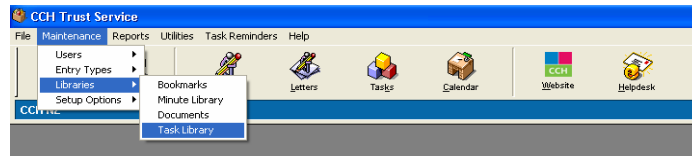


TRUST SERVICE TRAINING - LEVEL 1

SESSION 4.4

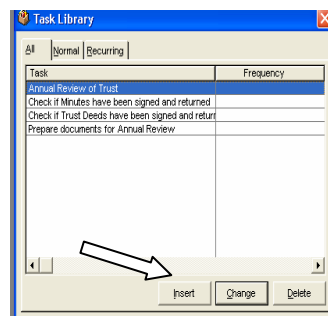
ADDING TASKS TO THE TASK LIBRARY

Select Maintenance, select Libraries, select Task Library

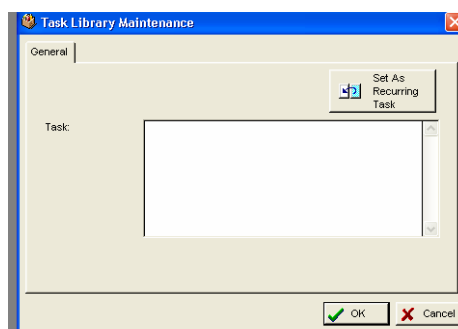


Note: If you cannot access these options you may not have sufficient user privileges.
 Action Point: Discuss user privileges with the appropriate person in your organisation.

Select Insert to add a new template to the Task Library



Type the details of your Task Template, Select OK to Save



Note: Type only the general details in the Template, more specific information can be added on a Trust by Trust basis when the task is added to the individual trust

Your template is now added to the Task Library and can be used via either the task list or calendar