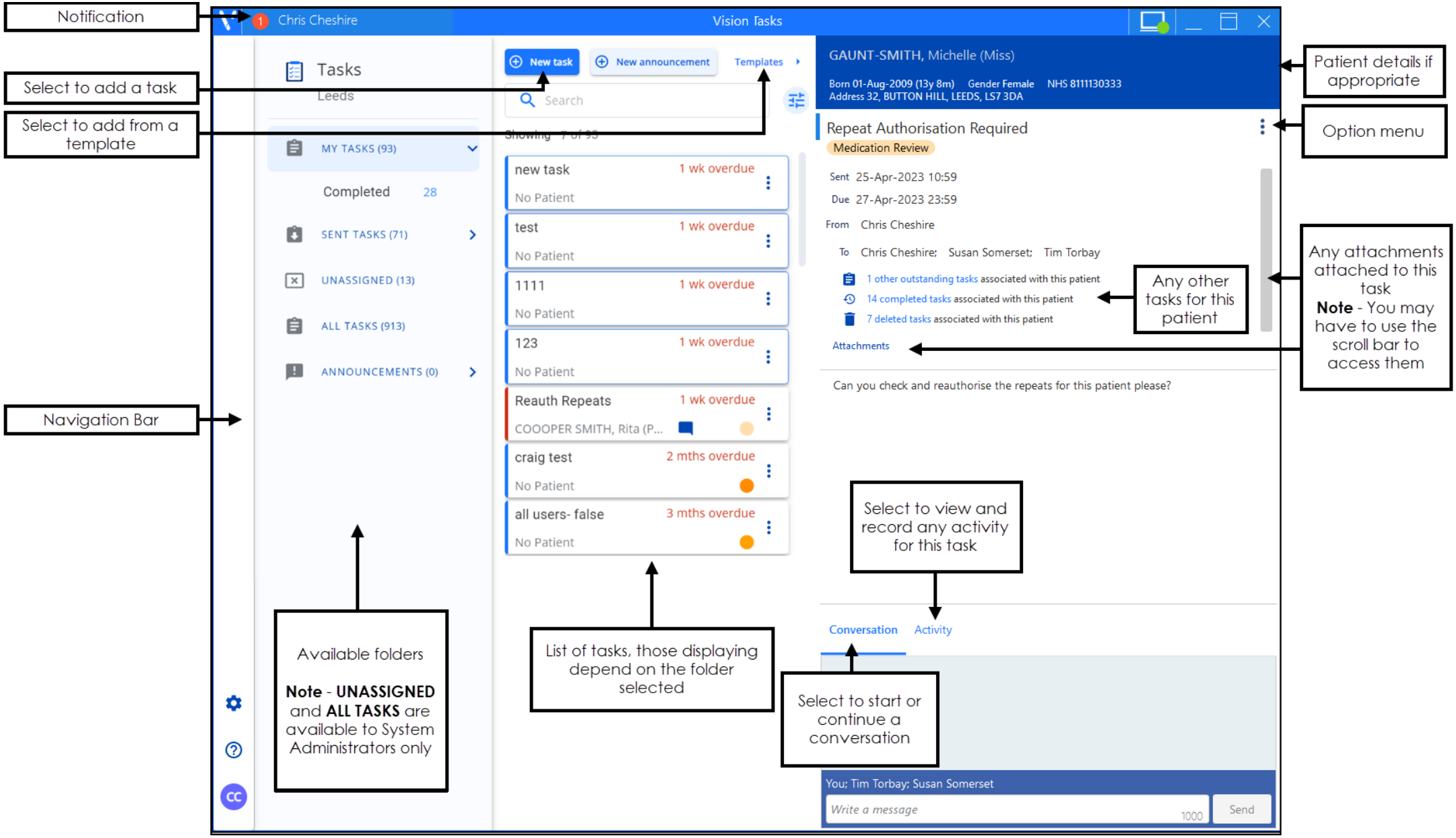
Tasks Desk Aid

Tasks



Tasks Desk Aid

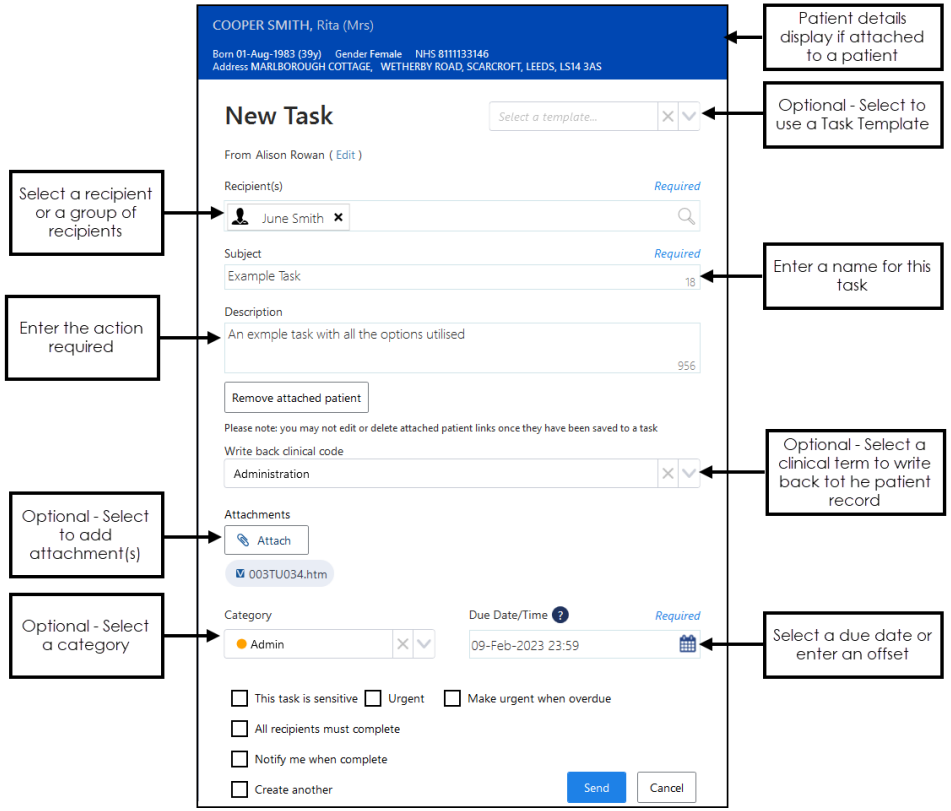
Tasks

The following options are commonly used from **Tasks**:

Creating a Task

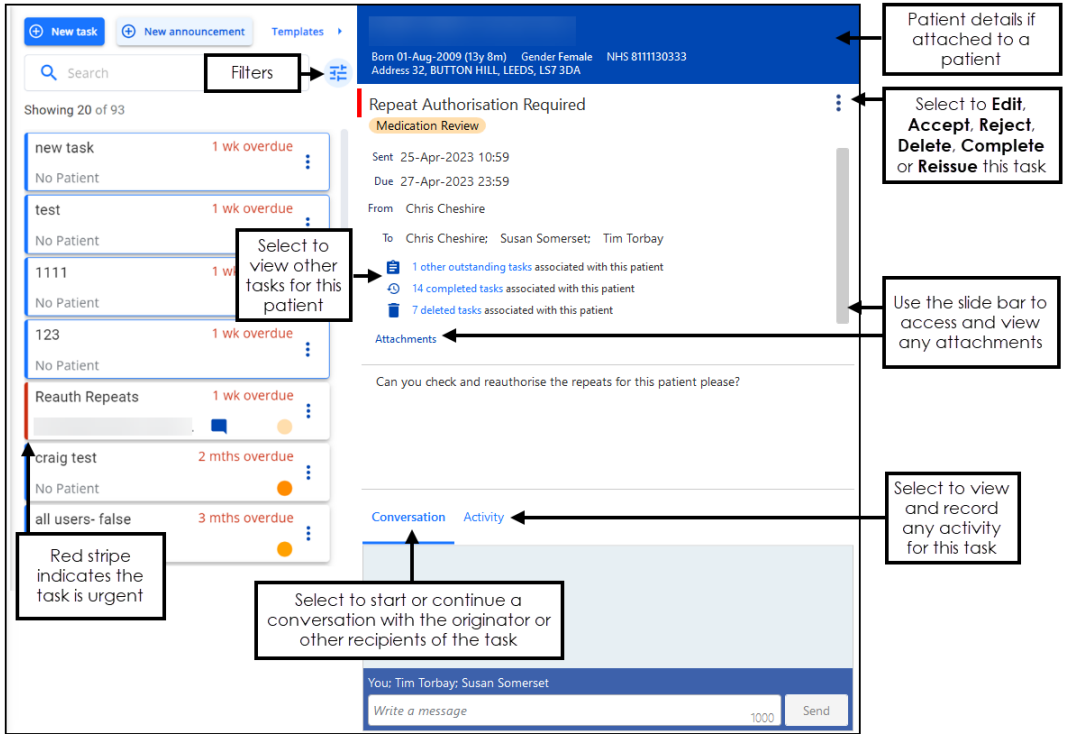
Select **New task**

and complete the **New Task** screen:



Processing a Task

Select a task from your task list and the details display to the right of your list. From **Options** select an action:



Creating an Announcement

Select **New announcement**

and complete the **New announcement** form.

Remember - **Announcements** do not need actioning, they are for information only.