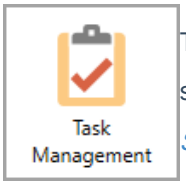
Task Management | Configuration & Security

Last Modified on 26/10/2026 10:44 am AEST



This article covers the security permissions and configuration of the Task Management screen. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Task Management | Security

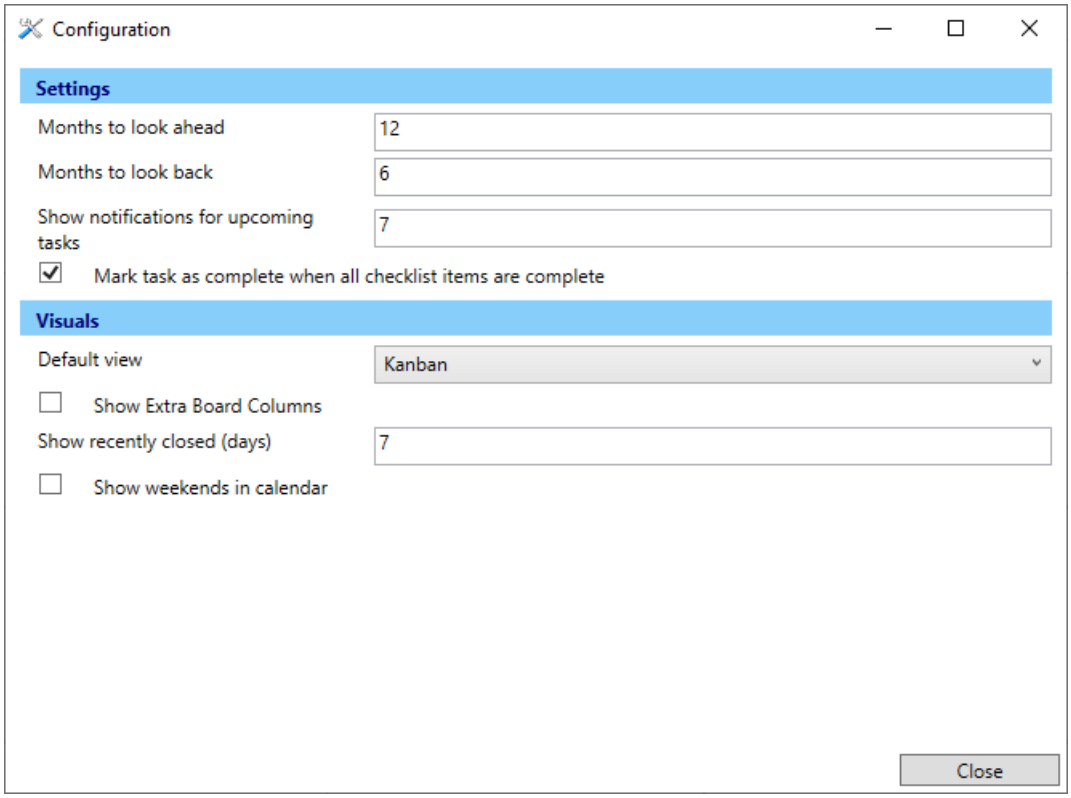
- Access to ***Task Management*** is controlled by a permission located in the 'Menus' folder in ***Security Setup*** in StrataMax.
- Under the 'Task Management' folder, *Delete Task* is the permission required to delete tasks created by other users. A user will always be able to delete a task they created.
- Under the 'Task Management' folder, *Manage Automations* controls access to the *Automations* button, which is where recurring and automated event tasks can be created.

Task Management | Configuration

All settings and visuals in Task Management are user settings, meaning they will only affect the user that makes a change. To access the *Configuration* window, select the configuration icon (cogwheel) in the top right of the ***Task Management*** screen.

- The *Months to look ahead* field is a global setting and is a numeric field to type in the number months to see in advance.
- The *Months to look back* field is a numeric field to type in the number months to see in the past.
- *Show notifications for upcoming tasks:* This is the number of days to include for notifications. To disable notifications adjust to 0 (Default 7 day notification period). Refer to *Task Notifications* heading below.
- By ticking the *Mark task as complete when all checklist items are complete* box, the task will be completed when all the *Checklist* items in the Task are ticked.
- *Default View* is a user setting and is for selecting the user's default view when Task Management is opened. Options are Kanban, List & Calendar.
- The *Show Extra Board Columns* tick box determines if Tasks with the state of Abandoned & Blocked will be displayed in the Kanban view.

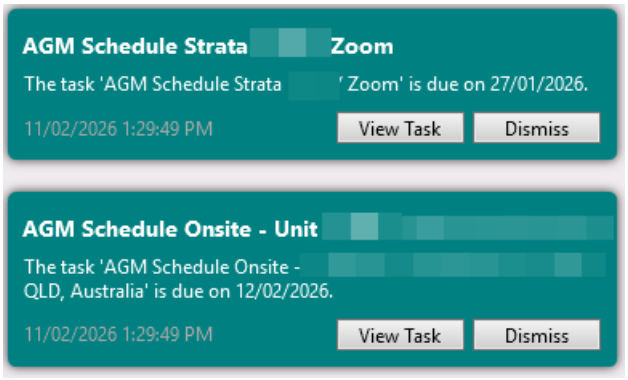
- *Show recently closed (days)* is a numerical field that controls the number of days that completed tasks will be displayed when the Show completed in last ** days is ticked in the main Task Management screen.
- The *Show weekends in calendar* tick box determines if the calendar will display weekends by default.



Task Notifications

All tasks that are due will show as a notification in the notification bell on the desktop of StrataMax to assist with managing and staying across upcoming tasks. To receive a notification the following rules apply:

- Default is 7 days ahead and that are not marked as Complete.
- All overdue tasks will appear unless marked as Completed.
- Once marked as complete – they will appear under the notification bell until BCMax is closed and re-opened.
- To disable / turn off the Task notifications, adjust the *Show notifications for upcoming tasks* in ***Task Management*** Configuration to 0.


AGM Schedule Strata Zoom
The task 'AGM Schedule Strata ' Zoom' is due on 27/01/2026.
11/02/2026 1:29:49 PM
View Task
Dismiss
AGM Schedule Onsite - Unit
The task 'AGM Schedule Onsite -
QLD, Australia' is due on 12/02/2026.
11/02/2026 1:29:49 PM
View Task
Dismiss