Repeating tasks

Graham Smith - 2014-04-03 - Tasks

Repeating tasks are good for things that you need to do on a regular basis; a few ideas are things like payroll, monthly reports and auditing.

To repeat a task you can simply specify how regularly it will occur. You don't need to create a separate task for each repetition - Kahootz will do that for you. When you mark the task as done, the system will create the next repeat for the appropriate date.

> **EXAMPLE:** When you create a task in January to repeat once a month for the next 12 months, February's task won't show until you mark January's as done.

Don't worry, when you mark the task as done, it doesn't get deleted, it will stay where it is along with all of its notes and attachments (though it'll appear in the 'Completed' list in a task list).

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