

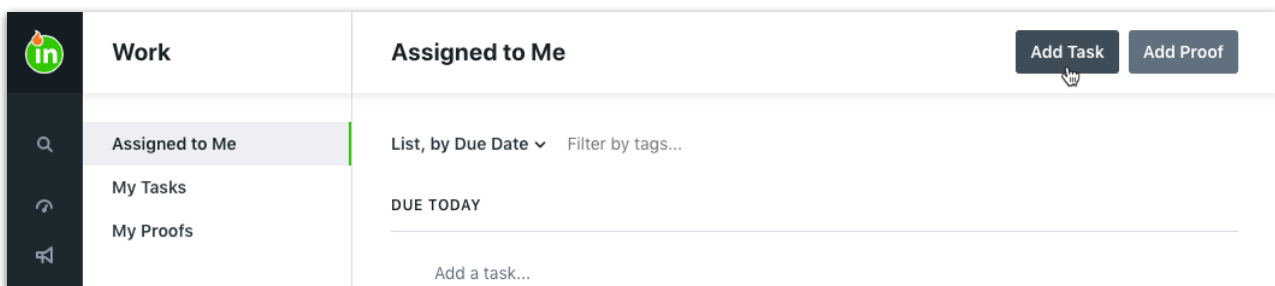
Creating a Task

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A task represents a to-do item that you would like to track as a part of your team workflow. inMotion allows tasks to be stand-alone or associated with a project.

Stand-alone Tasks

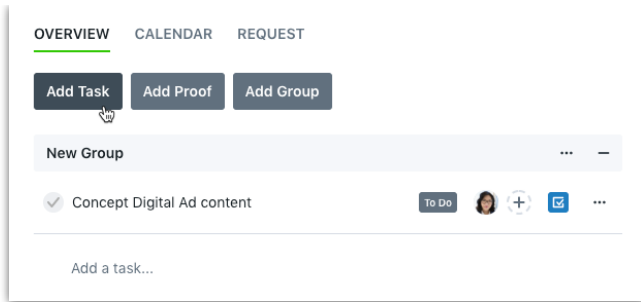
To create a stand-alone task, navigate to the work list view and click **Add Task** in the top right of the page. Provide a name and click **Create Task**. You can then view or customize the task details.



Based on your user permissions, the Work sub-navigation menu may include sections **My Work** and **All Work**. Adding a task from the **My Work** list will automatically assign that task to you. If you create a new task from a view found in the **All Work** section, it will be unassigned by default.

Project Tasks

To create a task associated to a project, navigate to the project details page and click the available **Add Task** button found near the top of the **Work** tab. Provide a task name and click **Create Task**. You can then view or customize the task details.



If you want to create multiple tasks at once, you can quickly add those tasks by clicking '**Add a task...**' beneath the last existing item in the **Work** tab. Type the name of each task and **hit return**. Continue this process as necessary to create multiple tasks. Once created, click on an individual task to view or customize task details.

