

# Using Your Schedule to Keep Track of Activities and Tasks

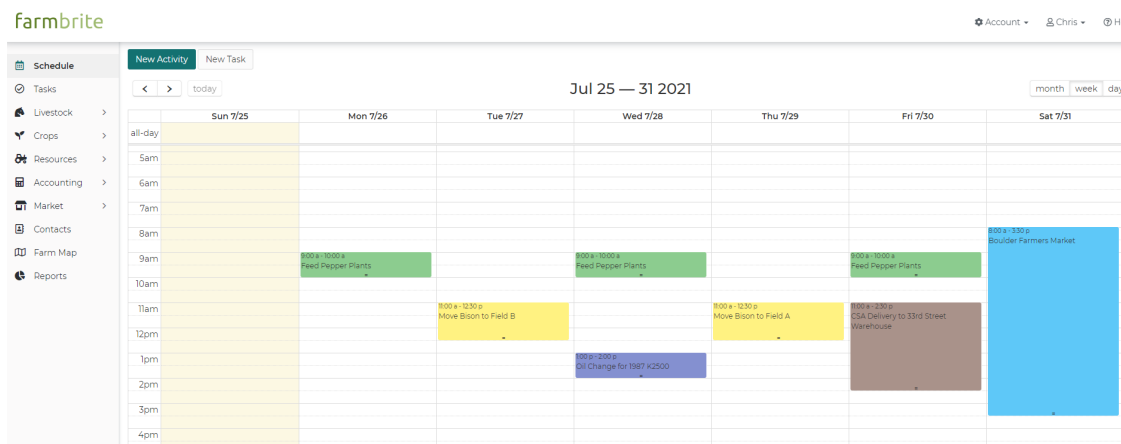
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## How to use the Schedule to set calendar events and create tasks.

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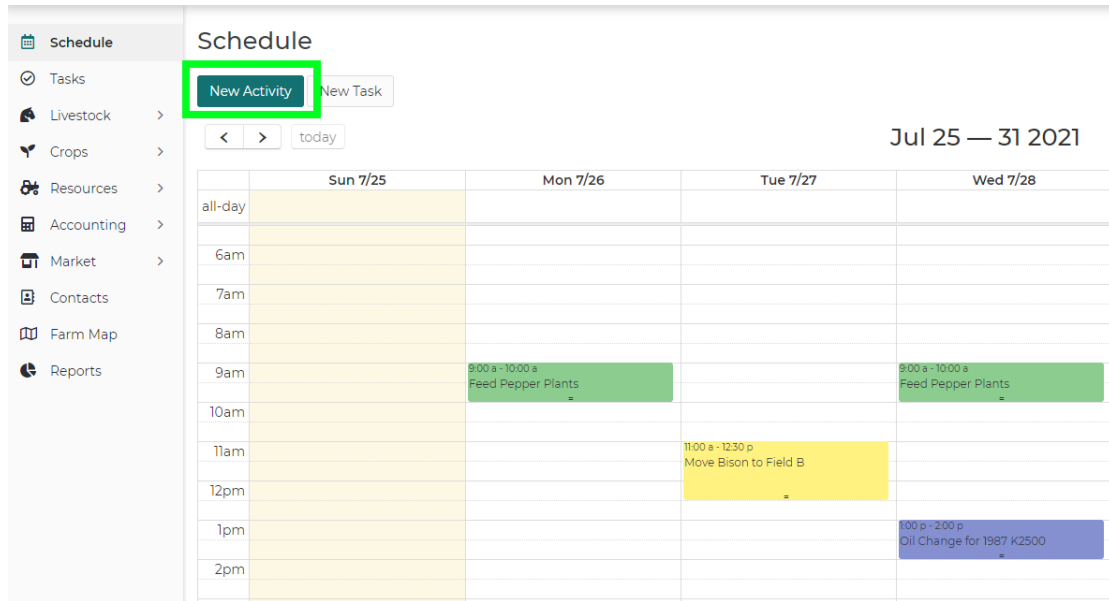
We know you're busy with a multitude of chores around your farm, and that it can sometimes be difficult to keep track of special events or remember to complete all of your day-to-day tasks. Farmbrite has a solution that will help you with both - while it may look like a simple calendar at first glance, it has many unique selections and abilities that can help you organize your work and manage your business operations.

You can use the Schedule to track tasks like feeding your crops, rotating livestock to different grazing fields, or even changing the oil on the farm pick up truck. You might also use it to track upcoming events like a day at the farmers market or a scheduled CSA delivery.

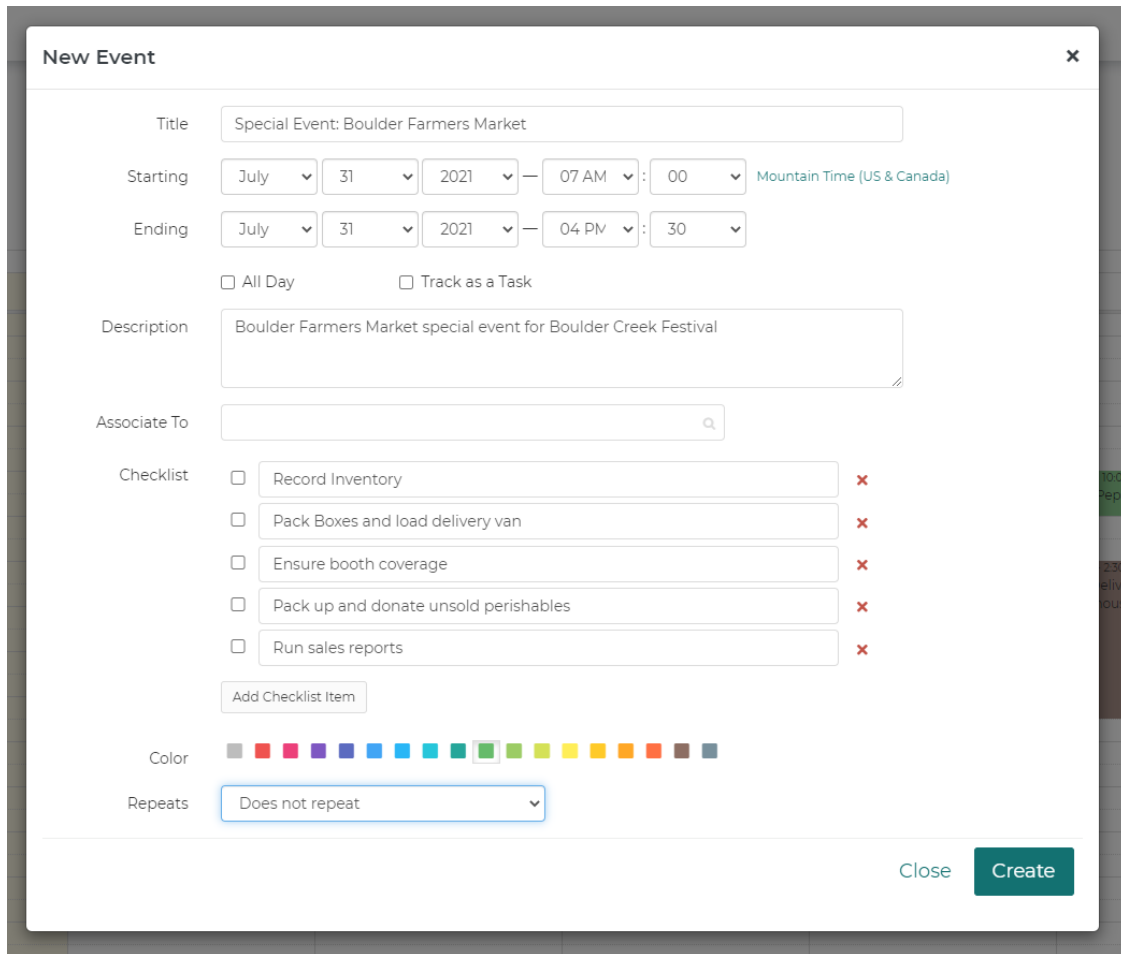


## Creating a Calendar Event

To create a new event, click **New Activity** in the upper left of your Calendar.



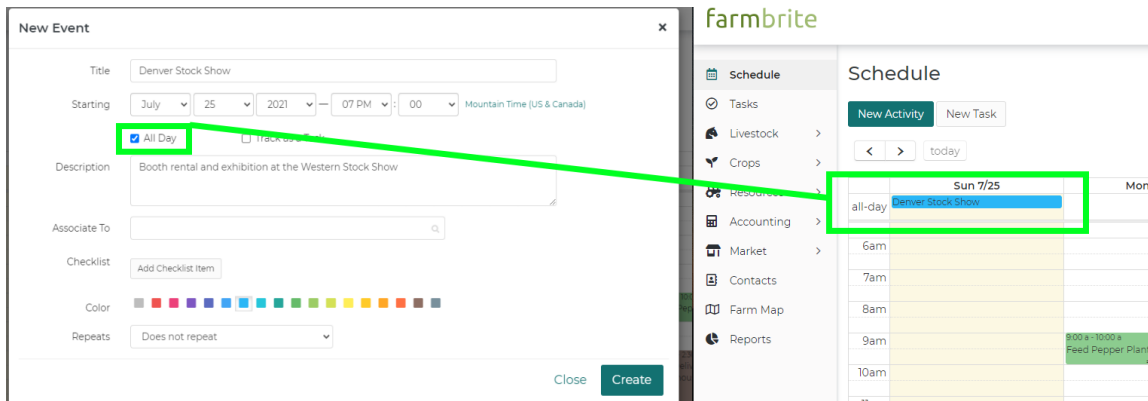
A new window will be displayed; use it to supply information about this new activity. In the example below we're creating a calendar reminder for an event - a farmers market booth we're setting up for a local festival.



You'll be able to provide many details for this task, but note that only a title and date/time are required- all

other fields are optional.

If the activity occurs for the full day, use the **All Day** Checkbox to note that - the activity will be displayed on the header of your calendar.



You're able to (A) provide a description of the event for your to reference later, and (B) associate an equipment resource, animal, or growing location with the task. Use the associate ability if the Activity is pertinent to something specific around your farm. You can also (C) add a checklist of subtasks to help you prepare for the activity, and customize this event by (D) selecting what color you'd like it to be displayed as on your calendar. This can help you distinguish certain tasks at a glance; perhaps you might make livestock chores blue, and garden chores green.

**New Event** [Close]

Title: Special Event: Boulder Farmers Market

Starting: July 31, 2021 07 AM : 00 Mountain Time (US & Canada)

Ending: July 31, 2021 04 PM : 30

All Day  Track as a Task

Description: Boulder Farmers Market special event for Boulder Creek Festival

Associate To: [Search]

Checklist:

- Record Inventory [X]
- Pack Boxes and load delivery van [X]
- Ensure booth coverage [X]
- Pack up and donate unsold perishables [X]
- Run sales reports [X]

Add Checklist Item

Color: [Color palette]

Repeats: Does not repeat

[Close] [Create]

**A** (circled in green) points to the Description field.

**B** (circled in green) points to the Checklist items.

**C** (circled in green) points to the Repeats dropdown menu.

You can also set the activity to repeat as a series of events on your calendar - our farmers market event recurs weekly during the summer. *Note that there is a limit of 100 Daily Recurring Tasks that you can create.*

**New Event** [Close]

Title: Boulder Farmers Market

Starting: May 25, 2021 08 AM : 00 Mountain Time (US & Canada)

Ending: May 25, 2021 04 PM : 30

All Day  Track as a Task

Description: Booth Rental at Boulder Farmers Market

Associate To: [Search]

Checklist: Add Checklist Item

Color: [Color palette]

Repeats: [Expanded dropdown showing: Does not repeat, Daily, Weekly, Monthly, Yearly]

Repeats: Weekly

Every: 1 week

Repeat Until: 09/30/2021 Maximum of 100 Recurrences

[Close] [Create]

A green box highlights the 'Repeats' dropdown menu in the first screenshot, and a green arrow points to a zoomed-in view of the 'Repeats' settings in the second screenshot.

Once you've supplied your Activity information, be sure to click **Create** to add it to your schedule.

## Creating a New Task

You can also add Tasks to your schedule as well. These might be routine chores that repeat on your schedule, or unique individual projects that you'd like to keep track of.

To create a new Task, choose New Task in the upper left of your Schedule.

farmbrite

The screenshot shows the Farmbrite 'Schedule' interface. On the left is a navigation menu with options: Schedule, Tasks, Livestock, Crops, Resources, Accounting, Market, Contacts, Farm Map, and Reports. The main area is titled 'Schedule' and features a 'New Activity' button and a 'New Task' button (highlighted with a green box). Below these are navigation arrows and a 'today' button. The calendar view shows dates from Sun 7/25 to Wed 7/28. Existing tasks are: 'Feed Pepper Plants' (8:00 a - 10:00 a) on Mon 7/26 and Wed 7/28; 'Move Bison to Field B' (11:00 a - 12:30 p) on Tue 7/27; and 'Oil Change for 1987 K2500' (1:00 p - 2:00 p) on Wed 7/28.

	Sun 7/25	Mon 7/26	Tue 7/27	Wed 7/28
all-day				
6am				
7am				
8am				
9am		8:00 a - 10:00 a Feed Pepper Plants		8:00 a - 10:00 a Feed Pepper Plants
10am				
11am			11:00 a - 12:30 p Move Bison to Field B	
12pm				
1pm				1:00 p - 2:00 p Oil Change for 1987 K2500
2pm				

A new window will open. In the example below, we're creating a reminder to change the oil in our farm truck.

### New Task ✕

Title

Due Date

Description

Associate To

Checklist

Color

Tagged Location

Latitude  Longitude

You'll probably find the process for creating tasks to be very similar to what you saw when creating an event. Most options are the same, and the overall process is nearly identical. Some unique highlights to be aware of - notice that we've associated this task with a piece of equipment from our Resources, and that we've also assigned it to take place at a specific location on our farm.

Once created, note that your Tasks will be displayed on the Tasks menu, and on your Today's Tasks section of your Farmbrite dashboard. This will help you keep track of these chores, or print out a task list to distribute to your workers.

The screenshot displays the Farmbrite interface. On the left is a navigation sidebar with options: Schedule, Tasks, Livestock, Crops, Resources, Accounting, Market, Contacts, Farm Map, and Reports. The main area is titled 'Tasks: All Users' and contains a list of tasks. One task, 'Oil Change for 1987 K1500', is highlighted with a green box. This task includes details: 'Use 10-W30 synthetic blend', 'Location Tagged', and 'View Equipment'. To the right, a calendar view shows 'TODAY'S TASKS' for the current day, with the same 'Oil Change for 1987 K1500' task highlighted in green. The calendar also shows weather forecasts for 2PM through 7PM and other tasks like 'Plant Peppers', 'Start seeds for Peppers', 'Brush Kona', 'Prune Plants', and 'Sharpen Chain'. On the far right, there are charts for 'INCOME VS EXPENSE' and 'BREEDING STATUSES'.

## Tracking Activities as Tasks

You've created Activities and Tasks individually, but sometimes you may need to combine the two in order to show the event on the calendar, and also assign it to a user to make sure it's associated work is completed. For example, we have a recurring activity to water our peppers, which we'd like to track as a task and assign to Dennis, one of our farm workers. This places the activity on our task list, while also displaying it on our calendar. To do this, simply **choose the checkbox for Track as a Task**, and **select the user in your Assigned To menu**.

### New Event ✕

Title

Starting    —  :  Mountain Time (US & Canada)

Ending    —  :

All Day  Track as a Task

Assigned To

Description

Associate To

Checklist

Color

Repeats

Every  day

Repeat Until  Maximum of 100 Recurrences

Now you'll see this activity on both the calendar and your task list, reminding you to do it, and tracking when it's been completed.

As always, be aware that if you delete Activities or Tasks they are not able to be recovered.

Other articles you might be interested in:

- [How do I get a reminder about my events?](#)
- [How do I associate events with livestock or crops?](#)

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