1. Select section of tasks from the ‘Task Summary Chart’ for the project via the desktop

Chart

Description automatically generated with medium confidence

1. Select a specific task (card)

Table

Description automatically generated

1. Select ‘Edit’ for the task

Timeline

Description automatically generated

1. Scroll down and see the 10 fields, enter data

Graphical user interface, text

Description automatically generated

1. This data shows up in reporting on tasks via analysis

A screenshot of a computer

Description automatically generated