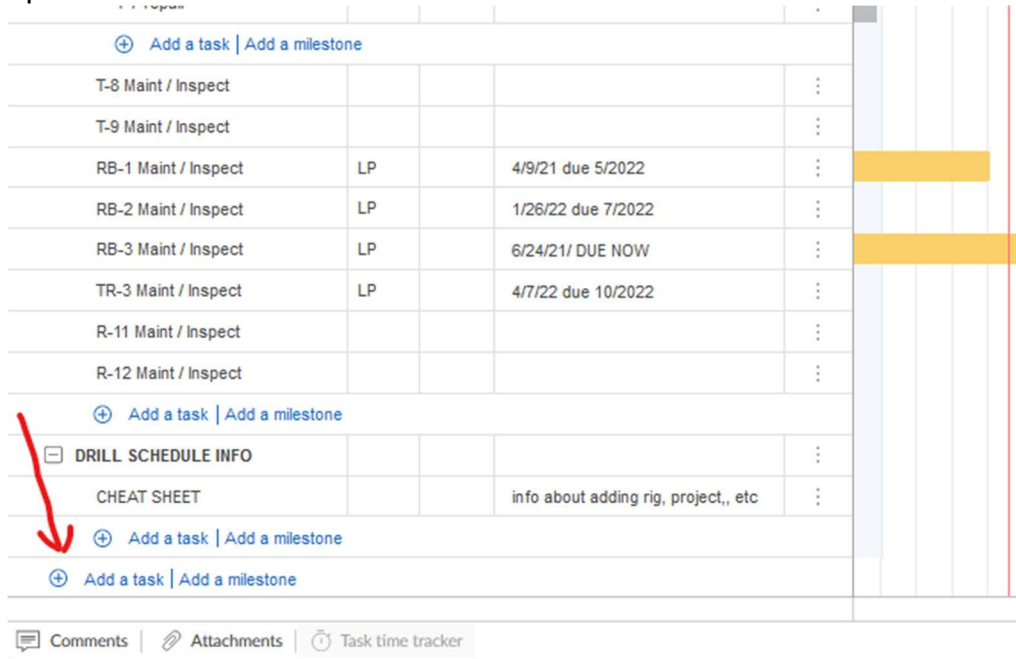


## Add A New **TOP LEVEL SECTION** to the Drill Schedule:

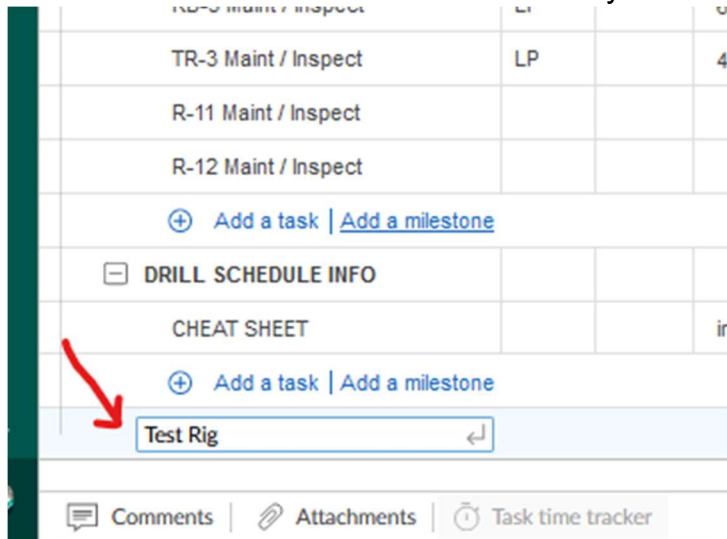
1. Log into the Drill Schedule **ADMIN ACCESS**.
2. Scroll to the very bottom of the page and click on the lowest **ADD A TASK** option.



+ Add a task   Add a milestone			
T-8 Maint / Inspect			⋮
T-9 Maint / Inspect			⋮
RB-1 Maint / Inspect	LP	4/9/21 due 5/2022	⋮
RB-2 Maint / Inspect	LP	1/26/22 due 7/2022	⋮
RB-3 Maint / Inspect	LP	6/24/21/ DUE NOW	⋮
TR-3 Maint / Inspect	LP	4/7/22 due 10/2022	⋮
R-11 Maint / Inspect			⋮
R-12 Maint / Inspect			⋮
+ Add a task   Add a milestone			
<input type="checkbox"/> DRILL SCHEDULE INFO			⋮
CHEAT SHEET		info about adding rig, project,, etc	⋮
+ Add a task   Add a milestone			
+ Add a task   Add a milestone			

Comments | Attachments | Task time tracker

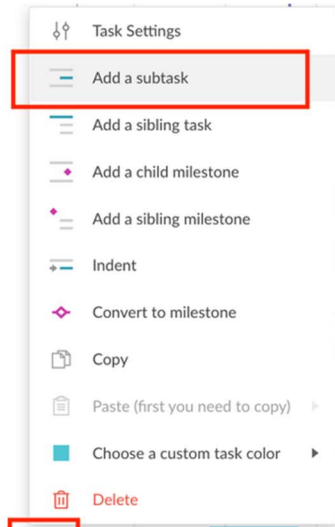
3. Enter a name for the new **Section** and hit your **ENTER** key.



TR-3 Maint / Inspect	LP	4,
R-11 Maint / Inspect		
R-12 Maint / Inspect		
+ Add a task   Add a milestone		
<input type="checkbox"/> DRILL SCHEDULE INFO		
CHEAT SHEET		in
+ Add a task   Add a milestone		
<input type="text" value="Test Rig"/>		

Comments | Attachments | Task time tracker

4. To the right of the new rig, click the 3 dots and choose “Add a Subtask”



5. The New Task will then be turned into a **Top Level Section** with a ready to change sub-task.

