Save a Custom Task Shortcut

Save a custom task shortcut for quick access to frequently used tasks.

Who Can Do This: Anyone can save their own custom task shortcuts.

To save a custom task shortcut:



Go To Tasks List Page :

• Click [Tasks] from the top menu.



• Search and / or filter for the specific tasks you want to sync to your calendar app.

Learn more about Task Searching & Filtering \rightarrow

Add Shortcut:

• When your search results appear, click [Add Shortcut] near the top of the page.

Sync tasks (agent-checked with your <u>iCal</u> , <u>Ou</u>	utlook or Goog	le Calendar						
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Set Up Shortcut:

- Choose an icon to represent the task sort and / or search.
- Name the shortcut.

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Save this search / filter / sort as Choose an icon 다 ♡ ☆ 욘 슈 ⓒ \$ (a <u>Shortcut</u> () Name Your Tasks due to	Search day	Save Shortcut			
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- Click [Save Search].
 - Your custom shortcut will appear on the left menu in the My Shortcuts section.