

Add Task

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

Run Sheet Task

Details

Name*	Check Guests In
Location	Promenade Room
Agenda	Please select...
Team Members	James Wilson X
Status*	In Progress
Start Date*	30/11/2022
Start Time*	4:53 PM
End Time*	5:53 PM
Priority*	High
Note	Guests will be arriving at the room and will need to be checked in.

Save

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.