

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.

The screenshot shows the Bullhorn Tasks interface. On the left is a list of tasks with columns for 'Is ...', 'Subject', and 'Due Date'. The first task, 'Callback - Kevin Harper', is selected and highlighted in blue. A hand cursor is over a checkmark icon next to it. To the right is a detailed view of the selected task, titled 'Callback - Kevin Harper'. The details pane shows the task's type as 'Follow Up', its subject as 'Callback - Kevin Harper', and its owner as 'Jessica Training'. There are tabs for 'DETAILS', 'REFERENCES', and 'ASSIGNMENTS (1)'. An 'Open' button is visible in the top right of the details pane.

Is ...	Subject	Due Date
<input checked="" type="checkbox"/>	Callback - Kevin Harper	6/17/2016 5:30 PM
<input type="checkbox"/>	Callback - Kevin Harper	6/17/2016 5:30 PM
<input type="checkbox"/>	Call Marie	6/17/2016 4:15 PM
<input type="checkbox"/>	Pick up dry cleaning	6/17/2016 2:30 PM
<input type="checkbox"/>	Marketing Call	6/17/2016 11:00 AM
<input type="checkbox"/>	End of Q4 follow up	6/17/2016 9:00 AM
<input type="checkbox"/>	Callback - Leslie Bradford	6/10/2016 10:15 AM
<input type="checkbox"/>	Call about Marketing Job	6/10/2016 10:00 AM

Details for 'Callback - Kevin Harper':  
Type: Follow Up  
Subject: Callback - Kevin Harper  
Owner: Jessica Training

### 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.

### 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.

**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**.