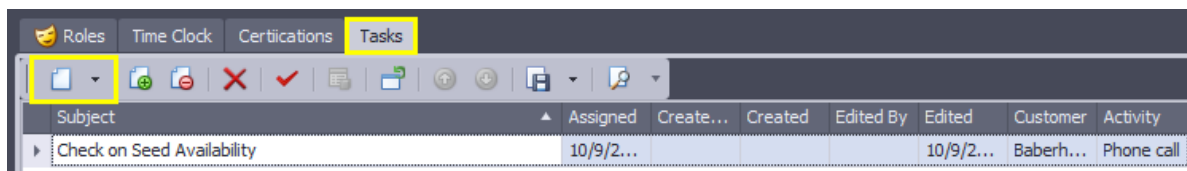


# Employee Tasks

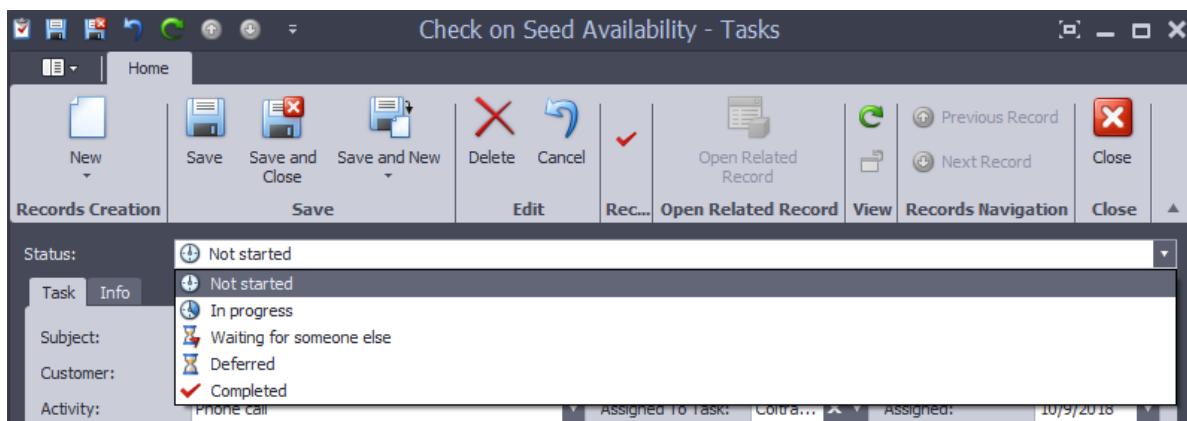
Last Modified on 11/04/2018 3:45 pm MST

Tasks can be created and assigned to a specific employee. To add or view a task assigned to a specific employee, follow the steps below:

- Step 1 - From the **Human Resources** module in the Navigation pane, select the **Employees** section. Then click employee whose task you want to view, edit, or add.
- Step 2 - To view or edit an existing task, click it from the **Task** sub-tab. To add a new task, click the New button.



- Step 3 - A pop-up window will appear for you to enter task information. Begin by setting the status. If the task is to be completed later, set the initial status to **Not started**.

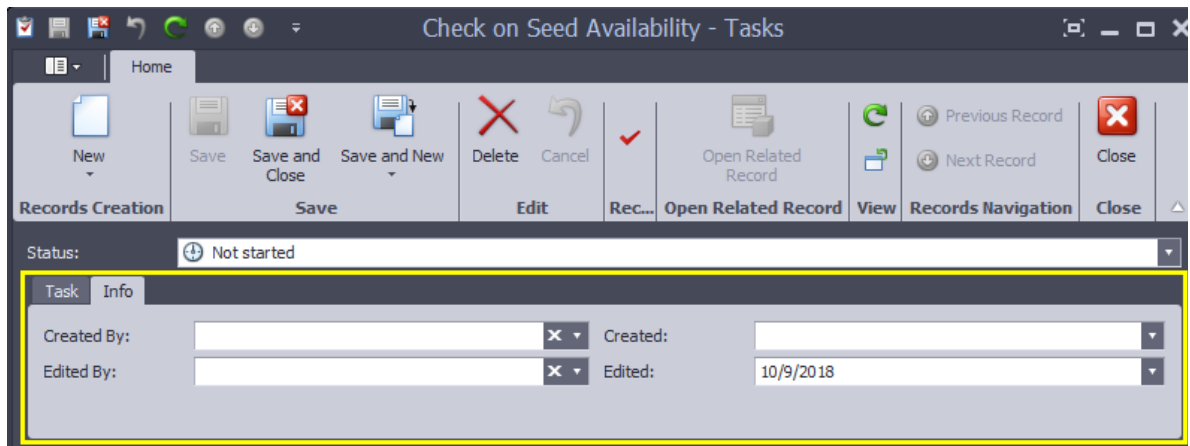


- Step 4 - Complete the fields described below in the **Task** sub-tab.

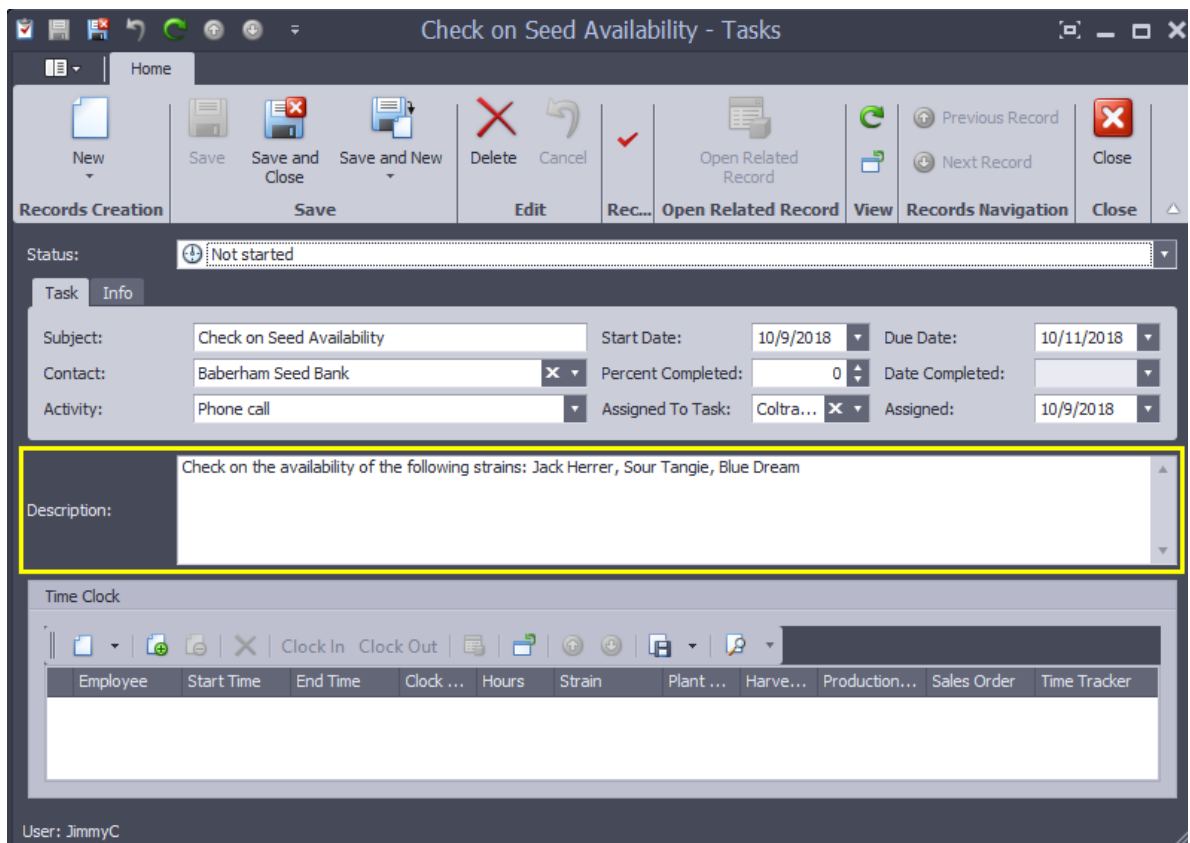
The screenshot shows a software window titled "Check on Seed Availability - Tasks". The interface includes a ribbon with various actions like "New", "Save", "Delete", "Cancel", "Open Related Record", "View", and "Close". Below the ribbon, the "Status" is set to "Not started". The "Task Info" sub-tab is active, displaying fields for "Subject", "Contact", "Activity", "Start Date", "Due Date", "Percent Completed", "Date Completed", "Assigned To Task", and "Assigned". The "Description" field contains the text: "Check on the availability of the following strains: Jack Herrer, Sour Tangie, Blue Dream". At the bottom, there is a "Time Clock" section with a table for tracking time.

Employee	Start Time	End Time	Clock ...	Hours	Strain	Plant ...	Harve...	Production...	Sales Order	Time Tracker

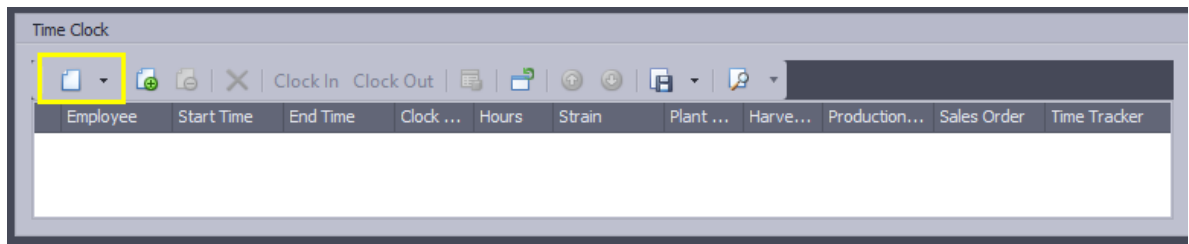
- Subject - give the task a brief description to identify it later
  - Contact - choose the contact related to this task
  - Activity - choose from a list of predetermined tasks or select other
  - Start Date - enter the date the employee is able to begin the task
  - Due Date - enter the date the task needs to be completed
  - Percent Completed - if the task is only supposed to be partially completed, enter how much should that employee needs finish
  - Date Completed - this field will auto-populate once the **Status** is changed to Completed
  - Assigned To Task - choose the employee to complete this task
  - Assigned - this field will auto-populate to the current date
- Step 5 - The additional **Info** sub-tab is where you can enter and view information about the creation and editing of the task itself.



- Step 6 - Enter a detailed description of what the employee needs to do to complete the task.



- Step 7 - The time clock section will auto-populate when an employee completes the task and marks it as completed. You can also enter the employee's time manually by clicking the **New** button.



- Step 8 - Click one of the **Save** options.

