## Practice Using Tasks Demonstration

1. Navigate to the **Case Homepage** by clicking the recent agrmnts/cases section of the left navigation menu.
2. Click on the case ID and name of your client to access the homepage.
3. Click the case task link in the left navigation menu under case toolss. You will be taken to the **Cast Tasks Page**.
4. Click add. A new row will be added to the case tasks section of the screen.
5. Enter the following information:
   * Priority (P)
   * Task (select any task)
   * Due Date
6. If desired, add case notes or case documents using the icons to the right of the task.
7. Click save.

***Please note,*** *this task can later be completed by selecting an outcome. The completed date will automatically fill with the current date when the outcome is selected.*

*<<end of exercise>>*