



How To: Create an Independent Task

This tutorial will demonstrate how to create a single independent task in the JobCheck web application. A user may create single tasks to help track the progress of to-do's that arise during the production of a job.

Detail	Inventory	Tasks	Photos	Attachments
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1. Log in to the JobCheck Web Application.
2. Open the job you are working on.
3. Click 'Tasks' from the secondary navigation bar.
4. Click 'New Task' to add a single independent task.
5. Enter task details and include who it will be assigned to and when it is due.

Task Edit Save Cancel

Subject: 

Assigned To: 

Due Date Time: [12/9/2015 10:22 AM]

Status: ▾

Reminder: [12/9/2015 10:22 AM]

Description:

Save Cancel

6. Click 'Save'.

The new task will notify the assigned user and will be available for all users to view in the tasks tab in the web application.



Tasks can only be assigned to JobCheck users; task creation (if assigned to someone other than you) will trigger an email notification for the assigned user, a mobile notification in the app and the task will appear in their task list.

For additional support or assistance, visit our [online support portal](#), contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.