

Adding elements to a task

You can add elements to a task when you want one or more elements to be reviewed or approved by the same users who are already assigned an existing task. You do not have to create a new task for the element.

Requirements: You must have a project role that includes the Modify Tasks user right.

Note: If the task is an auto task, new elements uploaded to the project are automatically added to the task. Only add elements manually if they were uploaded to the project before the auto task was created.

1. In the **Elements** view, select the elements that you want to add to the task.
2. Perform the following actions:
 - a. From the **Task** menu, select **Add Elements to Task**.
 - b. In the Add Element to active Task window, in the **Task** list, select the task to which you want to add the elements.

Note: You cannot add new elements to Action Tasks. The action tasks do not appear in the **Task** list.
 - c. (Optional) Select the **Add as reference** check box to add an existing task element to a different task as a reference task element.
 - d. Click **Apply**.