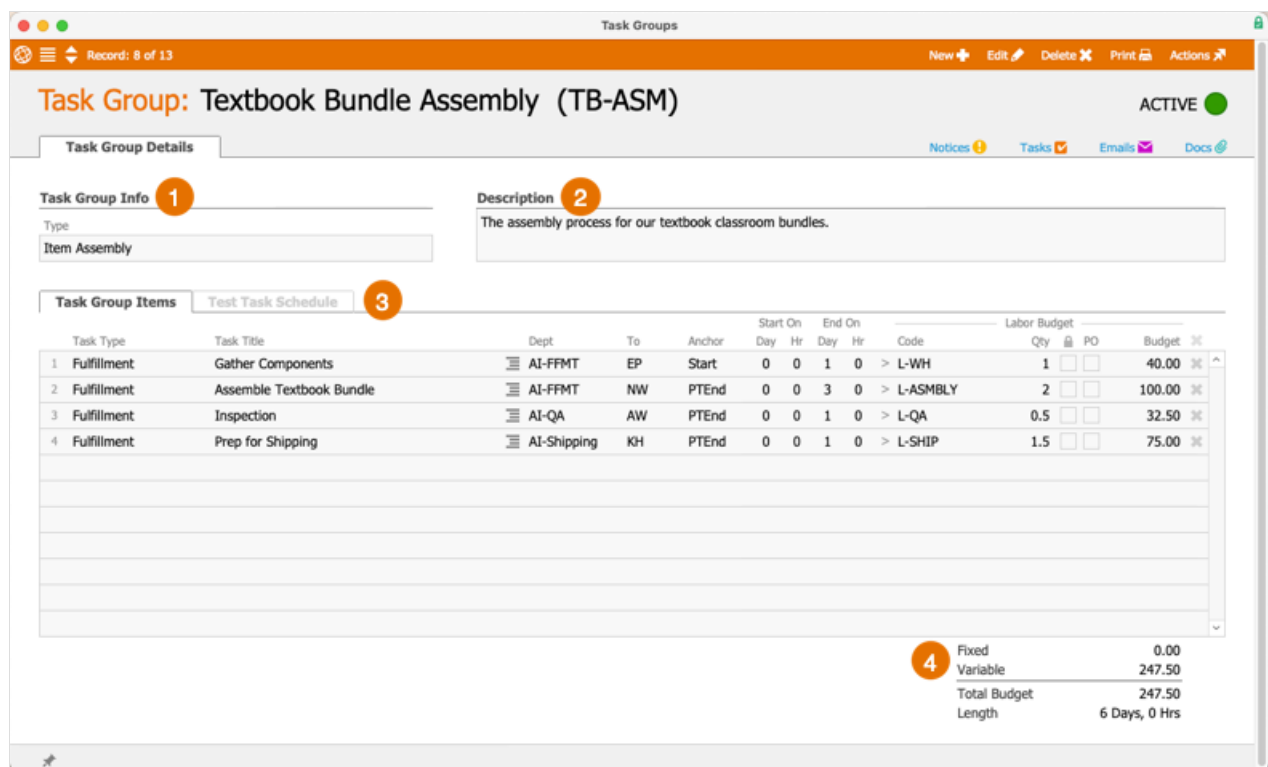# Overview of Task Groups

Last Modified on 10/17/2023 3:00 pm EDT

> This guide provides an overview of the Task Groups module. It is intended for general users.

Task groups in aACE are used for managing your standardized workflows (i.e. tasks that must always be completed for each sale, order, product, or process). A task group acts as a template or checklist to streamline these workflows. A task group can be linked to tasks (https://aace6.knowledgeowl.com/help/overview-of-tasks) or line item codes (https://aace6.knowledgeowl.com/help/overview-of-line-item-codes).

You can review all task groups in the Task Groups module. Navigate from Main Menu > Order Setup > Task Groups.

1. Task Group Info

You can use the Task Group Info section to specify your task group's type. This field is used for organizational purposes.

2. Description

The Description section is used to write a short explanation of the task group's function.
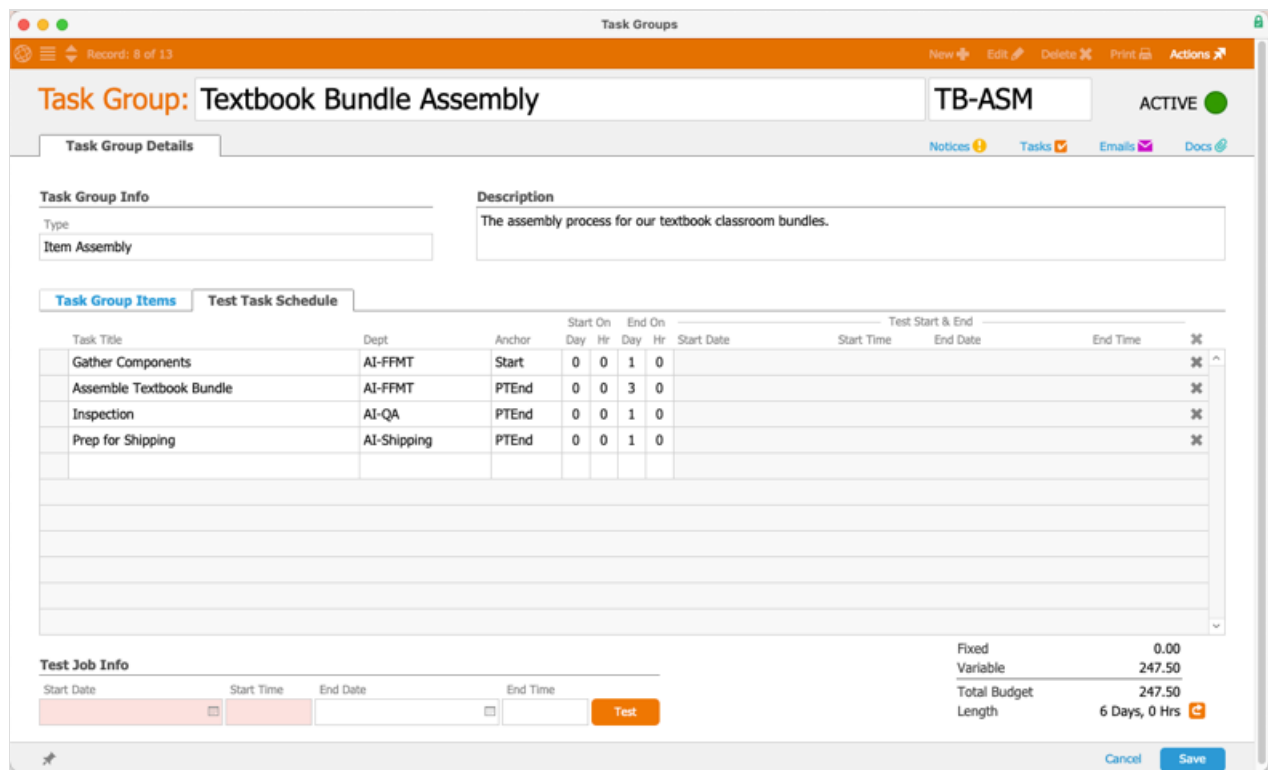
3. Additional Portals

Task Group Items Tab

aACE lists the tasks you create for the task group in the Task Group Items tab. You can edit specific task details when you create a new task. For more information on editing task information, read our guide on Creating Task Groups (https://aace6.knowledgeowl.com/help/creating-task-groups).

Test Task Schedule Tab

Use this tab to test the timing for your the task group (https://aace6.knowledgeowl.com/help/testing-task-groups).

4. Budget

The Budget section of the Task Group Details tab shows the total cost and time it will take for your task group to be completed. aACE calculates these totals using the exact specified costs and time. It does not account for unexpected adjustments to cost or time that may occur during the process.