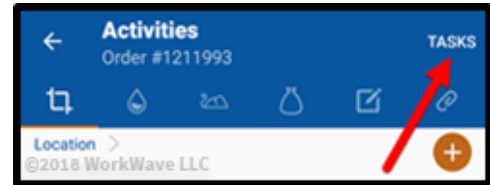


PestPac Mobile 3.x Tasks

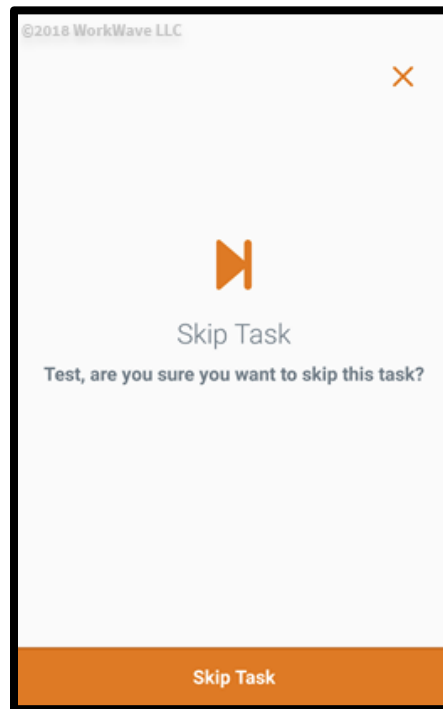
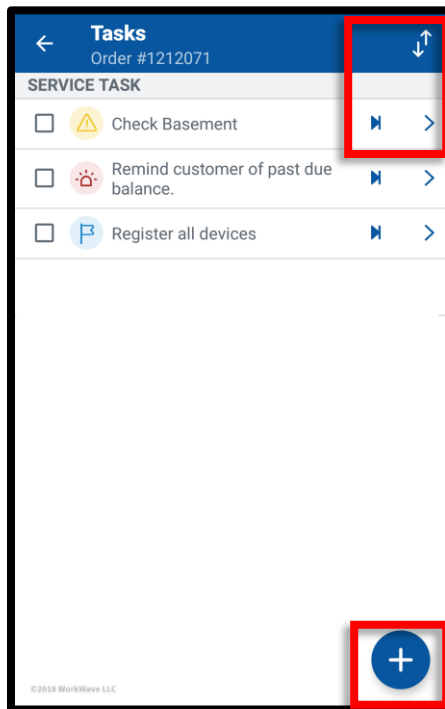
The PestPac Mobile app includes tasks, which can be found under the *Activities* section of a Service Order.

Note: Only Tasks with the types *Service* or *PestLog* will display in the Mobile app.

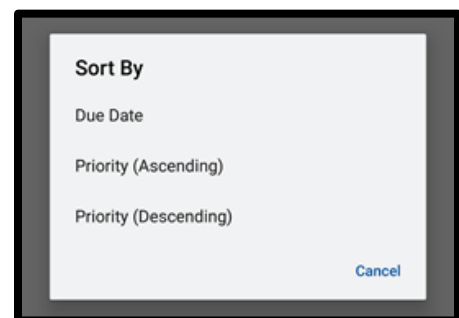
Tapping *Tasks* at the top-right corner of the screen brings you to the tasks assigned to the Location associated with the current order.



You can create a new task by tapping the + button, edit existing tasks by tapping the > button on the task, or skip tasks by tapping the *skip* button on that task and confirming.



The Tasks list can be sorted by tapping the arrows at the top-right corner of the screen and can be sorted by Due Date, Priority (Ascending), and Priority (Descending).



If you press the + button to create a new task, you will be prompted to fill in the information associated with that task. One you tap *Save*, the task will be added to the tasks list on the Location Detail screen in PestPac.

← Add Task SAVE

Priority
High

Task Name
Check Basement

Description
Check the basement for pest activity

Task Type
Service Task

Due Date

Assigned To
Test Cc

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When you view a task, you will be able to view and add (by tapping the + button) notes.

← Check Basement Location #127564

MEDIUM Due Date: N/A

SERVICE TASK
Check Basement

Description: Check the basement of the home for pest activity

Status: Open

Notes

MKLEIN • Today • 10:13 AM
Alert customer when finished with work

+

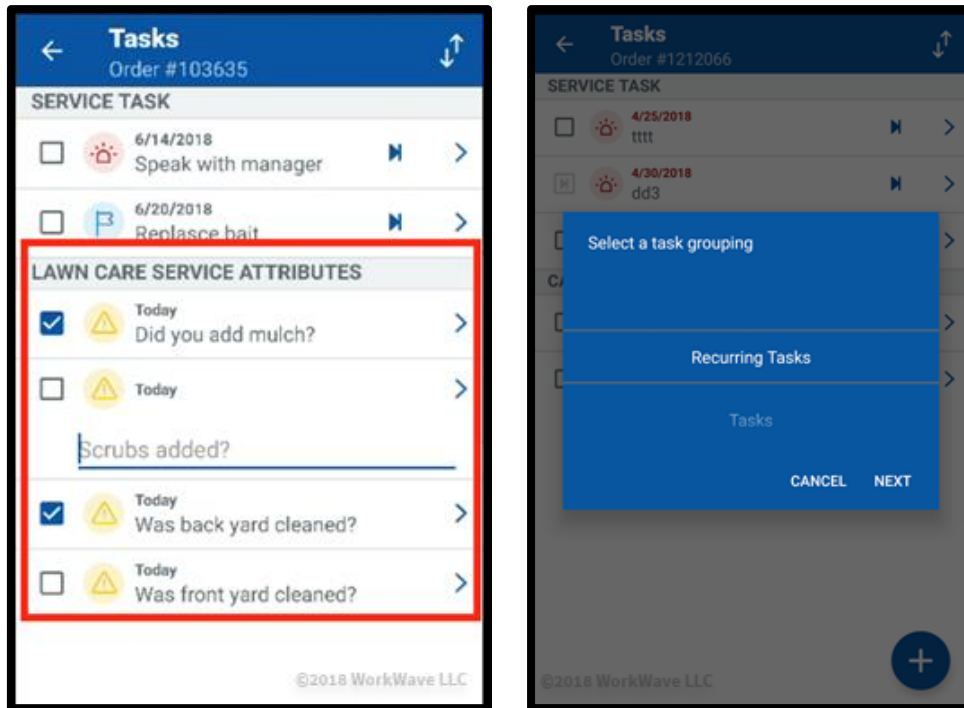
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← Add Note SAVE

Note
Alert customer when finished with work

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You can also view and manage service order attributes as their own sub-category of Tasks by going to *Tasks* and selecting *Recurring Tasks*.



REMEMBER: For additional setup, training, and usage resources for Mobile and other topics for FREE, including live webinars and a robust video library, please visit [PestPac University](#).