

How do I create a new project task?

1. Open the module **Assets Tasks**
2. Click on **New task...**

Task details

General Task description Documents Photos Parts Extra

ID:

Task name:

Project task
 Use this task once
 Is defect Is at service request
 Counter based
 Requires approval

Group: Budget code:

Project types
Each Project

Ranks

Other
Time needed: hours
Priority:

Remark is mandatory
 Attachment is mandatory

3. Describe the task in the **Task name** and in the tab **Task description**
4. Eventually, link the task to a project type
5. Click on **Save & close**

A task can be linked to a project type. When a project is created with that type, all tasks linked to that type will be linked to the newly created project.

Project types can be created and modified in Administration > Projects. The default project types are *Standard*, *Intermediate* and *Special*.

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