# **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:
  - o Business Rule Task
  - Manual Task
  - Receive Task
  - Script Task
  - Send Task
  - Service Task
  - User Task

### Related element

Tasks

# Related diagrams

- BPMN Process DiagramBPMN Collaboration Diagram
- BPMN Choreography Diagram

# Related procedures

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