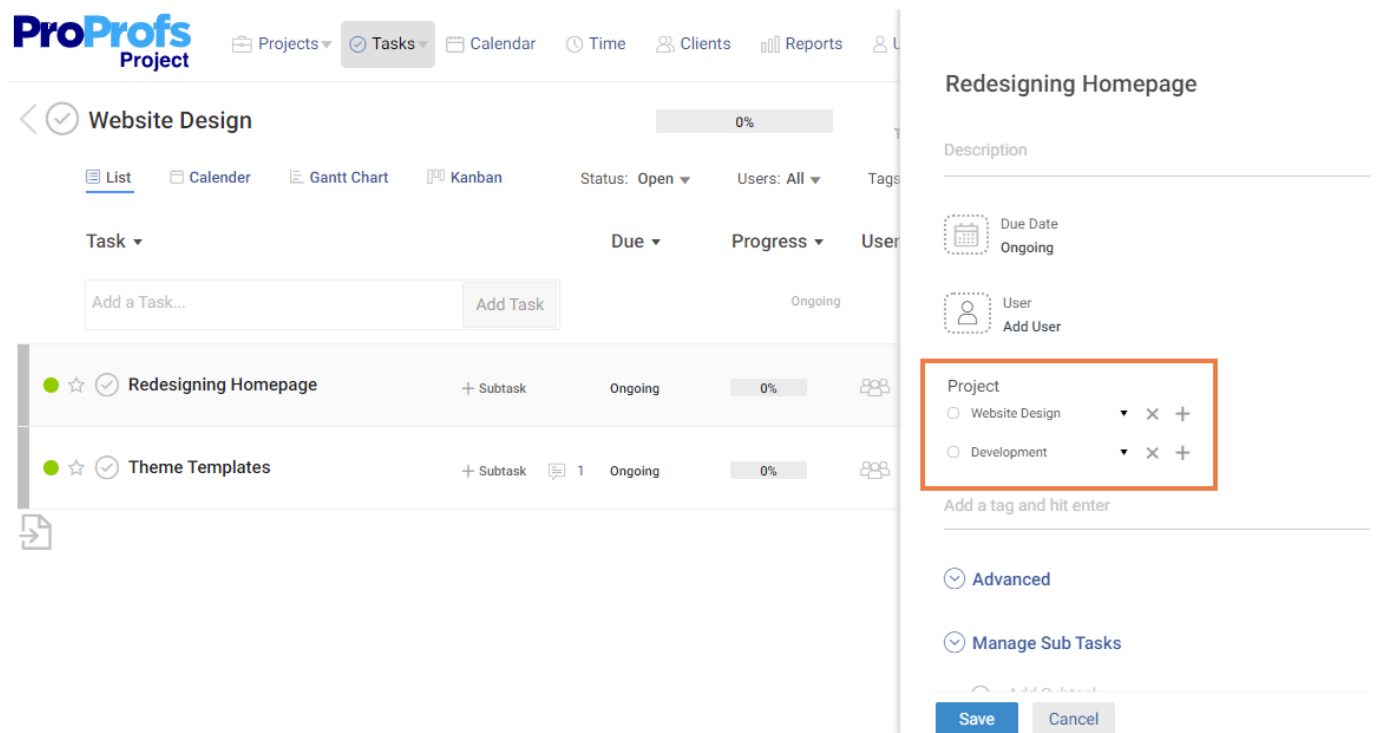


How to Share a Task With Multiple Projects

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

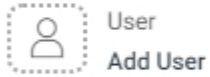
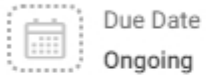
To share a task with other projects:

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 '0%' progress bar, 'Kanban' view, 'Status: Open', 'Users: All', and 'Due' and 'Progress' dropdowns. An 'Add Task' button is present. Below the card are subtask options. On the right, a modal window titled 'Redesigning Homepage' is open. It has a 'Description' field and a 'Project' dropdown menu. The dropdown is currently set to 'Website Design' and has a plus sign next to it, which is highlighted by an orange arrow. Below the dropdown are options for 'Advanced', 'Manage Sub Tasks', and 'Add Subtask'. 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%				
☆ 🔄 📌 Redesigning Homepage + Subtask	Ongoing	0%			Open	

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