Create a Task

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Purpose

A Task is something that you expect a user to be able to do after completing relevant training. The purpose of this job aid is to guide you through the step-by-step process of creating and configuring a Task in the TMS.

In this job aid, you will learn how to:

- Task A. Add a New Task
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1. Select the **Learning Administration** link.
2. Select **Content**.
3. Navigate to the **Tasks**.
4. Select **Add New**.

5. Fill in the **Task ID**, **Description**, **Security Domain**, and **Active** status for the new Task.
6. Select **Add**.
7. Add any necessary **Competencies**, **Document Links**, **ISD Analysis** information, **Job Codes**, **Job Locations**, or **Objectives**. Associating these entities with your task will automatically add the task to any user record that earns them.

8. Select **add one ore more from list** if you don’t know the entity ID. This will allow you to search the TMS for your entity.