

# Tasks

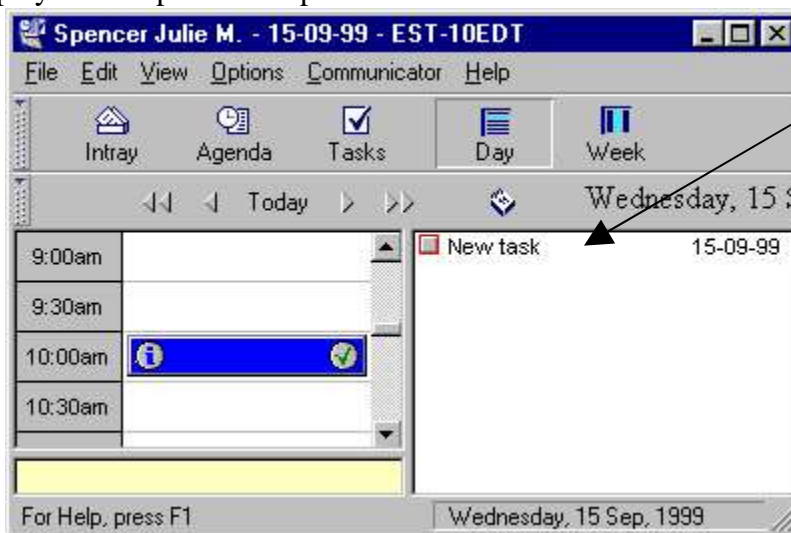
## What is a task?

A task in the Calendar is an ongoing action requiring completion. This type of task might be, for instance, develop a new type of preservative for flooring.

Clearly, designating a specific time of a particular day would not be appropriate for such an activity. The Netscape Calendar allows tasks to be managed as a special class of entry – the **task** entry.

Tasks have a name, details, and a completion percentage. This feature facilitates the management of on-going activities.

Tasks are displayed in a special task pane.



Here, a task called “First Task” has been created. The name of the task is displayed, along with its due date.

## Task Properties

As well as a name or title, tasks are assigned

- Start date
- Due or Completion date
- Percentage Completion
- Priority
- Reminders for starting and finishing
- Details (text)

These properties may be changed at any time.