

Adding Tasks and Milestones

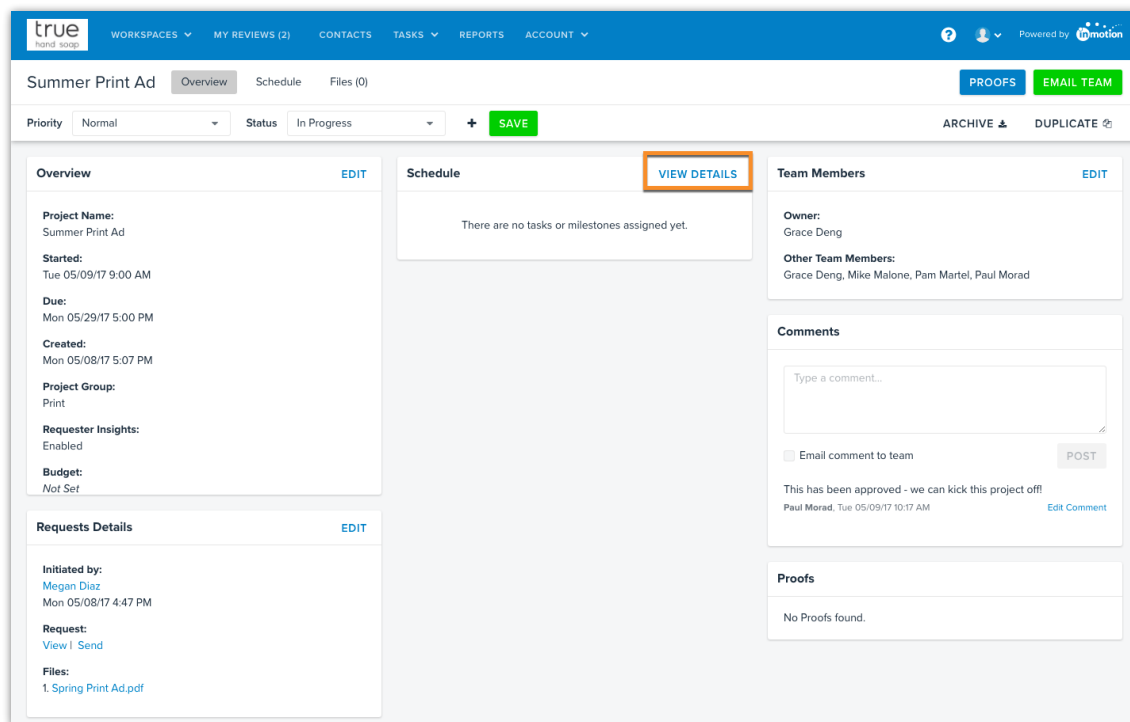
Published on 01/04/2016

What's the difference between a Task and Milestone?

The main difference between tasks and milestones is the intent behind their creation: tasks are generally for individual to-do items and milestones are for larger, project management goals.

Creating Tasks & Milestones

To create, edit, or delete tasks and milestones, click on the '**View Details**' button in the '**Schedule**' section of the Project Dashboard:



On the next screen, simply click '**Add**' or the + icon to add the first Task or Milestone.

After you've entered in your task information, click the Save button at the bottom of the window pane. Repeat this until you've completed all your tasks/milestones. You can automate this process by using a **Project Template**.

true
WORKSPACES
MY REVIEWS (2)
CONTACTS
TASKS
REPORTS
ACCOUNT

Summer Print Ad
Overview
Schedule
Files (0)

0 TASKS
0 OVERDUE
0 DUE TODAY
0 DUE THIS WEEK

Search for tasks by name
+
Sort Custom

No tasks or milestones.
Add the first one

Back to Schedule Overview
Add Task/Milestone
Details
Type
Task
Milestone
Status
Incomplete
Name
Provide a task name
Description
Type a short description ...
Start Date
Due Date
Level of Effort
0 hrs 0 mins
Estimated Cost
ex: \$1,000.00
Assigned To
Grace Deng
Mike Malone
Pam Martel
Paul Morad
Resources & Workloads
Tags
CANCEL SAVE