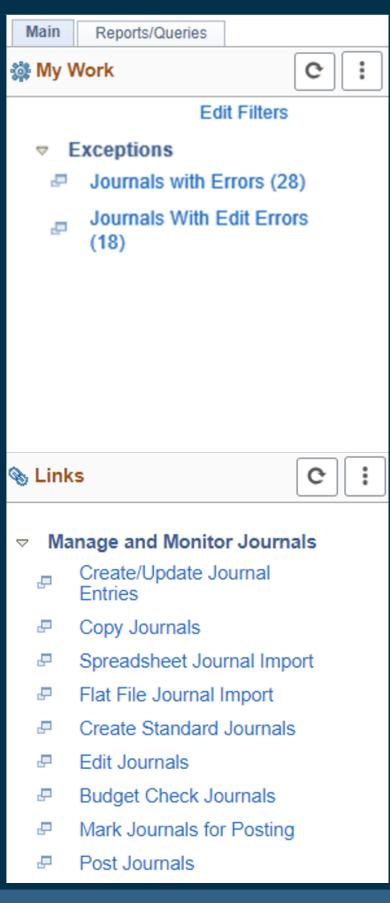
## WorkCenter Task Panel





## Use WorkCenters in Florida PALM to Save Yourself Time

- A WorkCenter is a role-based tool consisting of a Task Panel (located on the left side of the screen) containing links to your work tasks, transaction pages, queries and reports.
- On the Main tab of the Task Panel use the My Work section to quickly view a list of tasks or items you may need to review, update or approve, depending on your role.
- The Reports/Queries tab allows you to quickly run ad-hoc queries or reports you have previously processed.
- Access your activities, reports and queries using links on the WorkCenter Task Panel to complete tasks directly from the page.