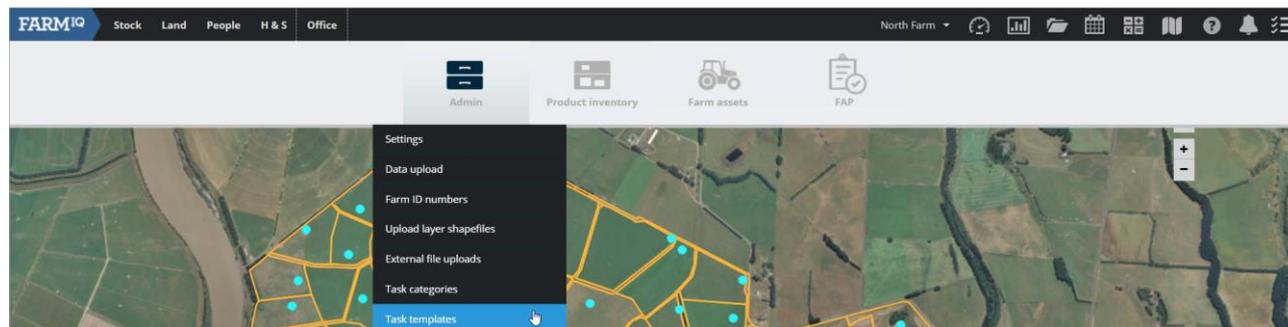# Using task templates

In this video you will learn how to set up and use Task templates.

Setting up Task templates makes it quick and easy to create tasks in future, as the basic information and requirements will already be populated for you.

To set up task templates for your farm, go to **Office**, **Admin**, **Task Templates**.

Click **Add Task Template**.

Create template

Task *

Add item to task

🏷 Add category

✔ Checklist

🖥 From computer

📂 From file library

☰ Note

📑 Instructions

Save template   Cancel

A template can include a task title as well as categories, checklists, notes, and instructions.

Setting up a template for cleaning the sheep yards means that each time to set a task for your staff using the template it will automatically include the checklist and note.

Click **Save Template**.

Once you have saved the template, you need to publish it so that it shows in your list of useable templates.

Click **Publish**.

Task templates

Task templates | Task categories

⊕ Add task template

Task name	Contents	Type	Category	Created by	Status	
Clean sheep yards	Notes, Checklist	Animal, Land	Infrastructure	Nicky North	Published	
Lambing Beat	Checklist	Animal	Lambing	Nicky North	Draft	
Water Pump Maintenance	Notes, Instructions, Checklist	H & S, Land	R&M - Plant & machinery	Nicky North	Published	

Edit ✎

Delete 🗑

Return to draft

You can edit these templates at any time if your process changes, or if you don't wish to have a task showing in the off season you can edit it and mark it as draft again.

You now know how to create a task template in Farm^{IQ}.