Creating tasks for content approval

Requirements: Your project role must include the Create Tasks user right.

1. Select element(s) that you want to add to a task.
2. From the **Task** menu, select **Create Task**.

3. In the Create Task dialog box that appears, on the **Description** tab, specify a task name and other optional settings.
   Note: The light source correction is applied only for task elements with CMYK/spot colors. It is not applied to task elements with RGB color.
4. On the **Users** tab and **User Groups** tab (if any user group is available for the project), select users to add to the task. Optionally, you can assign the Sequence numbers and individual Due Date.

5. Click **Create**.