

Add Task - Page Tools

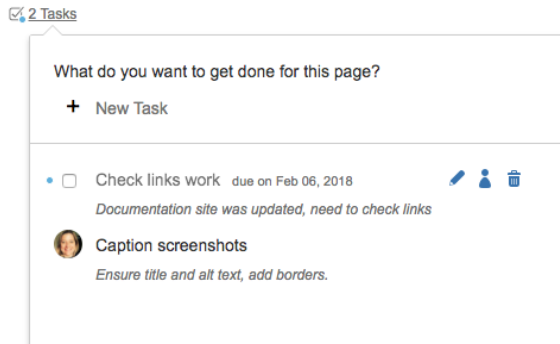
Overview

If the **Tasks** link is not present on the [Workflow Status Bar](#), you can choose **Add Task...** to make it appear.

The link will only be available on pages which don't yet have a workflow, or when the workflow is in a "taskable" state.

Tasks Popup

Once clicked, the **Tasks** link will appear on the status bar, from which you can access the [Tasks Popup](#):



From here you can:

- [Create a task](#)
- [Assign a task](#)
- [Edit a task](#)
- [Task expiry date](#)
- [Complete a task](#)
- [Delete a task](#)

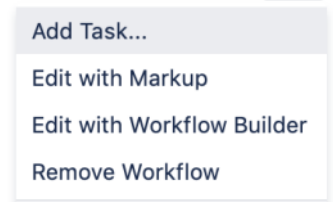
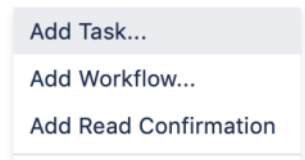
See also

[Reporting Guide:](#)

- [Report on tasks](#)

[Workflow Authoring Guide:](#)

- [Tasks](#)



[◀ Back to Page Tools Menu](#)