

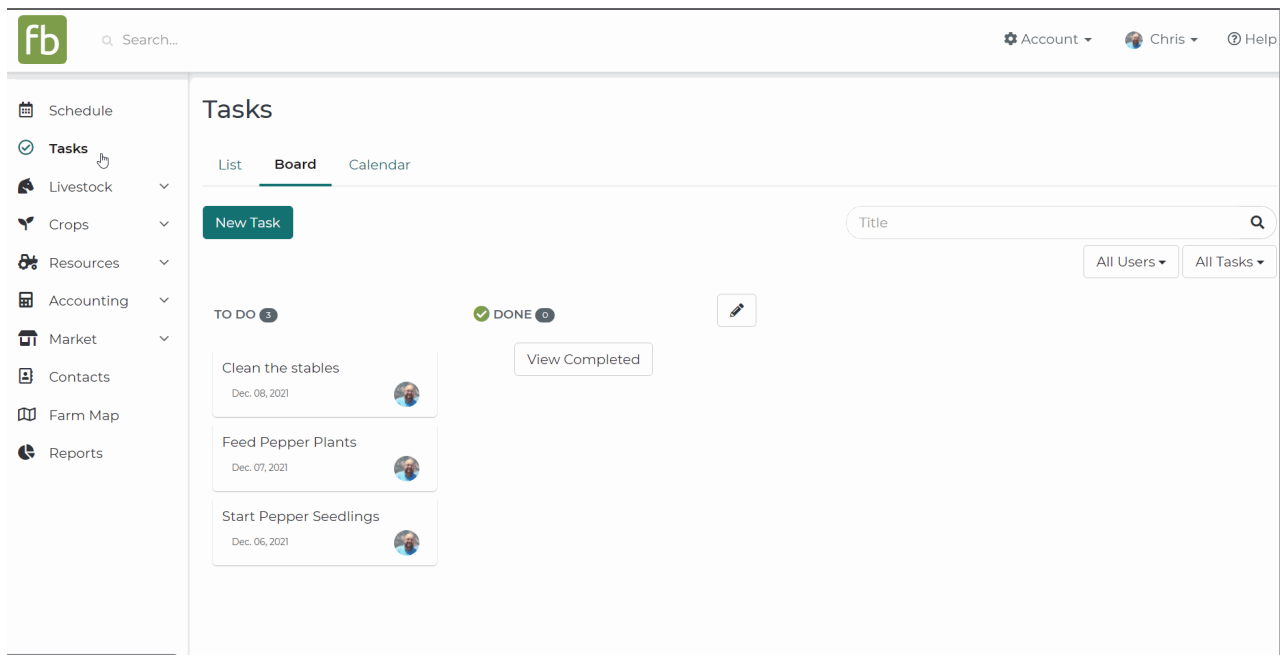
# Task Checklist Items

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## Adding Tasks that include a checklist in Farmbrite

Some tasks require multiple steps - if you have a task assigned to a farm worker to perform routine maintenance on a farm vehicle, you may also need them to get supplies and schedule a replacement vehicle for use while this one is out of rotation. You can be sure all the sub-steps in a task are taken care of by adding a Checklist to your Task.

To begin, navigate to **Tasks**, and then select **New Task**.



The screenshot displays the Farmbrite web application interface. On the left is a navigation sidebar with icons for Schedule, Tasks (highlighted), Livestock, Crops, Resources, Accounting, Market, Contacts, Farm Map, and Reports. The main content area is titled 'Tasks' and has tabs for List, Board (selected), and Calendar. A 'New Task' button is visible. Below the tabs, there are two columns: 'TO DO' with 5 items and 'DONE' with 1 item. The 'TO DO' column contains three task cards: 'Clean the stables' (Dec. 08, 2021), 'Feed Pepper Plants' (Dec. 07, 2021), and 'Start Pepper Seedlings' (Dec. 06, 2021). A 'View Completed' button is positioned between the columns. At the top right of the main area, there is a search bar labeled 'Title' and two dropdown menus for 'All Users' and 'All Tasks'. The top of the page features the Farmbrite logo, a search bar, and user account information for 'Chris'.

Supply all the basics for your Task - Title, Due Date, Description, Assignee, etc. - [Check out this article for a quick refresher on creating Tasks.](#)

If the Task has multiple steps, choose **Add Checklist Item**. A new row appears; click Add Checklist Item again to make another. Repeat as necessary to create all the subtasks you need to accomplish.

**New Task**

Title: Chainsaw Maintenance

Due Date: 12/10/2021

Description: Let's get the Stihl Ms270 ready to buck some fallen trees for winter firewood

Associate To: Stihl MS 270 Stihl Chainsaw

Assigned To: Chris

Checklist: Add Checklist Item

Priority: Medium

Hours Spent:

Color: [Color selection row]

Add Map Location:

Repeats: Does not repeat

Each subtask can now be marked complete without changing the status of the Task overall; this may be very helpful for Tasks that you have set to an In Progress status when using the [Board View for your Tasks](#). That spark plug was a bear, so we will save it for tomorrow, but mark those first two checklist items as complete for now! We will also add 2 hours to our Hours Spent tracker to record the time we worked on this task so far.

**Tasks**

List **Board** Calendar

New Task

Title:

All Users All Tasks

**TO DO** (4)

Chainsaw Maintenance  
View Equipment  
Medium Dec. 10, 2021

Clean the stables  
Dec. 08, 2021

Feed Pepper Plants  
Dec. 07, 2021

Start Pepper Seedlings  
Dec. 06, 2021

**IN PROGRESS** (1)

Harvest Peppers View Crop  
Dec. 09, 2021 Location Tagged

**DONE** (0)

View Completed

If you still need help with creating subtasks/checklist items, please feel free to [reach out to us!](#)