

# Tasks

Last Modified on 08/30/2021 4:34 pm MDT

## Keeping Track of Your Tasks in Farmbrite

Farmbrite's Tasks feature is an easy way to manage all the work that needs to be done around your farm and business.

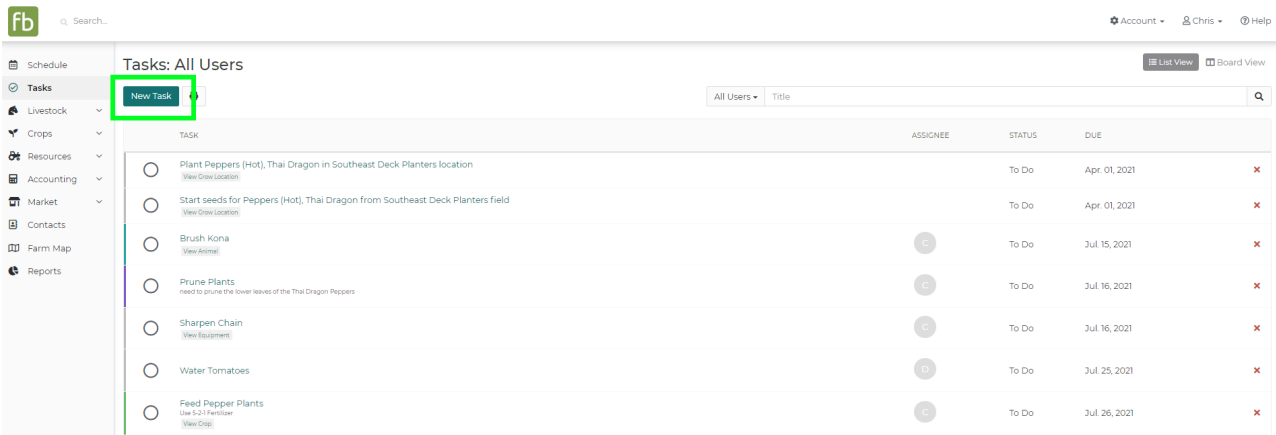
A task is basically a "to-do" - similar to a [calendar event](#), except that you can assign the work to another Farmbrite user, and also keep track of the status of the task - when it's in progress, complete, etc.

If you have any tasks assigned for today, you will see them on your Farmbrite homepage. If you don't have any yet, select Tasks from the left navigation menu.

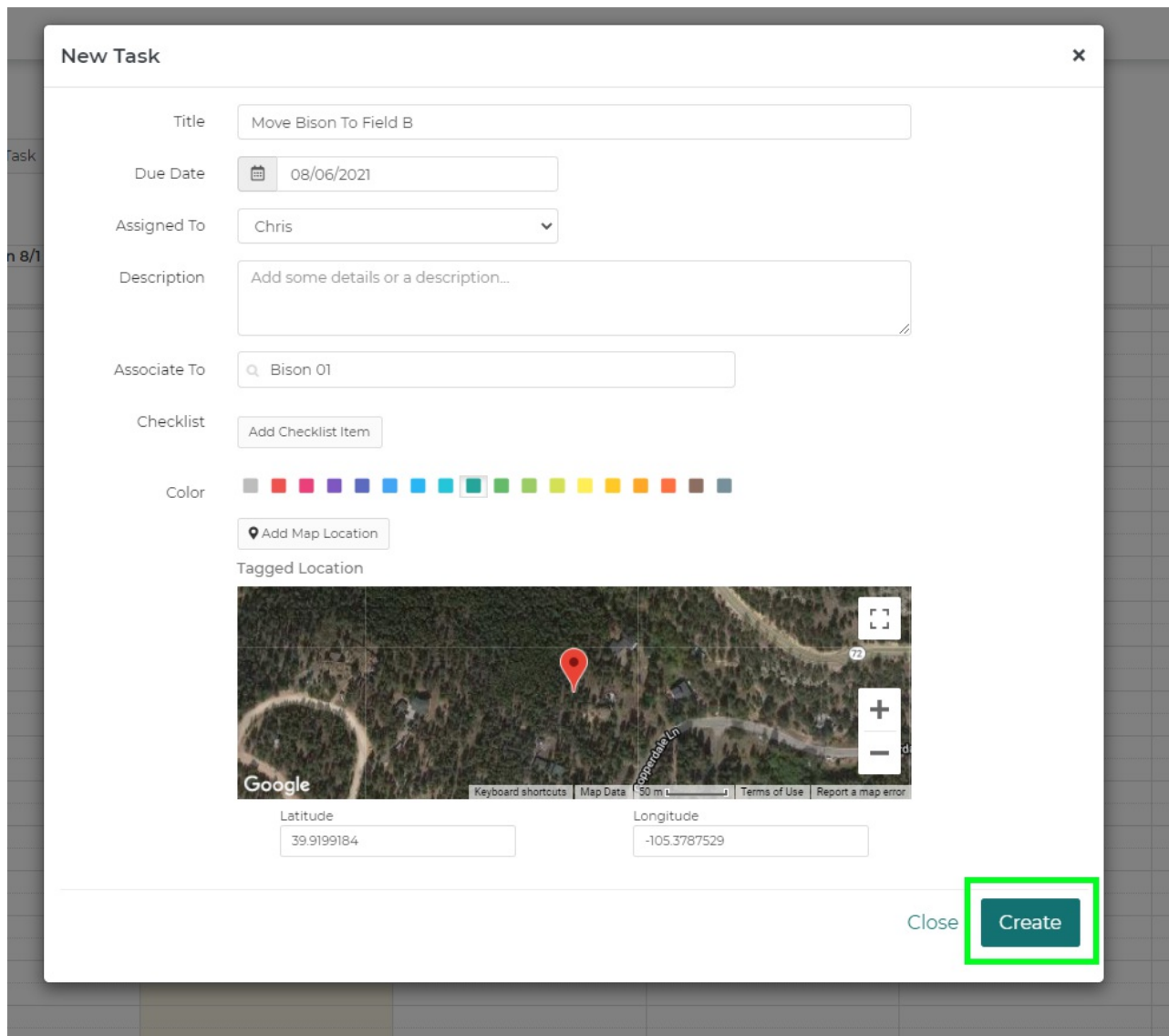
The screenshot shows the Farmbrite homepage interface. On the left is a navigation menu with items: Schedule, **Tasks** (highlighted with a green box), Livestock, Crops, Resources, Accounting, Market, Contacts, Farm Map, and Reports. The main content area displays weather for Golden, CO, with a current temperature of 76°F and a forecast for the next six hours. Below the weather is a 'TODAY'S TASKS' section (highlighted with a green box) listing five tasks: Clean Stalls, Brush Kona, Prune Plants, Move to Field B, and Plow Field. To the right of the tasks are two charts: 'INCOME VS EXPENSE' (a line graph showing zero activity from January to July) and 'BREEDING STATUSES' (a pie chart).

## Adding a Task

You can add a new task by clicking on the green 'New Task' button.



You'll be prompted to provide information about the task. When is it due? Who should it be assigned to? You can provide a short description of what needs to be done, and then optionally [associate the tasks with Livestock, Fields, or Equipment](#) too. You can even add a [checklist to the Task](#) if it involves multiple steps, and select what color it should be displayed as on your Task List. After supplying the information, click Create to add this to your Task List,

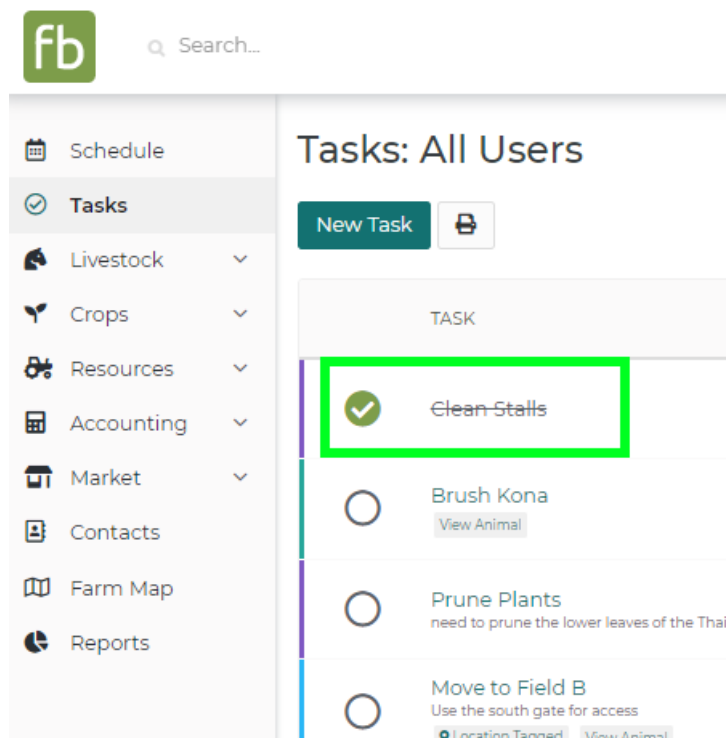


## Assigning Tasks

When you create or edit a task, you can select a user to assign the task to. When you assign the task that user will receive an email notification that a task was assigned. For a full walkthrough of this feature, check out this related article - [How do I assign a task to someone at my facility?](#) *Task assignment requires multiple users in your account, which is only available on certain plan types.*

## Completing Tasks

You can mark a task complete by clicking on the circle in the left hand column. You'll see a green check mark appear, and the task will be crossed off your to-do list.



## Deleting Tasks

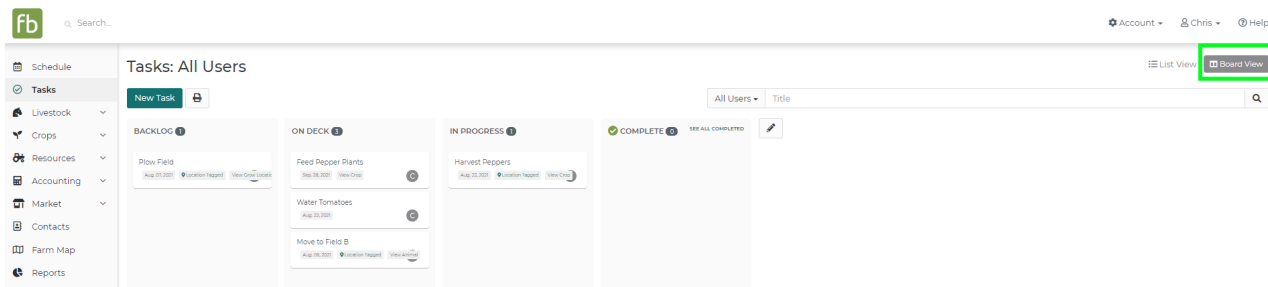
If you need to remove a task from your List, you can delete it by clicking the red X icon in the right hand column. Be careful though - once deleted, a task cannot be restored.

The screenshot shows the 'Tasks: All Users' interface in a table view. The table has columns for TASK, ASSIGNEE, STATUS, and DUE. A red X icon is visible in the rightmost column of each row, indicating a delete option. The tasks listed are: Clean Stalls, Brush Kona, Prune Plants, Move to Field B, Plow Field, Harvest Peppers (Hot), Feed Chickens, Harvest Peppers, Water Tomatoes, and Feed Pepper Plants.

TASK	ASSIGNEE	STATUS	DUE	
<input checked="" type="checkbox"/> Clean Stalls	C	On Deck		X
<input type="checkbox"/> Brush Kona <a href="#">View Animal</a>	C	To Do	Jul. 15, 2021	X
<input type="checkbox"/> Prune Plants need to prune the lower leaves of the Thai Dragon Peppers	C	To Do	Jul. 16, 2021	X
<input type="checkbox"/> Move to Field B Use the south gate for access <a href="#">Location Tagged</a> <a href="#">View Animal</a>	C	On Deck	Aug. 06, 2021	X
<input type="checkbox"/> Plow Field <a href="#">Location Tagged</a> <a href="#">View Grow Location</a>	C	To Do	Aug. 07, 2021	X
<input type="checkbox"/> Harvest Peppers (Hot), Thai Dragon from Southeast Deck Planters location <a href="#">View Grow Location</a>	C	To Do	Aug. 15, 2021	X
<input type="checkbox"/> Feed Chickens	C	To Do	Aug. 18, 2021	X
<input type="checkbox"/> Harvest Peppers <a href="#">Location Tagged</a> <a href="#">View Crop</a>	C	In Progress	Aug. 22, 2021	X
<input type="checkbox"/> Water Tomatoes	C	On Deck	Aug. 22, 2021	X
<input type="checkbox"/> Feed Pepper Plants Use S-21 Fender <a href="#">View Crop</a>	C	On Deck	Sep. 28, 2021	X

# Using the Board View

Farmbrite knows that some tasks will require more tracking than just marking them as complete. That's why we've created the Board View, which allows you to see your tasks in progressive sequential buckets. Perhaps you'd like to keep some tasks in progress for a while as they are being worked on, or maybe you need to create a prioritized list of the most important upcoming tasks that are "on deck". You can learn all about using the Board View in this article - [How do I use the Board View to track my Tasks?](#)



Still need help? [Contact us here.](#)