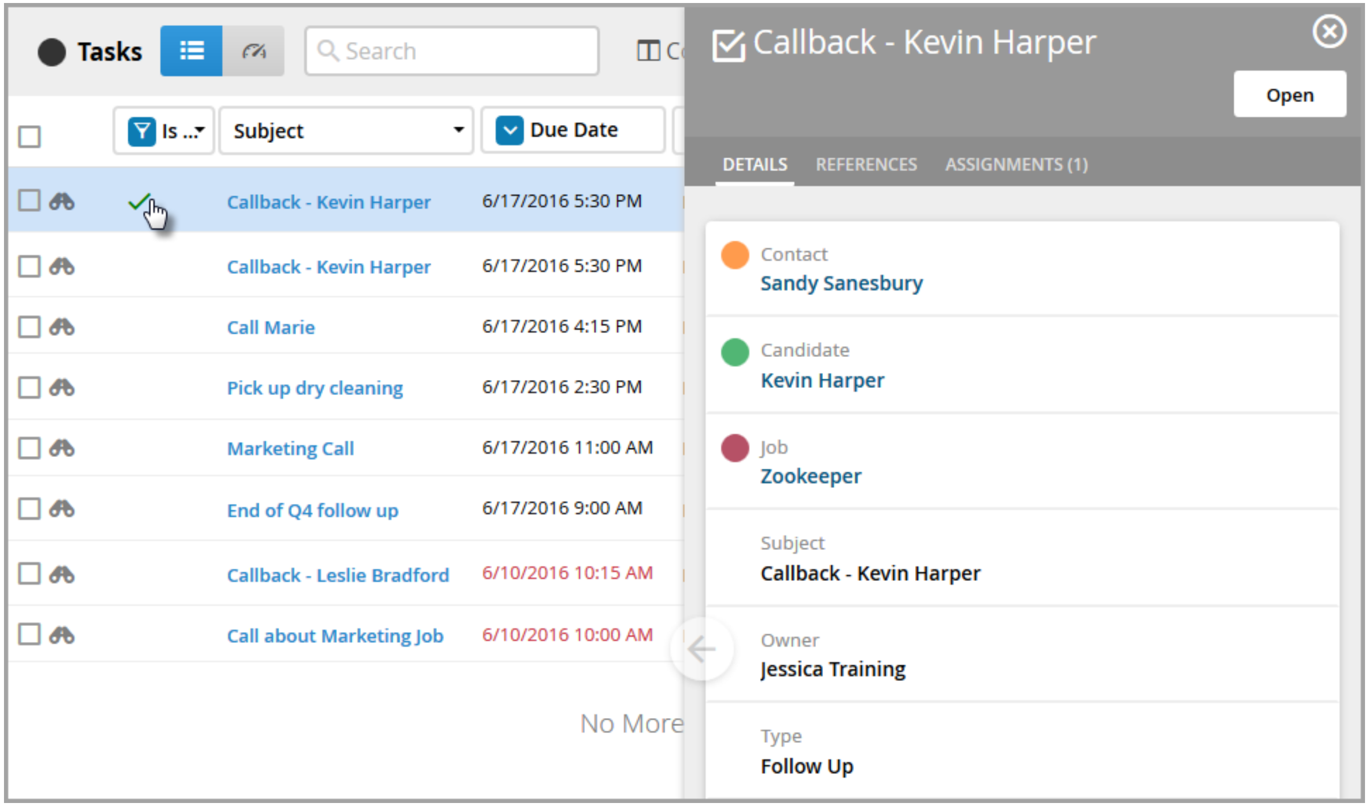
Given the number of leads, candidates, or contacts you converse with on a daily basis, you may want to create reminder tasks for each one so that you remember to follow up. For each task you create, you can add additional references to specific records.



Adding a Task
You can add tasks from the Fast Add, from the Select an Action drop-down on a record, or as a "Schedule Next Action" from the Add Note screen.

Managing the Task List
Like other Bullhorn list views, you can personalize different task list layouts by choosing the columns to display.

To add/remove/re-arrange task list columns

1. From the **Columns** drop-down, select the fields to add (under **Available Columns**) or remove (under **Selected Columns**).
2. Click **Save**.
3. Drag and drop the column headers into the appropriate locations.

Viewing Task Details
You can quickly view more details about each task on the list by clicking the binoculars. This preview pane lets you toggle between an overview of the task's details (subject, owner, type, priority, etc.), any lead, candidate, contact, opportunity, or job references, as well as any assignments to other internal users.

To complete a bunch of tasks at once, or to mass delete or edit task details, such as due date or priority, select the check boxes to the left and then click the appropriate option from the Selected menu.

TIP: Bullhorn recommends adding the Priority, Is Completed, and Due Date fields as columns so that you may sort your tasks by importance (low, medium, high), complete tasks directly from the list view, as well as keep track of overdue tasks, respectively. The due dates for all overdue tasks appear on the list in **red**.