

# CITK

Internal Tasks for your Team



### More Tutorials from the Community

<https://youtu.be/QjncCea1y8>

<https://youtu.be/h3SGyWaklyY>

<https://www.youtube.com/watch?v=QVUKrpakcDA>

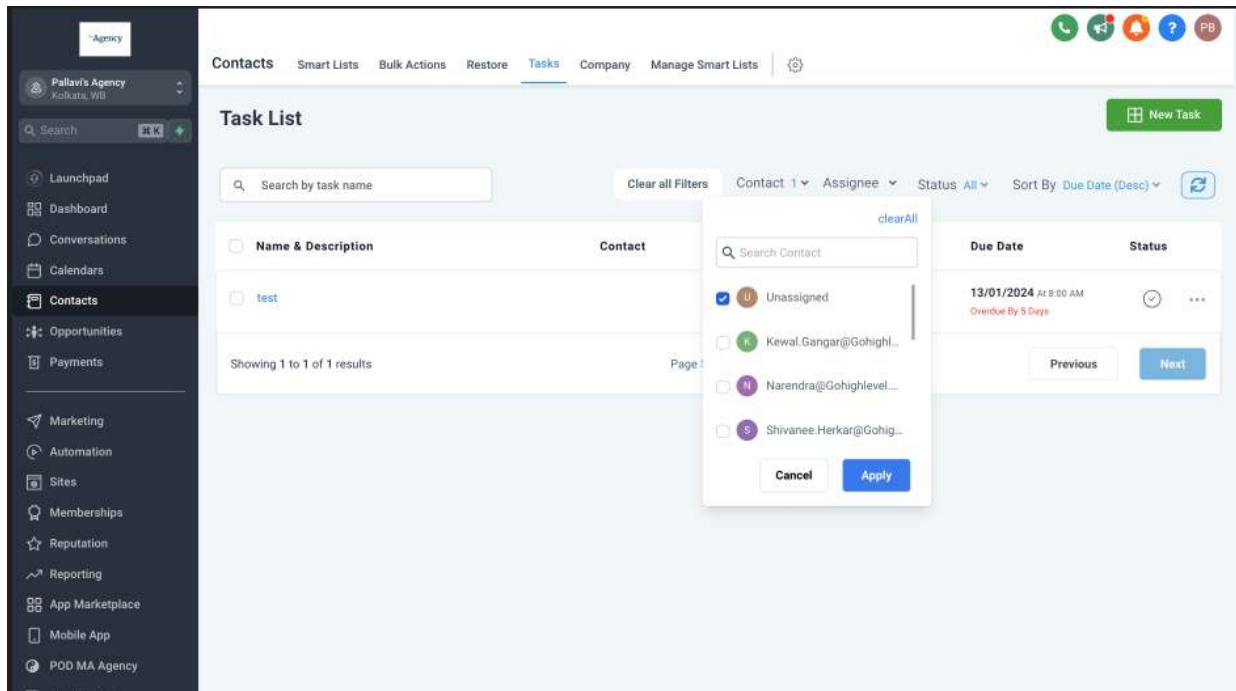
<https://youtu.be/5mYt9yQssJU>

Create and Manage internal tasks for your team in the "Tasks List Page" for easier project management.

Name & Description	Contact	Assignee	Due Date	Status
<input type="checkbox"/> Do this Do that		ABC DEF	19/01/2024 At 12:00 AM Due in 2 Days	🔄 ...
<input type="checkbox"/> Do this Do that		ABC DEF	19/01/2024 At 12:00 AM Due in 2 Days	🔄 ...
<input type="checkbox"/> Do this Do that		ABC DEF	19/01/2024 At 12:00 AM Due in 2 Days	🔄 ...
<input type="checkbox"/> Do this Do that		ABC DEF	19/01/2024 At 12:00 AM Due in 2 Days	🔄 ...
<input type="checkbox"/> Do this Do that		ABC DEF	18/01/2024 At 12:00 AM Due in 1 Day	🔄 ...
<input type="checkbox"/> Do this Do that		ABC DEF	18/01/2024 At 12:00 AM Due in 1 Day	🔄 ...
<input type="checkbox"/> Do this Do that		ABC DEF	18/01/2024 At 12:00 AM Due in 1 Day	🔄 ...
<input type="checkbox"/> Do this Do that		ABC DEF	18/01/2024 At 12:00 AM Due in 1 Day	🔄 ...

Create tasks on the task list page without a contact specifically for your team members. These tasks can be used to manage work and responsibilities within your team easily

# Filter Internal Tasks



Utilize the "Unassigned" option in the "Contact" filter field to filter out contactless/internal tasks for your team.

Along with creating contactless tasks, the contact can be added, removed, or reassigned anytime post a task is created giving you absolute control over managing the tasks in your subaccount

## These tasks are also visible in the Tasks list on the Dashboard page.