RE-Activate Task
(RE-Activate when task is not active...not orange color)

1) **Collect all PTD's and Upload into the Weslend Portal**

2) **If you see the below you don't need to create a task. Just hit** <u>RESOLVE</u>.

This alerts our team your PTD's are ready for review

3) **If there is no** RESOLVE**, then complete the below steps –** AND ONLY THE STEPS BELOW!!!!

- **Click on re-activate**

Then Click OK

THEN CLICK

The task will be re-activated and then you can press the RESOLVE