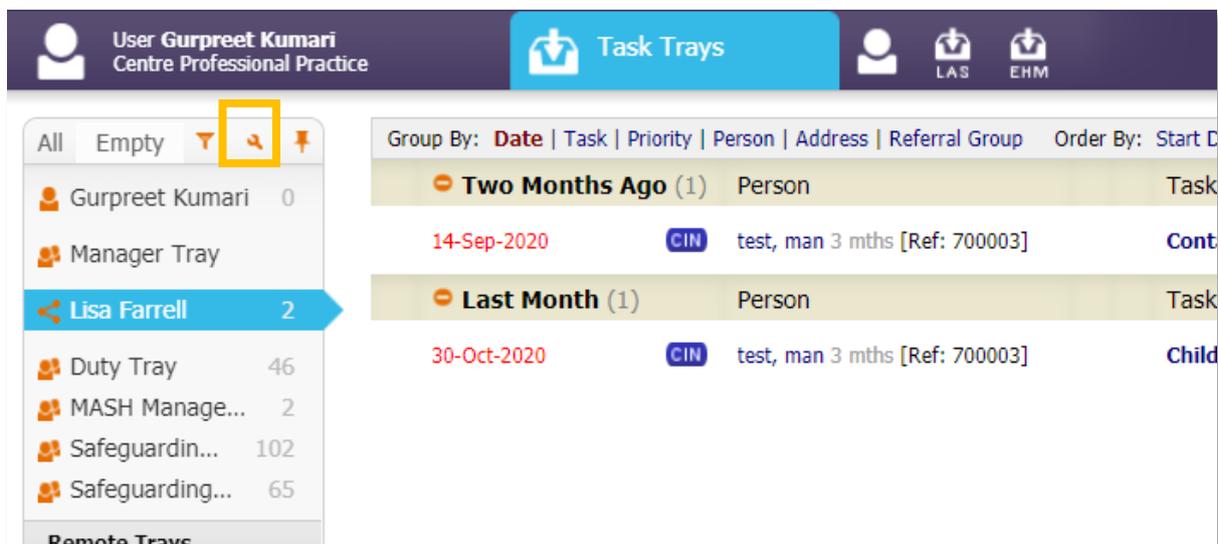
You may also have access to some Group Trays. These are trays accessed by a group of people for example when tasks are sent for authorisation or when tasks are sent for allocation. Like colleague trays above, you must pick up tasks from here in order to progress or complete them.



The system will automatically hide empty trays, to view empty trays click the Empty button, to hide those trays click **Empty** again.

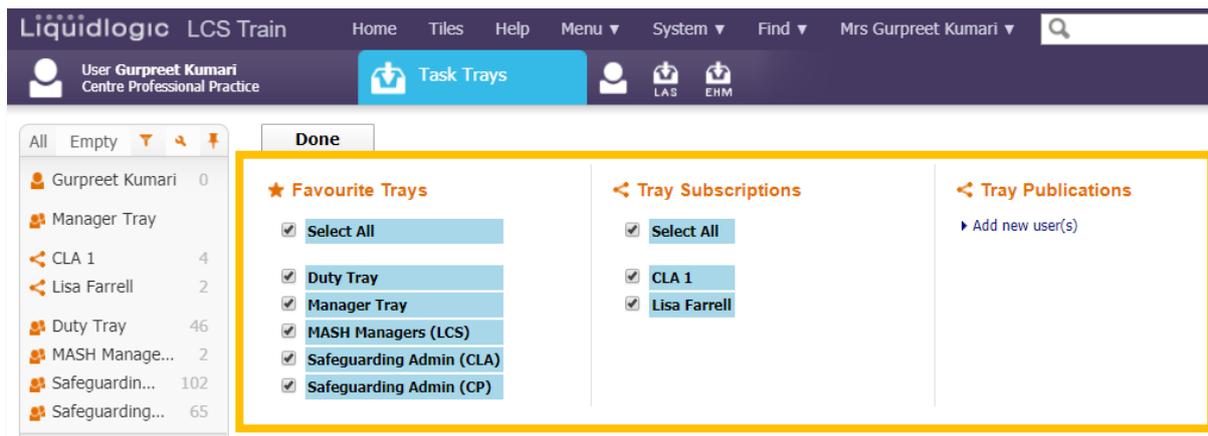


You are able to configure which of your tray subscriptions you do and do not wish to view e.g. turn off trays until you are asked to cover another colleague's work. Click the orange spanner to navigate to the tray configuration screen



There are 3 lists on the tray configuration screen:

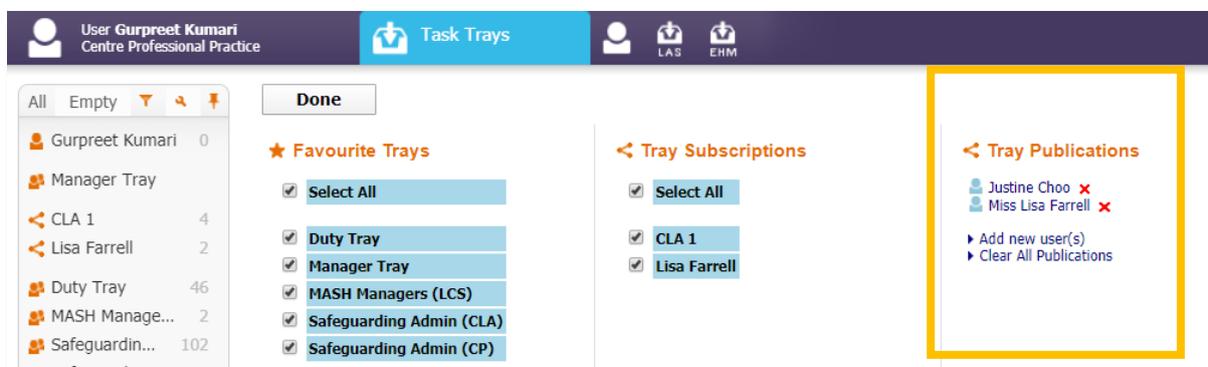
1. **Favourite Trays** – Group Trays that you have been given access to view
2. **Tray Subscriptions** – Colleagues trays that you have been given access to view
3. **Tray Publications** – List of colleagues that have access to your work tray



## Publishing your Work Tray to others

It is possible to give access to your Work Tray to any other users in LCS.

Select the spanner  option from the top left-hand side of the Work Tray on the Home screen. From here you can go into **Tray Publications** and choose the users you want to give access to.



## ← Tray Subscriptions

- Select All**
- CLA 1**
- Lisa Farrell**

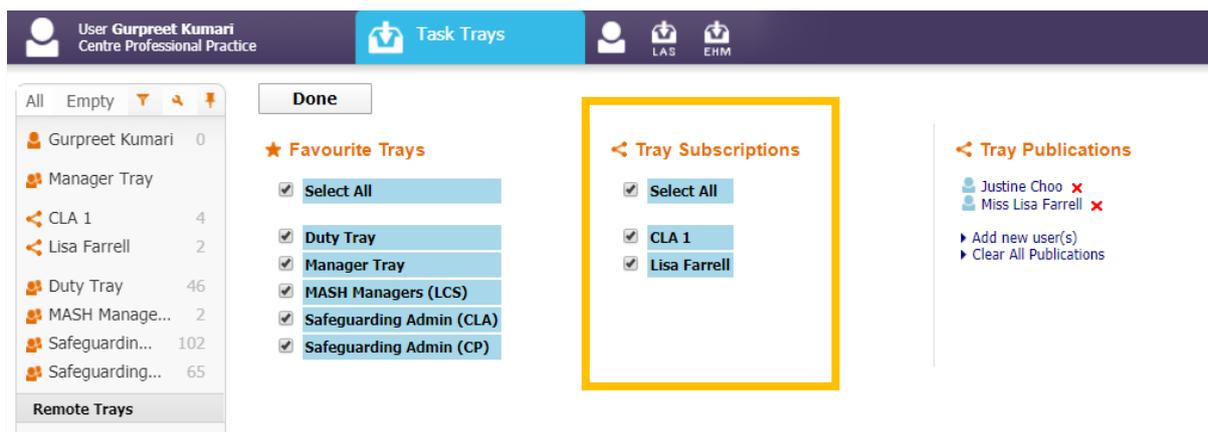
## ← Tray Publications

-  Justine Choo **×**
-  Miss Lisa Farrell **×**
- Add new user(s)**
- Clear All Publications**

## Subscribing to other peoples' Work Trays

Once another user has published their Work Tray to you, you will then need to subscribe to the Work Tray.

Select the  option from the left-hand side of the Work Tray on the Home screen. You should find your colleagues listed under **Tray Subscriptions**.



To gain access to a Work Tray listed under the Tray Subscriptions option, select the tick box(es) next to the user(s) whose tray(s) you wish to view. Click on the **Done** button once you've finished choosing your trays. The new work tray subscription will now appear in the left-hand side bar.

