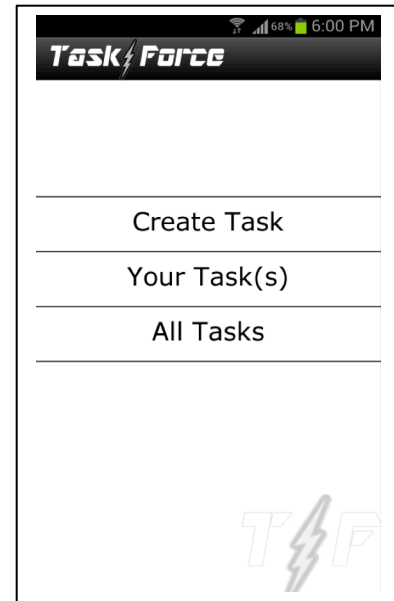
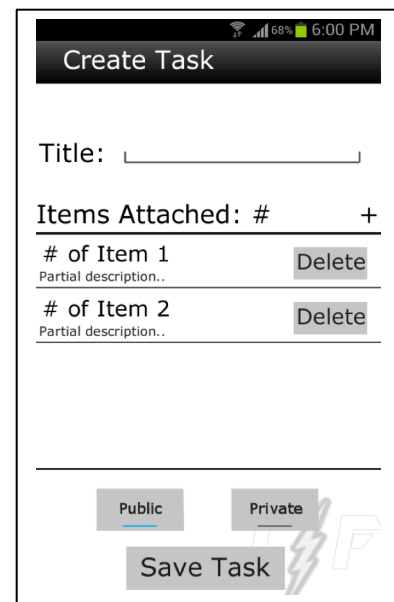


Storyboard sequence for creating a task

Step 1 – Initiate create task
-Click the “Create Task” button
-This will take you to **STEP 2**



Step 2 – Create Task Main Page
-Click the title text field to enter a title
-Click on the “+” to add a item to the task
-This will take you to **STEP 3**
 NOTE: You can have at most one of each item selected for a task
-Select “Public” if you want the task to be available to everyone
-Select “Private” if you want the task to stay local
-Click “Save Task” when you have all the tasks you require
-This will prompt saying the task was saved and return to the main menu



Step 3 – Item selection screen

-Click the “Select Item” and a drop down list with the available item types will appear for you to select

- Audio
- Text
- Photo

-Click the Desired Number textbox and enter your value

-Click the Description textbox and enter the description of the item you are looking for

-Click “Save Item”

-This will take you back to **STEP 2**, but the item you created for the task will be listed and the items attached list will be updated

Create Item

Select Item v

Desired Number: #

Description:

Enter description here

Save Item T/F