

FILE

TASK

INSERT

FORMAT TEXT

REVIEW



Private

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Task Details

Mark Complete Assign Task Send Status Report

Recurrence

Skip Occurrence

Categorize Follow Up

Tags

Due today.

Starts the first Monday of every 1 month(s) effective 4/6/2015.

Subject Submit monthly expense reports

Start date Mon 4/6/2015

Due date Mon 4/6/2015

☒ Reminder Mon 4/6/2015

Task Recurrence

Recurrence pattern

☐ Daily☐ Day 6 of every 1 month(s)☐ Weekly☒ The first Monday of every 1 month(s)☒ Monthly☐ Regenerate new task 1 month(s) after each task is completed☐ Yearly

Range of recurrence

Start: Mon 4/6/2015

☒ No end date☐ End after: 10 occurrences☐ End by: Mon 1/4/2016

OK

Cancel

Remove Recurrence