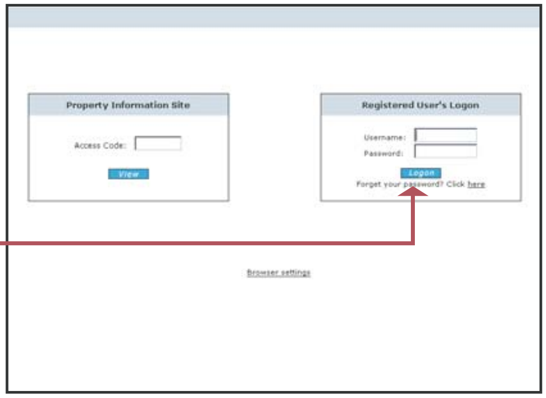
*A*dding a To Do List Item

Quick Reference Guide

Step 1

Go to the logon page and enter your user name and password then Click ***Logon.***

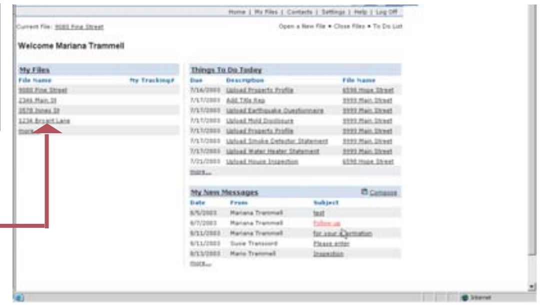
Enter Username and Password



Step 2

Click on the Subject Property for which you wish to add a ***To Do Item.***

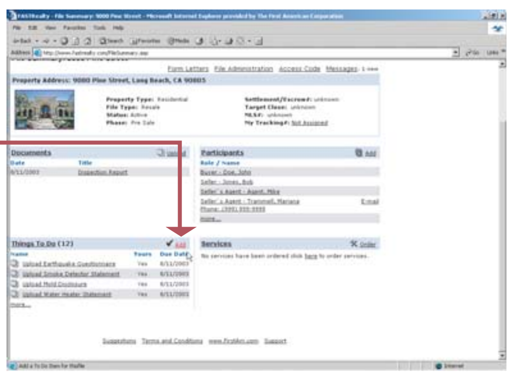
Select Subject Property



Step 3

Click on the ***Add*** link next to the ***Things To Do*** area.

Click on the ***Add link***

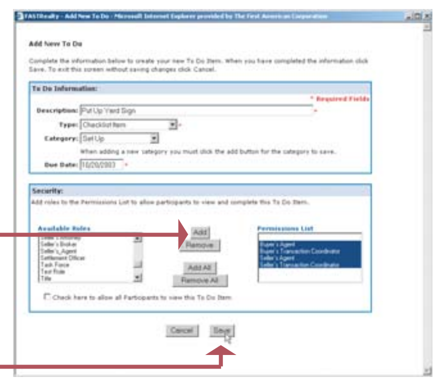


Step 4

Enter the Description, select a ***Type*** and ***Category*** from the drop down lists and enter a ***Due Date***. Select all the parties you would like to give access to see and/or complete the To Do Item by highlighting their name on the available roles section. Click ***Add***. Click ***Save*** when finished.

Click ***Add***

Click ***Save***



Step 5

The item will be added under the ***Things To Do*** section.

The ***Things To Do*** section