

# Opening and Creating Tasks

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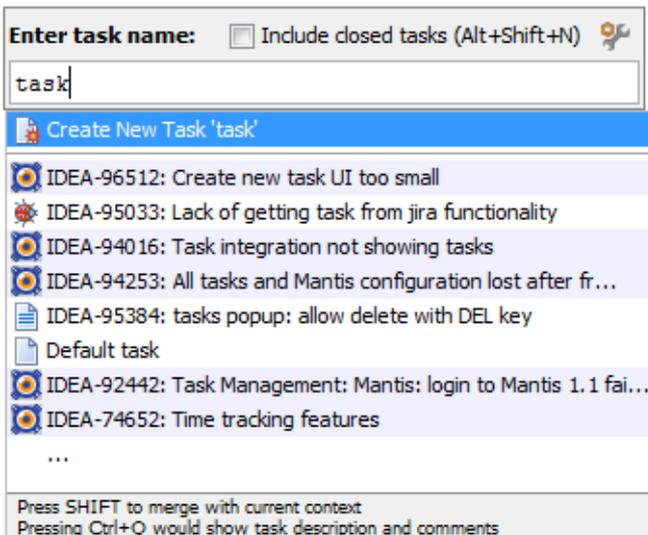
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IntelliJ IDEA distinguishes among *tracker tasks* and *local tasks*. A *tracker task* is an issue in your tracker system until it is opened in IntelliJ IDEA whereupon it becomes *local task*. In addition to this, any activity in IntelliJ IDEA can be configured as a *local task*, in terms of product, this action is referred to as *task creation*.

## Opening tracker tasks and creating local tasks

When you open a *tracker task* (an issue in your tracking system) for the first time, a corresponding *local task* is created.

1. Do one of the following:
  - On the main menu, choose **Tools | Tasks&Contexts | Open Task**.
  - Press **Shift+Alt+N**
  - Click the tasks combo on the main toolbar.
  - In the [Time Tracking Tool Window](#), click **+**.
2. To have the possibility to open already closed tasks, select the **Include closed tasks** check box. A *closed task* is one of the following:
  - A *tracker task* with the status *closed* in the issue tracker.
  - A *local task* that is not associated with a changelist provided that the entire project or the affected directory is under version control (see [Associating a Project Root with Version Control System](#) and [Associating a Directory with a Specific Version Control System](#)).
3. In the **Enter task name** pop-up window, choose **Create New Task**, or just type the task name.



- If you choose **Create new task <description>**, a new *local task* with the specified description will be created. In this case, the IDE will switch to this new task.
- If you select a task from an issue tracker, then the **Open Task** dialog box opens, where you can specify whether you want IntelliJ IDEA to clear the current context, create a changelist for the new task, and change the issue status in the tracking system, by selecting the corresponding check boxes.

## Tips and tricks

- To show task description right in the suggestion list, press **Ctrl+Q** or **Alt+Button2** Click.

- To configure access to your issue tracking system, click , and specify your account settings in the [Servers](#) dialog box that opens.
- To include closed tasks in the suggestion list, press Shift+Alt+N once more, or select the corresponding check box.

## See Also

### Procedures:

- [Managing Tasks and Context](#)

### Reference:

- [Open Task Dialog](#)
- [Servers](#)

### Web Resources:

- [Developer Community](#) 