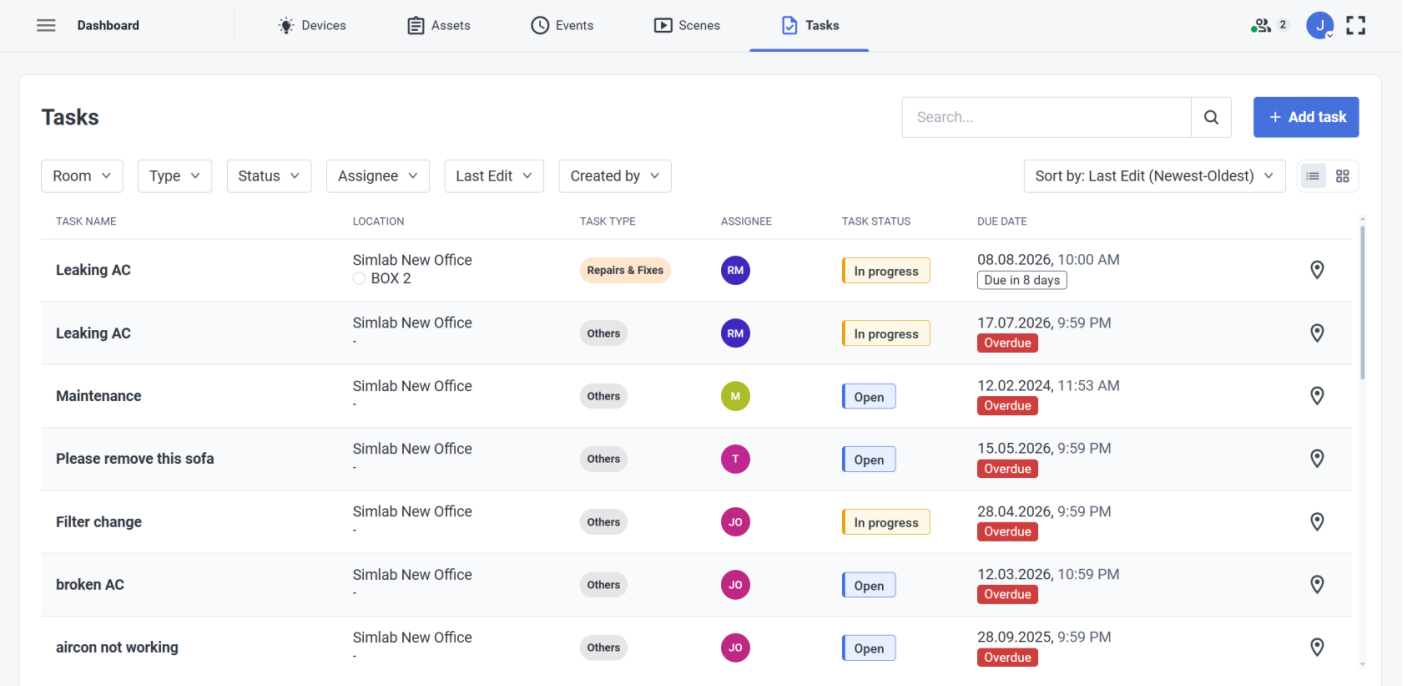
Tasks

Create, manage and assign tasks for other space users.

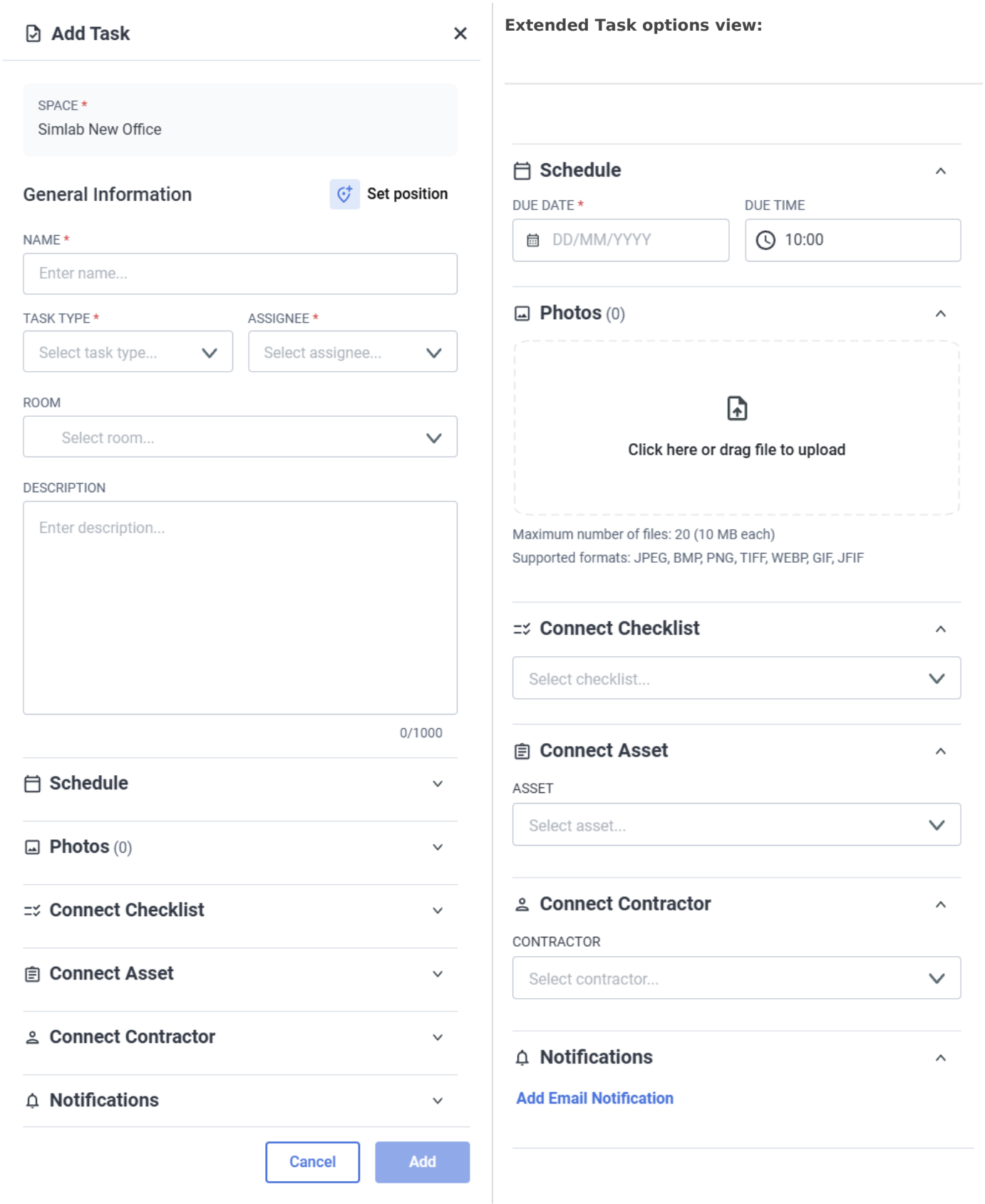


The Tasks view in the **Dashboard** is a detailed **Task management view** for the project, where you can see the **status** of every task together with other **necessary information** such as:

- Due date
- Assignee
- Task Status and Type

From here, you can easily go to the location of the task, using **location pin** button at the right end of the task tile.

Task Creation



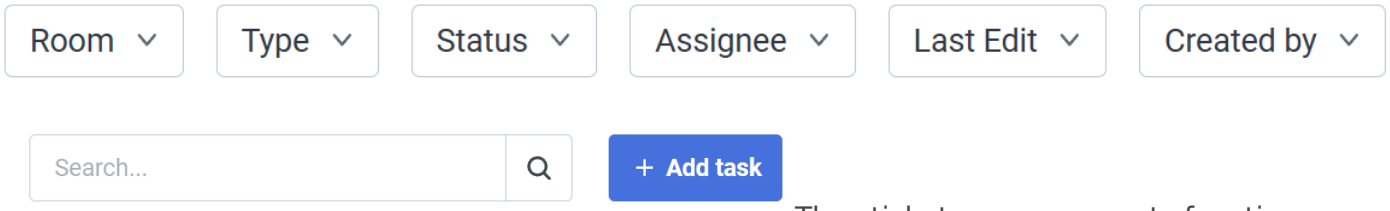
To edit a task, click on the **more options** ⋮ button located at the end of the Task tile.
This will open a new window with following options:

Edit

Create a copy

Delete

Filter, Sort and Search



The ticket management functions are fitted with comprehensive filter, sort and search functionality. Handle large amounts of tickets by:

- Room
- Ticket Type
- Ticket Status
- People Assigned
- Date Range
- Original Creator

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