

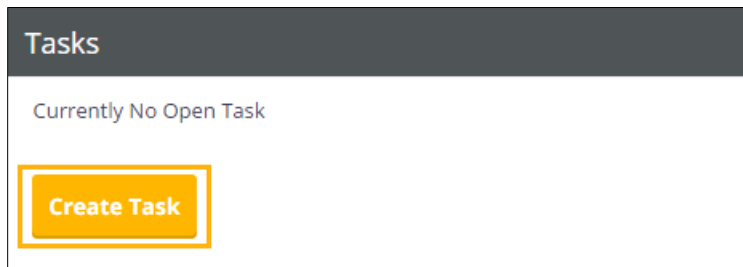
Spaces: Tasks

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Create a Task

1. Select the Space in which you want to create a task.
2. In the **Tasks** box, click the **Create Task** button.



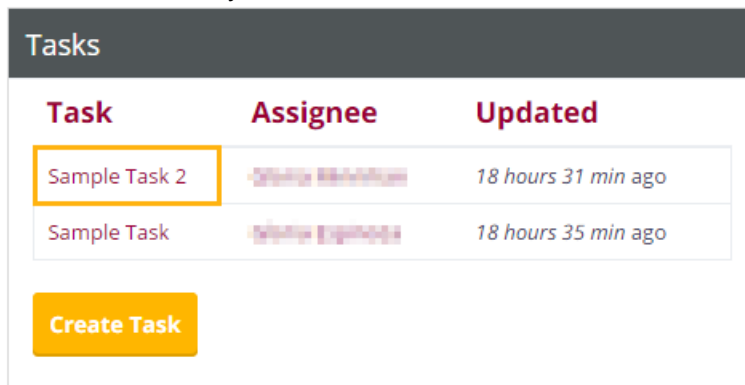
3. Complete all of the required fields.
4. Upload any **attachments** if necessary.
5. Click the **Save** button.



Edit and Update a Task

**Note: At this time, only the creator of a task can edit or update the task.*

1. Click on the task you created, located in the **Tasks** box.



Task	Assignee	Updated
Sample Task 2	[Redacted]	18 hours 31 min ago
Sample Task	[Redacted]	18 hours 35 min ago

Create Task

2. In the red bar, click the **Edit** button.



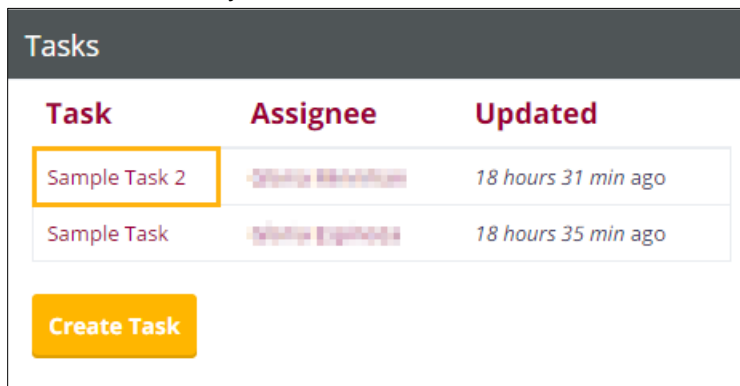
3. Make the desired changes to the task and click the **Save** button.



Archive a Task

**Note: At this time, only the creator of a task can archive the task.*

4. Click on the task you created, located in the **Tasks** box.



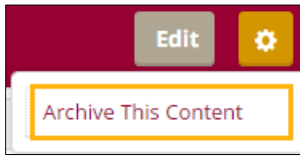
Task	Assignee	Updated
Sample Task 2	[Redacted]	18 hours 31 min ago
Sample Task	[Redacted]	18 hours 35 min ago

Create Task

5. In the red bar, click the **Gear** button.



6. In the drop down menu, select **Archive This Content**.



7. Confirm your decision to archive the task by clicking **Archive This**, or click the **Cancel** button.

