

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.

Tasks

Activity Tasks

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.

×

Create a New Task

Task Name ⓘ

Task Type

Assigned Date

Due Date

Requires Attachment

CREATE

CANCEL

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.

X

Follow-up

T-11

Task Name

Follow-up

Description

Task Type

Interview

Task Assigned To

Start typing to find Us...

Assigned Date

September 10, 2020

Completed Date

Due Date

September 17, 2020

External Data Source

Select one...

Requires Attachment

No

Task Status

Open

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



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.