

# **My Open Tasks**

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## My Open Tasks

In the menu *CRM and Tasks > Tasts > My Open Tasks* you can see all your tasks still in evidence.



Table of your open tasks

## Creating Tasks

To create a new task click in the Flexigrid on the button: *New Task*.



Create a new task

Additional information you can fill in in the register: *Notes*.



Register: Notes

Fill in the necessary information and click the *Save*-button.

(the bold fields are mandatory)

After saving the task it will be integrated in the ICRS.

With the button: *Break* you can stop the process and returning to the list: *My Open Tasks*.

With the button: *Exporting excel* you can start the export of the task-list. Choose in the dialog what you prefer: just looking at the generated table or save it, in this case you will be asked for the path to the target folder.

**Yet you have another question leave it on this site for the metamagix-support-team.**