

How do I use the Board View to track my Tasks?

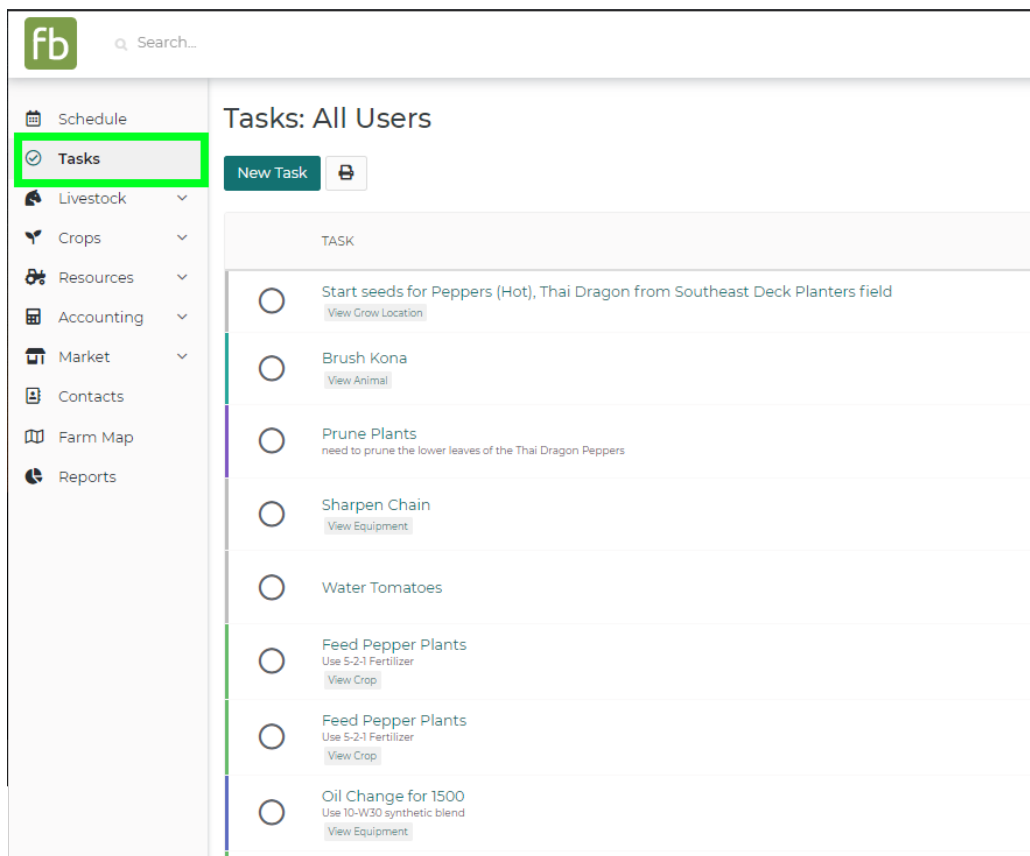
Last Modified on 08/22/2021 10:17 am MDT

Using the Board View for Your Tasks

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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 Up Next, In Progress, On Hold, or Backlogged for the future. The task statuses you use are customizable to your account, letting you track your work in a way that meets your unique business needs.

To get started, select Tasks from your left Navigation menu.



The standard List View will allow you to mark an outstanding Task complete by simply checking the circle next to it.



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New Task

TASK
<input checked="" type="checkbox"/> Start seeds for Peppers (Hot), Thai Dragon from Southeast Deck Planters field View Grow Location
<input type="checkbox"/> Brush Kona View Animal
<input type="checkbox"/> Prune Plants need to prune the lower leaves of the Thai Dragon Peppers
<input type="checkbox"/> Sharpen Chain View Equipment
<input type="checkbox"/> Water Tomatoes
<input type="checkbox"/> Feed Pepper Plants Use 5-2-1 Fertilizer View Crop

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 work with additional statuses, you'll want to select the Board View button in the upper right.

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New Task

All Users Title

TASK	ASSIGNEE	STATUS	DUE
<input checked="" type="checkbox"/> Start seeds for Peppers (Hot), Thai Dragon from Southeast Deck Planters field View Grow Location		To-Do	Apr-01-2021
<input type="checkbox"/> Brush Kona View Animal		To Do	Jul. 15, 2021
<input type="checkbox"/> Prune Plants need to prune the lower leaves of the Thai Dragon Peppers		To Do	Jul. 16, 2021
<input type="checkbox"/> Sharpen Chain View Equipment		To Do	Jul. 16, 2021

List View **Board View**

You'll immediately see two default columns on the Board - To Do, and Done. Think of this board as a drag-and-drop chore list - you can pick the task card from one column, and drag it to the next by clicking and holding your mouse.



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New Task



TO DO 11

DONE 0

SEE ALL COMPLETED



Prune Plants

Jul. 16, 2021

C



Brush Kona

Jul. 15, 2021

View Animal

C

Feed Pepper Plants

Sep. 28, 2021

View Crop

C

Harvest Peppers (Hot), Thai Dragon from Southeast Deck Planters location

Aug. 15, 2021

View Grow Location

Water Tomatoes

Jul. 25, 2021

D

Plow Field

Aug. 07, 2021

Location Tagged

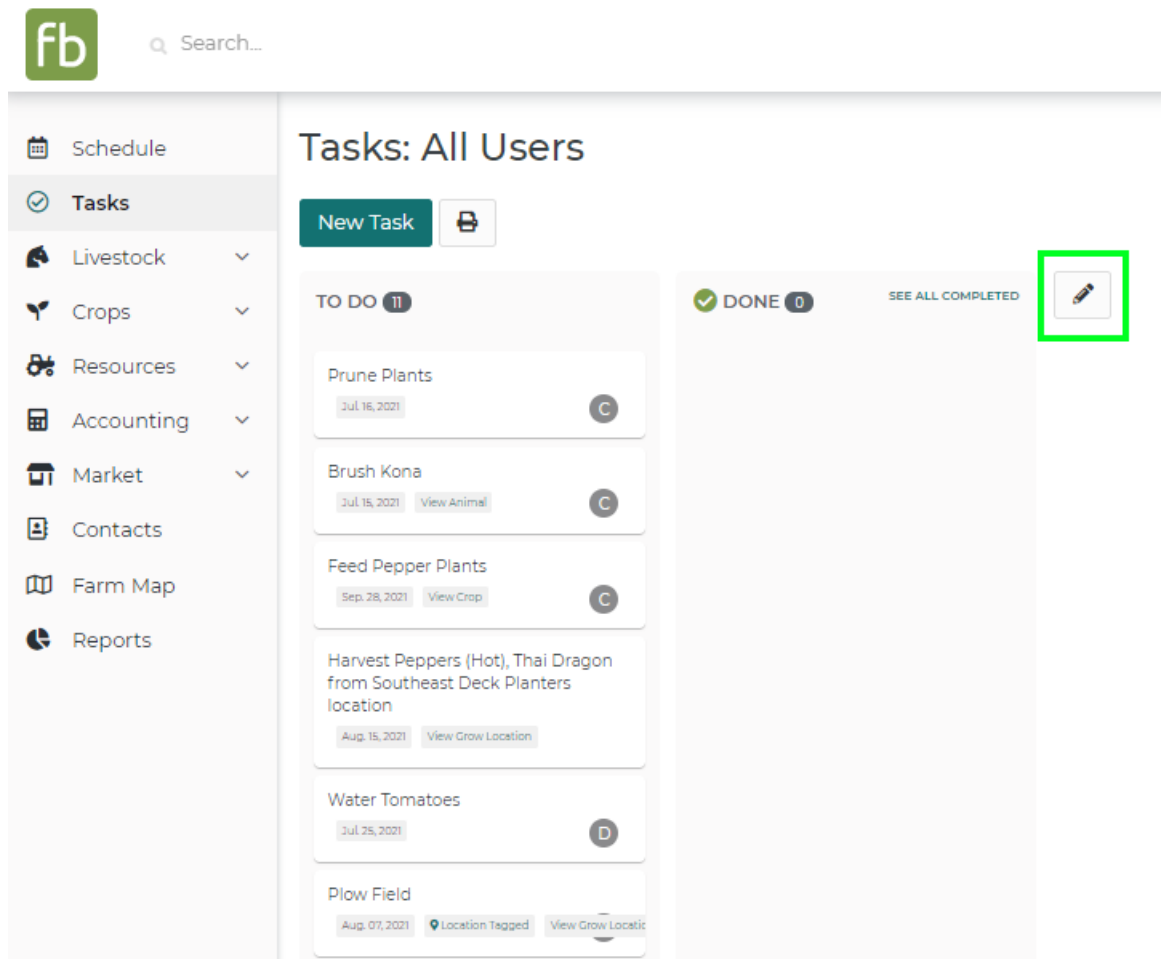
View Grow Locatic

Oil Change for 1987 Chevrolet K1500

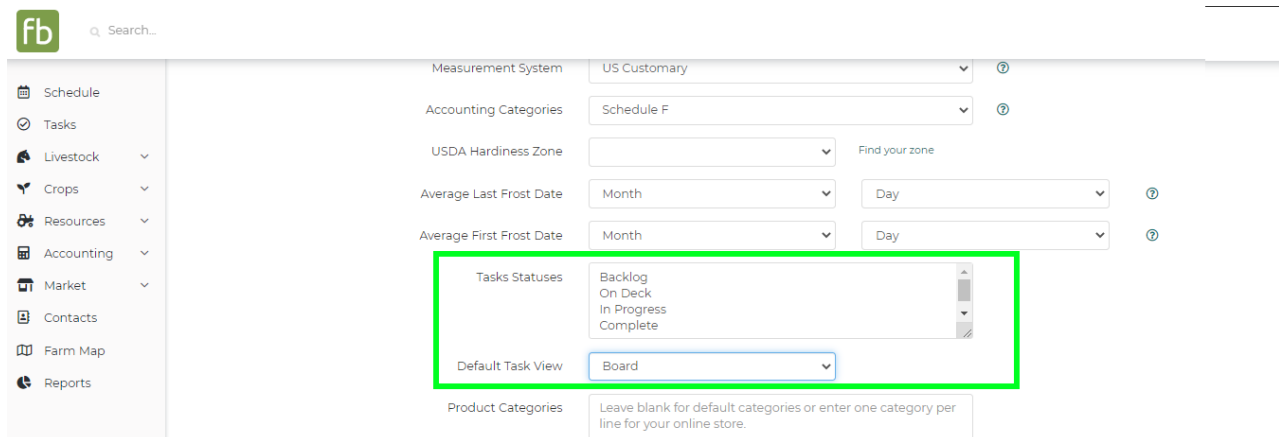
Aug. 05, 2021

C

To add additional statuses/columns, click the Pencil button. This will bring you to your Settings page.



Find the section for Tasks Statuses, and add any columns/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. Also note that you'll likely want to recreate the default statuses here, or customize them to suite your needs. In our example below, we've create Backlog, On Deck, In Progress, and Complete as our four statuses. *Be aware that you may create up to 7 columns/statuses.* Check out the selection for Default Task View right below that too, as you can default your Task page to the Board View here. this will automatically load the Board View when you access your Tasks page.



Once you've added your statuses, click Save Settings in the bottom right.

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Measurement System: US Customary
Accounting Categories: Schedule F
USDA Hardiness Zone: Find your zone
Average Last Frost Date: Month Day
Average First Frost Date: Month Day
Tasks Statuses: Backlog, On Deck, In Progress, Complete
Default Task View: Board
Product Categories: Leave blank for default categories or enter one category per line for your online store.
Account Currency: United States Dollar
Phone: (23) 867-5309
Primary Email Address: chrismasella@gmail.com
New Orders Email: sales@yourfarm.com
Your Website: www.farmbrite.com
Twitter Handle: farmbrite
Facebook: farmbrite
Instagram: farmbrite

Cancel Save Settings

Navigate back to your Tasks page, and you'll see your new columns/statuses.

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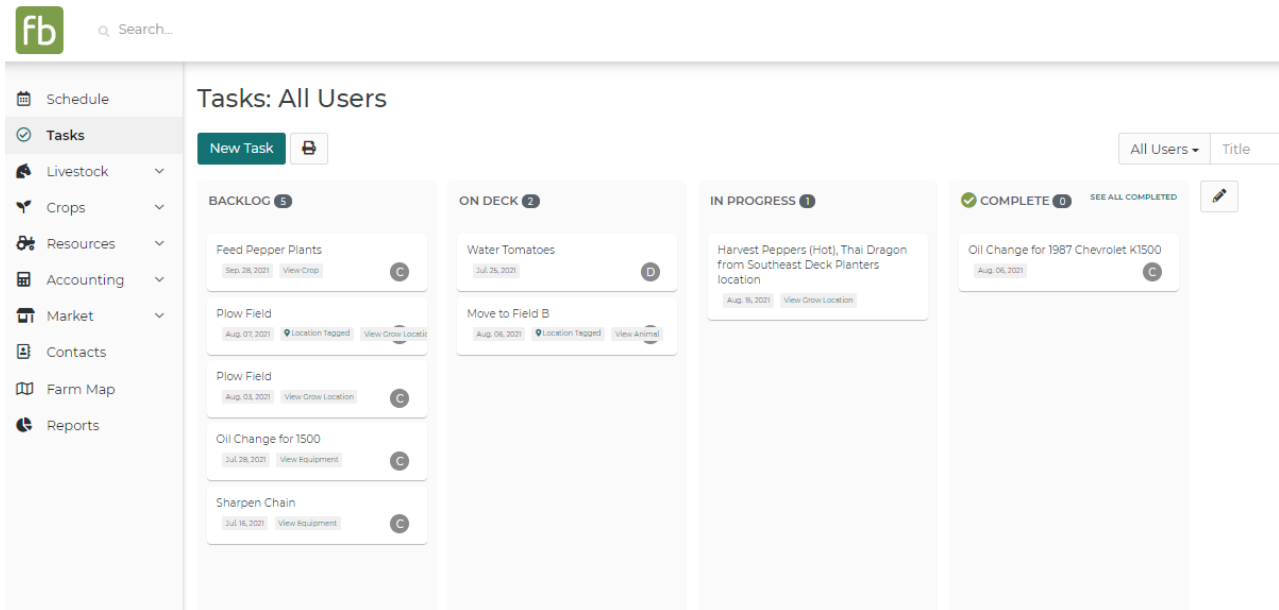
New Task

All Users - Title

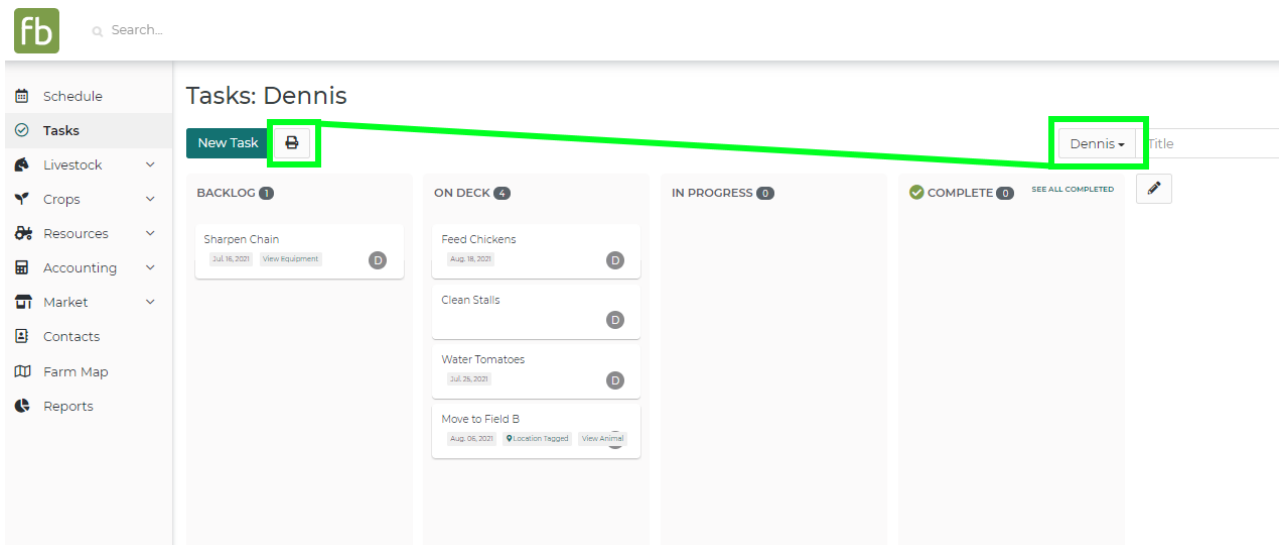
BACKLOG ON DECK IN PROGRESS COMPLETE SEE ALL COMPLETED

Feed Pepper Plants
Harvest Peppers (Hot), Thai Dragon from Southeast Deck Planters location
Water Tomatoes
Plow Field
Oil Change for 1987 Chevrolet K1500
Move to Field B
Plow Field
Oil Change for 1500
Sharpen Chain

You can now drag and drop your Task cards to your different columns to put them in your new statuses. We got the oil change on the old Chevy done, and we're working on the pepper harvest - that will likely take a few days, so we'll keep it In Progress for now. Next up - watering our tomatoes and moving our Bison to Field B!



You can see this board view for individual Farmbrite users by selecting that user from the menu in the upper right. You might even Print the task list as well to distribute to your workers. Dennis has 4 tasks On Deck, and 1 Backlogged - if he has time after the most important work, he knows he can work on the chainsaw and clear out that backlogged task.



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!