

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**.

Create Task

Description | Elements | Users | User Groups | Tasks Reference

Name: Fall Cover pages

Due Date: 2018-05-23 *yyyy-mm-dd*

Description:

Task Options:

- ☒ Require password authentication for approvers
- ☐ Allow 'Approve With Changes' status for approvers
- ☐ Only allow 'OK' status for reviewers
- ☐ Exclude task from automatic reminders

Owner: John Doe

Create **Cancel**

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.

Create Task

[Description](#)[Elements](#)[Users](#)[User Groups](#)[Tasks Reference](#)

Task Checklist:

Users: ☒ Approvers ☐ Reviewers ☐ Content Proofs ☐ Color Approvers

	Name	Sequence	Due Date
☒	 Robert Smith	1	 2018-05-11
☒	 Benjamin Price	2	 2018-05-18
☐	 Helen Wood		
☐	 Earl Walker		
☐	 Barbara Turner		

5. Click **Create**.