

How to duplicate a Task with "No Attachment"

- 1. Click the ellipses beside the task
- 2. Select "Copy Task"
- 3. Name the Task
- 4. Click "Yes" to copy the task

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	Evaluation	Task with Form from Data Room		Active		<u>å+</u>		***
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		complete onboarding summary			Matt Smith	Ë	18 Nov 2021	***
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େ	=	Company marketing information			Jean Navcloch	e m	14 Feb 2022	
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Add Comment
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How to duplicate a Task with a file or Form attached from the Data Room

1. Click the ellipses beside the task

- 2. Select "Copy Task"
- 3. Name the Task
- 4. Name the Form
- 5. Click "Yes" to copy the task

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Innovation Management Process	STAGE - INTAKE MANAGEMENT				Create N	ew Task
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Factors	Basic company information		Matt Smith	17 Nov 2021	18 Nov 2021	
Business 0/5 Evaluation	Company marketing information		Jean Navcloche	, .	14 Feb 2022	
Data Room	Management team information	D	Matt Smith	18 Nov 2021	18 Nov 2021	•••
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Y I I I I I I I I I I I I I I I I I I I	Seeking Support?		Matt Smith	<b>—</b>	18 Nov 2021	
	Company marketing information		Tean Navcloch	. m	14 Eab 2022	

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in	Permissions Audit Trail	Select	~
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How to duplicate a Task with a Form you created

- 1. Click the ellipses beside the task
- 2. Select "Copy Task"
- 3. Name the Task
- 4. Name the Form
- 5. Click "Yes" to copy the task

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	Business 0/5 Evaluation	Company marketing information			Jean Navcloche	<b>—</b>	14 Feb 2022	
	Team Data Room	Management team information		0	Matt Smith	18 Nov 2021	18 Nov 2021	
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DÌ		Seeking Support?			Matt Smith	<b>—</b>	18 Nov 2021	• (?) Help
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	or Assess KPI's/Metrics/Growth	complete onboarding summary	No		Matt Smith	8	18 Nov 2021	
Ż	Factors Business 0/5	Basic company information			Matt Smith	17 Nov 2021	18 Nov 2021	
	Evaluation Team	Company marketing information			Jean Navcloche	Ċ	14 Feb 2022	•••
	Data Room	Management team information			Matt Smith	18 Nov 2021	18 Nov 2021	***
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곗		Company marketing information			Tean Naucloche	A.	14 Eab 2022	



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О in	Form Permissions Audit Trail	What's your Favourite Food? *	ß
		Select Date What sports do you like the most? * Hockey Basketball Skiling Football	
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How to duplicate a Task with a Phundex Defined Form

- 1. Click the ellipses beside the task
- 2. Select "Copy Task"
- 3. Name the Task
- 4. Name the Form
- 5. Click "Yes" to copy the task

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	Innovation Management Process Stages	STAGE - INTAKE MANAC	GEMENT				Create Ne	w Task
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	Factors	Basic company information			Matt Smith	17 Nov 2021	18 Nov 2021	
	Business 0/5 Evaluation	Company marketing information			Jean Navcloche	-	14 Feb 2022	
$\gg$	Team Data Room	Management team information		D	Matt Smith	18 Nov 2021	18 Nov 2021	
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