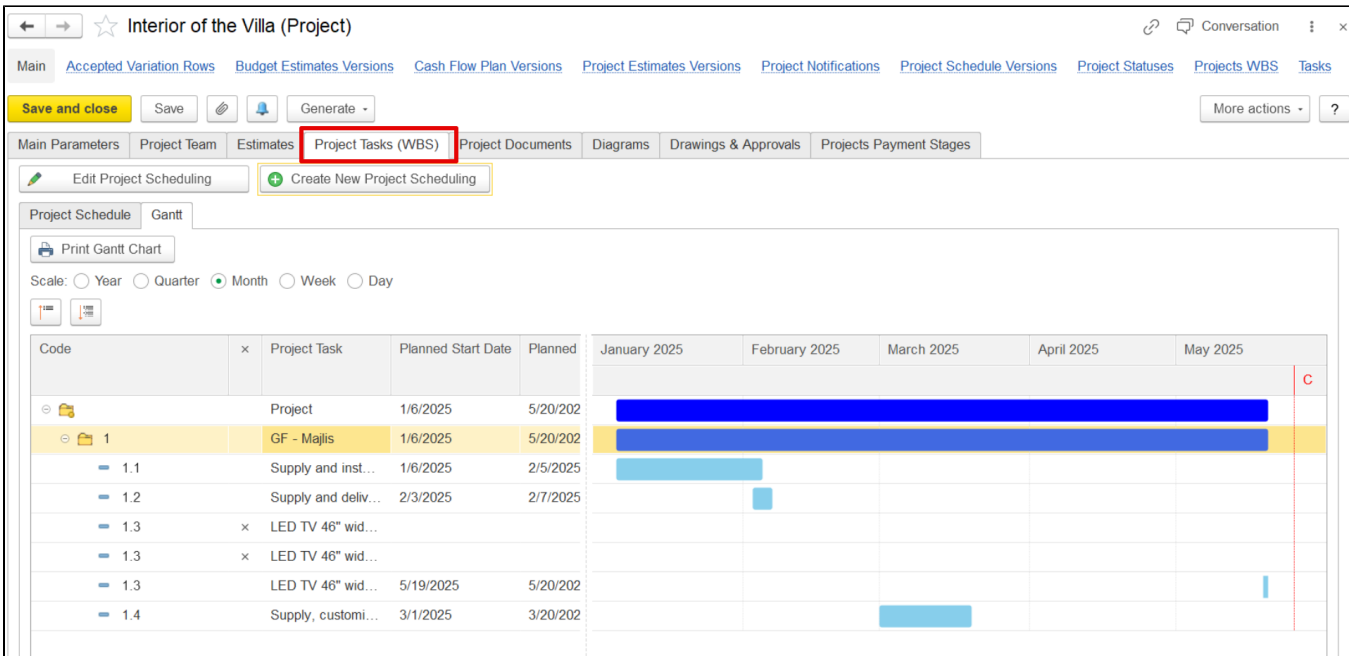


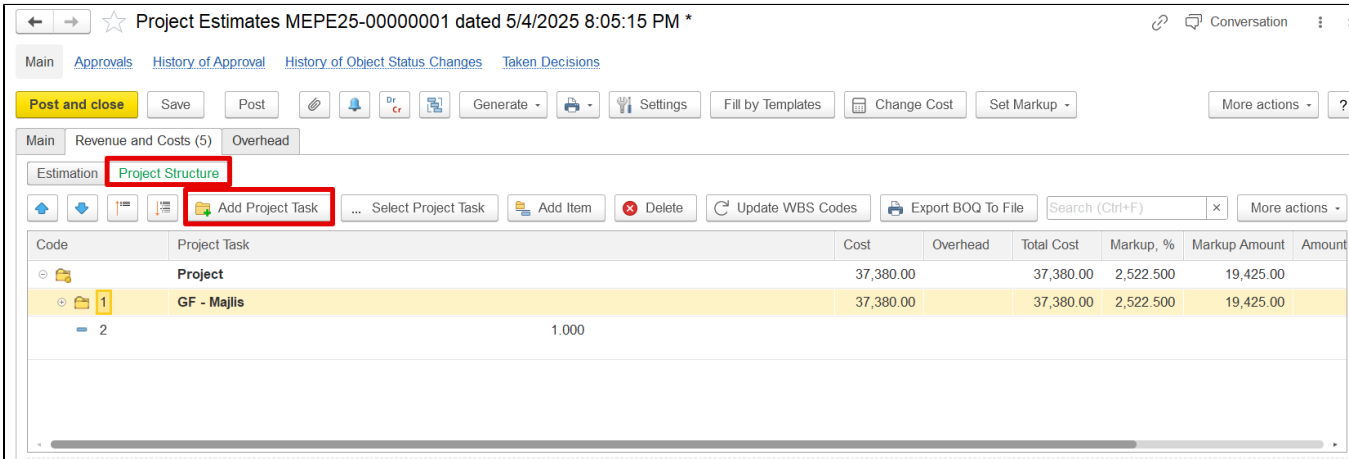
3.1.4. Project Task

The **Project Tasks** master data contains information about tasks related to the company's external and internal projects

Each project has its list of tasks, which can be seen on the project master on the Project Tasks (WBS).



The main process for creating new tasks is carried out through the estimation document in structure mode, using *Add Project Task* to directly include tasks in the project estimation.



Adding a Project Task



To add a project task, select the **Create** button from the toolbar. To modify an existing task, double-click the corresponding line. Alternatively, right-click the desired line and choose **Edit**, or use the toolbar by selecting **More actions Edit**.

1. Main Parameters


This tab displays key details about the task, including the associated project and its planned start and end dates. As the project progresses through its lifecycle, the task's actual start and finish dates can also be recorded.



☆ IP SECURITY SYSTEMS (Project Task) *



Main [Tasks](#)

Save and close Save  



Main Parameters **Employees** Predecessors



Project: 

Parent Task:   Code WBS:



Description: Status:  

Milestone:

Planned Start Date:  Planned Finish Date:  Day(s)

Actual Start Date:  Actual Finish Date: 

Details:

Responsible:  

The **Description** and **Project** fields are mandatory.

- In the **Project** field, select the project to which this task is related.
- In the **Parent Task** field, specify the task that includes this task.
- In the **WBS Code** field, enter the code assigned to the task.
- In the **Description** field, type a clear and concise description of the project task. This description will identify the project task in the project task lists.
- Use the **Milestone** checkbox to mark this task as a milestone within the project.
- Specify the planned start date in the **Planned Start Date** field and the expected completion date in the **Finish** field.
- The **Start Date (Plan)** and **End Date (Plan)** fields allow you to define the planned duration of the task.
- Once the task has started or been completed, the **Start Date** and **End Date** fields can be used to capture the actual dates.
- Use the **Details** text box to add any relevant information about the task

2. Employee Tab

The information on this tab is optional.

IP SECURITY SYSTEMS (Project Task) *

Main Parameters Employees Predecessors

Save and close Save Add More actions - ?

Add Search (Ctrl+F) More actions -

#	Employee
1	Nick
2	Alex
3	Tareq

Click **Add** to insert a new row. In the **Employee** column, select the employee assigned to the project task. Click **Save** to confirm the entry.

3. Predecessors Tab

IP SECURITY SYSTEMS (Project Task) *

Main Parameters Employees Predecessors (1)

Save and close Save Add More actions - ?

Add Search (Ctrl+F) More actions -

#	Predecessor	Code WBS	Dependency Type
1	13.8KV TRANSFORMER	1.2	Finish-to-Start

Click **Add** to create a new entry.

Then, select a **Predecessor Project Task**; this is a task that must be completed (or started) before the current task can begin or proceed. Also, choose its **Dependency Type**, which defines the relationship between the tasks (e.g., finish-to-start, start-to-start, etc.).

Once the necessary information is entered on the tab:

- Click **Save** to store the project task and continue editing or adding more details.
- Click **Save and Close** to save all changes and exit the form.