

# Creating and Using Tasks

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

To create a Task

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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

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- 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](#)