

# Tasks Page Overview

Welcome to the Tasks page tutorial in INvision! This guide will help you understand the features and functionalities of the Tasks page.

## Tasks Page:

- There are two ways to access the Tasks page,
  - Select the "GIS Workstation" tab at the top of the page.
  - Select the Tasks tab on the left-hand admin navigation panel.
- Tasks are defined as geospatial files that have been uploaded to a trial that are not in a processed state.

## Filters:

- You can filter data using the following criteria:
  - Trial
  - Protocol
- If you have multiple trials or protocols, you can use the drop-down menus at the top of the page to select the specific trial or protocol you want to visualize.

## Data Table:

- Tasks are geospatial files uploaded to a trial that are not in a processed state. Each row in the task list represents a single geospatial file uploaded to a trial.
- Columns include:
  - Grower name
  - Field name
  - File type
  - Upload status
  - Upload date
- Navigating to the Trial Data Screen: To review the data collected for a trial, select the "Open" button next to a task. This will navigate you to the Trial Data Screen, which is where you will be able to complete the work QA and process the file.

<https://www.youtube.com/embed/ZQtbIBJ44Eg>

