

# **New Tasks**

Administrator

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## New Tasks

In the menu *CRM and Tasks > Tasks > New Tasks* you can see all new tasks in the system.



Form to create a new task.



Register: Notes

In the menu *CRM and Tasks > Tasks > New Task* you get into the above form, a form to create a new task.

Fill in the fields (the bold fields are mandatory) and click on save to continue, or on back, if you want to abort.

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