

Task Management | Configuration & Security

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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 Schedule and Events* controls access to the *Schedules* 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* checkbox, 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.

The screenshot shows a 'Configuration' window with two main sections: 'Settings' and 'Visuals'. In the 'Settings' section, there are three input fields: 'Months to look ahead' (12), 'Months to look back' (6), and 'Show notifications for upcoming tasks' (7). A checked checkbox is labeled 'Mark task as complete when all checklist items are complete'. The 'Visuals' section includes a dropdown menu for 'Default view' set to 'Kanban', an unchecked checkbox for 'Show Extra Board Columns', an input field for 'Show recently closed (days)' (7), and an unchecked checkbox for 'Show weekends in calendar'. A 'Close' button is located at the bottom right of the window.

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](#)