Micro Learning Video: Create Tasks

In this video, you will learn how to create tasks to notify specific users of changes that have been made to cases.

1. Click the Specimens tab in the left navigation menu.
2. Click the respective record.
3. Scroll down the page to the Tasks section.
4. Click New Task.
   This will open the Quick Create: Task side window allowing you to create a task regarding that record.
5. Enter the Subject of the new task.
6. Click the Assigned to field.
   This will open a search bar where you can search for who to assign this task to.
7. Enter the name.
8. Select the Assigned to from the search results dropdown.
9. Click the Save and Close button.

The new task has been created.