

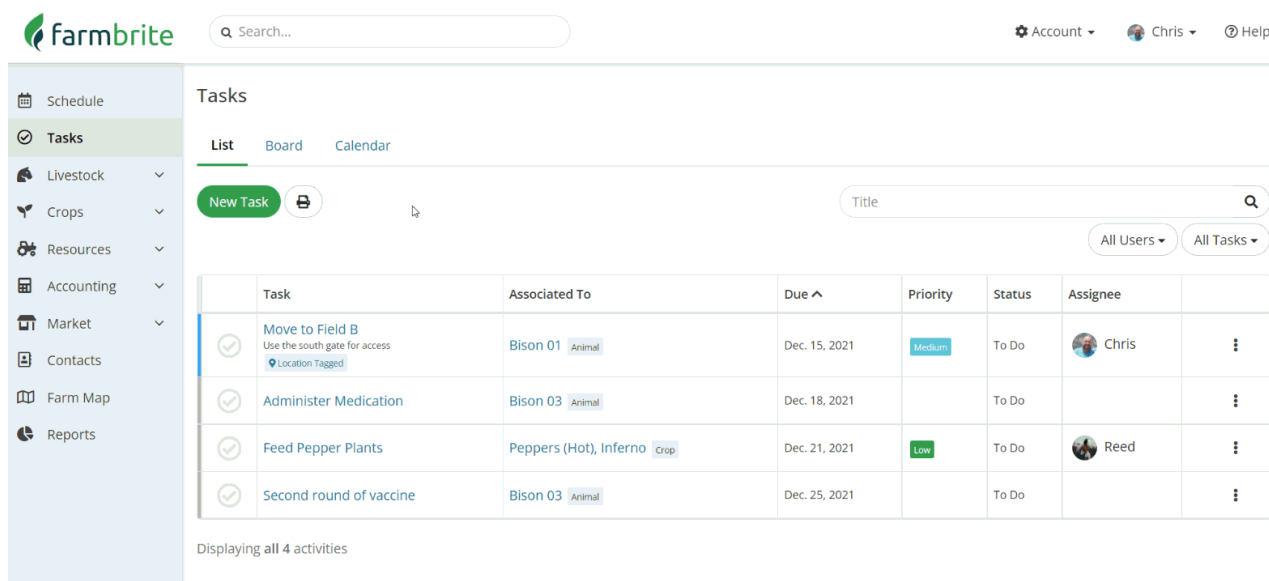
Statuses To Track Your Progress

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Creating Additional Statuses To Track Your Task Progress

If you're using Tasks to track the work that needs to be done around your farm, you might need additional statuses that go beyond just marking the task as complete. It may help you to track tasks that are Backlogged, still To Do, currently In Progress, or Done. The task statuses you use are customizable to your account, letting you track your work in a way that meets your unique business needs.

When you create your first task, you'll see that you can mark it as either To Do or Done.



The screenshot shows the Farmbrite interface with a sidebar on the left containing navigation options: Schedule, Tasks, Livestock, Crops, Resources, Accounting, Market, Contacts, Farm Map, and Reports. The main area is titled 'Tasks' and has tabs for List, Board, and Calendar. A 'New Task' button is visible. Below the tabs is a search bar for the task title and filters for 'All Users' and 'All Tasks'. A table displays the following tasks:

Task	Associated To	Due	Priority	Status	Assignee
Move to Field B Use the south gate for access <small>Location Tagged</small>	Bison 01 <small>Animal</small>	Dec. 15, 2021	Medium	To Do	Chris
Administer Medication	Bison 03 <small>Animal</small>	Dec. 18, 2021		To Do	
Feed Pepper Plants	Peppers (Hot), Inferno <small>Crop</small>	Dec. 21, 2021	Low	To Do	Reed
Second round of vaccine	Bison 03 <small>Animal</small>	Dec. 25, 2021		To Do	

Displaying all 4 activities

These two default statuses help you track the tasks, but Farmbrite knows that many of your tasks are not that simple, and that you may want to mark something as In Progress to note that it is being worked on, but not yet completed.

To add additional statuses/columns, click your Account Menu in the upper right, and then select Account Information. Once there, scroll to find the section for Tasks Statuses, and add any statuses you'd like to use here. Each status should be on it's own line, so be sure to hit enter to create your line breaks. In our example below, we've create Backlogged, To Do, In Progress, and Done as our four statuses. Once you've added your statuses, click Save Settings in the bottom right.

- Schedule
- Tasks**
- Livestock
- Crops
- Resources
- Accounting
- Market
- Contacts
- Farm Map
- Reports

Tasks

List Board Calendar

New Task



All Users All Tasks

	Task	Associated To	Due ^	Priority	Status	Assignee	
<input checked="" type="checkbox"/>	Move to Field B <small>Use the south gate for access</small> <small>Location Tagged</small>	Bison 01 <small>Animal</small>	Dec. 15, 2021	Medium	To Do	Chris	⋮
<input checked="" type="checkbox"/>	Administer Medication	Bison 03 <small>Animal</small>	Dec. 18, 2021		To Do		⋮
<input checked="" type="checkbox"/>	Feed Pepper Plants	Peppers (Hot), Inferno <small>Crop</small>	Dec. 21, 2021	Low	To Do	Reed	⋮
<input checked="" type="checkbox"/>	Second round of vaccine	Bison 03 <small>Animal</small>	Dec. 25, 2021		To Do		⋮

Displaying all 4 activities

Navigate back to your Tasks page, and you'll see your new statuses. You can use them when editing and existing task, or creating a new one. You'll also see them added as columns on your Board View.

- Schedule
- Tasks**
- Livestock
- Crops
- Resources
- Accounting
- Market
- Contacts
- Farm Map
- Reports

Tasks

List Board Calendar

New Task



All Users All Tasks

	Task	Associated To	Due ^	Priority	Status	Assignee	
<input checked="" type="checkbox"/>	Move to Field B <small>Use the south gate for access</small> <small>Location Tagged</small>	Bison 01 <small>Animal</small>	Dec. 15, 2021	Medium	To Do	Chris	⋮
<input checked="" type="checkbox"/>	Administer Medication	Bison 03 <small>Animal</small>	Dec. 18, 2021		To Do		⋮
<input checked="" type="checkbox"/>	Feed Pepper Plants	Peppers (Hot), Inferno <small>Crop</small>	Dec. 21, 2021	Low	To Do	Reed	⋮
<input checked="" type="checkbox"/>	Second round of vaccine	Bison 03 <small>Animal</small>	Dec. 25, 2021		To Do		⋮

Displaying all 4 activities

What other statuses/columns would you create for your unique needs? [Reach out to us and let us know](#) we are always interested in learning about the customized ways you use Farmbrite to run your business!