

How do I create a group?

A group is used to group tasks together. This makes it easier to place all tasks with the same interval in one group. This also makes it possible to mark all tasks in a list as done.

1. Click on **New group...**
2. Complete all required fields.

Group details

General

Related groups

Unique id:

Name:

Budget code:

Group type:

General

Save

Save & close

Close

3. Click on **Save & close.**

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