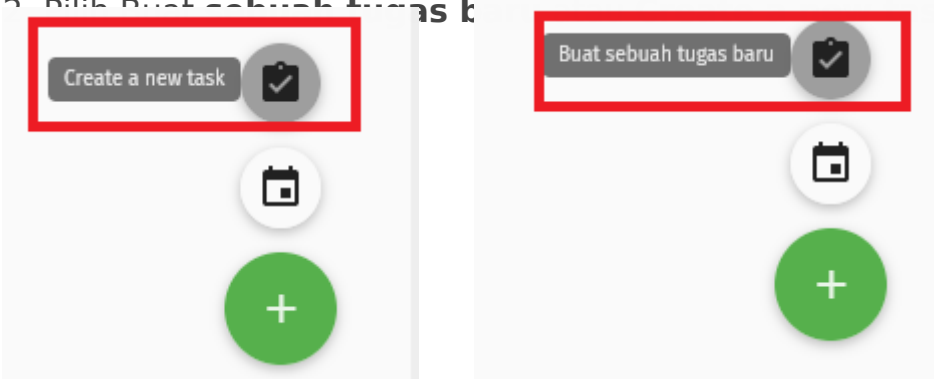


Menambahkan Tugas/ Task Pada Kalender

1. Pilih pada icon **Kalender**



2. Pilih **Buat sebuah tugas baru**



3. Isi data yang ada di formulir.

Title
Laporan

Calendar
● Personal Calendar

Location

Description
Mengerjakan Laporan

Add a category

Public Confidential Private

Priority
high

+ Attach

From
- 26-Jul-24 14:00

Due
- 28-Jul-24 14:00

Status
Not specified

Repeat

CANCEL RESET SAVE

4. Setelah itu dapat memilih untuk **Show an alert** atau **Send an email**. Lalu tekan **Save** untuk menyimpan.

Title
Laporan

+ Attach

From
- [Calendar] 26-Jul-24 [Clock] 14:00

Due
- [Calendar] 28-Jul-24 [Clock] 14:00

Status
Not specified

Repeat

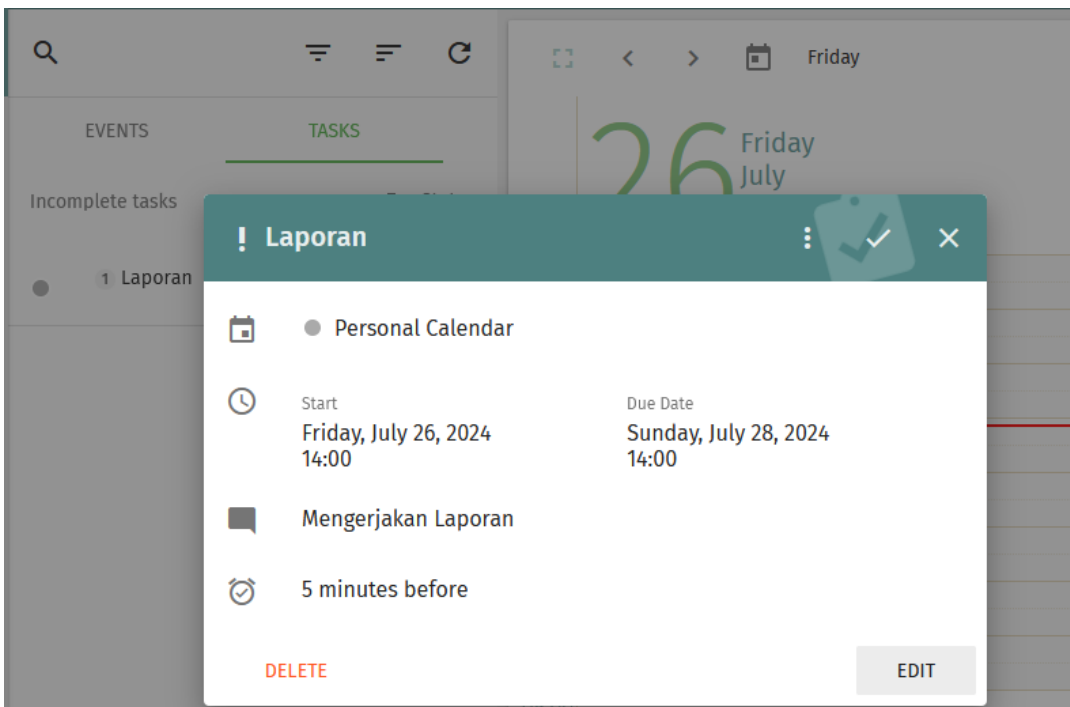
Reminder

5 [Dropdown] minutes [Dropdown] before [Dropdown] the event starts [Dropdown]

Show an Alert
 Send an E-mail

CANCEL RESET SAVE

5. Hasilnya muncul seperti dibawah ini



Revision #1

Created 2025-09-26 02:50:22 UTC by Nindiya Fauziah

Updated 2025-09-26 07:10:13 UTC by Nindiya Fauziah