Web

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Go to Projects tab, select the desired project and click New Task button

Desktop



Go to Navigator tab on the left panel. Select the project in which you want to create a task. Click New Task button in the top bar, or right-click to open the context menu and select New Task...

In the window, enter the name of the new task (1). If needed, you can leave a comment on the task (2), set properties (3) and attach files (4). To display all properties, click pencil icon button (5).



In the window, enter the name of the new task (1). If needed, you can leave a comment on the task (2), set properties (3) and attach files (4); for the latter, you can use drag-and-drop. To display all properties, click settings button (5).

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Click Publish. Your task will appear in the task tree





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Click Save and Close or Save and New Task if you want to create more than one task. Once published, your task will appear in the task tree