

Assign Tasks to Groups

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If you have a team that always works on the same tasks together, save time by [creating a group](#) for them.

You can assign a task to a group by selecting the group from the **Assign To** dropdown. When you select this group, your task is assigned to all group members.

Add Task

Select template ▾

Sample task

Assign To* ▾

Category

Status* ▾

Due Date

Priority* ▾

Note

Add Associated Item

— Select one —

Groups

✓ Nurses

Users

Hannah Provider