

Adding a Group of Tasks

To add a group of tasks that SMS will perform at the same time, follow these steps:

1. Click Setup > Scheduled Tasks. The Setup Scheduled Tasks dialog box displays.
2. Click Tasks to display the Tasks dialog box.
3. From the Task Type box, select Group of Tasks.
4. Click Add to display the New Task dialog.
5. Enter a Task Name. (The Task Type displays from the previous dialog.)
6. Click Continue. SMS displays the Group of Tasks dialog.
7. From the Tasks Available box, select the tasks you want to occur at the same reference time: click and drag individual tasks to the Tasks Selected box.
To scroll through the tasks you have selected, you can click the Up and Down buttons to the right of the list.
8. When you have selected the list you want click OK.

SMS returns you to the Tasks dialog. The new group task displays in the list.

The task is now added, but you still need to add a reference time to make it active. To add the reference time, see [Assigning Tasks to a Reference Time](#).