

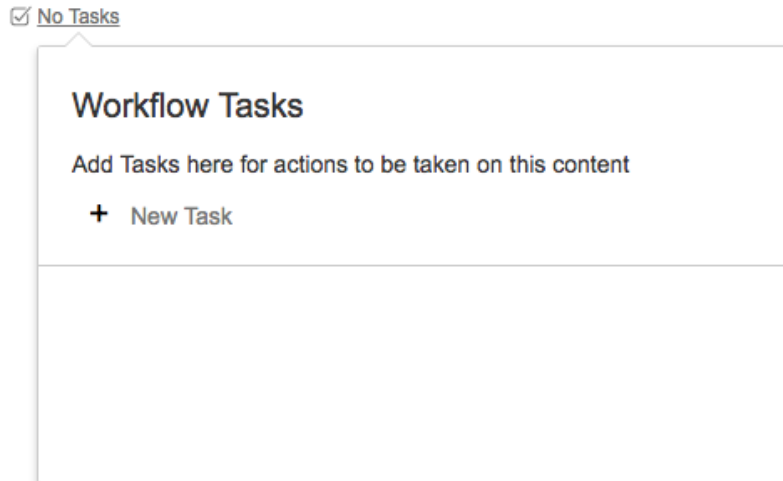
Create a task

Overview

In "taskable" workflow states, you can add your own workflow tasks via the [Tasks Popup](#).

Open the Tasks Popup

Click on the **Tasks** link in the [Workflow Status Bar](#) to open the [Tasks Popup](#):

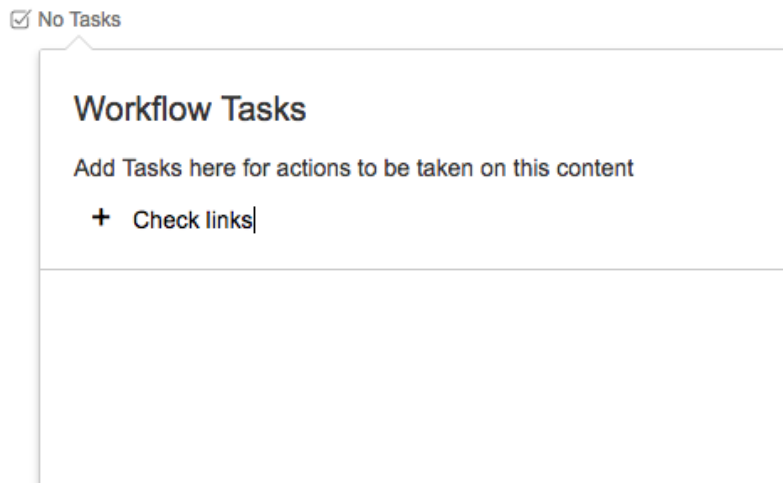


Note: If the **Tasks** link is not visible, you can add it via [Page Tools Menu Add Task](#).

Click on the **New Task** text and enter the name of the task.

Naming the task

Type in the task name – this should be a concise statement about what needs to be done.



Assign the task

You can **@mention** a user, just like you can in a Confluence task; they will be added as the assignee of the task.

No Tasks

Workflow Tasks

Add Tasks here for actions to be taken on this content

+ Check links @emm

 **Emma Rush** (emmarush)

 **Emmet Paris** (eparis)

Task description

If you want to add additional information, press **Shift + Enter** to start a new line, then you can add a description.

No Tasks

Workflow Tasks

Add Tasks here for actions to be taken on this content

+ Check links emmarush
Docs site moved to new URL|

Submitting the task

Pressing **Enter** will submit the task.

1 Task

What do you want to get done for this page?

+ New Task



Check links emmarush

Docs site moved to new URL

Notifications and reporting

Depending on App configuration (see below) anyone assigned to the task, or watching the page will receive notifications to let them know of the changes.

Details of the changes will also be stored in the [Activity Report - Content](#).

See also

Reporting Guide:

- [Report on tasks](#)

Workflow Authoring Guide:

- [Notifications](#)
- [Tasks](#)

Administration Guides:

- [Configuration - Space Tools](#)
- [Notifications - Space Tools](#)

[◀ Back to Tasks Popup](#)