

TX Child Care Connection – Create a Task

A The **Tasks** page will be the default page upon logging into your account.

D Press **Create**.



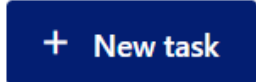
Tasks + New task

Status ▾ Name ▾ Assigned ▾ Date ▾

☐	Name	Provider/Family	Assigned	Due date	Created
No tasks found					

0-0 of 0 < >

B Press **+New task**.



C Enter the appropriate information in the available fields.

Create new task

Task type ▾

Assign to ▾

 Due date (if applicable)

Related provider (if applicable) ▾

Related family (if applicable) ▾

Notes

Cancel Create