

# Task Summary

This section shows essential information about the Task.



The screenshot shows a task summary form for 'Task #78'. The form is divided into three main sections: 'Status', 'Summary', and 'Detail'. The 'Status' section is highlighted in green and contains the word 'Status'. The 'Summary' section is highlighted in blue and contains a text input field with 'User error', a dropdown menu for 'Sub-Category' set to 'None', a dropdown menu for 'Status' set to 'In Progress', and an 'Update' button. The 'Detail' section is highlighted in blue and contains the word 'Detail'. The text 'Task Summary' is overlaid on the 'Summary' section.

## Summary

Use this to enter a summary of the task - this is output as part of the list of Tasks on the previous page, and is intended to be used as a small snapshot of the action.

This is an optional field.

## Assignment

This will show a list of all Users linked to this Task.

Note: a single Task can have multiple Notes added to it, and each of those may have different Users assigned to them

## Category

Use these controls to set the Category and Sub-Category to the Task.

These must be manually assigned, and no automation is linked to them

## Status

Use this to control the [Status](#) of the Task.

These must be manually assigned, and no automation is linked to them

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