

Unassigned Tasks

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Some tasks need to be assigned to certain people around your farm. Maybe Robert is an excellent diesel mechanic and always gets assigned the tractor maintenance, while David is a horticulture expert who should get the seedling care tasks in the greenhouse. Beyond those specialized tasks though, there are likely chores that anyone can accomplish; it doesn't matter who does them, it matters more that they get done. To account for these type of tasks, Farmbrite gives you the ability to create a list of unassigned tasks and then easily have your farmhands pick from them.

Admin users have the choice to leave a task as unassigned when it creating it by leaving the Assigned To field blank.

The screenshot shows a 'New Task' modal window with the following fields and options:

- Title:** Pull weeds in Field B
- Due Date:** 05/13/2022
- Description:** Take some time to weed Field B
- Associate To:** Location: Northwest Field E
- Assigned To:** (Empty dropdown menu)
- Checklist:** Add Checklist Item
- Priority:** Medium
- Status:** To Do
- Hours Spent:** (Empty input field)
- Color:** A row of 16 color swatches, with the 10th swatch (light green) selected.

When a user with a Farmhand role logs in, they can choose to see Unassigned Tasks. They can then pick from the list, and assign the task to themselves.

The screenshot shows the Farmbrite 'Tasks' board in 'Board' view. On the left is a navigation sidebar with icons for Schedule, Tasks (selected), 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 green 'New Task' button is in the top left. A search bar labeled 'Title' is in the top right, with a magnifying glass icon. Below the search bar are two filters: 'Assigned to Me' and 'All Tasks'. The board consists of four columns: 'BACKLOGGED 0', 'TO DO 0', 'IN PROGRESS 0', and 'DONE 0'. The 'DONE' column contains a 'View Completed' button.

It's that easy! You can create these in advance, and the next time one of your farmhands is looking for something to do, you can point them right here to the unassigned list and have them find their next task. Here's an additional tip: use the Priority level to tag the most important ones so you don't have farmhands taking all the easy ones first!

Have a question or want to give us some feedback? [Contact us](#) and let us know!