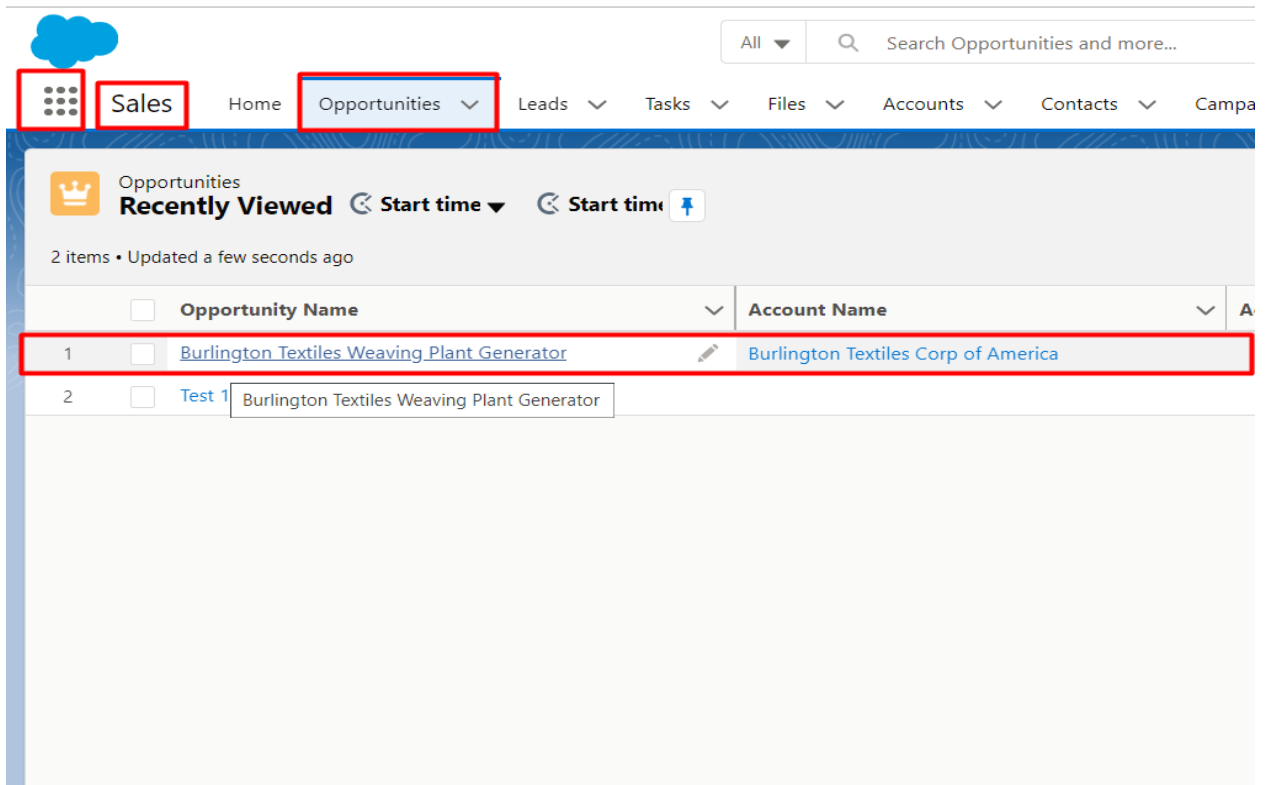
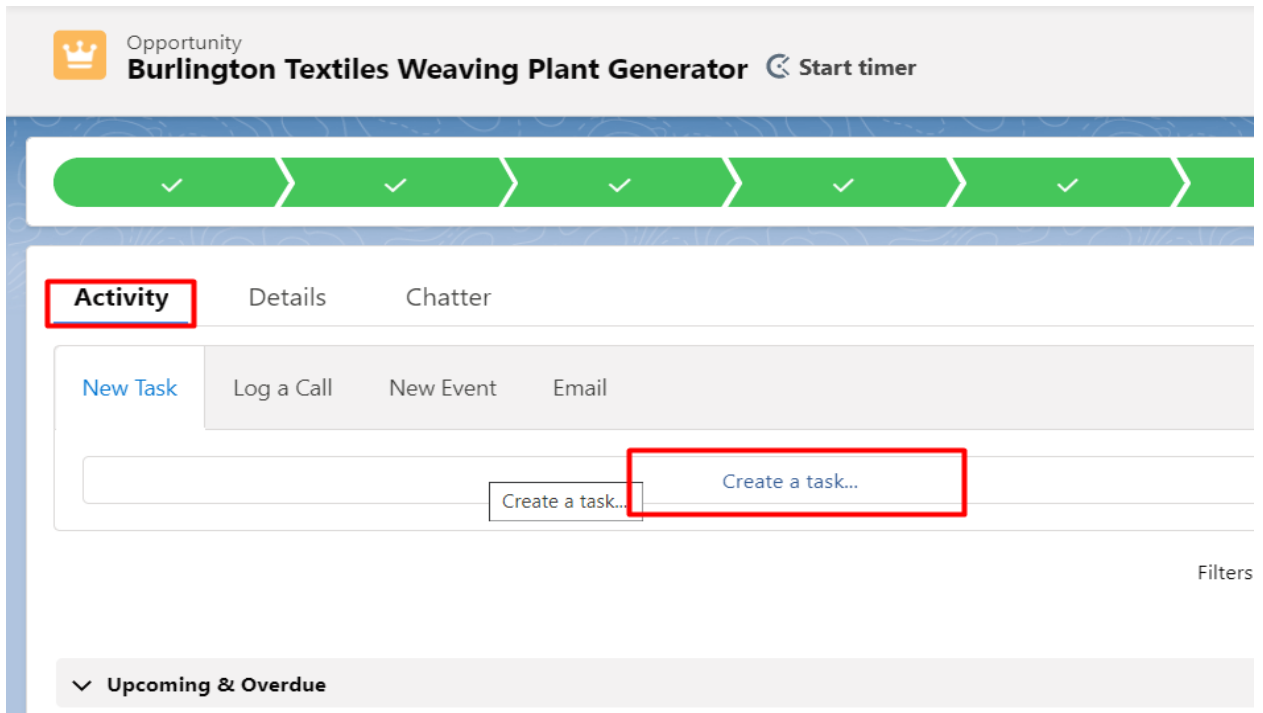


Step 1: First step is to click on the app launcher and open sales. After that click on the opportunity tab and open a record.



The screenshot shows the Salesforce interface. At the top, there is a navigation bar with the 'Sales' app selected. Below it, the 'Opportunities' tab is active. The 'Recently Viewed' section displays two items: 'Burlington Textiles Weaving Plant Generator' and 'Test 1'. The first item is highlighted with a red box.

Step 2: Once you open a record click on the activity tab and click on create a task.



The screenshot shows the Salesforce interface for the 'Burlington Textiles Weaving Plant Generator' record. The 'Activity' tab is selected, and the 'Create a task...' button is highlighted with a red box.

Step 3: Once you click on the create new task option on the next page you will see some information to be filled like subject, due date, name, related to, assigned to, and status.

The screenshot shows a 'New Task' form with the following fields and values:

- Subject:** (Empty text input field)
- Due Date:** (Empty date input field)
- Name:** (Empty text input field with a search icon and 'Search Contacts...' placeholder)
- Related To:** (Dropdown menu showing 'Burlington Textiles Weaving Plant Generator')
- * Assigned To:** (Dropdown menu showing 'astha gupta')
- * Status:** (Dropdown menu showing 'Not Started')
- Save:** (Blue button)

Step 4: Here I am putting the subject as Follow up, putting the due date as 5/31/2021 now selecting name and putting status as not started and clicking on save.

The screenshot shows the 'New Task' form with the following fields and values:

- Subject:** Follow up
- Due Date:** 5/31/2021
- Name:** Andy Young
- Related To:** Burlington Textiles Weaving Plant Generator
- * Assigned To:** astha gupta
- * Status:** Not Started
- Save:** (Blue button)

Step 5: Once you click on save you will be directed to the next page where you will be able to see that now on the activity page a new task is added with the name follow up.

✓

✓

✓

✓

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✓

✓

✓

Activity

Details

Chatter

[New Task](#)

Log a Call

New Event

Email

Create a task...

Add

Filters: All time • All activities • All types

[Refresh](#) • [Expand All](#) • [View All](#)

▼ Upcoming & Overdue

>

Follow up

May 31

You have an upcoming task with [Andy Young](#)