Managing Your Tasks

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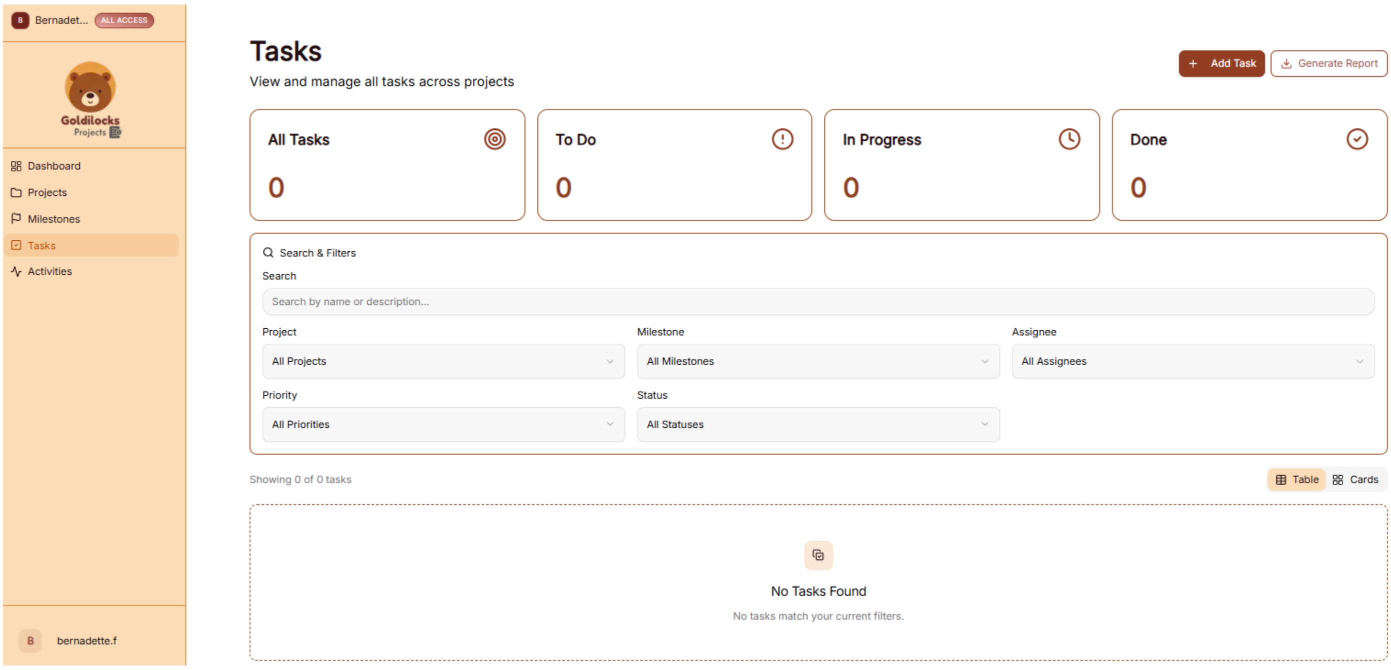


The Tasks module is where you manage individual work items to ensure your projects stay on schedule. This section provides a centralized view of all to-dos across your various initiatives.

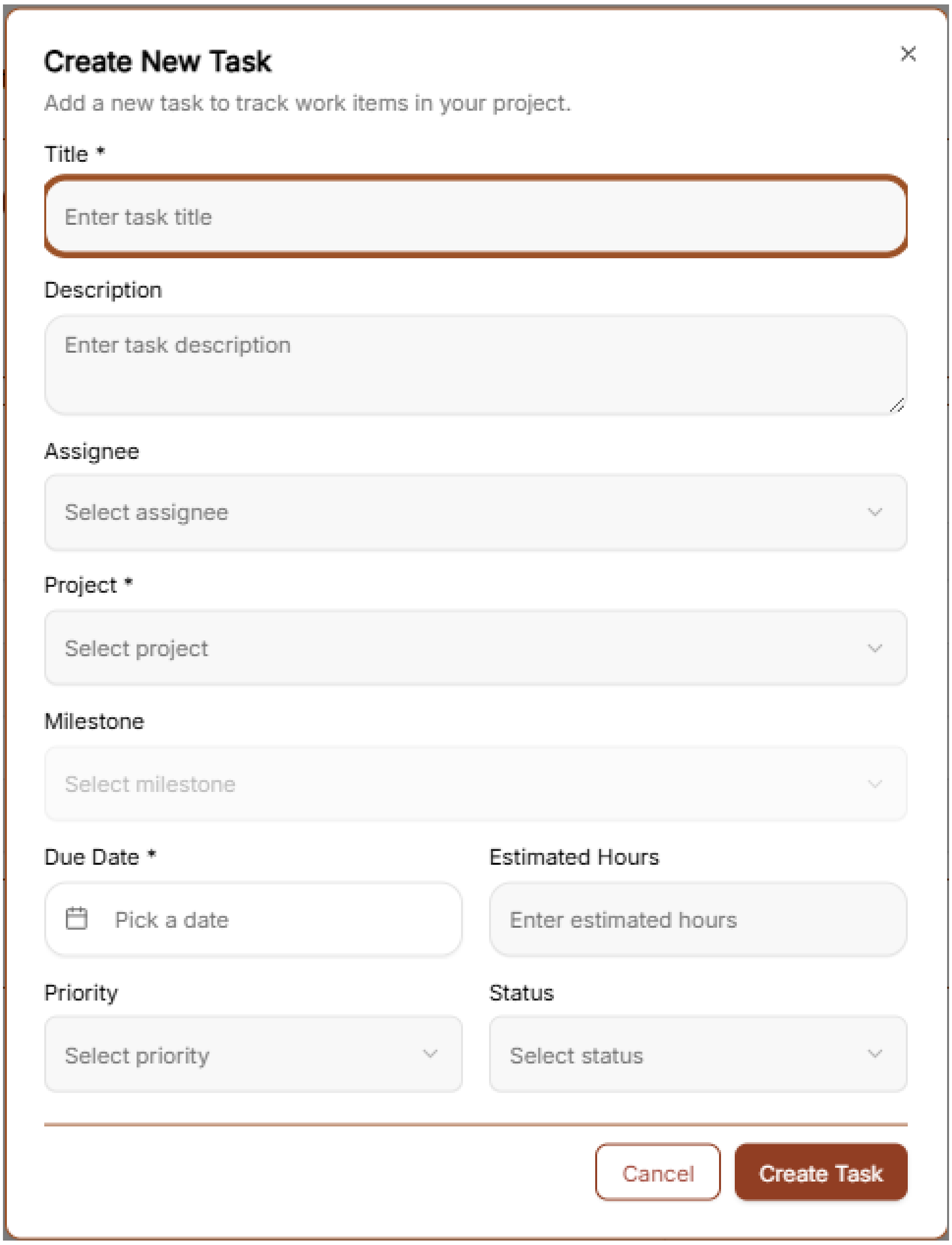
Managing Your Tasks

The Tasks page allows you to organize and filter your workload to stay focused on high-priority items:

- Navigation: Click on Tasks in the left-hand sidebar to view and manage all tasks across your workspace.
- Status Overview: Four status cards at the top of the page provide a real-time count of your tasks:
  - All Tasks: Total number of work items.
  - To Do: Tasks that have not yet been started.
  - In Progress: Tasks currently being worked on.
  - Done: Completed tasks.
- Search & Filters: You can search for specific tasks by name or description and filter the list by Project, Milestone, Assignee, Priority, and Status.
- View Options: Toggle between a Table or Cards view to change how tasks are displayed.

> **Important:** Before creating tasks, you first need to create a project. All tasks must be assigned to an existing project to ensure they are properly tracked and organized.

How to Create a Task

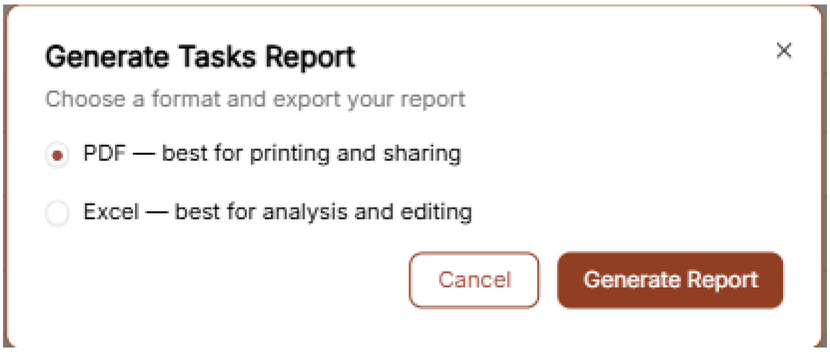


To add a new work item, click the brown "+ Add Task" button in the top right corner to open the creation form:

- Title *: Enter a clear name for the task (Required).
- Description: Provide details about what needs to be done.
- Assignee: Use the dropdown to select which team member is responsible for the task.
- Project *: Select the project this task belongs to (Required).

- Milestone: Optionally link the task to a specific project milestone.
- Due Date *: Select the deadline for this task (Required).
- Estimated Hours: Enter the predicted time required to complete the task.
- Priority: Set the urgency level (e.g., Low, Medium, High).
- Status: Set the current phase of the task (e.g., To Do, In Progress).
- Create Task Button: Click the brown button to save the task to your project.

Exporting Task Data



Click the "Generate Report" button to export your task list. You can choose between two formats:

- PDF: Best for printing and sharing task summaries.
- Excel: Best for detailed analysis and manual editing of task data.

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