

Managing long-running tasks

Cameo Collaborator for Teamwork Cloud has a task manager that you can use to monitor and manage long-running tasks, such as exporting documents to PDF or HTML.

To open Task Manager

1. Open a Cameo Collaborator document.
2. In the top right corner of the screen, click  and select **Task manager**.
3. In the **Collaborator** tab of the **Task manager** dialog, do one or several of the following actions:
 - View the status of the active long-running tasks.
 - Click  next to a completed task to download the [exported Cameo Collaborator document](#).
 - Click  next to a task to remove it from the task manager.

Task manager

Active or recently completed processes in the background

Document name	Type	Scope	Format	Started generating	Status	
 Spacecraft Mass Rollup	Document	Whole document	PDF	Today 5:05 PM	Completed	 
 Hybrid Sport Utility Vehicle	Document	Whole document	PDF	Today 5:06 PM	Generating	 

[CLOSE](#)

The **Task manager** dialog.