

Tasks

Last Modified on 10/08/2020 1:43 pm EDT

In the **Tasks** section, you can create tasks for yourself or other users, which will appear on the [My Tasks](#) page for the assigned user until it's marked as complete.

Name	Task Type	Assigned Date	Task Status
Follow-up	Interview	September 10, 2020	Open

The Tasks section.

To add a new task, click the **+** icon at the bottom-right of the table, enter the required details, then click **Create** to save your changes.

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Create a New Task

Task Name ⓘ

Task Type

Assigned Date

Due Date

Requires Attachment

Creating a new task.

To unlink the task from the activity, click the **X** beside it in the table. Note that removing the task from the activity does **not** delete it from Command Center or from the assigned user's list of tasks. To edit a tasks' details, click any data in the table (e.g., officer name), then click it again from the palette that appears to right of the screen. Editing a task will allow users to enter in additional details such as the assigned user and the external data source.

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Follow-up

T-11

Task Name

Description

<p>Task Type</p> <input style="width: 90%;" type="text" value="Interview"/>	<p>Task Assigned To</p> <input style="width: 90%;" type="text" value="Start typing to find Us..."/>
<p>Assigned Date</p> <input style="width: 90%;" type="text" value="📅 September 10, 2020"/>	<p>Completed Date</p> <input style="width: 90%;" type="text" value="📅"/>
<p>Due Date</p> <input style="width: 90%;" type="text" value="📅 September 17, 2020"/>	<p>External Data Source</p> <input style="width: 90%;" type="text" value="Select one..."/>
<p>Requires Attachment</p> <input style="width: 90%;" type="text" value="No"/>	<p>Task Status</p> <div style="background-color: #007bff; color: white; padding: 5px; display: inline-block;">Open</div>

Editing an existing task.

If other users are assigned to the task, they'll receive a [notification](#) at the email address provided when they created their account. If needed, you can send a reminder email by opening the existing task, then clicking **Notify**.

RN

Resolver Notifications <noreply@resolver.com>

A task Approval due September 9, 2019 (UTC) has been assigned to you

:RESOLVER

Hi Activity Owner 2

The following task has been assigned to you:

Task: Follow-up

Type: Interview

Due: September 10, 2019 (UTC)

You can get more details on the task, or complete it when its done, by following the link.

Click the link below to access

[Follow-up](#)

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You received this email because your company has subscribed to Resolver

The email sent to an assigned user.