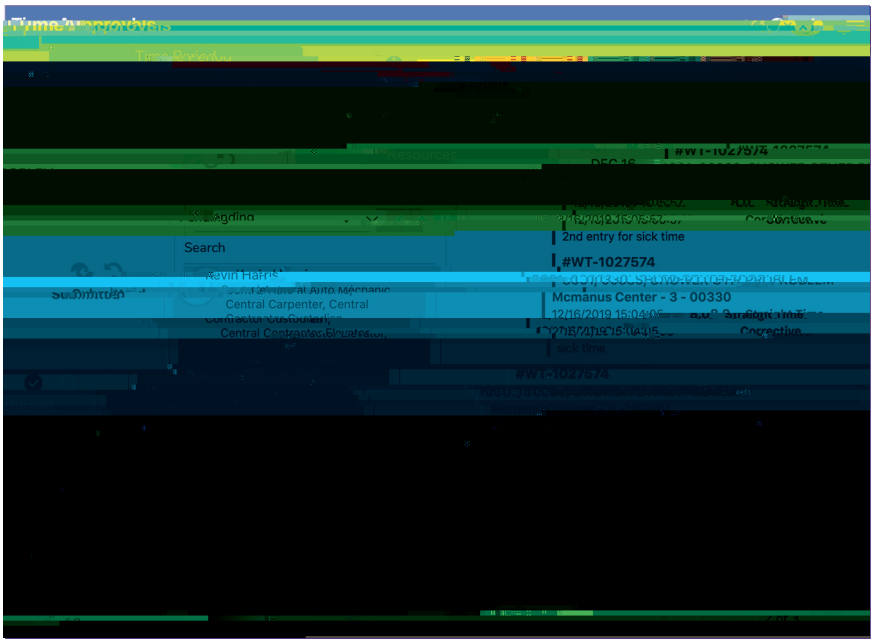

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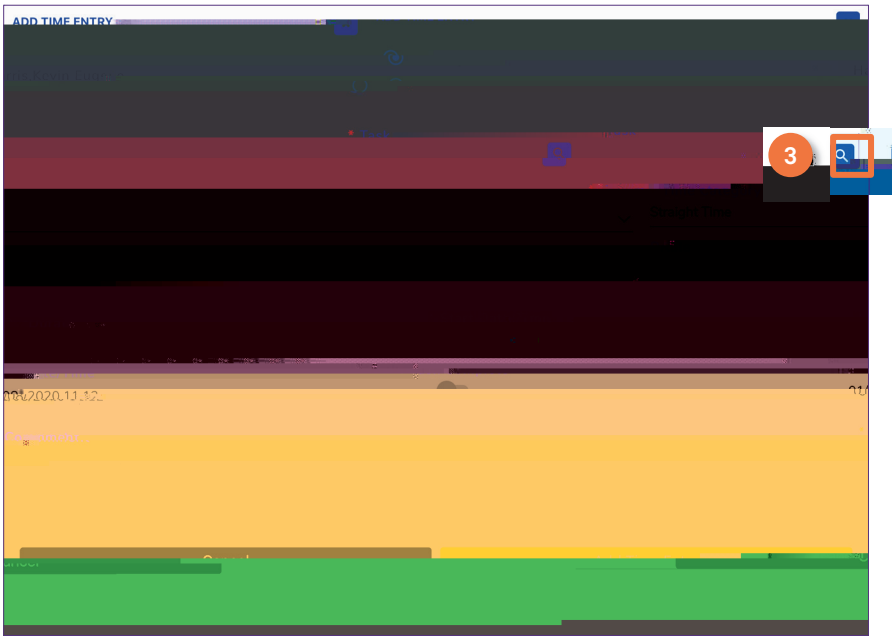
DIRECTIONS:

3 Upon tapping, the **Add T e E** pop-up will appear:

3 Tap on the **F d** button on the Task line.

You can either search for a **W Ta** by typing search criteria in the task field or use the **F d** button to



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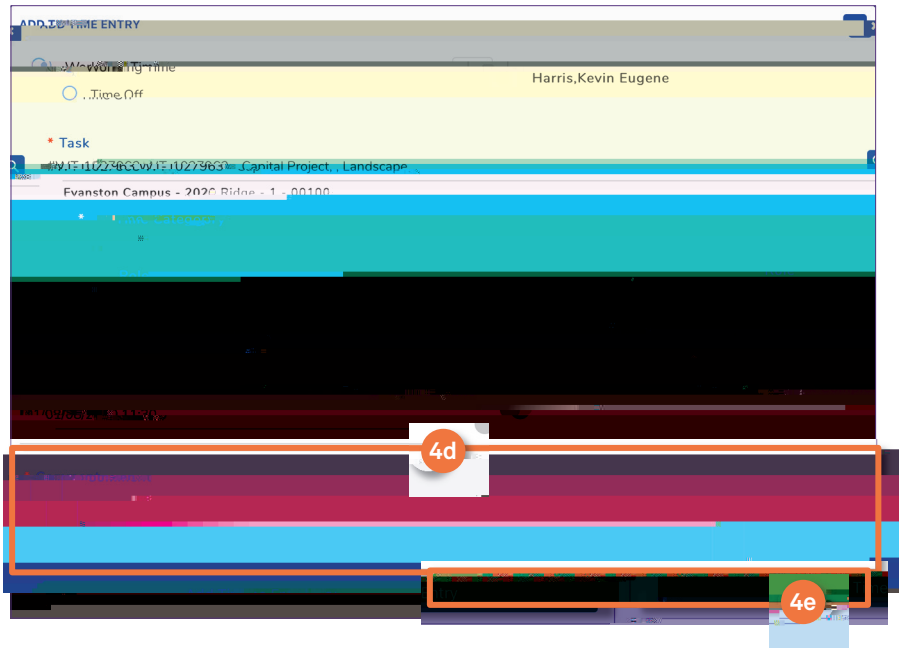
DIRECTIONS:

4 From the **Add T e E** pop-up:

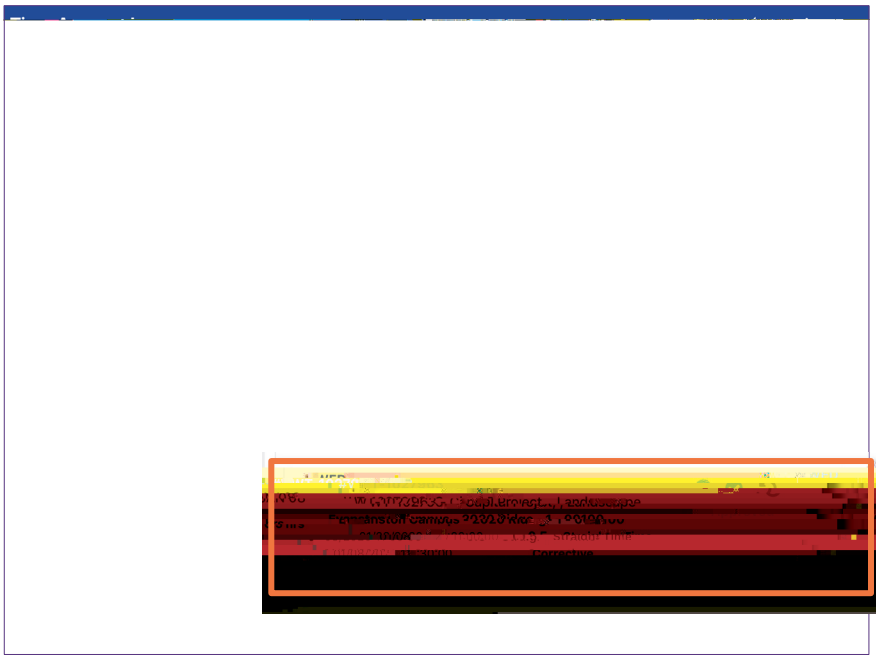
4d Enter a **C e** .

4e Tap **Add T e E** .



5 Upon tapping, you will be returned to the **T e A a** menu:

5 View the newly added **T e E** .



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