

How to Create a Task

Turn a preparedness idea into a clear action with a due date.

My places > select a place > Add an action > Write my own action

Create an action

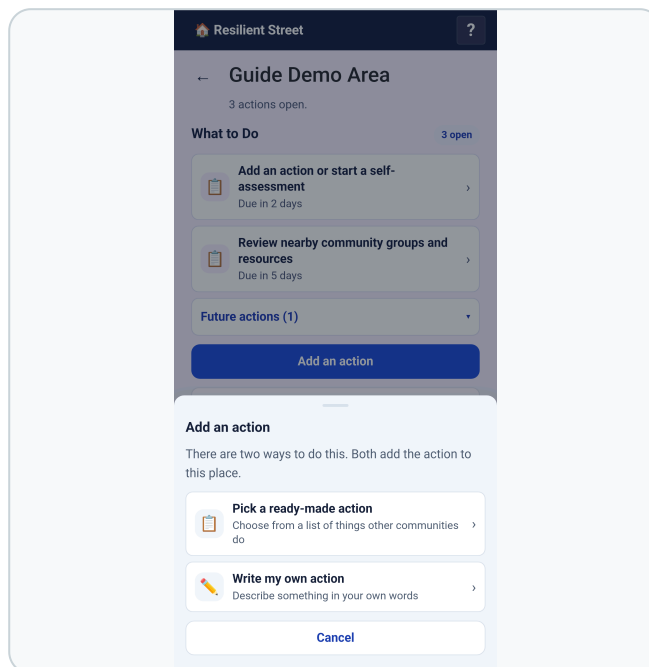
1. Tap **My places** in the bottom bar and open the place where the work is needed.
2. Under **What to Do**, tap **Add an action**, then choose **Write my own action**.
3. Answer **What needs doing?** with a few words and choose the due date.
4. Open **Add notes, a photo or links** or **Make this a regular action** only if you need them.
5. Tap **Save action**. The screen confirms where it was saved and when it is due.

Example

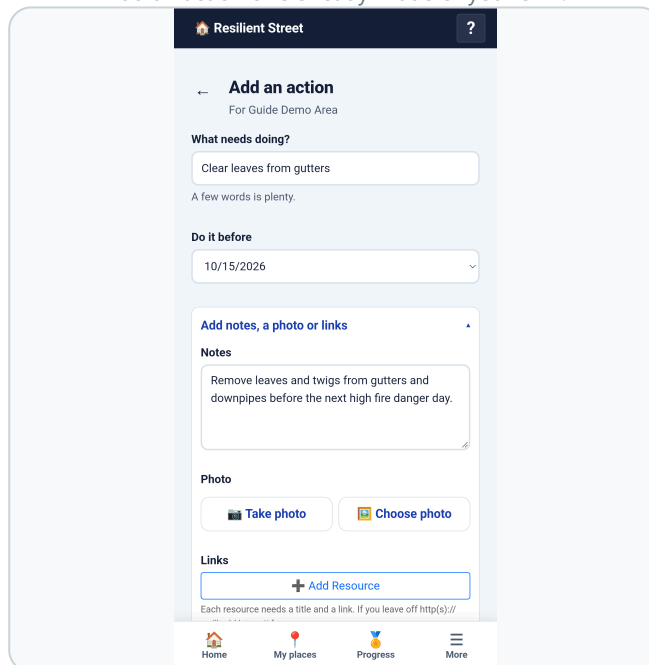
Name: Clear leaves from gutters

Description: Remove leaves and twigs from gutters and downpipes before the next high fire danger day.

Due: within the next two weeks



Add an action offers ready-made or your own.

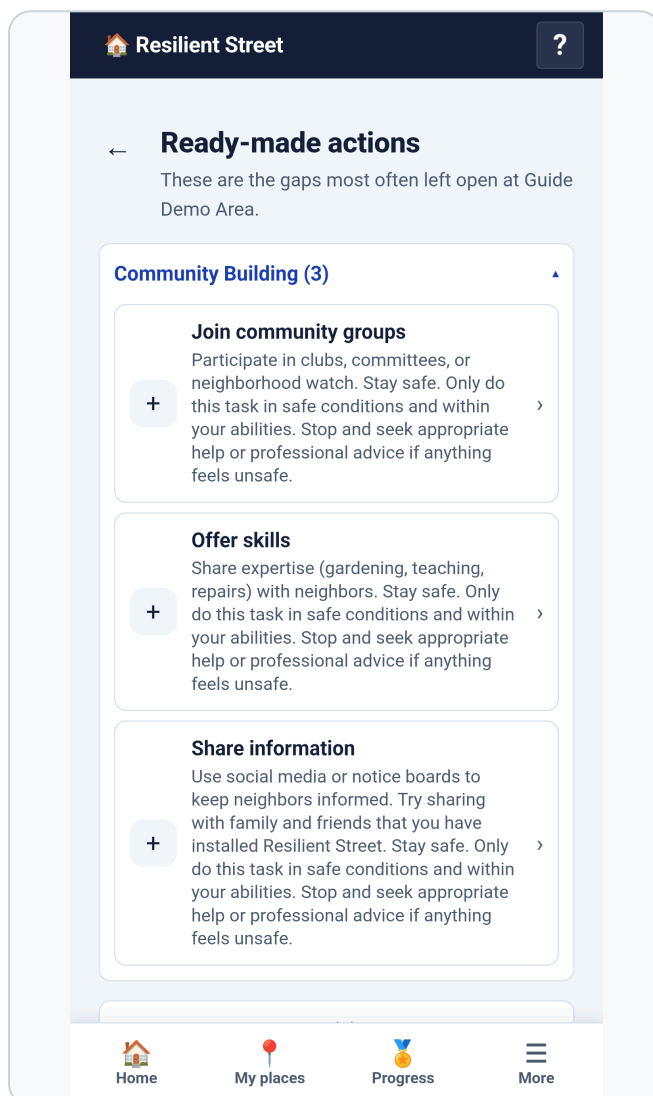


A name and a date are all you have to fill in.

Use the Library or Self-Assessment

Need inspiration? Use ready-made actions

1. Open your place and tap **Add an action**.
2. Choose **Pick a ready-made action**.
3. Open a category such as Community Building, Garden or Fire Safety.
4. Tap + beside a suggestion. It arrives with its description, due date and repeat schedule already set, and the screen confirms what was added.



Review and build actions with Self-Assessment

1. Open your place, then under **More for this place** tap **Self-Assessment**.
2. Choose a checklist, read the safety notice and tap **Start Checklist**.
3. Answer **Yes** when you identify an issue or action.
4. Tap **Create action**, review the pre-filled action, choose a due date and tap **Save Action**.

Stop if an inspection would be unsafe. Seek suitable help or professional advice.

