

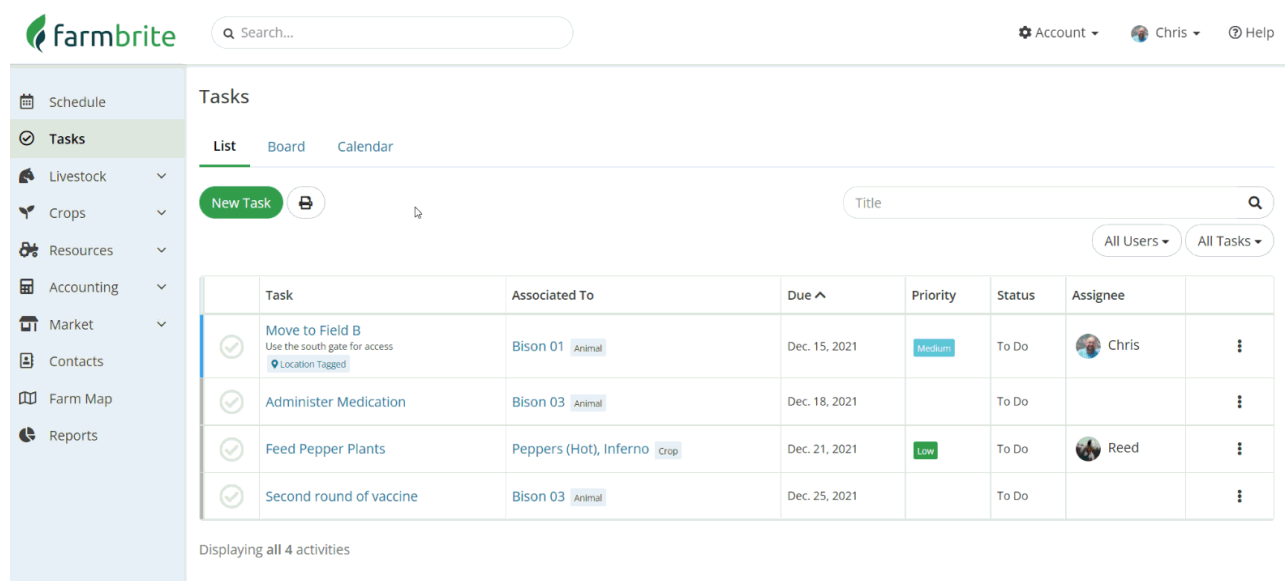
# Creating Additional Statuses To Track Your Task Progress

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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. On the left is a sidebar with navigation icons for Schedule, Tasks, Livestock, Crops, Resources, Accounting, Market, Contacts, Farm Map, and Reports. The 'Tasks' section is active. 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. A table displays a list of tasks with the following columns: Task, Associated To, Due, Priority, Status, and Assignee. The tasks listed are: 'Move to Field B' (Due: Dec. 15, 2021, Priority: Medium, Status: To Do, Assignee: Chris), 'Administer Medication' (Due: Dec. 18, 2021, Status: To Do, Assignee: Chris), 'Feed Pepper Plants' (Due: Dec. 21, 2021, Priority: Low, Status: To Do, Assignee: Reed), and 'Second round of vaccine' (Due: Dec. 25, 2021, Status: To Do, Assignee: Reed). The status 'To Do' is highlighted in blue. At the bottom, it says 'Displaying all 4 activities'.

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

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	
✓	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

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	
✓	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

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!