Working with tasks
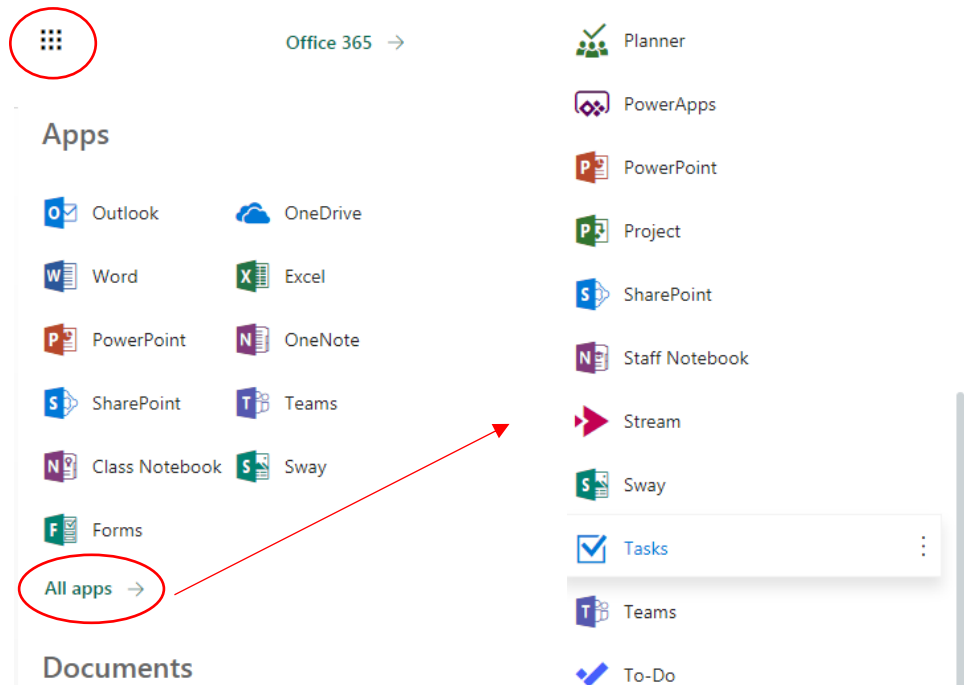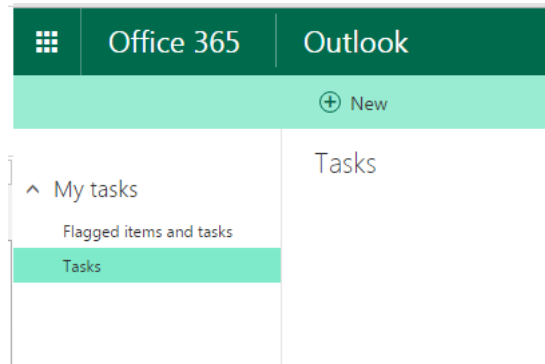
1) From the list of available Apps, select "Tasks", if Task is not listed in, select "All apps" and scroll down the list of all available apps and select it.

2) To create a new task entry, select "New"

3) The basic task entry screen will open, to view all the fields select "show more details"

4) The task entry will expand with more options, complete the fields as needed and select "save"

5) The entry will appear in the "active" list (in order to view tasks based upon their status select the appropriate view). When the task is selected icons will appear on the entry line, the trash can icon is to delete the task; the box with the check mark is to mark the item as complete; and the flag icon is to set a flag. To edit the item for updating, select "edit".