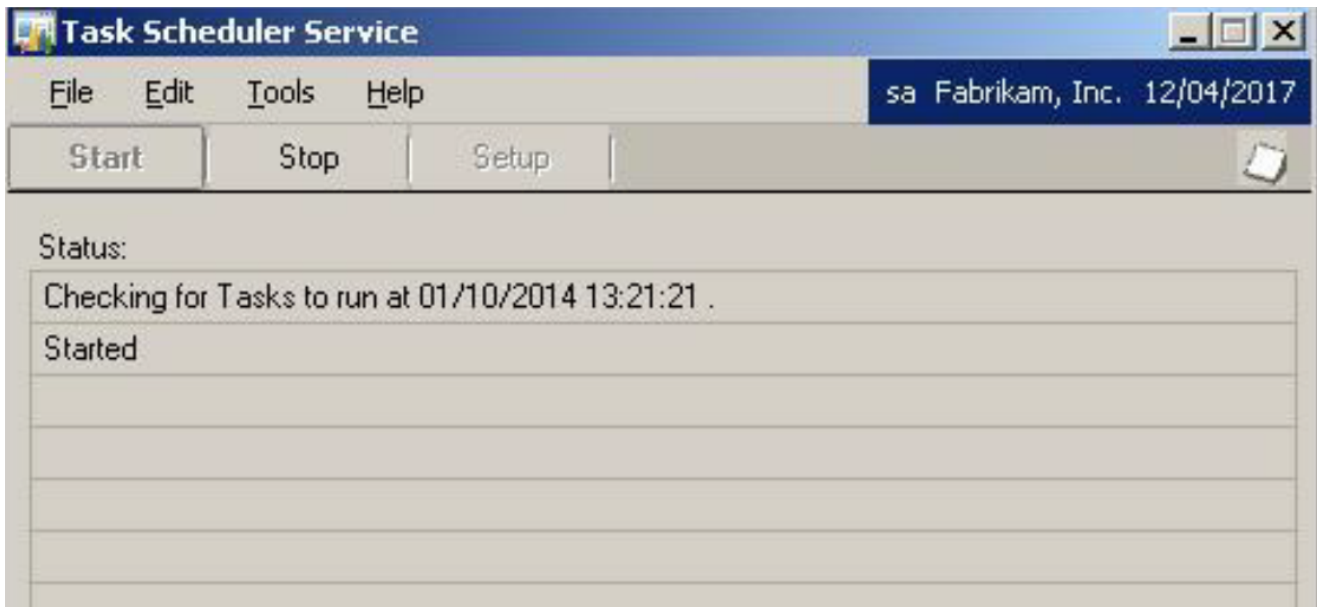# Task Setup

Last updated: June 6, 2022

Select a "Task Type" by clicking on the "Task Type Zoom Button". Tasks already configured will be displayed in the list.

Add a new Task

Enter the following information in the list:

Task Id – A unique identifier for the task.

Task Description – An Extended description of the task.

Additional information will need to be configured. See "Scheduled Task Setup" for how to do this.