DTech Apps
by Discover Technologies

Creating A Task in
Tasker Mobile

Overview

Tasker Mobile is the quick and easy way to create and manage tasks from your phone.
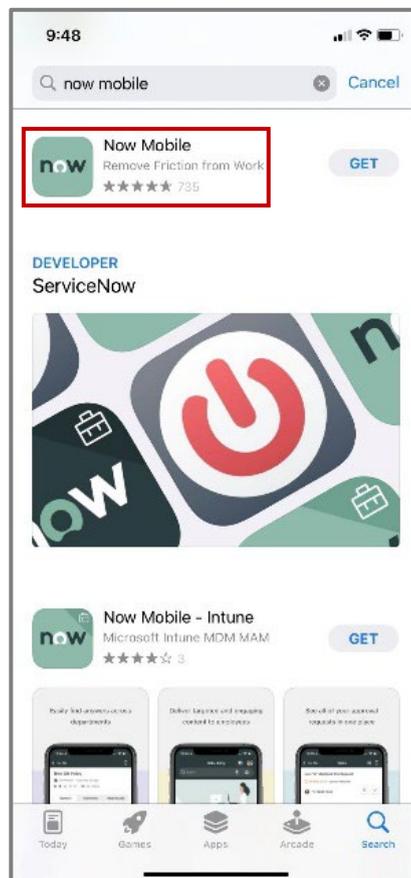
Prerequisites:

- Now Mobile App (available for Apple and Android cell phones)
- Tasker user account

Review the following for instructions on downloading the Now Mobile app and creating a simple task in Tasker Mobile.
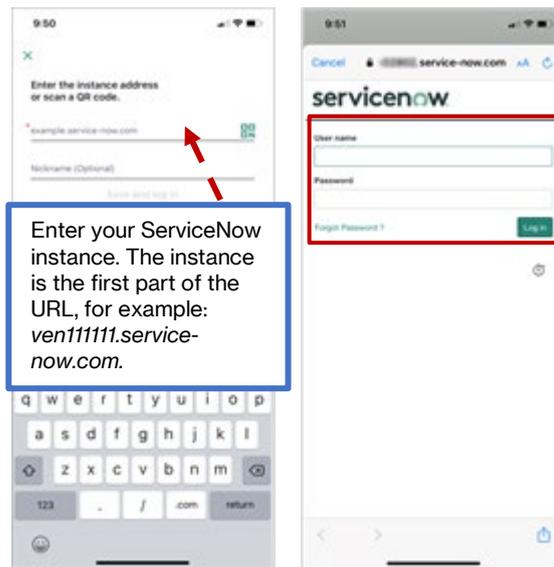
Downloading the Now Mobile App

Tasker Mobile is included with the Now Mobile app from ServiceNow - there is no need to install a separate app. If you have not previously installed Now Mobile, refer to the instructions below.
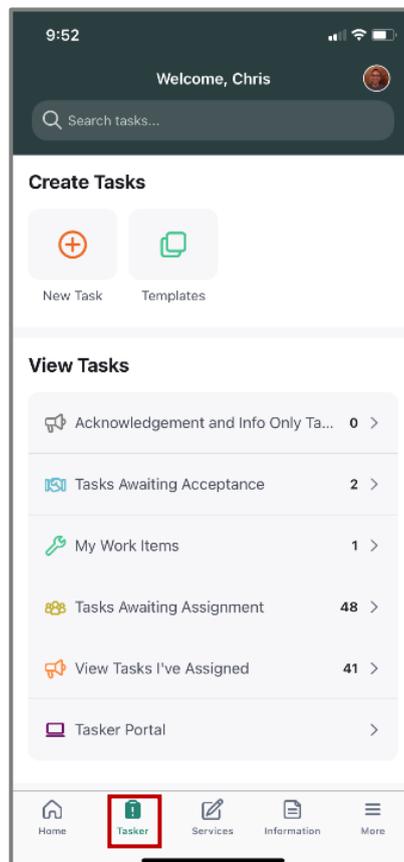
1. Navigate to the app store for your device (Apple Store or Google Play) and install **Now Mobile**.

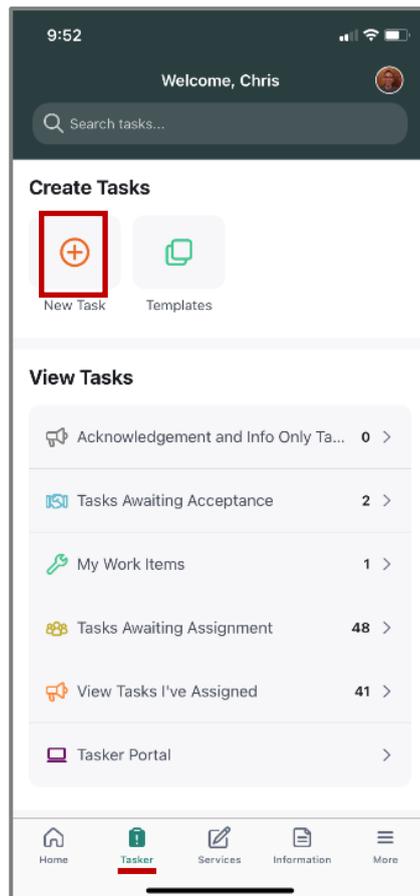2. Follow the prompts to connect to your ServiceNow instance and log in.

Enter your ServiceNow instance. The instance is the first part of the URL, for example: *ven111111.service-now.com.*

3. After logging in to Now Mobile, select the **Tasker** icon at the bottom of the screen.
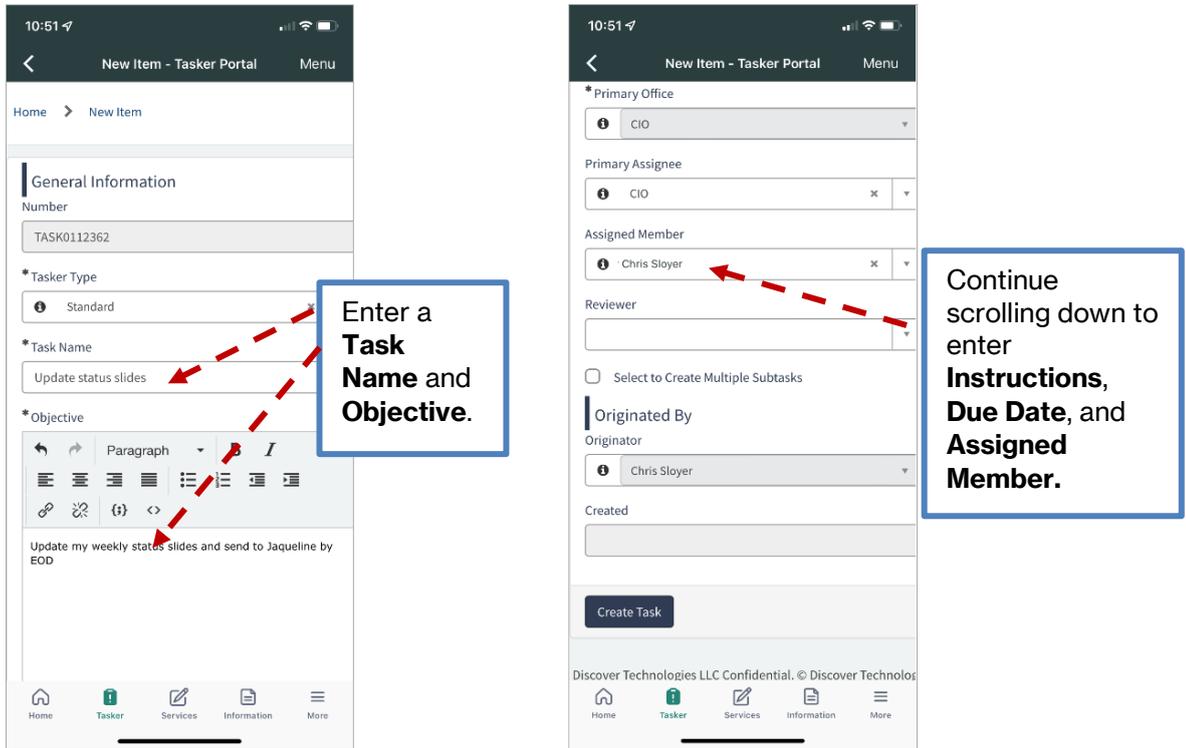
Creating A Task in Tasker Mobile

Tasker Mobile is ideal for creating and managing tasks. The following steps detail how to enter a simple task and assign it to yourself or another person.
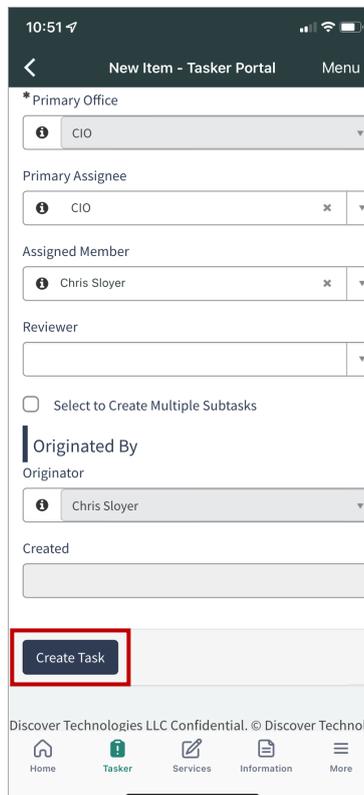
1. Once you have selected Tasker at the bottom of your Now Mobile screen, select **New Task**.
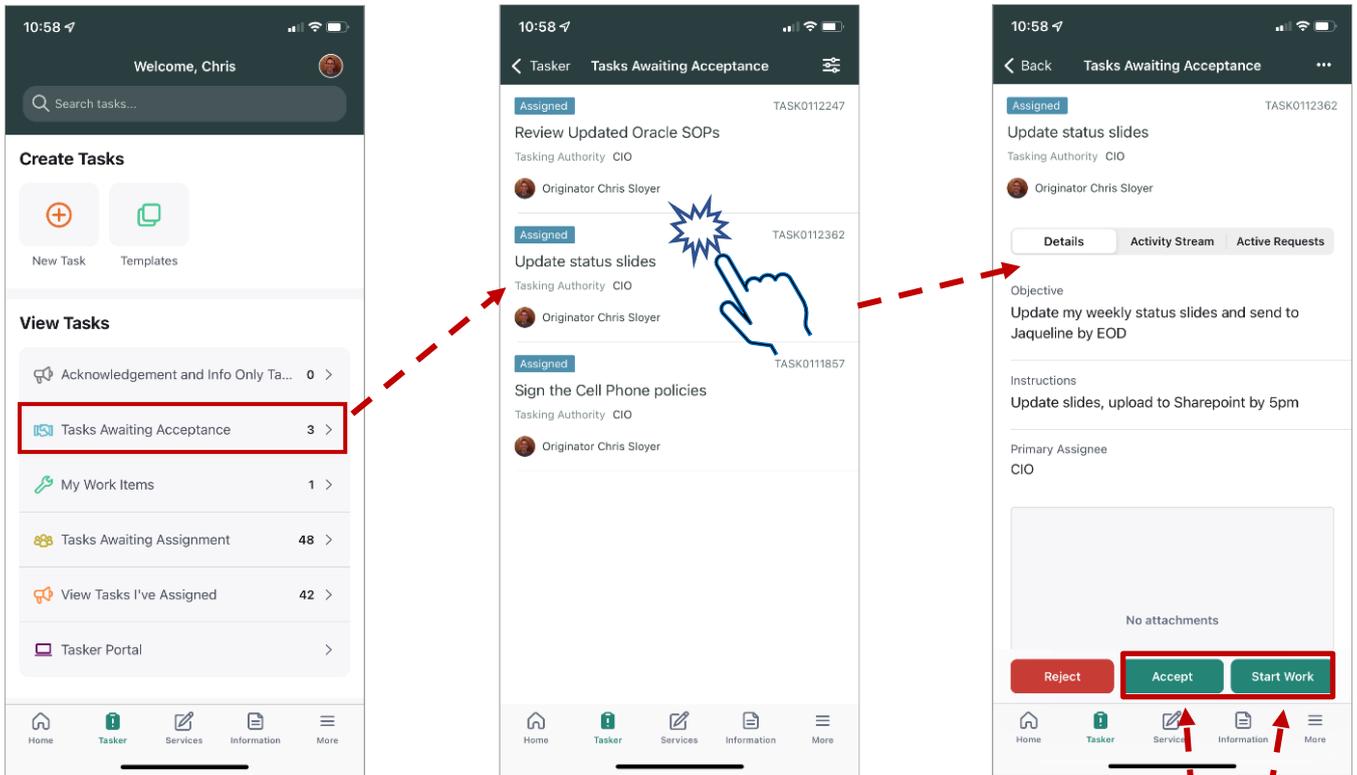
2. Enter task details just like you would for the Tasker web application.

Enter a **Task Name** and **Objective**.

Continue scrolling down to enter **Instructions**, **Due Date**, and **Assigned Member.**

3. When you finish, press **Create Task**.

4. After creating the task, you can view it from your **Tasks Awaiting Acceptance** queue (visible on both Tasker Mobile and the Tasker web app.) *See navigation steps below.*

If you assigned the task to yourself, select **Accept** to indicate you will work the task. Select **Start Work** when you are actively working the task.