

# Riskconnect ESG Tasks

Last Modified on 06/03/2022 2:55 pm PDT

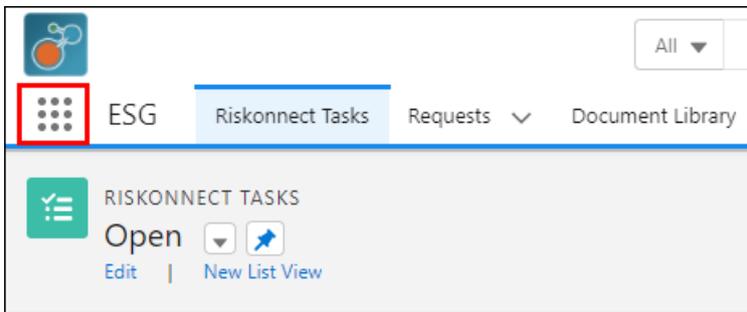
The main place in Riskconnect ESG where you spend most of your time is on the Riskconnect Tasks page. This page is the primary location for responding to requests sent to you by your customers in Riskconnect ESG. On the Riskconnect Tasks page, you might see tasks that ask you to fill out simple forms, more data-rich Test Request Forms, tasks for rejected forms from your customers, and even tasks that ask you to view a document (file) that was shared with you.

## To access the Riskconnect Tasks page:

1. Log in to Riskconnect ESG.

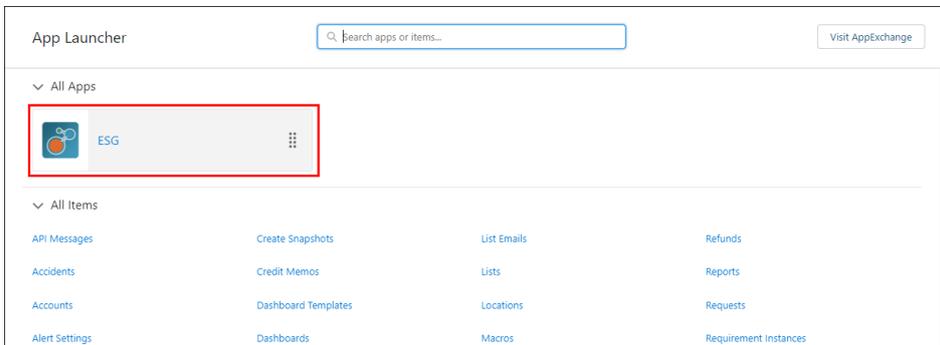
If you need help logging in, please view the [Logging in to Riskconnect ESG](#) help article.

2. Click the waffle icon in the upper left of your screen.

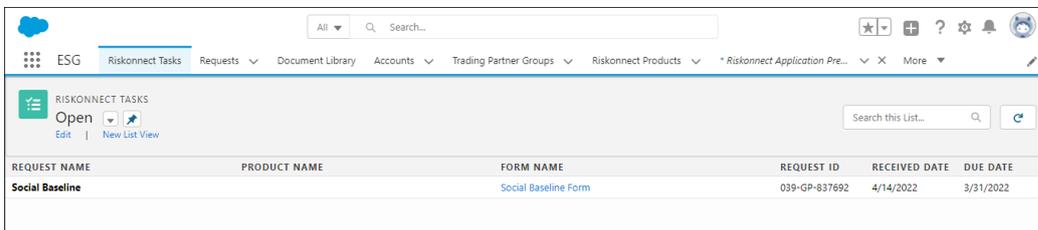


3. Click View All.

4. Select the ESG application from the App Launcher.



5. Select the Riskconnect Tasks tab if it is not selected by default.



## To respond to a Riskconnect Task:

1. On the Riskconnect Tasks list, click on the name of the request in the first column. A right hand panel is displayed that enables you to take action.

The screenshot displays the Riskonnect Tasks application interface. At the top, there is a navigation bar with the Riskonnect logo, a search bar, and various utility icons. Below this is a secondary navigation bar with tabs for 'ESG', 'Riskonnect Tasks', 'Requests', 'Document Library', 'Accounts', 'Trading Partner Groups', and 'Riskonnect Products'. The main content area is titled 'RISKONNECT TASKS' and features a 'Open' button with a dropdown menu and a 'New List View' link. A search bar for the current list is also present.

REQUEST NAME	PRODUCT NAME	FORM NAME	REQUEST ID	RECEIVED DATE	DUE DATE
Social Baseline		Social Baseline Form	039-GP-837692	4/14/2022	3/31/2022

A detailed view of the 'Social Baseline Form Response' is shown on the right side of the screen. It includes the following information:

- From:** Candy Supplier
- Due Date:** 3/31/2022
- Received Date:** 4/14/2022
- Workflow Status:** Submitted by Responder
- Request Status:** Open
- Document/Form:** Social Baseline Form

At the top of this detailed view, there are three action buttons: 'Open Form', 'Approve', and 'Reject'.

- Depending what step the request's workflow is in, you will see different action buttons. After you complete a Riskonnect Task, the task will disappear from your Open Riskonnect Tasks list.