

# How do I make the task description visible in the work list?

1. Open the task and select the tab **Task Description**.

The screenshot shows a 'Task details' dialog box with a blue header bar. Below the header, there are five tabs: 'General' (with a red error icon), 'Task description' (selected), 'Documents', 'Parts', and 'Extra'. Under the 'Task description' tab, there is a checkbox labeled 'Print task description at work list' which is currently unchecked. Below the checkbox is a rich text editor toolbar with various icons for undo, redo, bold, italic, underline, text color, background color, subscript, superscript, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert table, table, and a code editor icon. Below the toolbar is a large text area for entering the task description. At the bottom of the dialog, there are three buttons: 'Save', 'Save & close', and 'Close'.

2. Select the option **Print task description at work list**.
3. Click on **Save & close**.

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