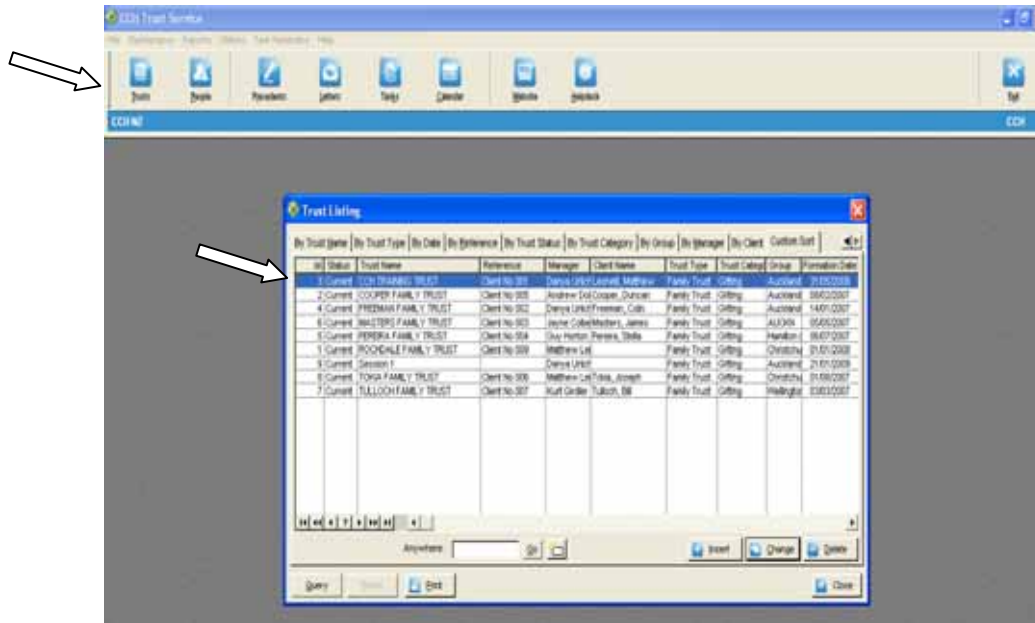


SESSION 4.2

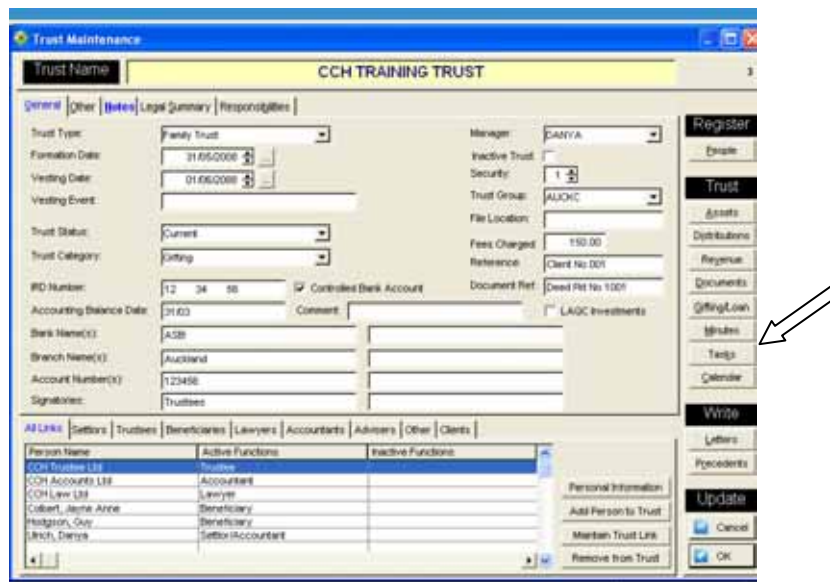
LEVEL 1

USING THE TASK LIBRARY

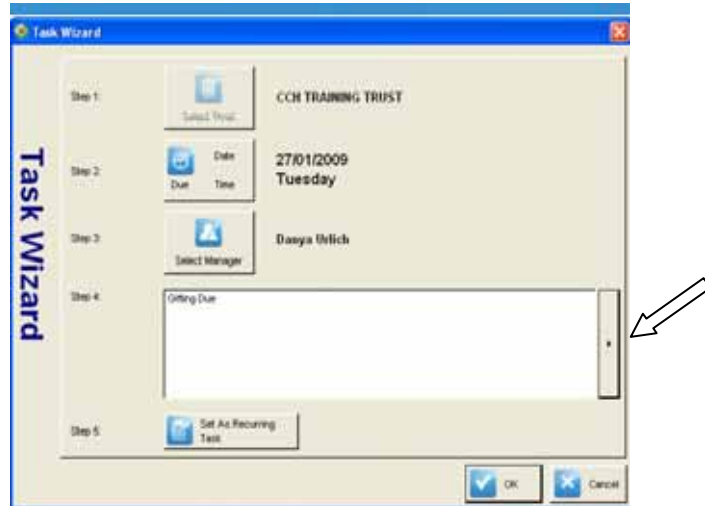
Select Trust Shortcut, then select Trust from List (double click or select Change)



Select either Tasks or Calendar from Right Hand Menu



Select Insert (Task List) or New Task (Calendar)



Type or Select the due date.

Type or Select a Time if required

Select the Manager of the Task. This may be a Task Manager or Trust Manager. (For more information on setting up Task or Trust Managers see notes on Session 6)

Click on the Arrow box to the right of Step 4 to open the Task Library



Select a task.

If there are no Tasks shown in your Task Library see notes on Session 4.4 to learn more about this feature

Once selected you can then add additional text to the task if required.

Click OK to Save