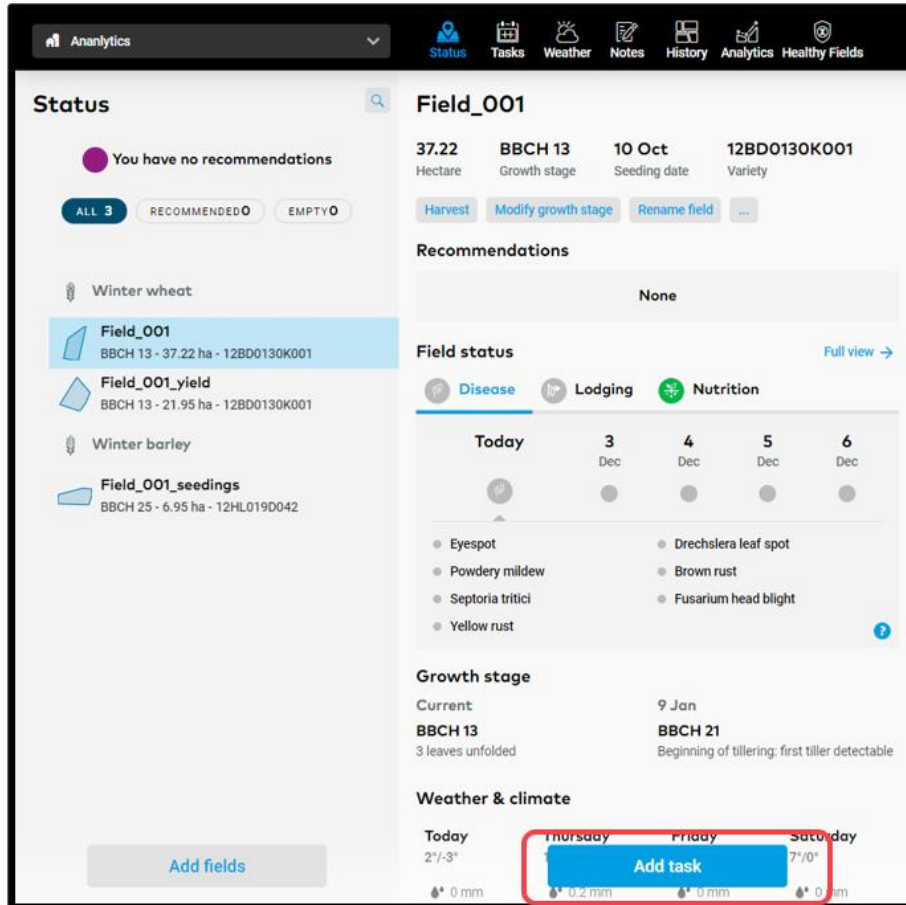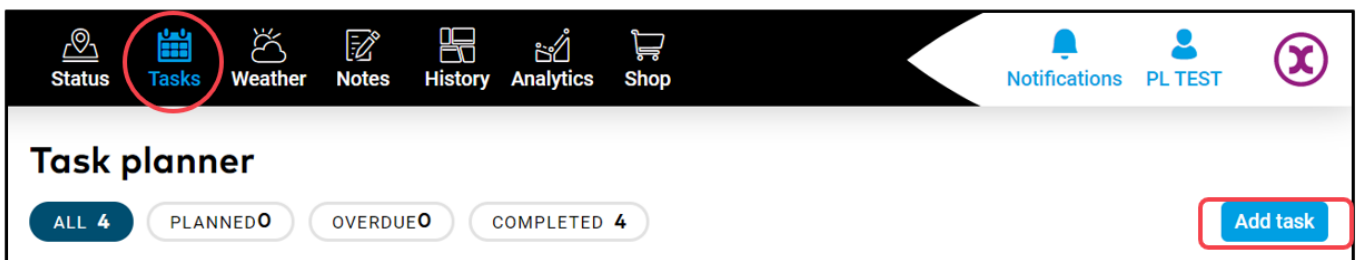# Add Task - Options

There are three simple ways to add task to fields in xarvio FIELD MANAGER.
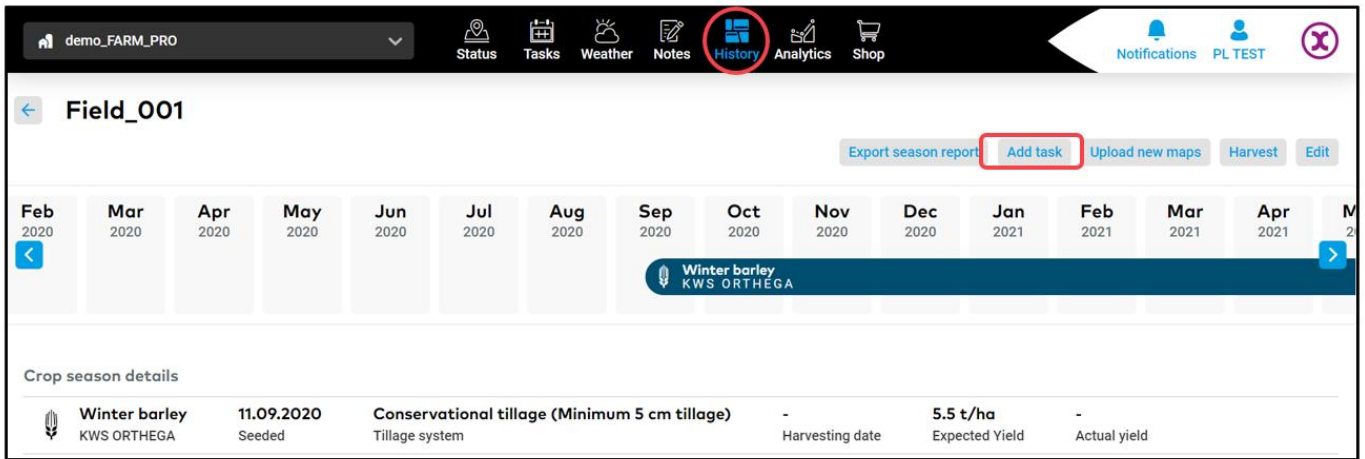
1. Go to the **Status** menu, click on the field for which the task is intended and then on the **Add task** button.
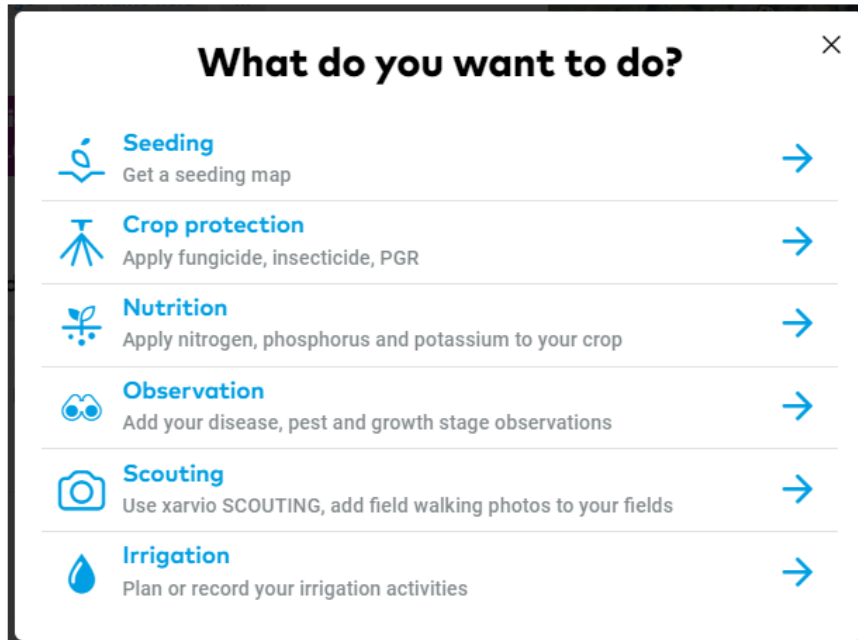

2. Directly go to the **Tasks** menu and click on the **Add task** option available on **Task planner** panel.

3. On the **History** menu, **Add task** option is available by clicking on any of the crop seasons.

o By clicking on the **Add task** button, a new screen showing the different type of tasks will be visible. Click on the task you intend to perform to proceed.