

# How do I create a document task?

1. Right-click on the document and select **Add task**.

', 'Confidential: ☐', 'Assigned to: Admin ES' with a dropdown arrow, and 'Status: Open' with a dropdown arrow. At the bottom are three buttons: 'Save', 'Save & close', and 'Close'."/>

**Task details**

**General** Notes

ID: 15

Document: [Demo during MXSuite presentation PrimeTransport](#)

Date created: 22/02/2023

Due date: day/month/year

Description:

Private: ☐

Confidential: ☐

Assigned to: Admin ES

Status: Open

Save Save & close Close

2. Enter the fields **Due date** and **Description**.
3. Assign the task to a user.
4. Select the **Status**.
5. Click on **Save & close**.

**Private:** only visible by this person; not synchronized to the ship.

**Confidential:** only visible to the authorized user group.

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