Add Task

Last Modified on 11/29/2022 11:46 pm EST

Task

Details

Description*	Create Conference Brochure
Team Members	James Wilson ✕
Status*	In Progress
Start Date	30/11/2022 Start Time 7:00 AM
Due Date	01/12/2022 Due Time 4:00 PM
% Completed	0.00%
Note	Will be printed and distributed in advance
Milestone Increment	✓
Milestone Alert	☐ Send an Alert when a Milestone is not complete by the due date
Alert Level	Information
Alert Message	Project Milestone was not completed:

Save

Selecting Add Task lets you add new Tasks to your Project. Your options include:

- **Description**
- **Team Members** - select from a drop down list.
- **Status** - lets you set the beginning status.
- **Start Date/Time**
- **Due Date/Time**
- **Percent Completed**
- **Note**
- **Milestone Increment** - select to display a milestone marker.