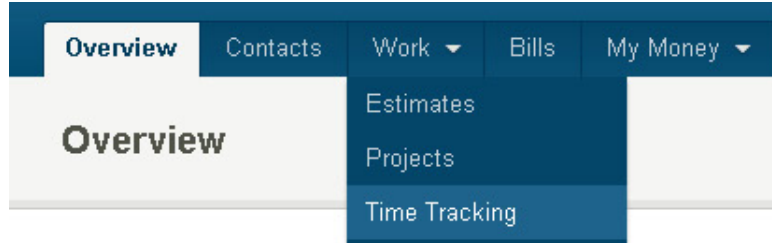


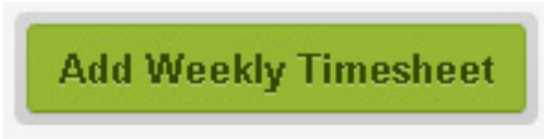
## How to create a Task

Each project must have at least one task allocated to it to allow time to be tracked.

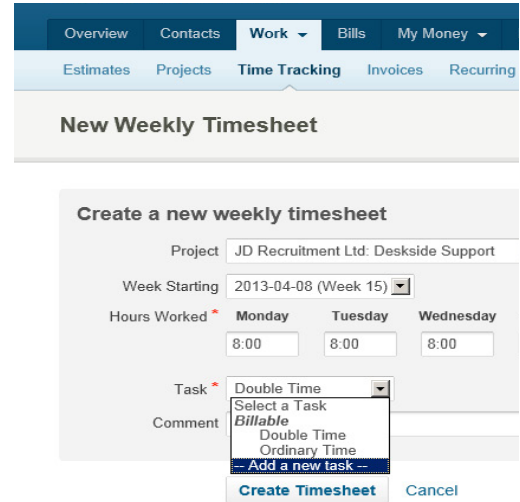
1. On the top of your screen, click on 'Work' then 'Time-Tracking'



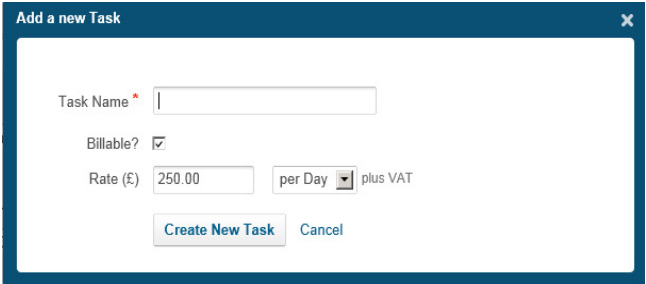
2. In the top right hand corner, you will find a bright green button "Add Weekly Timesheet" click on this



3. To add a new task, choose from the drop down menu



4. Give your task a name and tick the box to indicate if this is a billable or non – billable task. The rate will be pulled through from your project, however if it is incorrect you can amend it here.  
  
Click create 'New Task'



**Tips:**  
If you have not entered time slips before, have a look at our create a timesheet guide. You may wish to create tasks such as standard rate, overtime rate or alternatively the name of the task you are working on.