Using the task bar

In this video, you will learn about the Task bar in Farm^{IQ}.
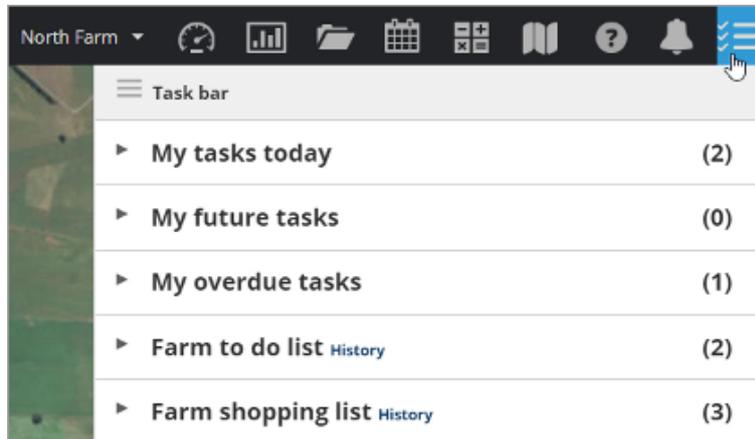
Clicking on the Task bar icon will open the list of tasks that are assigned to you.

Your Task bar shows you your tasks which are due today, in the future or are overdue.

It also contains a **Farm Shopping list** for you to note down items you need, as well as a To do list that can be seen and completed by any staff on farm.
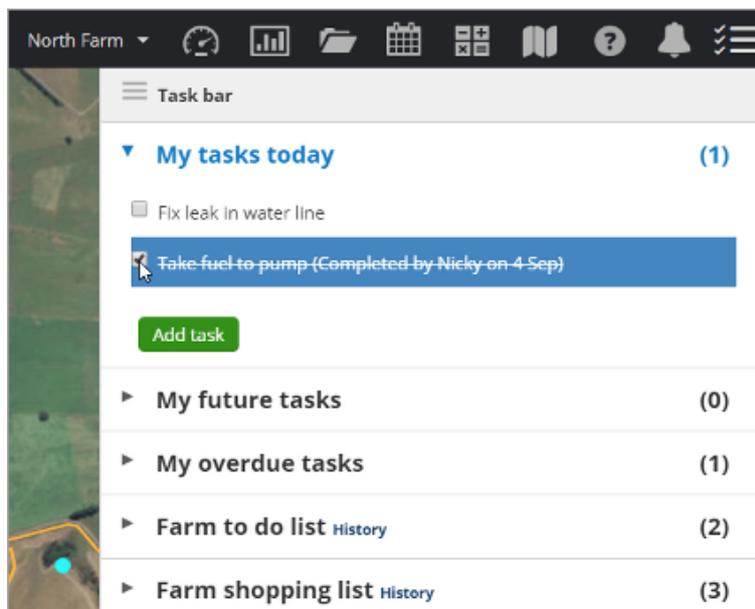
Here you can mark your tasks as complete by ticking the checkbox.
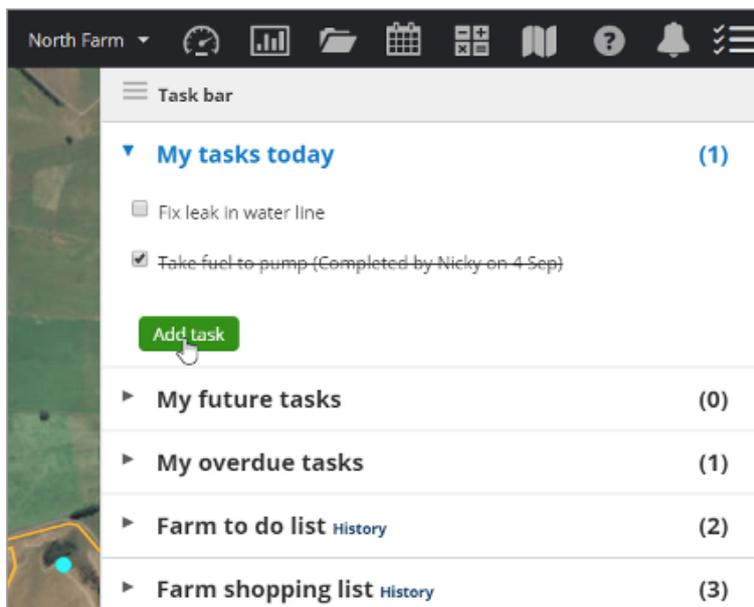
You can also add another task for yourself.
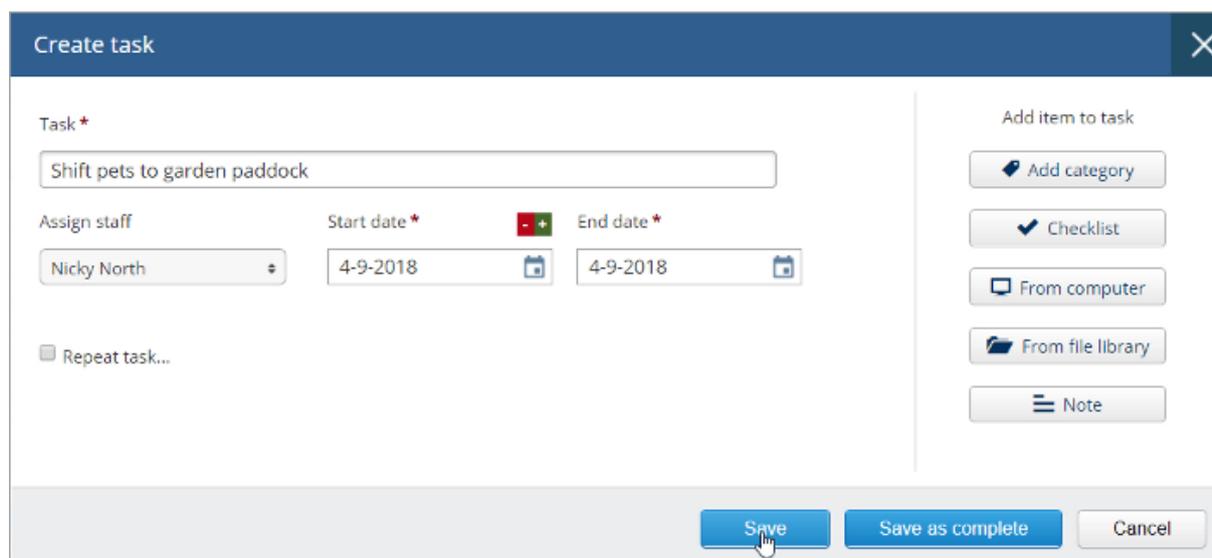
Enter the details, ensuring to assign the task to yourself for it to appear in your task bar.
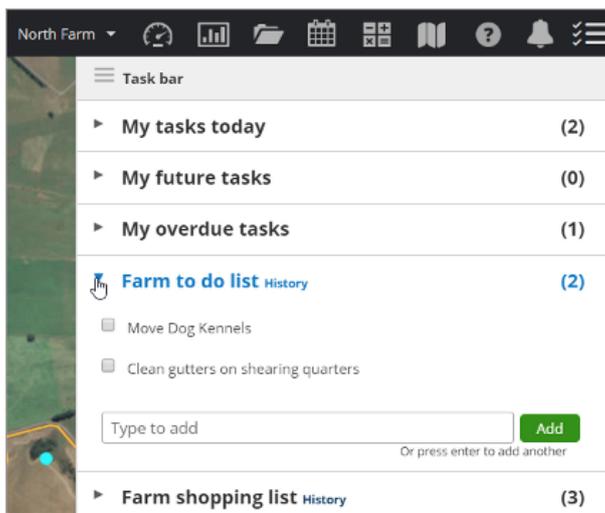
You can add items to the **Farm to do list** which are general tasks that anybody on the farm could do but do not require a specific task set or a record of the activity in your farm Diary.
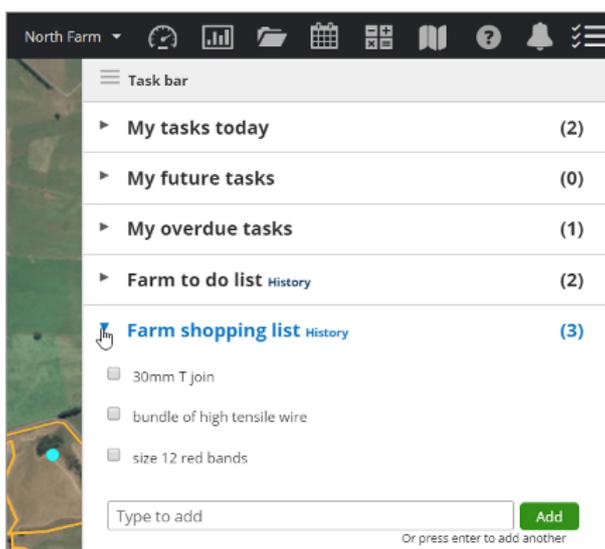
The Farm Shopping list is a handy place to record all items that you need. Anyone with a login to your farm in FarmIQ can add items to the shopping list or to do list.

You can mark items in the to do list or shopping list as completed by clicking the checkbox.

They will remain on the list crossed out until the following day.

You now know how to view the Task bar, mark your tasks as complete, and add and complete items in the shopping list and to do list.