

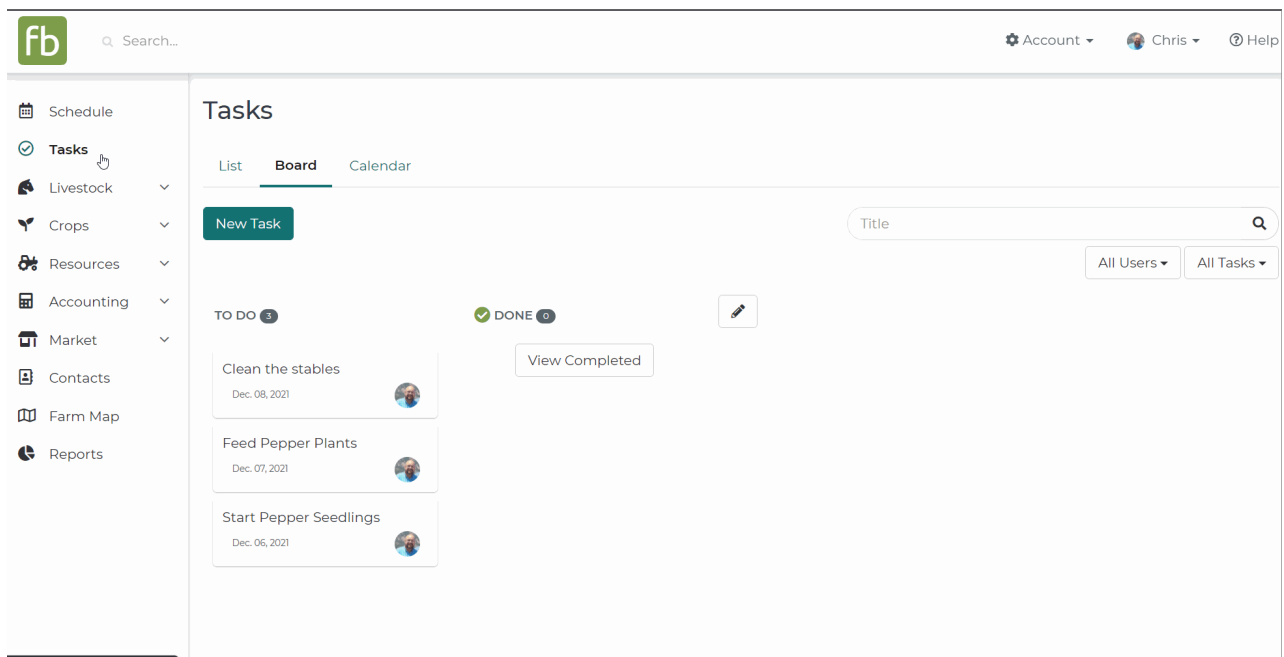
Adding a checklist to a Task in Farmbrite

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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**.



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.

The 'New Task' modal form contains the following fields and options:

- 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:** (empty input field)
- Color:** A row of 16 color swatches, with the 4th swatch (purple) selected.
- Map:** 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.

The 'Tasks' board view shows tasks organized into columns: TO DO (4), IN PROGRESS (1), and DONE (0). The 'TO DO' column contains the following tasks:

- Chainsaw Maintenance** (Medium priority, Dec. 10, 2021)
- Clean the stables** (Dec. 08, 2021)
- Feed Pepper Plants** (Dec. 07, 2021)
- Start Pepper Seedlings** (Dec. 06, 2021)

The 'IN PROGRESS' column contains the following task:

- Harvest Peppers** (Dec. 09, 2021, Location Tagged)

The 'DONE' column is currently empty. A 'View Completed' button is visible next to the 'DONE' column header.

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