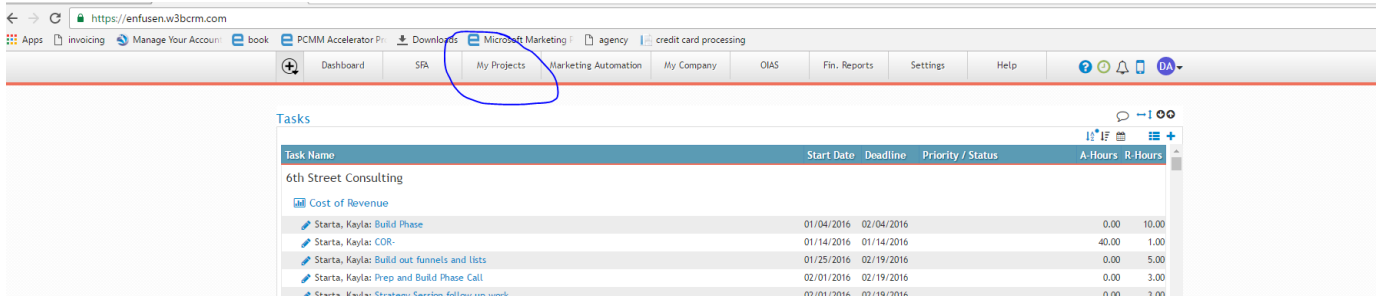


# Creating a task for Writers IN W3BCRM

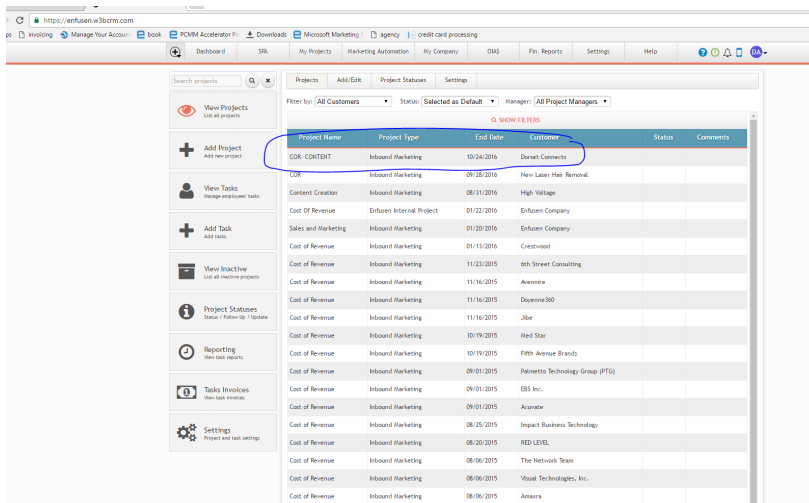
Go to [w3bcm.com](https://w3bcm.com)

sign in Using your login information

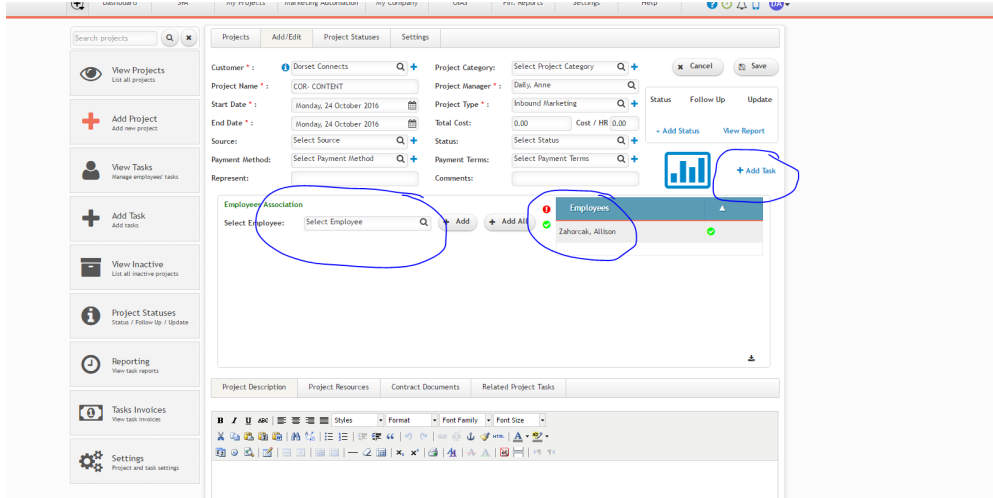
Once in dashboard click on My projects at the top of the screen.



Once on the task screen select a task

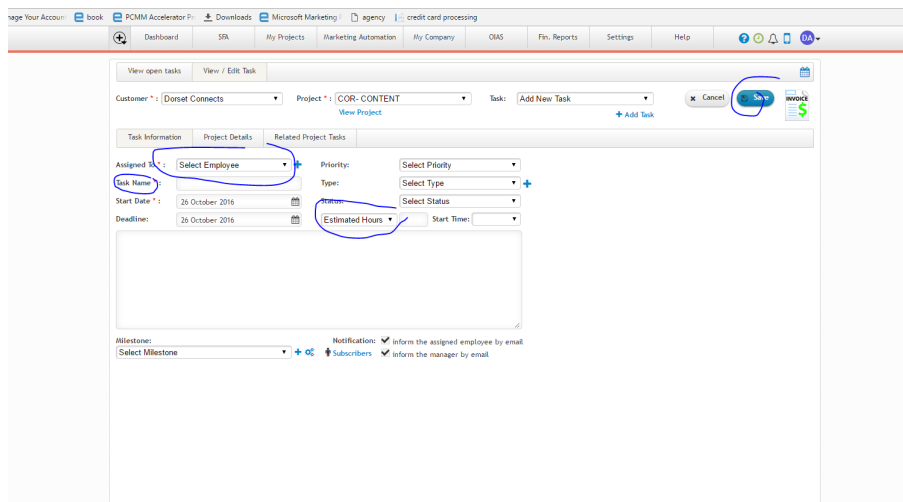


If needed add the employee and add a task



Once you do that the next screen becomes the task

Make sure to select an employee give them a task name and estimate the hours and hit save. They can invoice under the same task the entire time they work for you.



\*\*\*The only time you need to create a task is if a write is a new hire or if you add a new client.