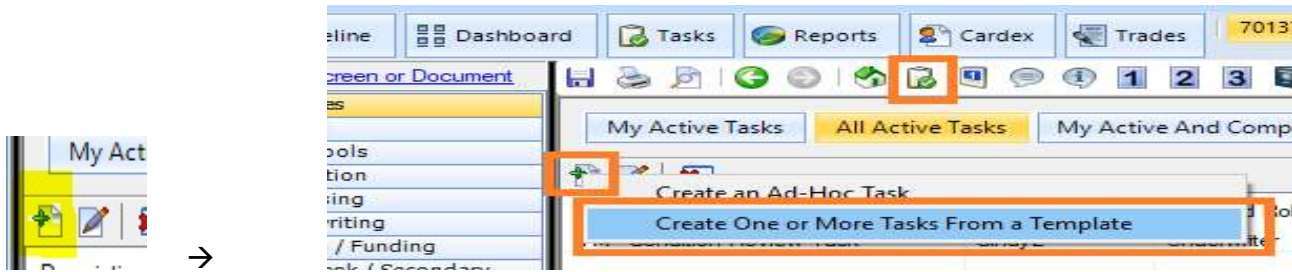# Create and Complete Task in BytePro

Task Icon:

Click on the plus + icon and click on Create One or More Tasks From Template:

→

Below is the list of Task you would click/create base on the status/milestone of each file.

New Submission / Initial Underwrite
UW - Decline UW Supervisor Review
UW - Suspense UW Supervisor Review
UW - Second Signature

Task to TM after Conditions Review/Rework
UW – TM conditions Reviewed – Revised Approval

Valuation Review
UW - Valuation Condition Review Task

Re-disclosure Task whenever a valid COC occurred [very top of the list]
Re – Disclosure Draw Task (Changed Circumstances)

Clear for Docs [at the bottom of the list]
UW - PTD Conditions Cleared to Close

Task to Funder – In Funding
UW – Funding Conditions Reviewed – Revised Approval

Complete Task to get credit. Click on Task → Mark Complete → Close out the popup email → Status show Complete