How to use Activities in MYOB Exo Job Costing
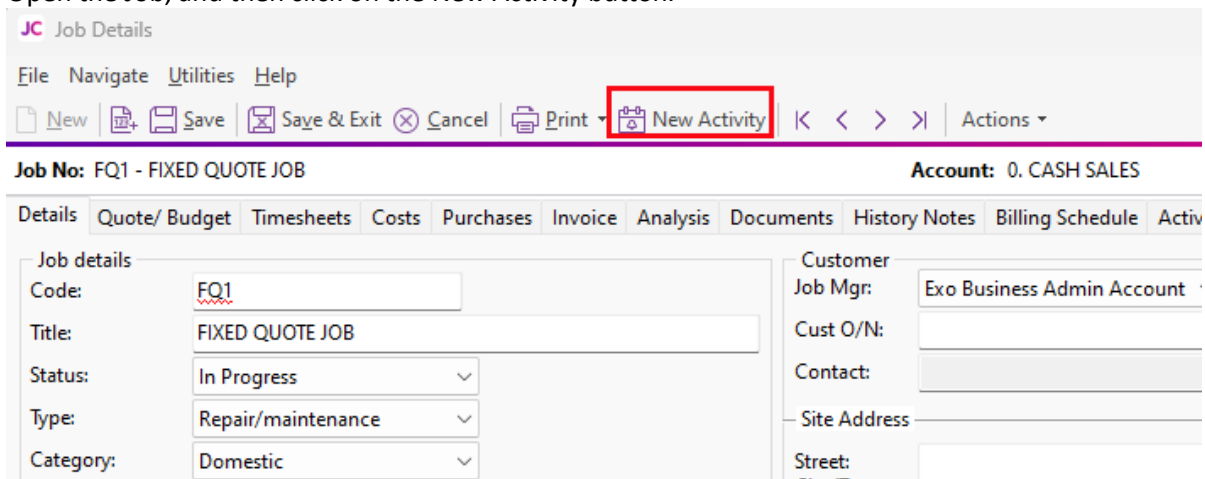
Overview

The following steps show how to set up an Appointment or Task from within a Job. This will then show in the Exo Task Scheduler.

Step 1 – Click on the New Activity button

Open the Job, and then click on the New Activity button.
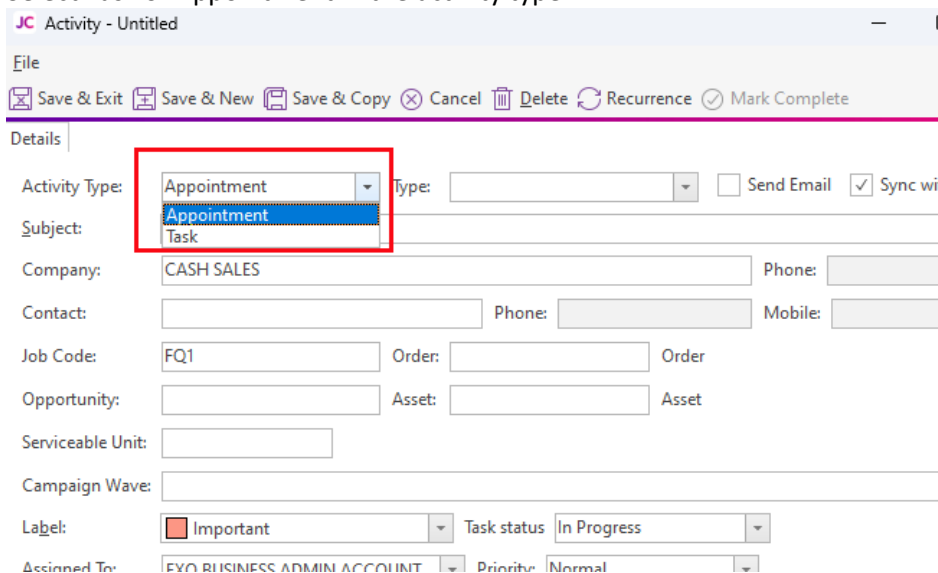
Step 2 – Fill in the Activity screen,

Select Task or Appointment in the activity type
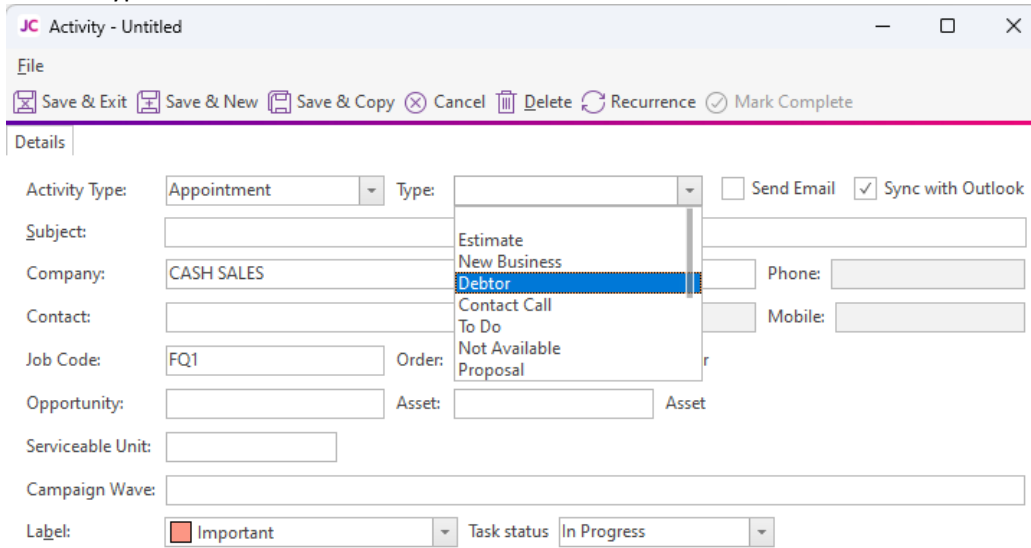
The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.

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Choose type
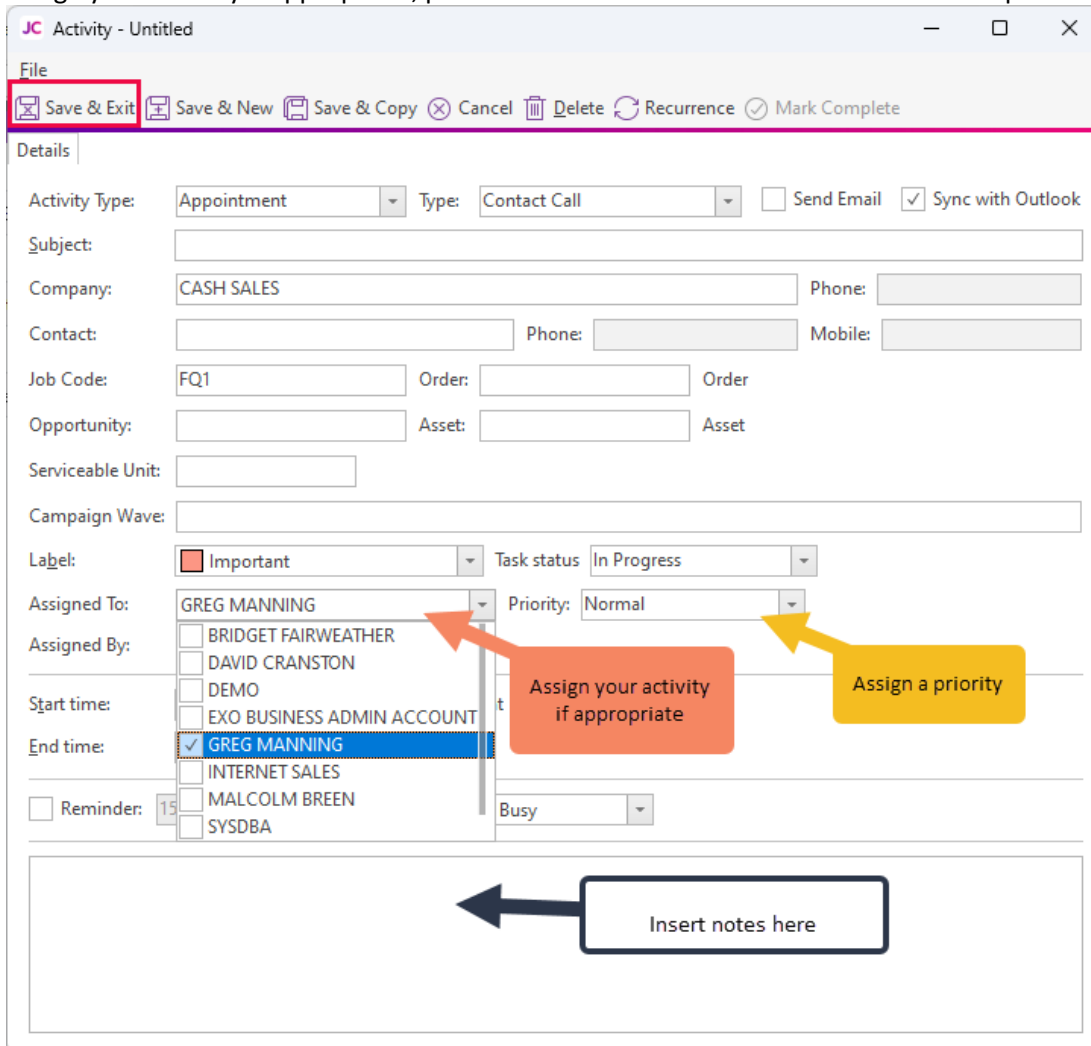
Assign your activity if appropriate, prioritize and add notes. Save and Exit when complete.