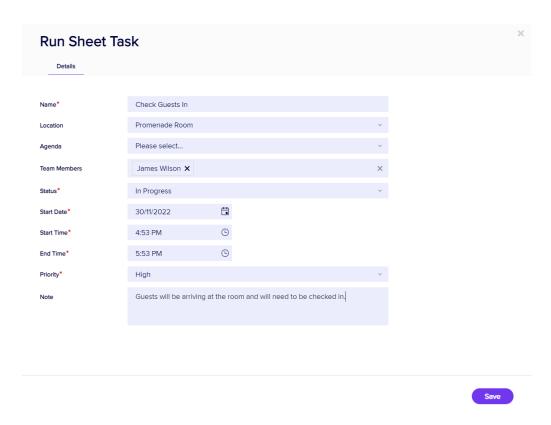
Add Task

Last Modified on 11/29/2022 11:55 pm EST



Selecting Add Task lets you add tasks to your Run Sheet. Your options include:

- Name enter the name of the task here.
- Location if you have pre-defined a location list, you can select the location here.
- Agenda if this task is included on the Agenda, you can indicate the agenda item here.
- Team Members selected from a drop-down list.
- Status lets you set the beginning status.
- Start Date
- Start Time
- End Time
- Priority
- Note enter any text about this item.