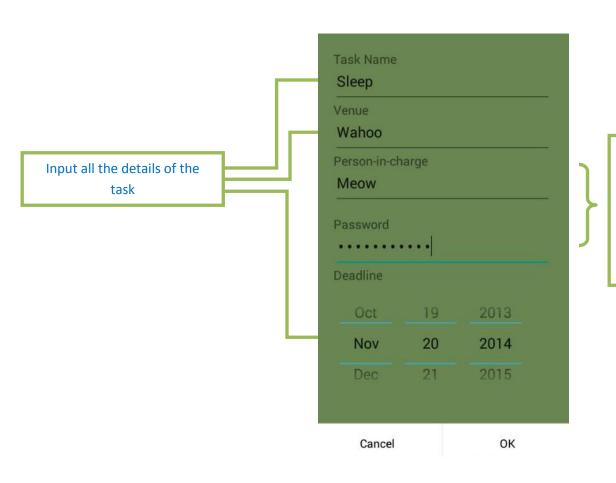


When you click the "+" button, the window below will pop up



A task needs to be confirmed before it can be officially completed. The person-in-charge is the one who will confirm that the task has been completed, and he or she should be the one to input the password.

Selecting "OK" will add the task to your schedule. Select "Cancel" if you do not want to add the task to your schedule.