

## Tasks and the Whiteboard-Deleting and moving tasks on the Task calendar

Tasks on the Calendar can be dragged and dropped into the waste bin (Just make sure that your cursor is on the bin)

From phone  
Test  
added by Bill Fletcher on Aug 18 2016

today repeat unassigned (1) Aug 22, 2016 - Aug 28, 2016

Employee	Mon	22/8	Tue	23/8	Wed	24/8	Thu	25/8	Fri	26/8	Sat	27/8
Bill Fletcher Administrator ( Equinox Farms			Tractor Service		Cows in GEN		Tractor Service					
David Maxwell Farm Assistant Equinox Farms							Cows in				Cows in	
Eric Clapton Milk Harvester Equinox Farms								Cows in				Cows in

Tasks  
AM Milking Cows in  
Cows In (move break) DC  
From phone GEN H4  
meeting PW  
service  
working  
Not Working  
Annual Leave  
Sick Leave

Click on any task to bring up the EDIT TASK page and there is a delete button.

By clicking on the task icon on the calendar you can delete that icon from the calendar.

Code : GEN - GENERAL  
User : Bill Fletcher  
Date : Aug 24 2016  
Number of consecutive days to be repeated : 1 days  
At the following intervals : never days  
Notes : Large branch over fence in 33. Take chainsaw and turn off power.  
Complete :

delete save >>