Create a Task in the underlying application

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Tasks Dashboard

To get a quick overview of the tasks that need to be finalized, check the tasks dashboard.
Create a Task in the underlying application

Create a task

If you wish you create a task, click on Create New Task button.
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Task module

In the Task module you have access to certain fields.

NEXT
Create a Task in the underlying application

Email field

The mandatory field is the email field - a notification will be sent if the task is not completed on time.

Next

Shortcuts:
ENTER
TAB

PROPERTY NAME: Dorin Iulian Chiritoiu Playground
LANGUAGE: English
EXPORT DATE: 21 August 2023
ACCOUNT: https://family.userlane.com/app/wd75q
LINK: https://go.userlane.com/wd75q/102839
Create a Task in the underlying application

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Click Save

When pressing Save, a new task will be added to the Dashboard.
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Task was created

The task was created and now it can be accessed anytime from the Dashboard.
Create a Task in the underlying application

Congrats! You completed the training!

Next