

In Navigator tab, choose your project and click New task from template



Set *Template* name and *Default task name*. Select a task template from the list, check the copy options (they are used when creating a new task template) and click Add template









Together with your colleagues you can use your template to create new tasks. You can change the copy options before creating a task by checking the box

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Click on Name selector, choose Add new template... or click + on the right