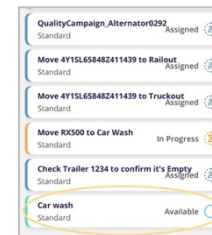
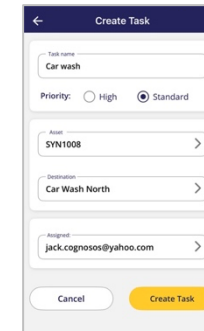
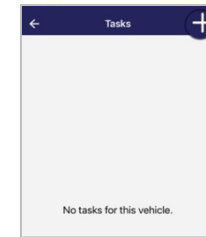
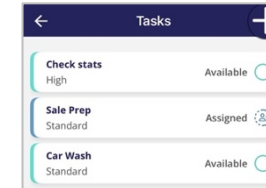


## How to create new a task:

1 Administrator user roles may add tasks. Select Task icon from map. Click add icon (+). Alternatively, select vehicle from the map, click Tasks on the Vehicle Details tab, and then select + icon.

2 Input task name. Set status priority to high or standard. Use lists to select the asset to which to assign the task and the vehicle destination. If the create task function was initiated from Vehicle Details, the Asset field will auto-populate with the asset ID. These fields are required to create the task. Assign the task or leave that field blank.

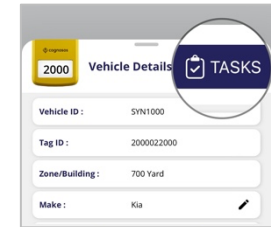
3 Choose Create Task; otherwise Cancel to abort the process. Once saved, new task is added to the task list at the bottom. If no user was assigned, the task status is Available; if assigned, status is Assigned and added to the user's task list.



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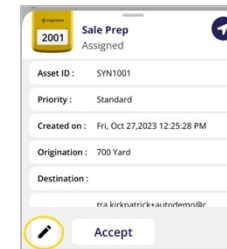
## How to edit a task:

**1** Users may edit their Assigned or Accepted tasks (no other status may not be edited). Locate and open the task to change (from the map's Task list or Vehicle Details).



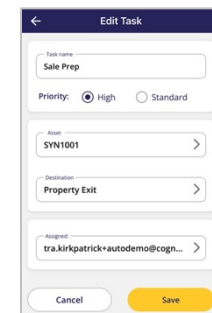
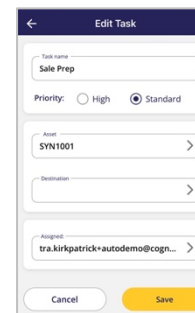
Click the pencil icon.

**2** Administrator users may edit any task with status of Available or Assigned, regardless of user assignment. Once task is in progress (Start status initiated), edits are prohibited unless the task is marked with a Failed status.



Make necessary changes. Save changes when edits are complete or click Cancel to disregard input.

**3**



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