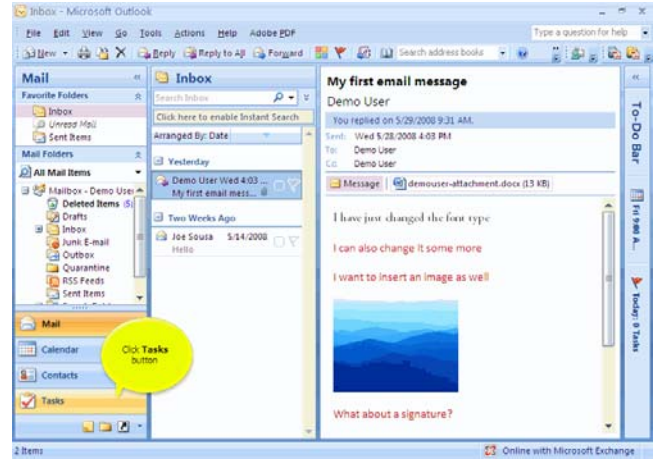
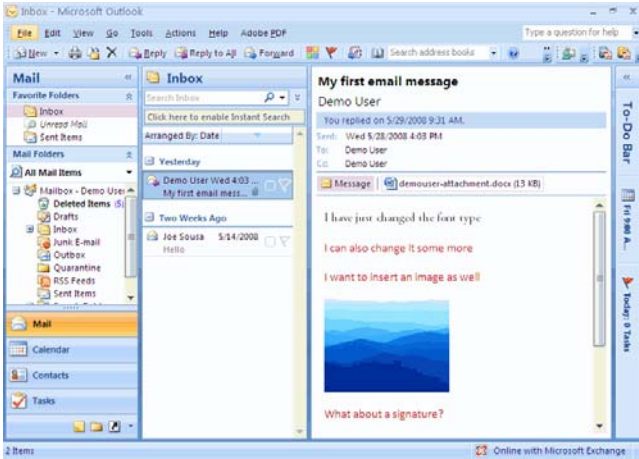


Scene 1

Scene 1



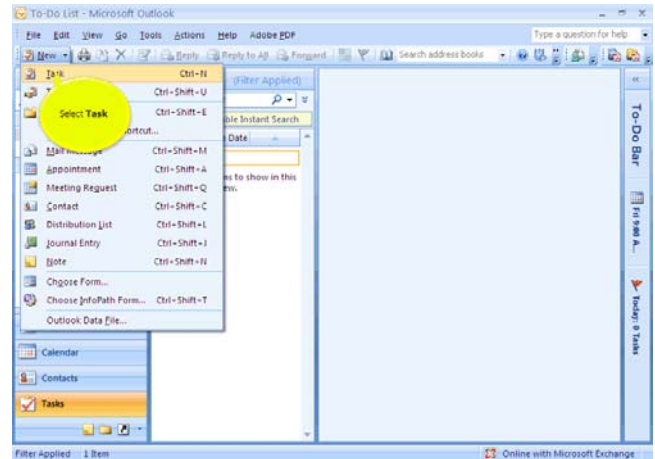
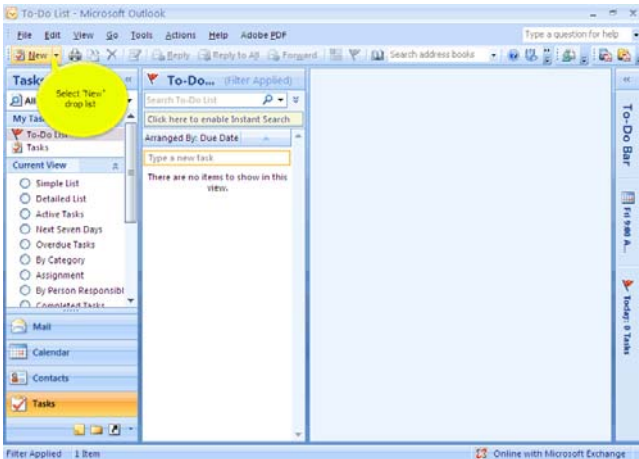
Click Tasks button

This demonstration will show you how to create and manage tasks

First locate the tasks tab on the bottom left hand side of the screen as shown, click it

Scene 1

Scene 1



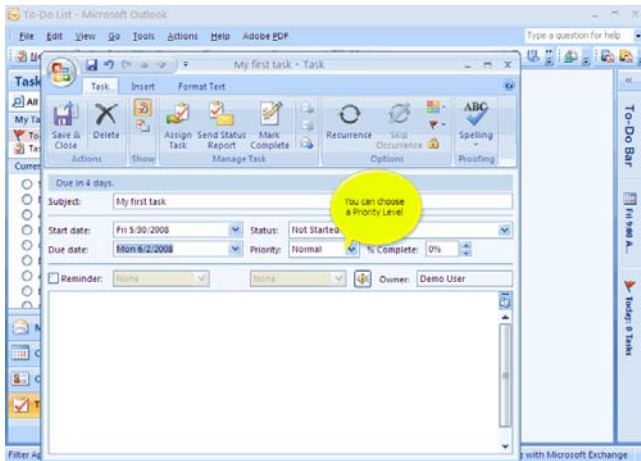
Select "New" drop list

Select Task

- Click the new drop down button

- Select task

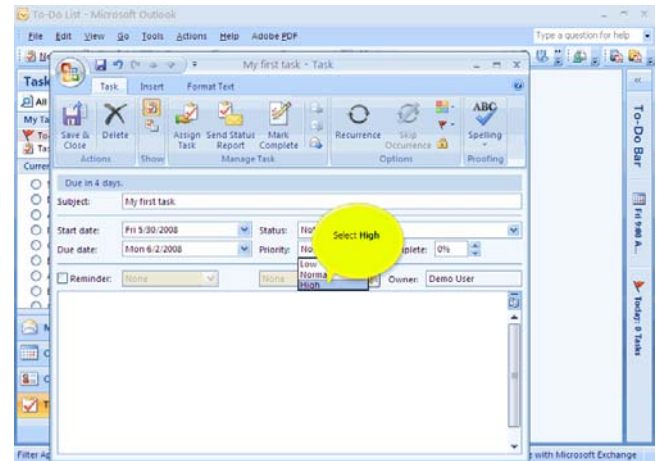
Scene 1



You can choose a Priority Level

- Enter a subject
- Enter a starting date of the task
- Then an ending date
- Then enter a priority level

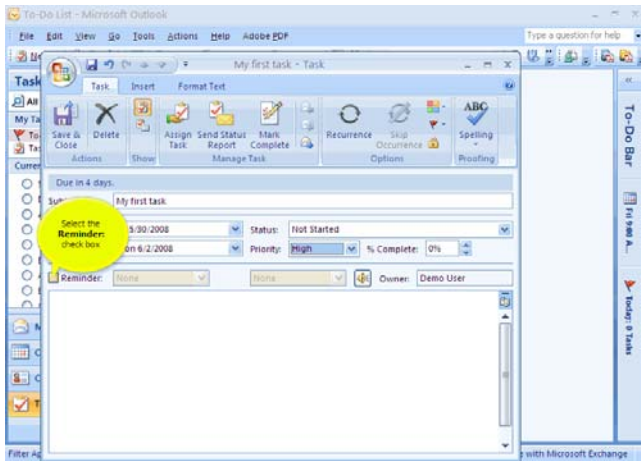
Scene 1



Select High

- In this case we selected high

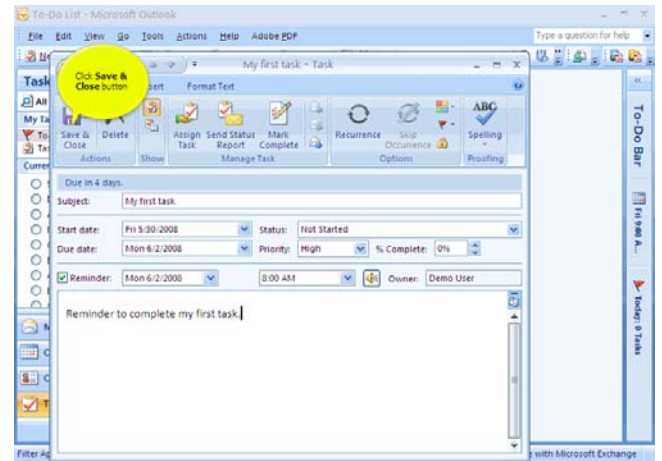
Scene 1



Select the Reminder: check box

- Next select the reminder check box
- You may choose a reminder time if you wish we will not in this case
- Next enter any relevant note regarding this task in the body

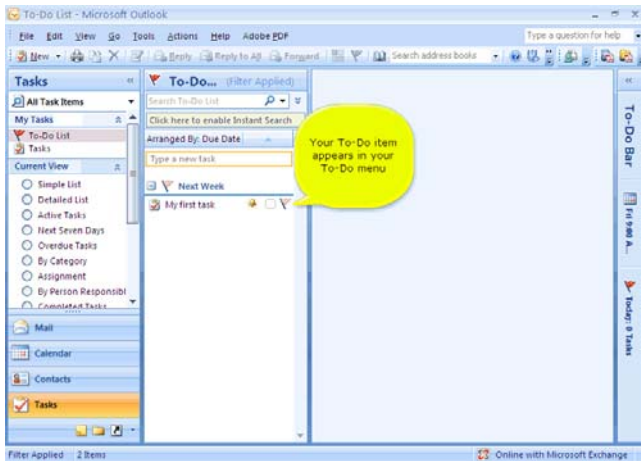
Scene 1



Click Save & Close button

- Click the save and close button to complete the ticket

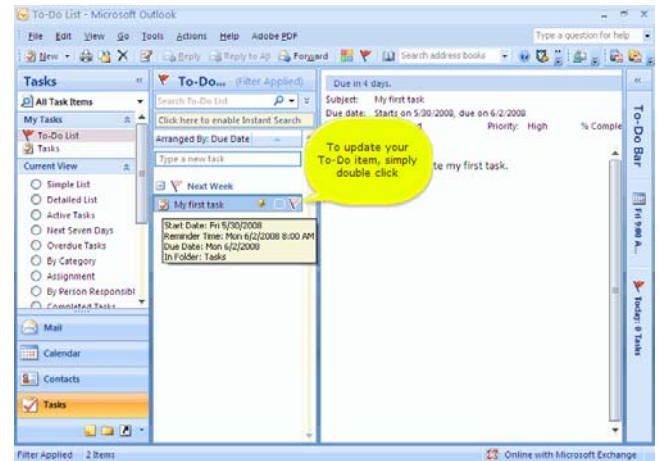
Scene 1



Your To-Do item appears in your To-Do menu

Notice that the item you have just entered appears in the listing

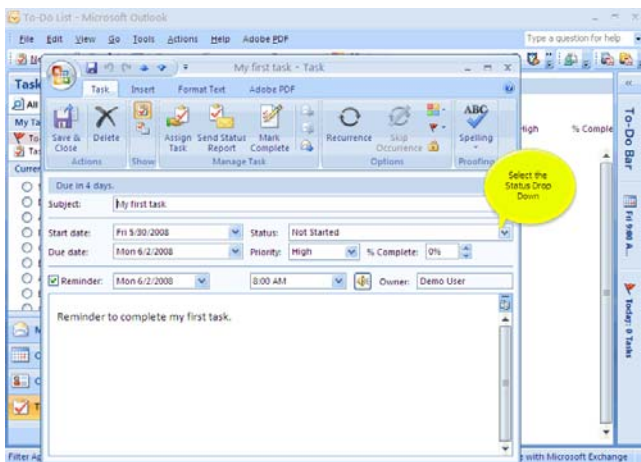
Scene 1



To update your To-Do item, simply double click

In most cases you will want to update and track the status of the task, so now, double click the task so that it can be modified

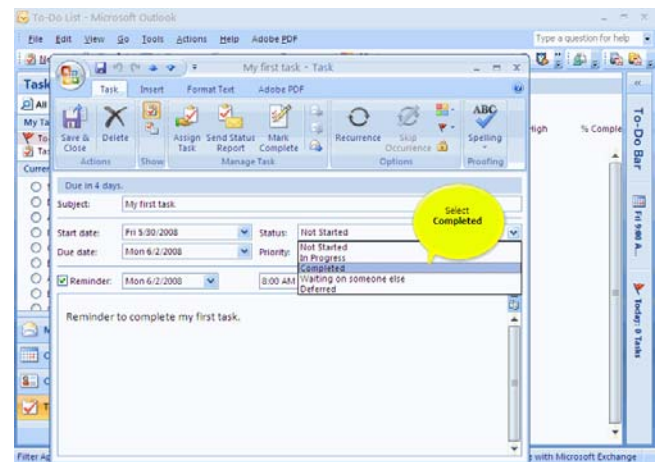
Scene 1



Select the Status Drop Down

In this case we will mark the task as complete, you can however change any items you wish, such as due date, percentage complete, or priority, etc

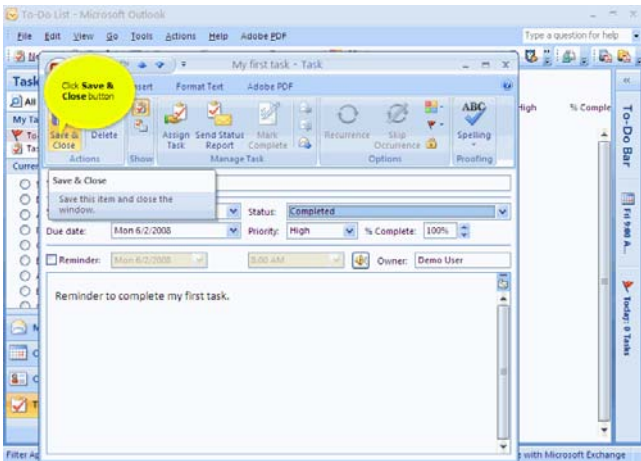
Scene 1



Select Completed

<-

Scene 1



Click Save & Close button

Click the save and close button to complete and close the task