

# How to Create a Task

1. Click on “Setup”
2. Click on “Tasks” Use the Task Builder or Task Wizard to setup Task.

## Using the Task Builder:

1. Select a task from the list.
2. Click on “Task Builder”.
3. Select an Operator, Machine Type, and Machine from the drop-down menu.

**NOTE: If <No Selection> was chosen for the Machine Type, Machine box will not be active.**

4. Select an Implement Type and Implement from the drop-down menu.

**NOTE: If <No Selection> was chosen for the Implement Type, this box will not be active.**

5. Click in the Operation text box located below Operation 1.
6. Click on the drop-down arrow that appears to the right of the box; select an operation.

**NOTE: The selected operation will determine what drop-down boxes are active for that operation.**

7. Select information (Category, Type, Name, Rate, Units/Acre, Application Method, Depth/Height) for the active text boxes for Operation 1.

**NOTE: Values need to be typed in for the Rate and Depth/Height entries. If you selected Tank Mix as an operation, the rate in the Task Builder is the application rate of the entire mix; this rate may differ from the solution rate on the Tank Mix tab, as that is the base rate of the entire solution. Overrides of the application rate can be made in the field.**

8. Repeat steps 5-7 for each additional operation.
9. Click OK when finished.

## Using the Task Wizard:

1. Select a task from the list.
2. Click the “Task Wizard” button.
3. Select an Operator from the drop-down menu or select <New...> to add a new operator.
4. Select a Machine Type and Machine from the drop-down menu.

**NOTE: If <No Selection> was chosen for the Machine Type, this box will not be active.**

5. Select an Implement Type and Implement from the drop-down menu.

**NOTE: If <No Selection> was chosen for the Implement Type, this box will not be active.**

6. Click “Next”
7. Select the first Operation.

**NOTE: The selected operation will determine what drop-down boxes are active for that operation.**

8. Select information for the active text boxes for Operation 1.

**NOTE: Values need to be typed in for the Rate and Depth/Height entries. If you selected Tank Mix as an operation, the rate in the Task Wizard is the application rate of the entire mix; this rate may differ from the solution rate on the Tank Mix tab, as that is the base rate of the entire solution. Overrides of the application rate can be made in the field.**

9. Repeat steps 7-8 for each additional operation.

10. Click “Done” when you are finished. Verify that the information is correct on this screen. If changes are necessary,
11. Click the Back button until you reach the screen for the operation that needs to be edited. Make the corrections and click “Done”