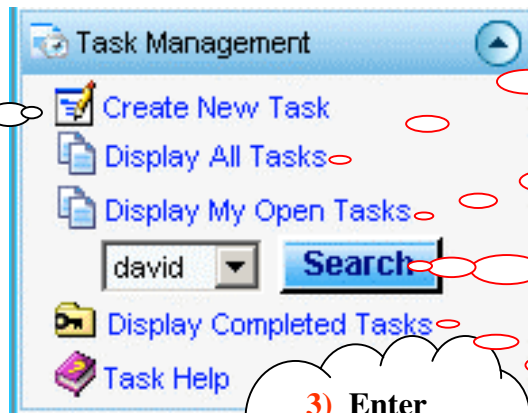


# \*Creating a New Task – All Tasks can be viewed from the calendar and the Contacts Manager.



1) Create New Tasks, as shown below.

Display All new and open Tasks.

View All MY open Tasks.

Search for and View all open Tasks by user.

Display completed Tasks.

2) Enter Description of Task.

3) Enter Reference Information or Project Number.

4) Assign the Task to someone.

7) Click to pick a date.

5) Assign the Status.

6) Select a Priority (High, Medium, Normal, Low).

8) Time Task is due.

9) Place this Task on the Calendar, select which date to use. You can change this at anytime.

Lastly, Submit Task when you are finished.

10) Enter Comments, you have up to 255 characters.

A screenshot of a "New Task" form. The form fields are: "Name: David Slater", "Description(50): \* Make Doctor Appointment", "Reference(15):", "Assigned To: david", "Status: Accepted", "Priority: High", "Start Date: \* 01/04/2005", "Date Due: 01/04/2005", "Time Due: 05pm : 00", "Calendar: No (selected), Start Date, Date Due", "Comments (255): Make Doctor's Appointment for annual check up.", and buttons for "Submit", "Reset", and "Close". A legend indicates "\* = Required Field".