# Write a Description of the Implementation Status of a Task





#### Click the comment icon next to the task to open the Remarks pane



### Click the plus (+) icon in the upper right corner



#### Select a date for the remark from the Date dropdown menu



Write a description of the implementation status of the task. For example, comment on its progress, challenges, and/or recommendations that may be informed by its implementation status.

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#### Click Save

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#### The description appears in the Remarks pane with its date and the name of the person who entered the remark





## Click the X in the upper right corner to close the Remarks pane

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Thank You!