TPISUITCASE

TPISUITCASE & CORE EXPLAINED:

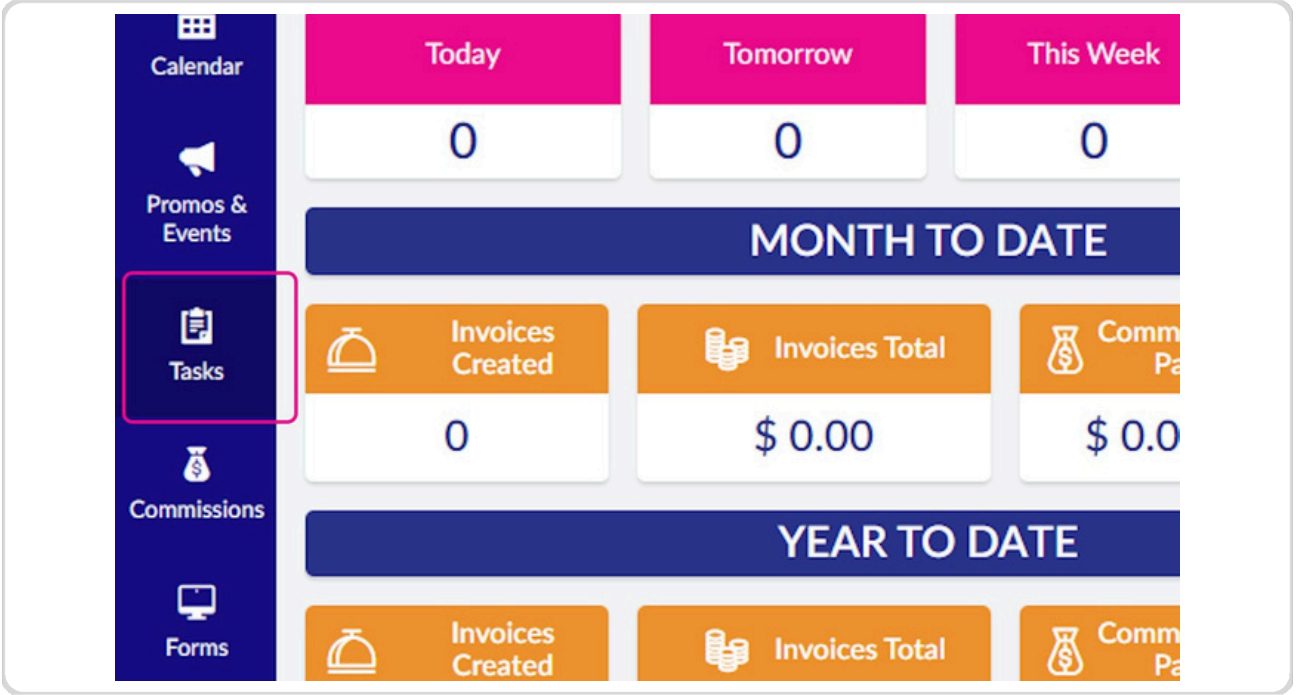
YOUR GATEWAY TO EXPERT TRAVEL PLANNING

CREATING A NEW TASK

ELEVATE YOUR SKILLS WITH OUR DEFINITIVE GUIDE TO MASTERING TRAVEL PLANNERS INTERNATIONAL'S PREMIER PLATFORMS

STEP 1

Click "Tasks" in the left navigation bar.



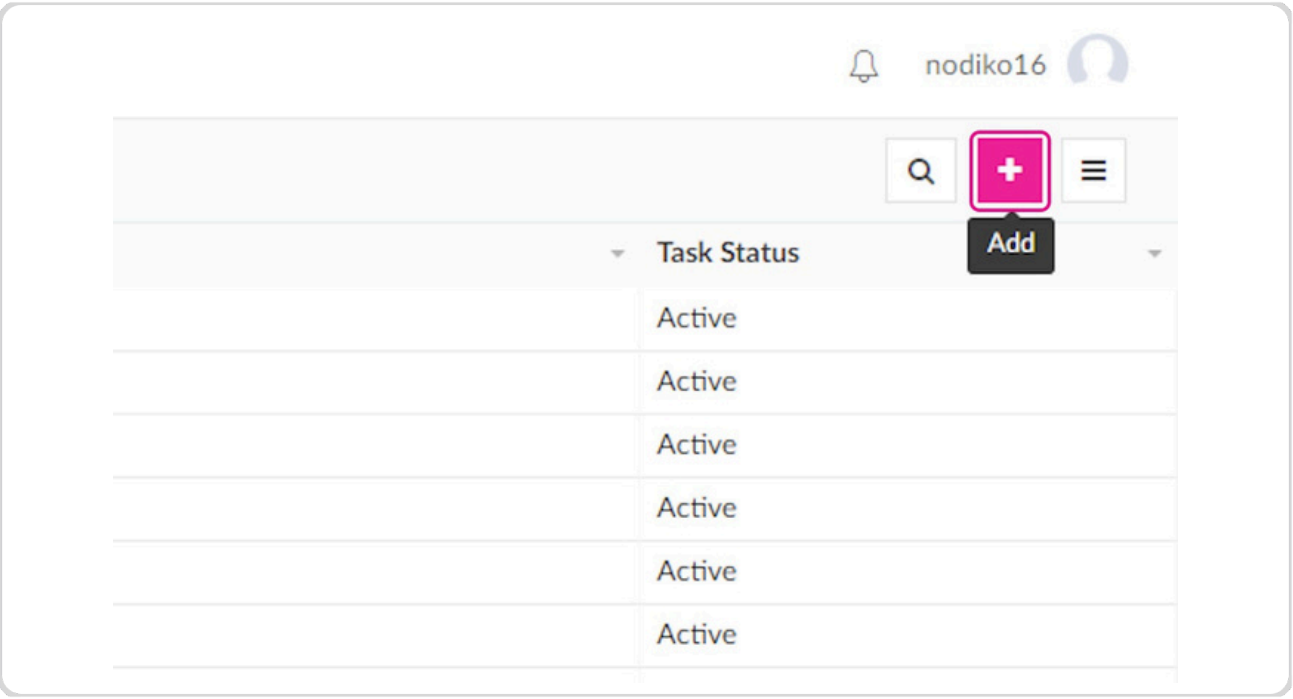
STEP 2

In this section, you will see all your To-Do list of your active and inactive tasks.



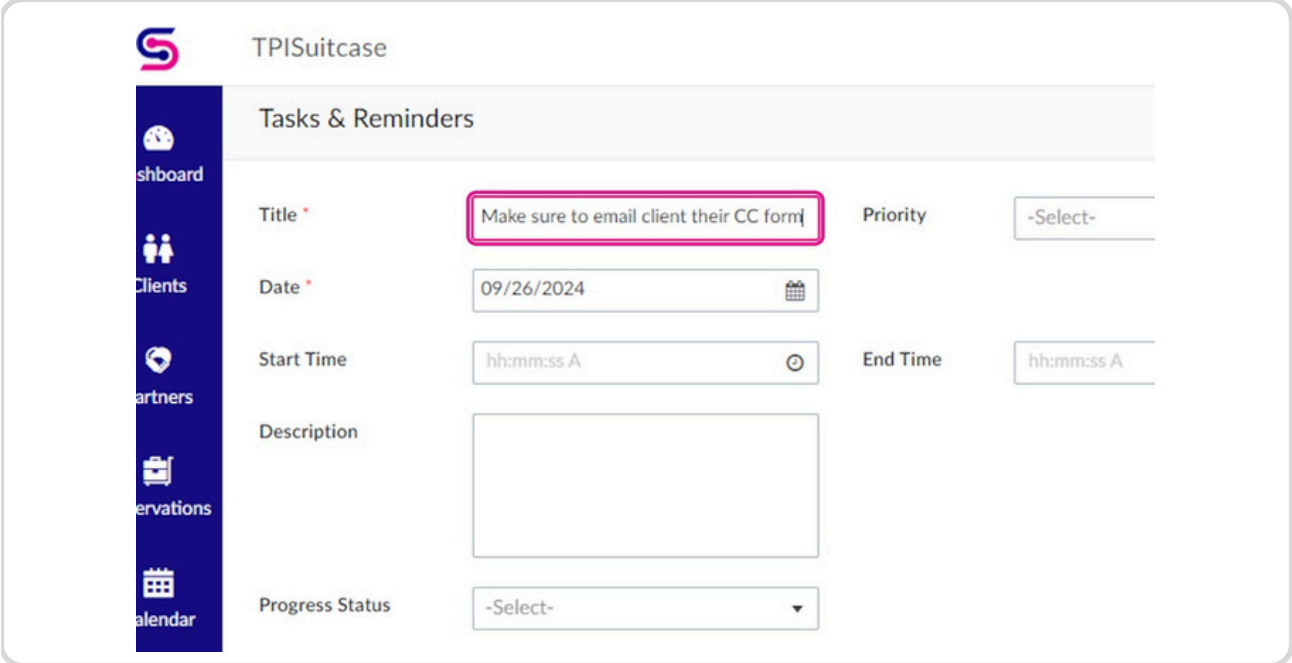
STEP 3

To create a new task, click on the pink “+” sign on the top right side of the page.



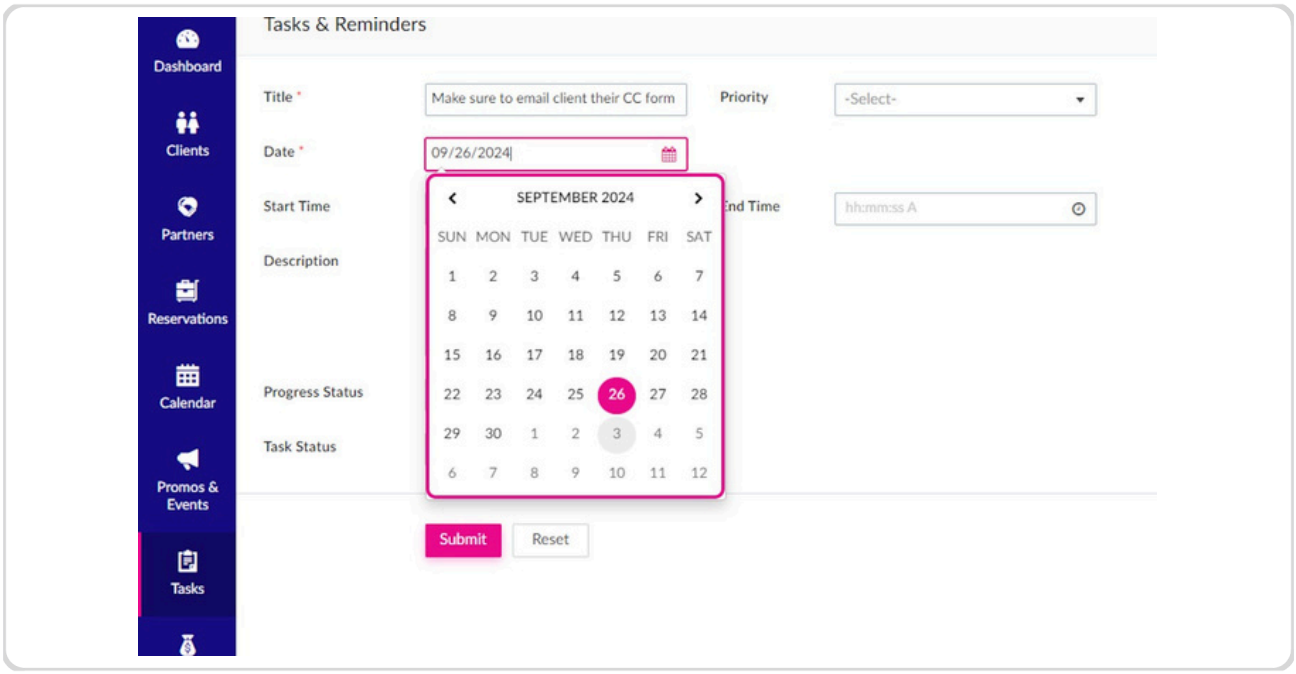
STEP 4

Make sure to title your task something that is easily understandable by you.



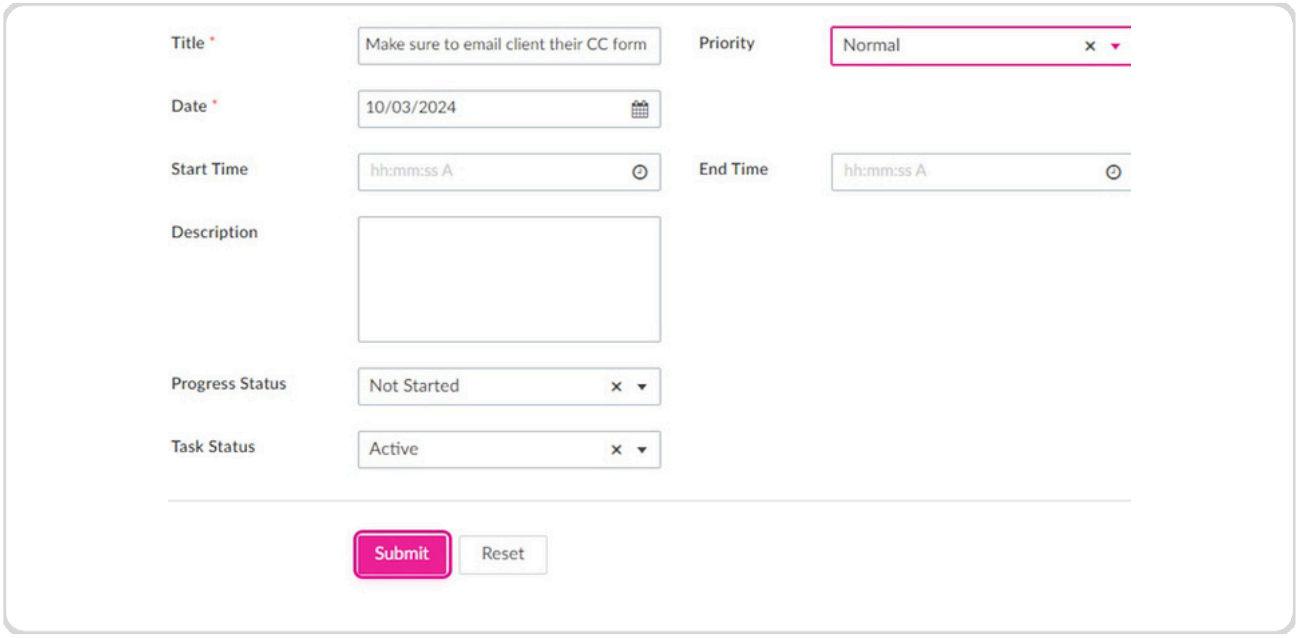
STEP 5

Select the due date for the task you are creating.



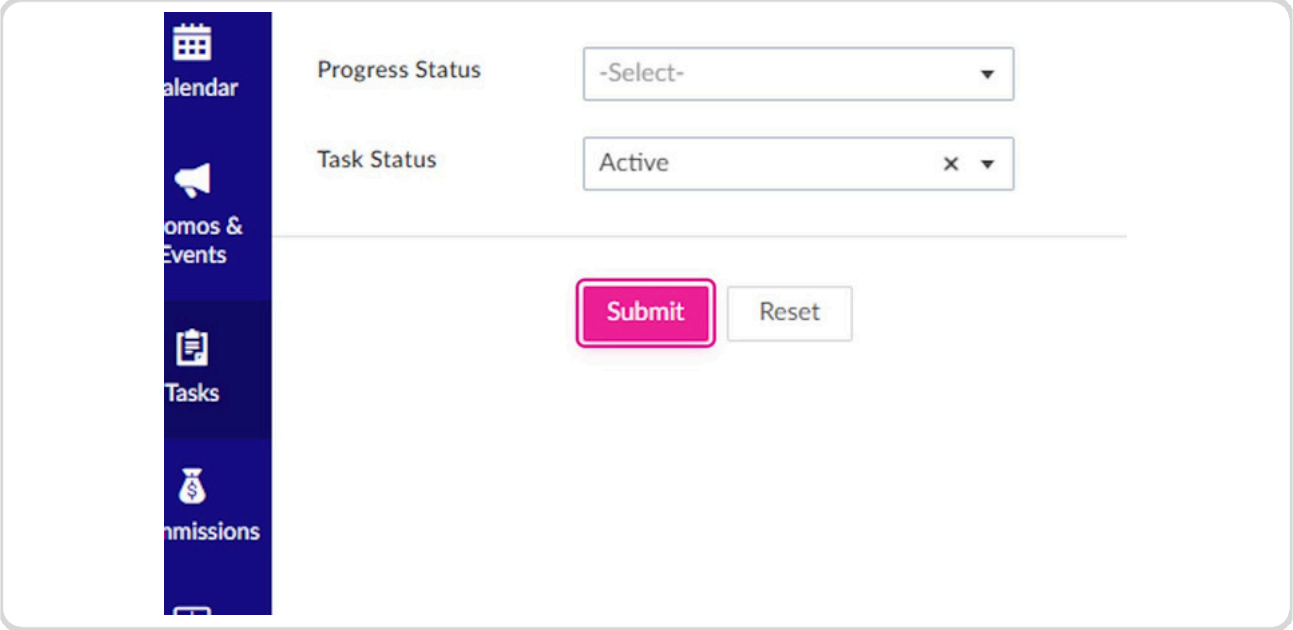
STEP 6

Fill in all the required information, including progress status and priority of the task.



STEP 7

Click on "Submit" to activate your task. These will then show as reminders and in your calendar.



TPI SUiTCASE

CREATING A NEW TASK

COMPLETE