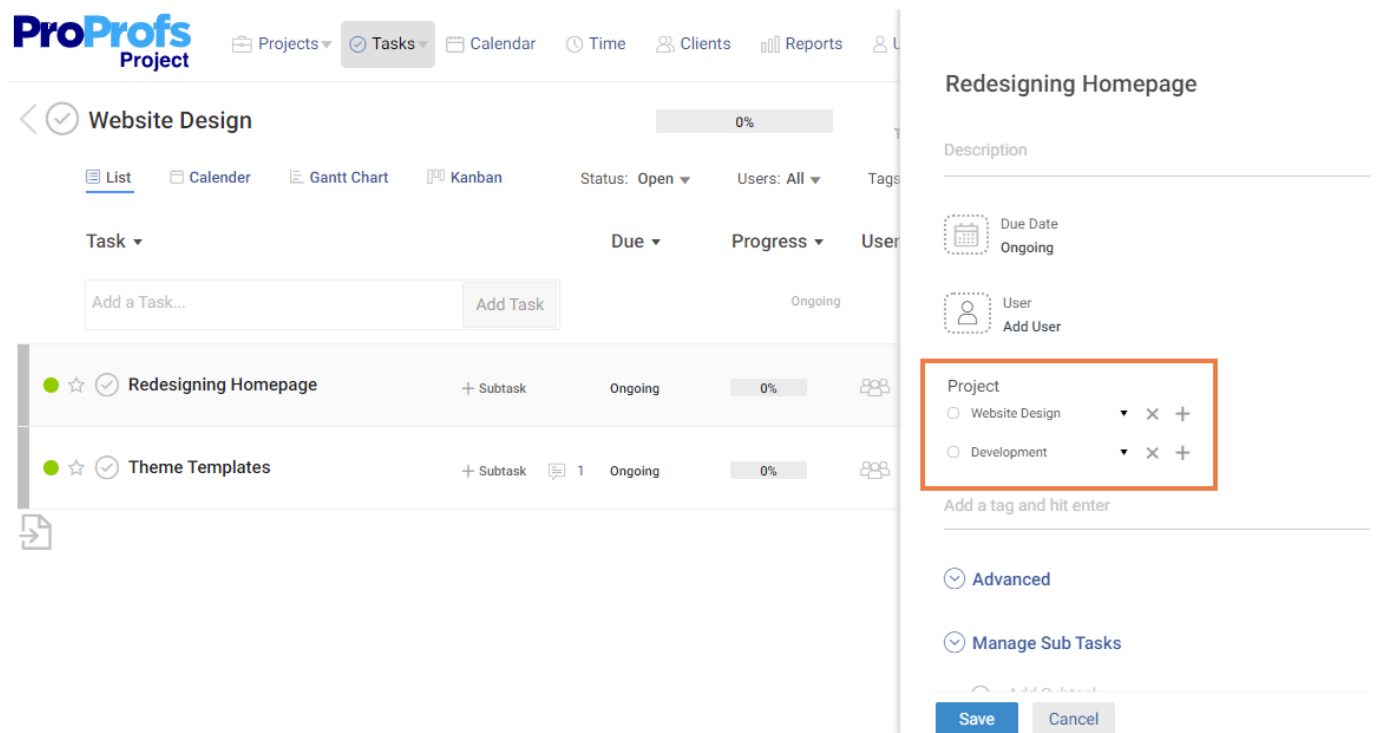


How to Share a Task With Multiple Projects

You can share a task with multiple projects without manually creating it under each project. This is helpful when multiple projects are affected by the progress of a single task. When you make any changes to the task under one project, they are automatically reflected in all its associated projects.

For example, you can see all the projects sharing a particular task under the 'Project' field on the task editing window in the screenshot below.



Benefits of sharing a task with multiple projects:

- Avoid creating a task repeatedly for various projects
- Enable automatic and instant task updates across projects
- Carry out task communication from any project

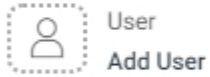
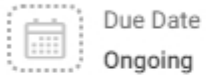
To share a task with other projects:

Step 1. On the task editing window, click on the + button displayed next to the parent project. The + button allows you to add more projects to share a task.

The screenshot displays a task management interface. On the left, a task card is visible with a progress bar at 0%. The main area shows a modal window titled "Redesigning Homepage". The modal has a "Description" field, a "Due Date" section with "Ongoing" status, and a "User" section with "Add User" option. The "Project" section shows a dropdown menu with "Website Design" selected, and an orange arrow points to the plus sign next to it. Below the project section is a field for "Add a tag and hit enter". At the bottom of the modal are "Save" and "Cancel" buttons.

Step 2. Select a project from the dropdown list or search for it. Let's say we want to share this task with the 'Development' project. Once done, click **Save**.

Description



Project

Website Design ▼ ✕ +

Website Design ▼ +

Dev

Open Projects

- Development**
- FAQ Development Cycle
- Development



Add Subtask



Now, open the 'Development' project to find this task listed in there. You can share a task with as many projects as required.

ProProfs Project Projects Tasks Calendar Time Clients Reports Users Search

Development 0% 0 hrs Tracked 0 hrs Not billed for

List Calendar Gantt Chart Kanban Status: Open Users: All Tags: All

Task	Due	Progress	Users	Tags	Status	Time
<input type="text" value="Add a Task..."/> Add Task	Ongoing	0%				
Resigning Homepage + Subtask	Ongoing	0%			Open	

Related Articles:

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