

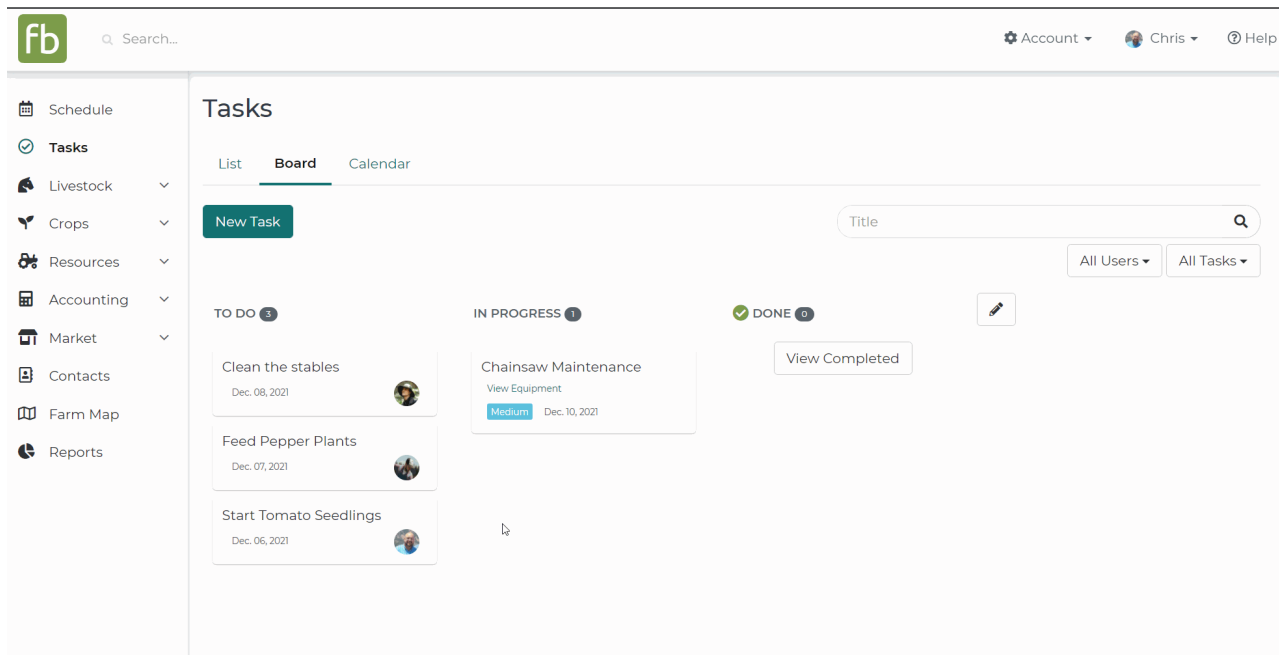
# Assigning Tasks

Last Modified on 05/03/2024 12:41 pm MDT

## Assigning Tasks to Team Members

For a refresher on how to create Tasks in Farmbrite, check out [this article](#).

Sometimes you may want to assign tasks to certain people on your team. This lets you assign common repeating chores, or unique work for special situations. To assign a task to a user, select their name from the "Assigned To" menu when creating your task.



*Note: The person who you are assigning the task must first be signed up under your Farmbrite account.*

## How will the person be notified?

When you assign the task that user will receive an email notification that a task was assigned. The task title will be included in the subject line, and the description will be appended to the body text. The notification also includes the due date, with a quick link taking the recipient directly to the task list in your Farmbrite account.

*Note that notification emails will not be sent for tasks assigned to users who have never logged into their Farmbrite account, or have not logged in for greater than 90 days.*



## A new task was assigned to in Farmbrite you.

Assigned by **Chris**

### Clean the Greenhouse

We've transplanted to the field, let's get the greenhouse cleaned before we start the next round of seedlings. Be sure to disinfect the trays.  
Task Due May. 27, 2022 12:00 AM

To view your assigned tasks go to: [app.farmbrite.com/tasks](https://app.farmbrite.com/tasks)

As always, if you have questions please let us know.  
**Happy farming!**

The farmbrite team  
[www.farmbrite.com](https://www.farmbrite.com)  
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## Viewing Tasks Assigned to a Team Member

You can filter your Task List and Task Board by specific users. This let's you see what they still have on their list, and follow up to ensure the tasks have been completed. To do this, navigate to Tasks and find the Users menu in the upper right; it's set to "All Users" by default. Select the name of the person you'd like to see the tasks for, and the list will refresh with just their tasks.

The screenshot shows the Farmbrite web interface. At the top left is the Farmbrite logo. A search bar is in the top center. On the top right, there are buttons for 'Quick Add', 'Account', 'Chris', and 'Help'. A left sidebar contains navigation icons for Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, and Reports. The main area is titled 'Tasks' and has tabs for 'List', 'Board', and 'Calendar'. Below the tabs is a 'New Task' button and a search bar for 'Title'. There are also filters for 'All Users' and 'All Tasks'. A table lists tasks with columns for Task, Due, Priority, Status, and Assignee.

Task	Due	Priority	Status	Assignee
<input type="checkbox"/> Pull weeds in Field B Take some time to weed Field B <small>(Grow Location)</small>	Aug. 17, 2022	Medium	To Do	KE Kenny
<input type="checkbox"/> Retreat Insect Spray <small>(Grow Location)</small>	Aug. 20, 2022	Low	Backlogged	AD Adriana
<input type="checkbox"/> Harvest Peppers <small>(Grow Location)</small>	Aug. 25, 2022	High	To Do	GR Greg
<input type="checkbox"/> Clean the Greenhouse We've transplanted to the field, let's get the greenhouse cleaned before we start the next round ... <small>(Grow Location)</small>	Aug. 31, 2022	High	To Do	Dennis

## Assigning tasks to more than one team member

You may also want to assign a task to more than one team member. You can do this by adding a checklist item to the task and then assigning tasks to different people on your team.

You will find this button below the description box in Farmbrite.

**Description**

What needs to be done? Add some details or a description...

Add Checklist Item
 Add Map Location

**Assigned To**

▼

**Priority**

▼

**Due Date**

mm/dd/yyyy

[Set Start Date/Time](#)

Click the Add Checklist Item and then add items to the checklist that need to be completed and assign those tasks to multiple people. Press save or update and then those employees will be notified that they have been assigned a task.

### Fix fencing

✕

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**Title**

Fix fencing

**Description**

What needs to be done? Add some details or a description...

<input type="checkbox"/>	Buy fencing from the store	Bent River R: ▼	✕
<input type="checkbox"/>	Pick up fencing from the supply yard, help install fencing	Betsy ▼	✕
<input type="checkbox"/>	Help install fencing	Little Bess ▼	✕
<input type="checkbox"/>	Help install fencing	Smitty ▼	✕

Add Checklist Item
 Add Map Location

**Status**

To Do ▼

Task Complete

**Assigned To**

Bent River Ranch ▼

**Priority**

▼

**Due Date**

mm/dd/yyyy

**Hours Spent**

▼

Created by Nov. 09, 2022 - Bent River Ranch  
 Last updated Nov. 09, 2022

**Associated To**

Q Animals: Bee Hive A19 Ital

**Task Color**

● ● ● ● ● ● ● ● ● ● ● ● ●

Delete

Close
Update

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