GROUNDWORX®

GAIN

HOW-TO GUIDE

TASKS

How to Create a Task

Assign field work to your crew from the GAIN portal, so every job is tracked from request to done.

STEP BY STEP

1. **Open the portal**
   Open mygroundworx.com and sign in.

2. **Go to Tasks**
   Select Tasks in the left column.

3. **Create New Task**
   Click Create New Task.

4. **Enter job info**
   Fill in the job details for your crew.

5. **Hit Save**
   Save the task. It is now ready for your team.

Get the GroundWorx app

GAIN

Search "groundworx" on the App Store or Google Play.

APP	**groundworx**	iPhone / App Store
WEB	**mygroundworx.com**	Android / Google Play

(c) 2026 GroundWorx Inc. / Screens may vary as GAIN is updated.
info@getgroundworx.com
getgroundworx.com