

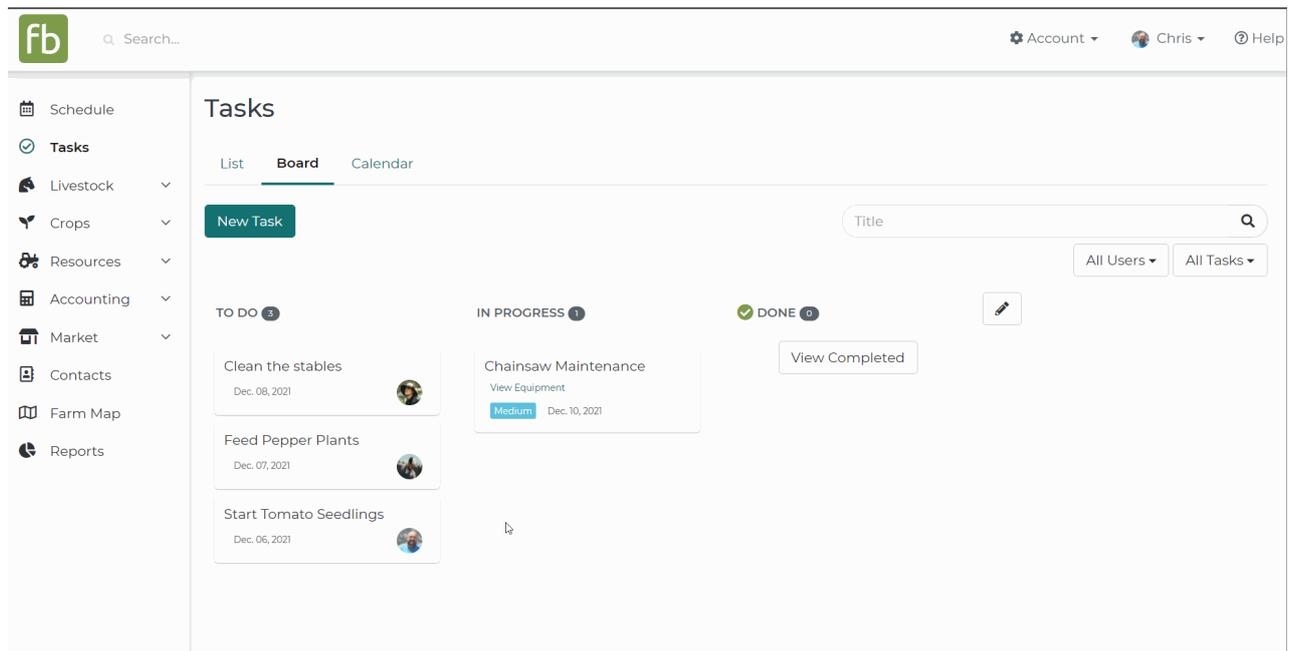
# How do I assign a task to someone at my facility?

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## 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](http://app.farmbrite.com/tasks)

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

The farmbrite team  
[www.farmbrite.com](http://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 interface with a sidebar on the left containing navigation options: Schedule, Tasks (selected), Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, and Reports. The main content 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'. The task list contains the following items:

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 <span>☰</span> 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.

