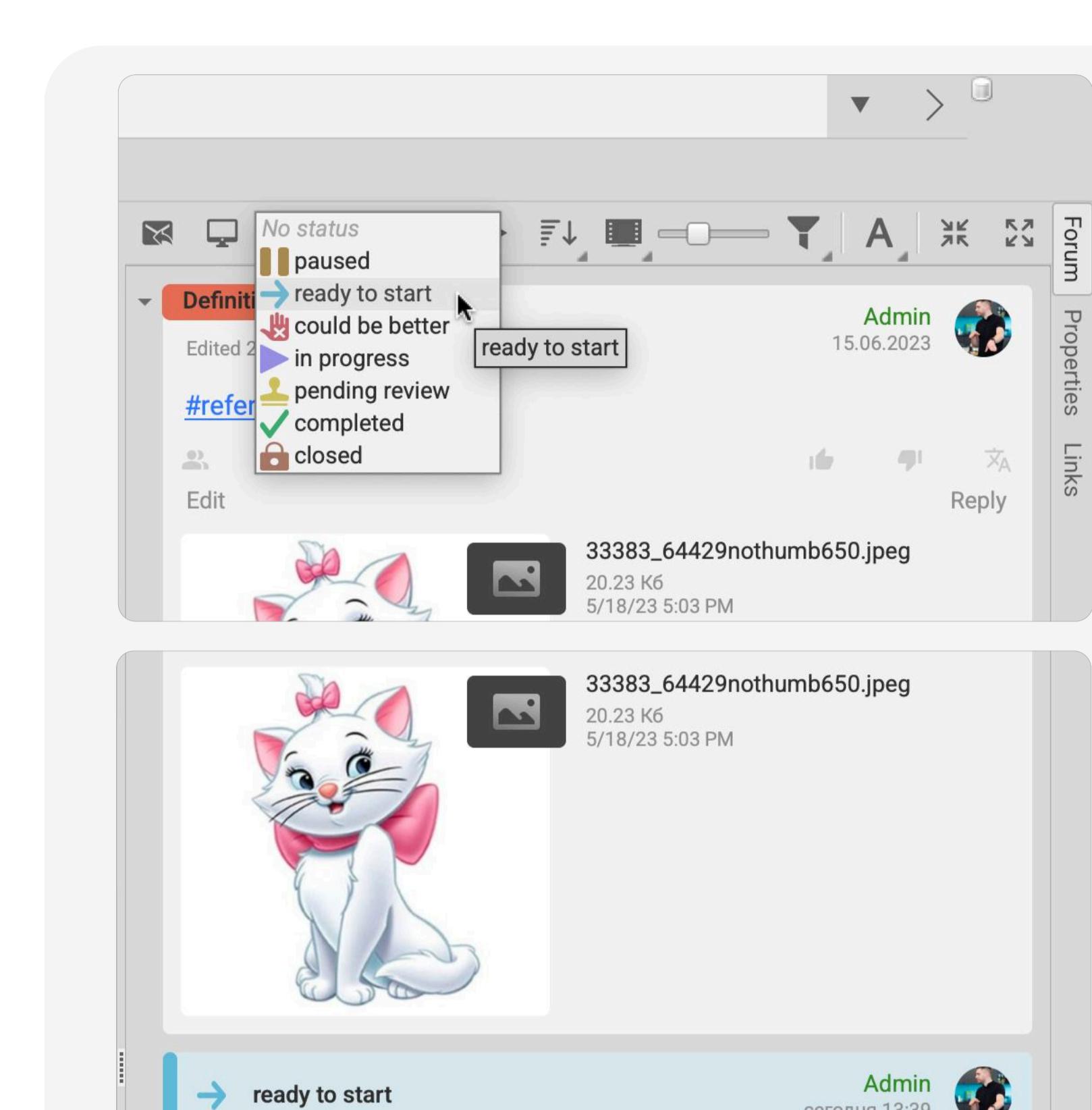


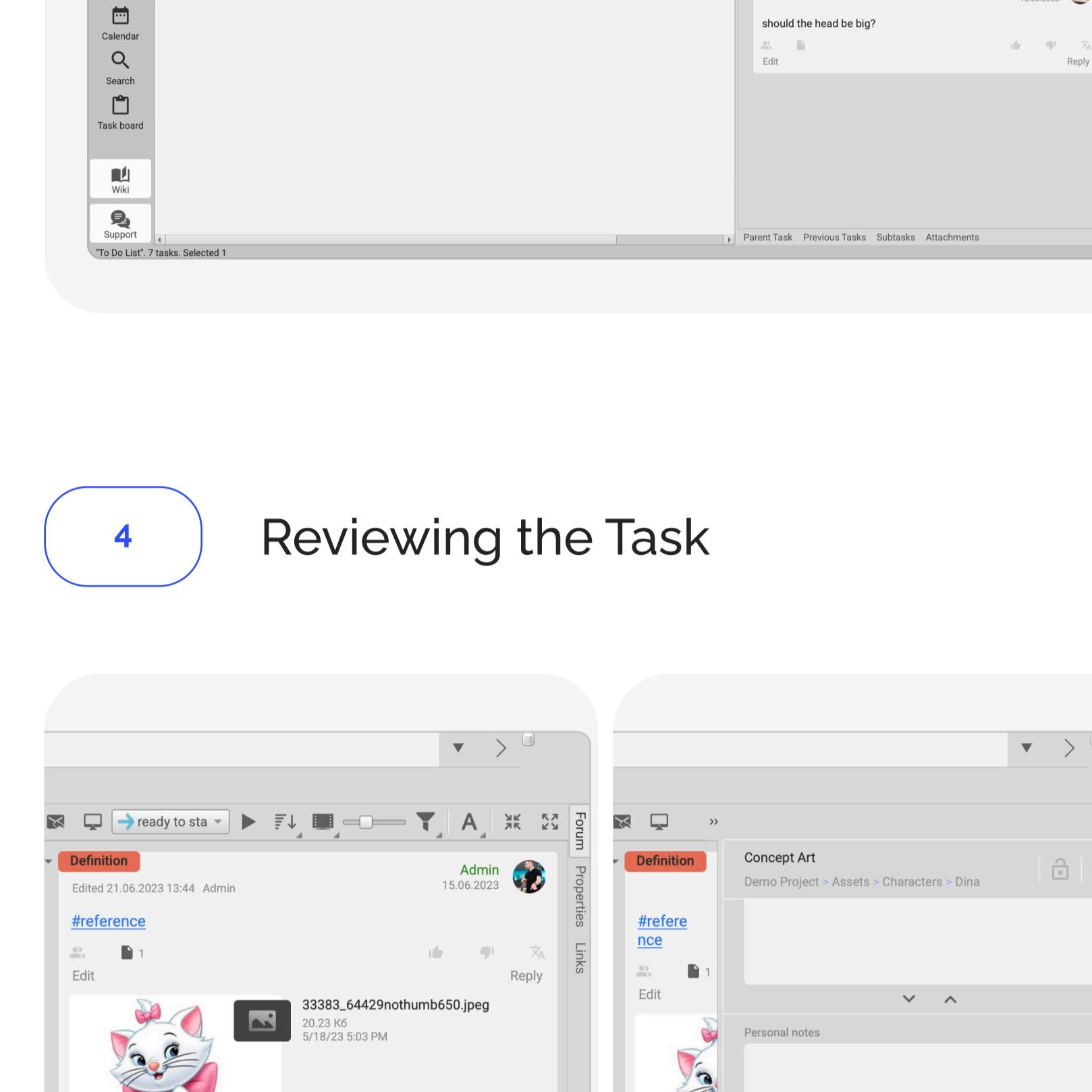
Working on a Task in Cerebro

1 Task Assignment



The task has already been [created](#) with a detailed description, a deadline, and attached materials.

2 Changing Status — 'Ready to Start'

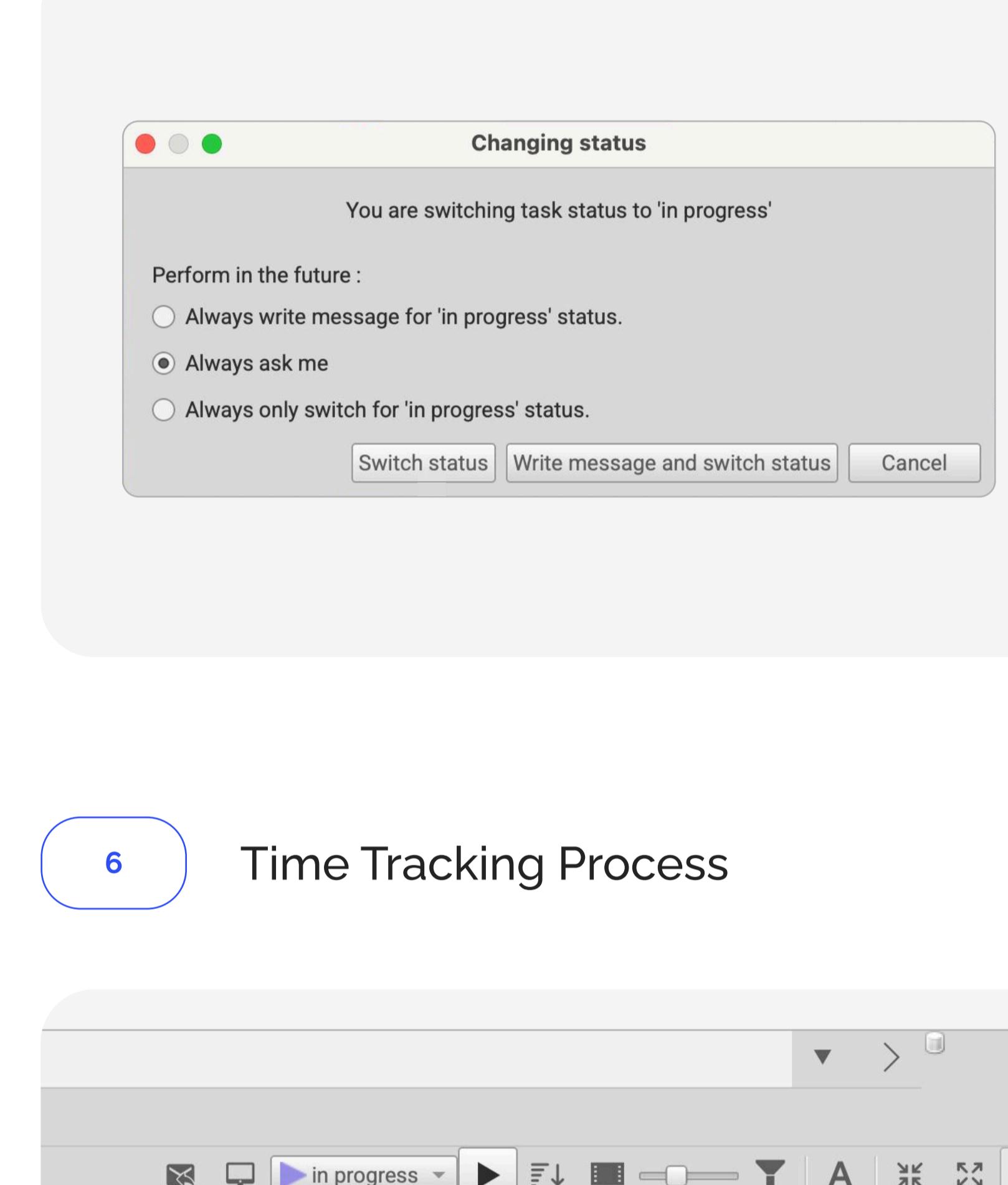


Set the status to 'Ready to Start' so the assignee knows they can begin working on the task.

Other statuses used during the workflow include:
♦ 'In Progress' — the assignee has started working
♦ 'On Hold' — work is temporarily paused
♦ 'Pending Review' — the task is sent for review
♦ 'Could be better' — revision is required
♦ 'Completed' — the task is finished
♦ 'Closed' — the task is closed

Important:
♦ If you use the linked tasks rule, statuses of all linked tasks will update automatically
♦ You can create custom statuses or rename the default ones available in Cerebro

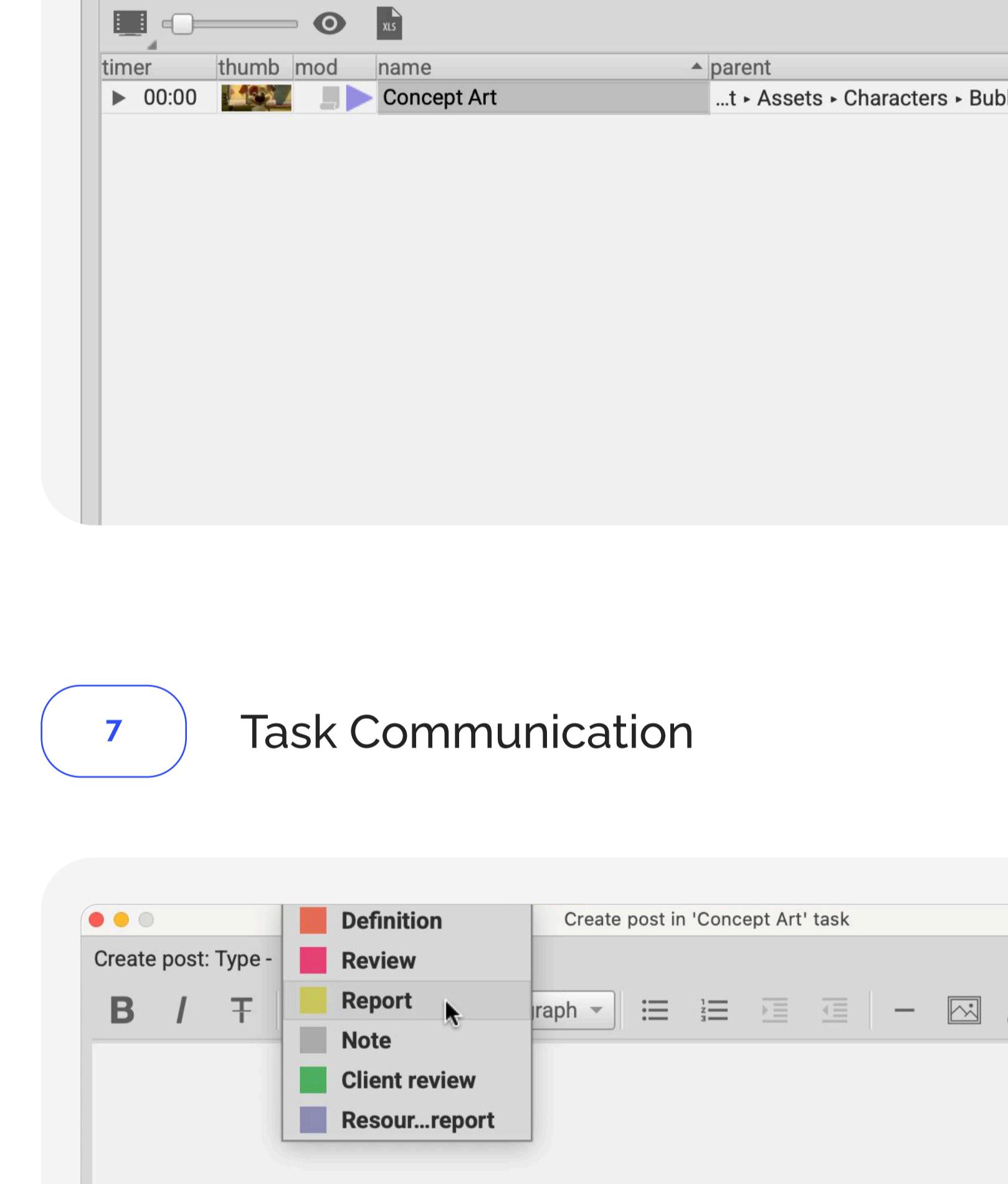
3 Finding Your Task



Tasks appear in the **To Do** tab.
Use filters to quickly find the one you need.

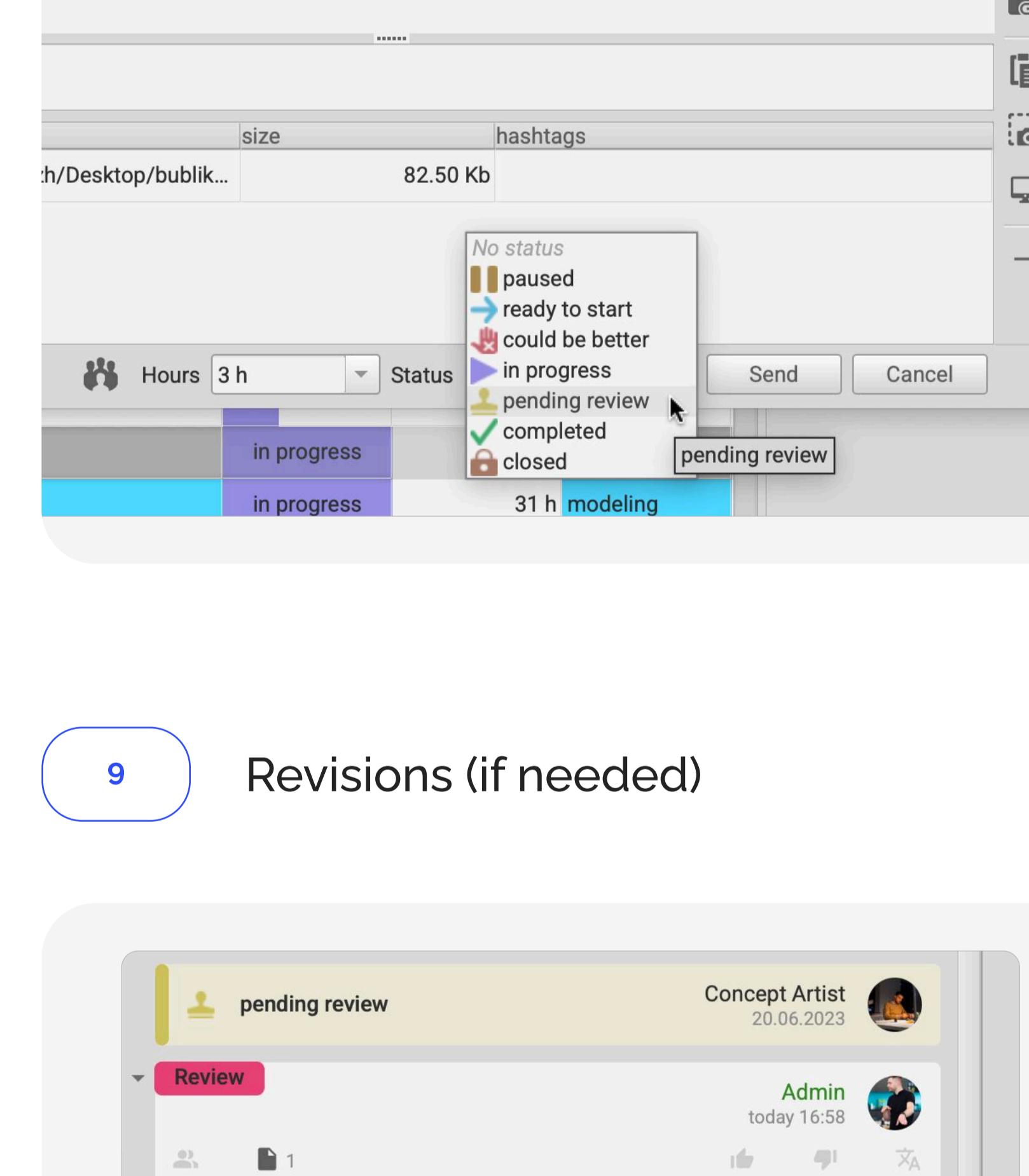
[How to Find Your Task](#)

4 Reviewing the Task



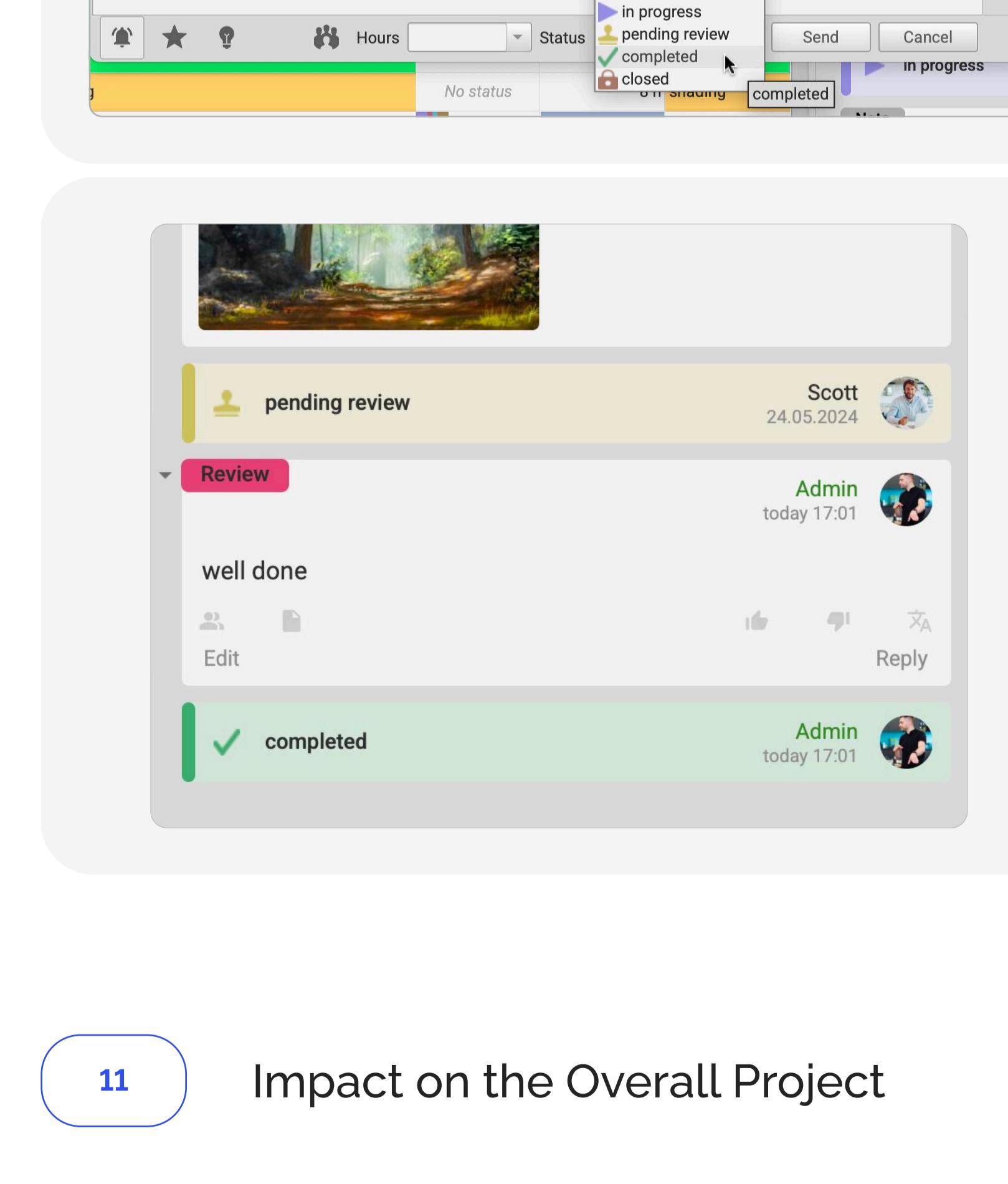
Open the task — read the brief, check attached files, and clarify any details. If you leave a comment or question, the supervisor will receive a notification in their inbox.

5 Changing Status — 'In Progress'



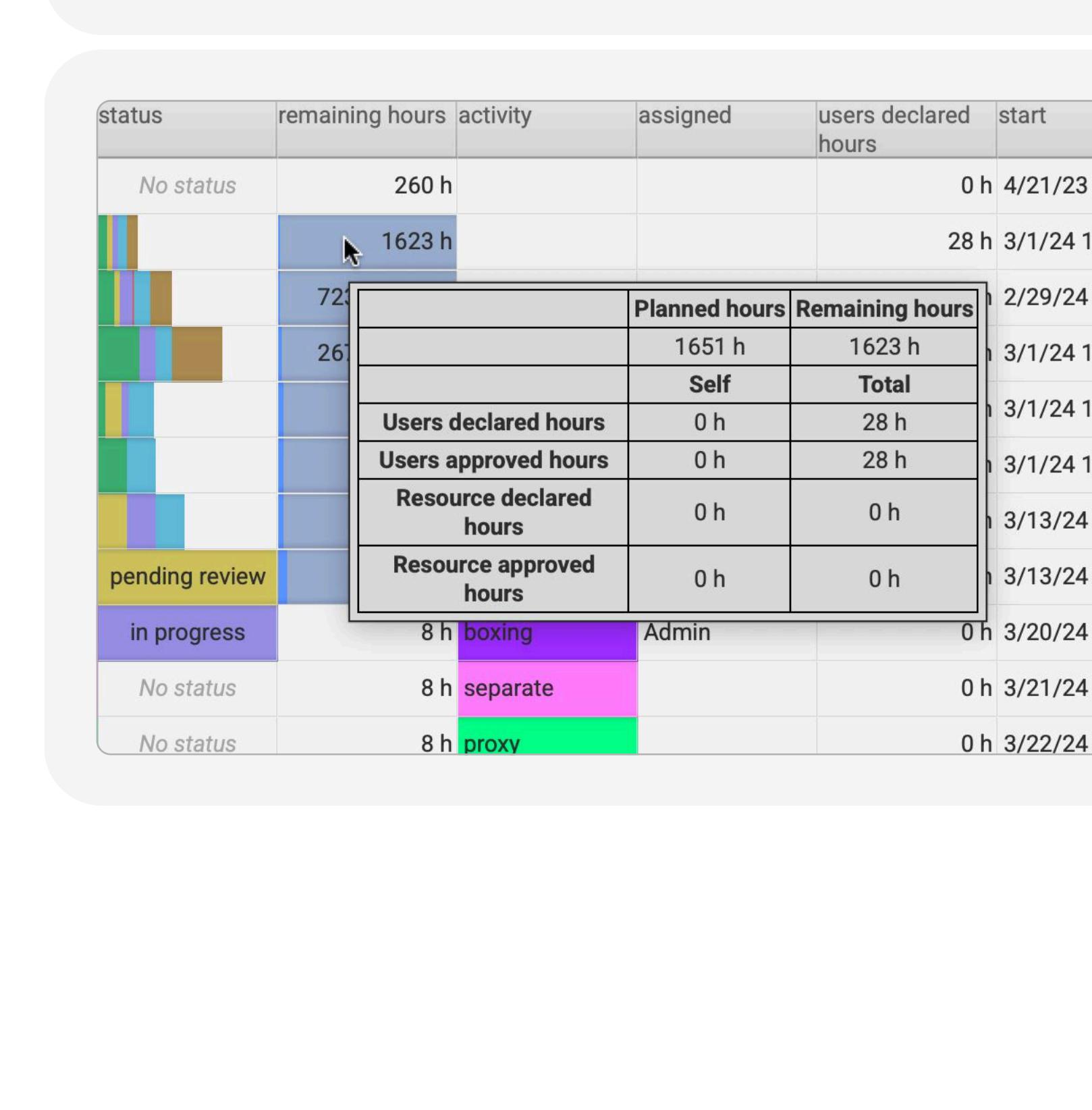
Set the status to 'In Progress' when you start working so the team knows you've begun.

6 Time Tracking Process



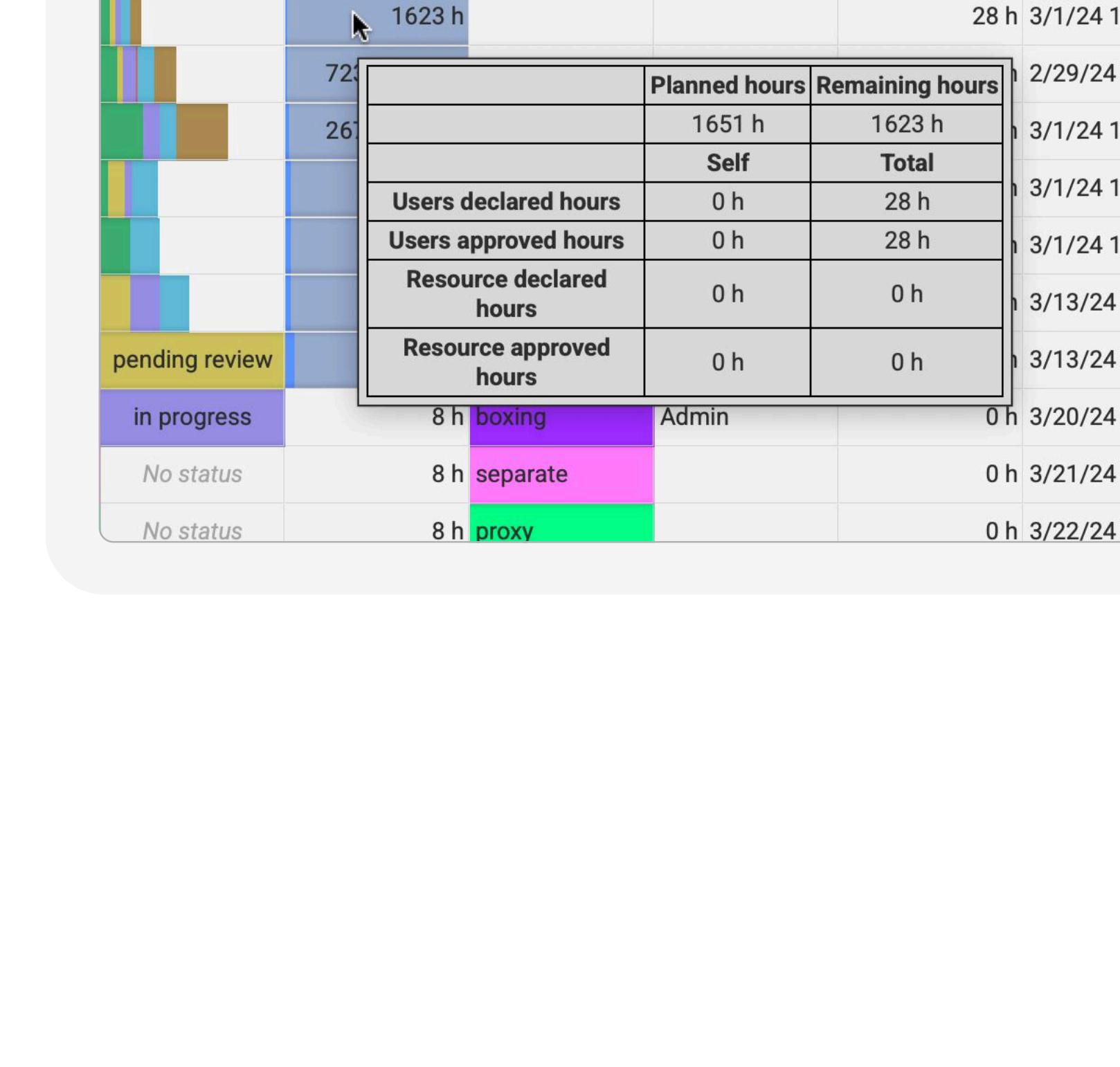
Track your time manually or use the **Timer**.
Accurate time tracking is important for project statistics.

7 Task Communication



Use the **Reply** button to communicate and choose the appropriate message type:
♦ Task Assignment — to give instructions
♦ Review — to leave feedback
♦ Report — to describe completed work and time spent
♦ Note — for general task-related communication
♦ Client Review — for feedback from the client
♦ Resource Report — for reporting resource usage

8 Submitting for Review



Comments, attachments, and file attachments will be sent for evaluation. Change the status to 'Pending Review' — the task will be sent for evaluation.

9 Revisions (if needed)

Comments, attachments, and file attachments will be sent for evaluation. If no changes are required, the task will be marked as 'Completed'.

10 Task Completion

After final approval, set the status to 'Completed'.
Tracked time statistics are updated from active ones.

11 Impact on the Overall Project

Completed tasks contribute to the overall project progress.
The whole team can see the progress in real time.

After final approval, set the status to 'Completed'.
Tracked time statistics are updated from active ones.