

The My Tasks area allows faculty, planners, and peer reviewers to view system tasks and activity tasks in CloudCME®. Also, peer reviewers can begin the peer review process.

Via Computer

1 <https://hoag.cloud-cme.com>

2 Click **Sign In**

Hoag Medical Staff and Employees click the Hoag Medical Staff and Employees button, anyone outside of the Hoag system, please use **All Other Healthcare Professionals** button.

3 Click **My Tasks**



Types of Tasks

The **Global Tasks** area displays assigned system tasks such as uploading a photo, a faculty bio, or updating a disclosure.

Status	Task Name	Expiration Date	Date Completed
Begin	Upload Photo		
Begin	Upload Faculty Bio		
Update	Disclosure of Financial Relationships	Monday, December 11, 2023	Friday, December 11, 2020

The **Activity Tasks** area displays assigned activity tasks such as audiovisual requirements, presentation release forms, and availability.

Status	Task Name	Due Date	Date Completed
Begin	Audio Visual Requirements	08/01/2021 12:43 PM	
Begin	Topic Suggestion Form	08/01/2021 12:43 PM	

The **Peer Reviewer Tasks** area allows peer reviewers to begin the peer review process. Peer reviewers can download presentations, submit suggested revisions, and approve/reject presentations from this screen.

The screenshot shows the 'My Tasks Area' with a navigation bar at the top containing 'Sign Out', 'Home', 'CME Conferences', 'Live Course Calendar', 'Online Courses', 'About', 'Contact Us', 'Help', 'My Tasks' (with a red notification badge '6'), and 'My CME'. Below the navigation bar, there are four tabs: 'Global Tasks' (with a red badge '2'), 'Activity Tasks' (with a red badge '2'), 'Peer Reviewer Tasks' (with a red badge '1' and underlined), and 'Upcoming Presentations' (with a red badge '1'). A message reads: 'Below are pending peer review tasks. Click the review button on any task in order to begin a peer review. You can also see information on your past reviews below.....'. The main content area is titled 'Pending Reviews' and contains a task card for 'Allison Bergstedt, MD'. The card includes a calendar icon for 'Intro' on 'Thursday, August 5, 2021', a download icon for 'ColorectalOncology_2018_Brochure.pdf', a 'Download Disclosure' link, and a blue 'Follow-up Review' button. At the bottom of the task card area is a 'Previous Reviews' section.

The **Upcoming Presentations** area displays assigned presentation tasks for specific activities. Users can download presentations, view requested revisions, and upload revised presentations from this screen.

The screenshot shows the 'My Tasks Area' with the same navigation bar as the previous screenshot. The 'Upcoming Presentations' tab (with a red badge '1') is now selected and underlined. A message reads: 'Upcoming presentations will display here when an upload is needed.'. The main content area is titled 'Upcoming Presentations' and contains a task card for 'The Innovative Health Care Leader: From Design Thinking to Personal Leadership'. The card includes a calendar icon for 'What Makes A Great Leader' on '08/05/2021 8:45 AM', a download icon for 'Welcome to PowerPoint.pptx', a 'View Requested Revisions' link, and an orange 'Upload Revisions' button.