

Creating a task from a task template

Create a task from a task template

1. In the **Elements** view, select the elements for which you want to create a task.
2. Select **Task > Create Task from Template**.
3. In the **Use Template** list, select the required predefined template and click **Apply**.
The form fields are filled with the template settings (name, due date, description, users, and user groups). The fields can be modified after applying the template content. The modification of the values will not affect the original template values.

Create a action task from a task template

1. In the **Elements** view, without selecting any element, select **Task > Create Task from Template**.
2. In the **Use Template** list, select the required predefined template and click **Apply**.
The form fields are filled with the template settings (name, due date, description, users, and user groups). The fields can be modified after applying the template content. The modification of the values will not affect the original template values.