

# Perform a task

### Task

Subject Test

Description Test

Start date 2020-01-02 09:21 End Date 2020-01-02 09:21

Agent Automated Test x

Team Utviklere

Status Not started v

Phase Analyze v

Object search \_\_\_\_\_

Email agent

[NEW WORK LOG](#) [SERVICE LOG FOR TASKS](#)

Registered	Description	Agent	Time Spent
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a [SAVE](#) [SAVE AND CLOSE](#) [DELETE](#)

1. Open the task from the «Maintenance» tab or from «Servicedesk» tab by clicking it
2. Fill out check boxes and fields.
3. You can save by clicking «Save», and complete the task later.
4. Click «Save and close» when you have completed the task.
5. The task is now disappearing from your list