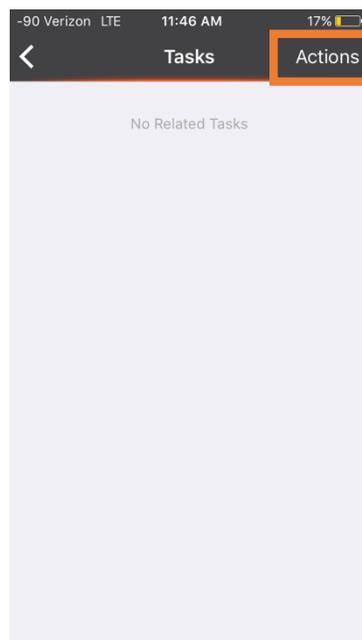
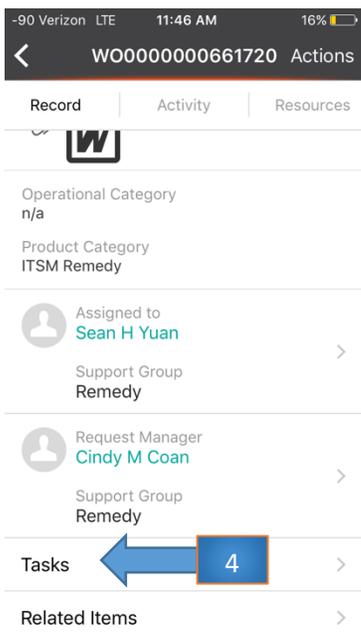
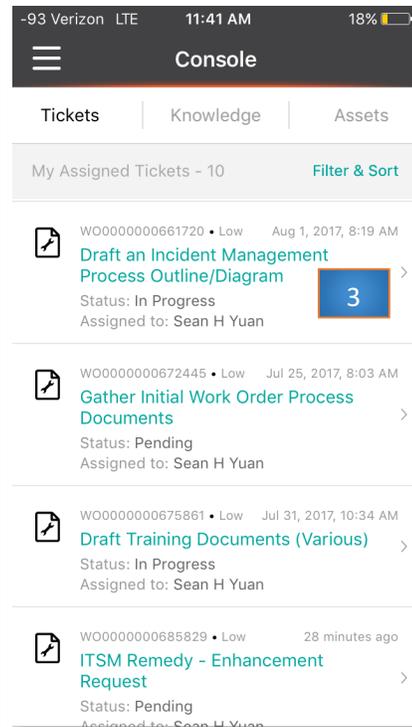
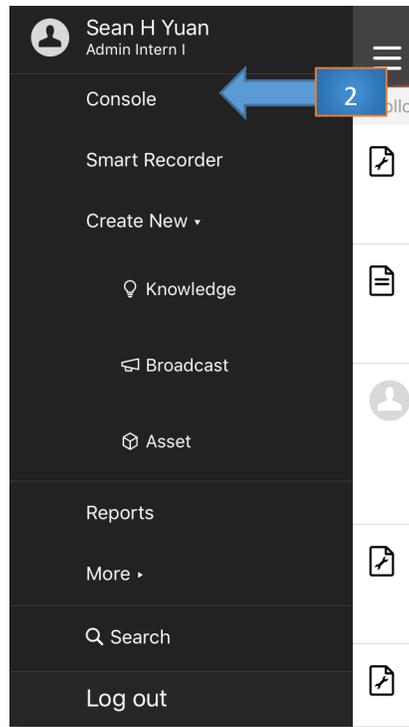
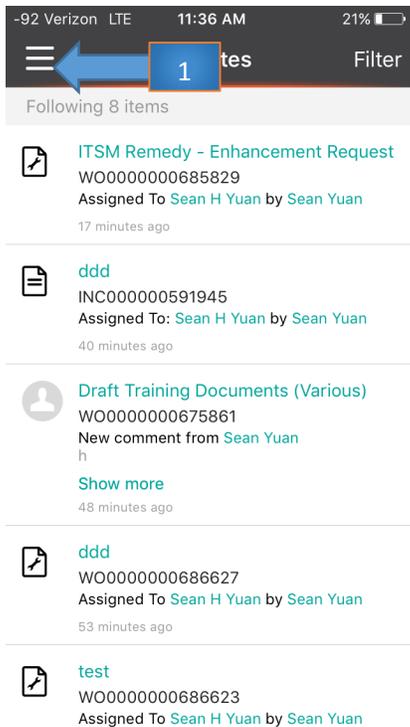


# Adding Tasks

- After you create a ticket, you can change the details or add new information to it.
  - Keeping the information in a ticket up-to-date helps you to make better informed decisions about how to manage the ticket, keeps your personal and group statistics up-to-date, and helps keep the affected customer informed about the progress of the ticket.
1. Open the SmartIT Mobile application and select the main menu at the top left-hand corner.
  2. Click on the Console.
  3. Select the ticket to add a task to.



4. Scroll down and select the section labeled "Tasks"
5. Press the **Actions** button at the top right hand corner and choose to create either a:
  - Blank Task
  - A Task from a Template

