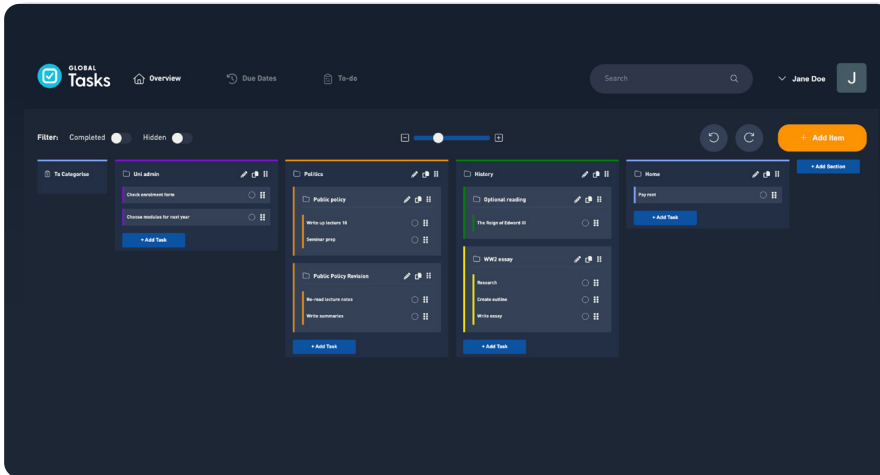# texthelp®

GLOBAL Tasks

Quick Reference Guide for Tool Usage

To create a new section in Global Tasks, just click the orange 'Add Item' button on the top right. This gives you new items where you can put your tasks. When you make a task with the blue 'Add Task' button, it goes into the item you picked. If you change your mind, you can move tasks to a different item later.

Tool	What each tool does	How to make the tool work
Overview	The overview allows you to see all your tasks and projects at a glance. This is the best way to manage your tasks and priorities effectively. Each project can be broken up into smaller tasks and projects to reduce anxiety and overwhelm. In the overview all your projects are viewed by project, with the tasks listed in order of priority.	Here you can drag and drop your tasks and projects into priority order. You can also click on the task to view the task details or click the pencil to edit and change its type or add additional details to your task. You can hide tasks or projects by clicking on the eye symbol. This will then allow you to select a time/date when you want the task to reappear.
Due Dates	The due dates view allows you to see all the due dates of your tasks and projects, allowing you to organise and prioritise your workload. In this view you can see when your tasks and projects are due.	Your tasks and projects are grouped by their due date. Not all tasks and projects have a set due date, but where practical, it's a good idea to set yourself some deadlines.
To-Do List	The to-do list shows your tasks in priority order. At the very top, you see your three most important tasks; this way you can easily see what the tasks are you should be focusing on.	To-do list includes all of your tasks. Rather than trying to work out the precise priority of every task, we recommend that you identify your top three tasks and then have a rough idea of the next five. As long as you're working on one of the three tasks, you're making progress on your top priorities. Then you can occasionally take a peek to the next five to see what's coming up next. This way your to-do list is not too long and does not feel too stressful.

texthelp®

Tool	What each tool does	How to make the tool work
Add Item	To add a Task or Project click Add item	To add a Task or Project click add item, the task card will appear.
Setting Notification Reminders	You can set notifications on mobile or web, but the notifications will always appear on your mobile. This way you won't forget your tasks, even if you're away from your computer	If you have the Global Tasks app installed, the notifications will appear on your mobile. You can set a notification by clicking on the bell icon on the bottom of the task details via the web, or under the notifications heading on the mobile.
Hiding a task	Hiding tasks or projects you are not working on right now, but which you don't want to forget, can really help to improve your focus and cut down on distractions. You can hide tasks wherever you see the eye symbol. The eye will appear directly on the task view or in the task card	Hover over any task or project and you will see the eye symbol appear. Click the eye and a calendar will appear. Underneath the calendar you are also able to set a time the task or project to appear, then click the hide task button. If you choose to hide a project, all the tasks that belong to the project will also be hidden until the date you have set.
Viewing a hidden task	Viewing a hidden task is really simple. It allows you to see any tasks you have hidden before they are due to reappear. You can always check the tasks and project you have hidden by using the "Hidden" filter. This is helpful if you just want to do a quick check, add more tasks or have more time in your hands to do extra tasks.	Click the hidden slide bar in any of our three views. This allows you to see any tasks or projects that you currently have hidden. Simply close the slide bar to rehide them from your view.
Completing a Task	Mark your tasks and projects complete by ticking the circle. This means you can reactivate a task/project at any time, For example, if the requirements on an assignment change and you have to make edits.	You can complete a task two ways. There is a circle on each task; by clicking this it will mark your task complete. If you're in a task card you will see the circle symbol at the bottom of the card, where you can also mark the task complete.
Viewing a completed task	Sometimes it feels good to look back at all the tasks that you've already ticked off your to-do list. Viewing a completed task or project is very easy to do.	Simply toggle the Completed slide bar and all your completed tasks and projects will reappear. Here you can click the icon again and this will reactivate the task/project.

texthelp®

Tool	What each tool does	How to make the tool work
Deleting a Task or a Project	There is a delete option for any tasks or projects created in error or that you know you won't be using again. In most instances we would recommend that you complete your tasks rather than deleting them, just in case you need them in the future.	To delete a task or project, click the trash can symbol on the task card. You will then be asked to confirm that you want to delete the item. Click the red delete button to confirm.
Light/Dark mode	We have a light and a dark mode to accommodate different preferences. Dark mode works better with users who suffer from screen glare, while light works better for users who use screen masking.	To change between light and dark mode on your computer or mobile device, click the dropdown next to your name in the top right corner. You will see a Theme slide bar labelled Dark and Light. Slide the bar to your preference and Global Tasks will save your preferences.
Importing a mind map	If you like to plan your tasks and projects with mind mapping tools, you can import a mind map from Inspiration or Mindview to Global Tasks for fast and easy task creation.	To add a mind map, click the dropdown next to your name on the top right corner. Click Import mind map. You will be prompted to either drag and drop your file or to browse the files currently stored on your computer. Once the file has been added the box will turn green and you can click Import data. Your mind map is then added directly into Global Tasks. For information about which mind mapping software we support, please either contact us directly via the Intercom feature in Global Tasks or at texthelp.com
Intercom	At the bottom right-hand corner of Global Tasks screen, you will see an Intercom icon. Clicking here allows you to contact us if you have any questions or suggestions on improving the product.	Click the Intercom icon, type your message, and our team will get back to you as quickly as possible. We're there from 9am to 5pm to respond to your messages. If you're not logged into Global Tasks at the time, we will respond via email. .
Mobile App	As well as the desktop site, we've also included a handy app for your mobile or tablet, so you can see your task lists and make changes on the go. The mobile app has the same functions as the desktop with a few subtle differences. Intercom, mind map import and custom colours are available via the desktop site only, but you can still add and manage tasks/projects by dragging and dropping them. You can even use light and dark mode as well as get notifications to your phone or tablet.	To access the app, search Global Tasks in the Google Play Store and Apple App Store, download the app and sign in using your account details. Tasks sync across both devices so those you added on the bus ride home will be sitting waiting for you when you arrive.
Sign into Global Tasks anywhere	Global Tasks is available on any device with an internet connection. If you leave your phone at home and wonder what's on your to-do list, no problem! Simply find a device with an internet connection and sign into Global Tasks	Go to https://www.globaltasks.net/ and sign into your account.

texthelp®

Tool	What each tool does	How to make the tool work
Duplicating projects	If you have tasks that repeat in other projects, you can create a duplicate of your existing task. Then you can change the details that you need to.	To duplicate projects or tasks, click on the dupilcate icon which can be seen on thje right hand side of the title of your project or tasks. Amendments can be made after duplications have been made if necessary
Hyperlinks	Add hyperlinks to your tasks, allowing students to link directly to recorded lessons, Google Classroom, reference documents, and more.	To add a hyperlink to your Tasks Description, click on your selected task and go to the description box and paste your hyperlink. Hyperlinks can be accessed on mobile or web applications.

texthelp®

texthelp®

Further information **https://academy.texthelp.com/global-tasks-dsa/**