


How do I add, modify, or complete a task?

Tasks are used to track projects or items to be completed. They can be a one-time task or a recurring task and can be set with a reminder. The progression of the task can be tracked and marked completed.

Add a Task

1. Click the **Task** button or icon  in the Navigation Pane.
2. Click the **New** icon on the *standard* toolbar. A *new task* dialog box displays.

Backup CESR and calendar files - Task

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence... Assign Task

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Task Details

Due today.
Starts every Friday effective 5/6/2005 until 12/23/2005.

Subject: Backup CESR and calendar files

Due date: Fri 7/8/2005 Status: Not Started

Start date: Fri 7/8/2005 Priority: Normal % Complete: 0%

Reminder: Fri 7/8/2005 4:00 PM Owner: Pam Henderson

3. Type the **subject**.
4. Set the **due date** and **reminder date**.
5. Set a **reminder date** and **time**.
6. Add additional information about the task in the memo section.
7. Click **Save and Close**.
8. A reminder displays when the reminder date and time is reached.

Modify a Task

1. Click the **Task** button or icon in the Navigation Pane.
2. Open the **task**.
3. Update the fields as needed including the **status** and **percentage completed**.
4. Click **Save and Close**.

Complete a Task

1. Click the **Task** button or icon in the Navigation Pane.
2. Open the **task**.
3. Click the **Status down arrow**.
4. Highlight **Completed**.
5. Click **Save and Close**.