# Area: Task

General information about this task. What task is about? Why is it important? Is there any useful website that can be a reference this task?

* Main Contact
	+ Area for Contact – Person Name (Role/Department)
	+ **….**

**Procedure:**

1. Step 1
* Detail of step 1
* …
* Complete as many steps as you can to capture process
1. Step 2
* Details of step 2
* …
* Complete as many steps as you can to capture process

**Tips:**

* Include any helpful tips that may not be part of typical steps under the Procedure section

**Supporting Attached Document:**

* Attachment #1
* Attachment #2
* Attachment #3