# Creating and Using Tasks

There are multiple types of Tasks that you can create in a BPMN Process diagram.

## To create a Task

1. Open a Process diagram.
2. On the diagram pallet, click the **Task** button and select a type of Task you need to create.

## To change a task type

- Right-click a Task and select one of the following task types:
  - Business Rule Task
  - Manual Task
  - Receive Task
  - Script Task
  - Send Task
  - Service Task
  - User Task

**Related element**

- Tasks

**Related diagrams**

- BPMN Process Diagram
- BPMN Collaboration Diagram
- BPMN Choreography Diagram

**Related procedures**

- Creating a Diagram
- Creating and Using SubProcesses
- Using Activities
- Creating and Using an Event
- Creating and Using a Sequence Flow
- Creating and Using Data Items
- Navigation Between BPMN Diagrams