



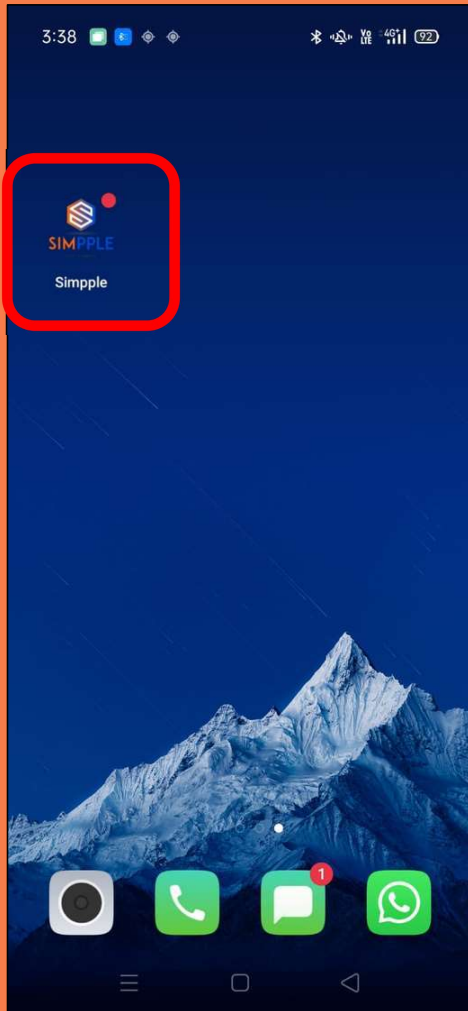
# SIMPPLE - SCHEDULE TICKETS

Tutorial

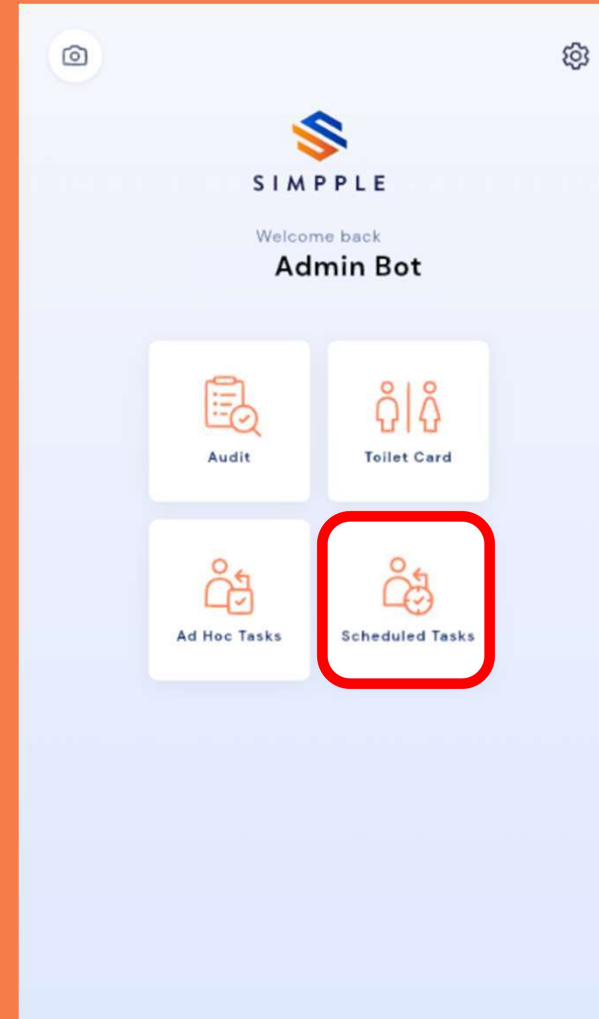
# ASSIGNING / MONITORING SCHEDULE TASK

Simple

## Mobile Application



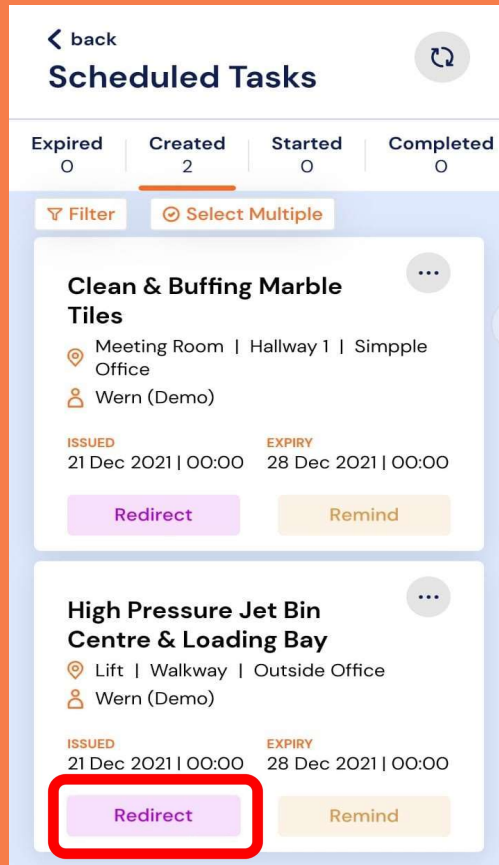
Click on the  
"Simple" app



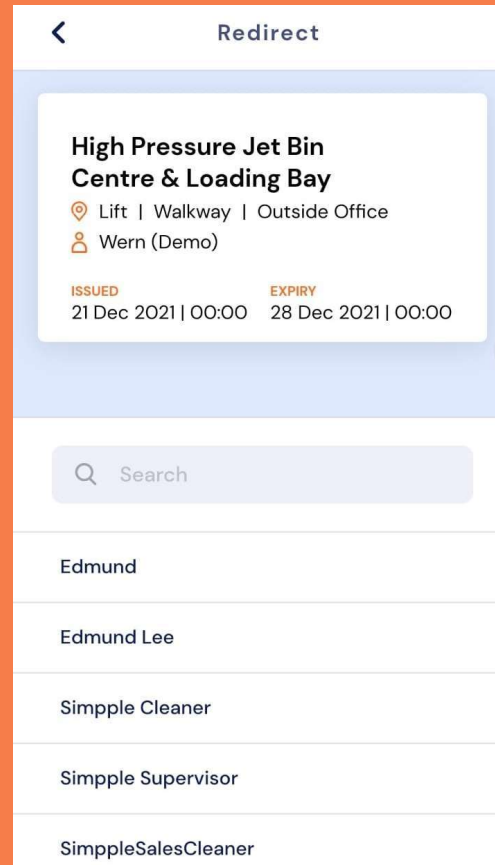
Click "Schedule  
Tasks"

# Redirecting of Task

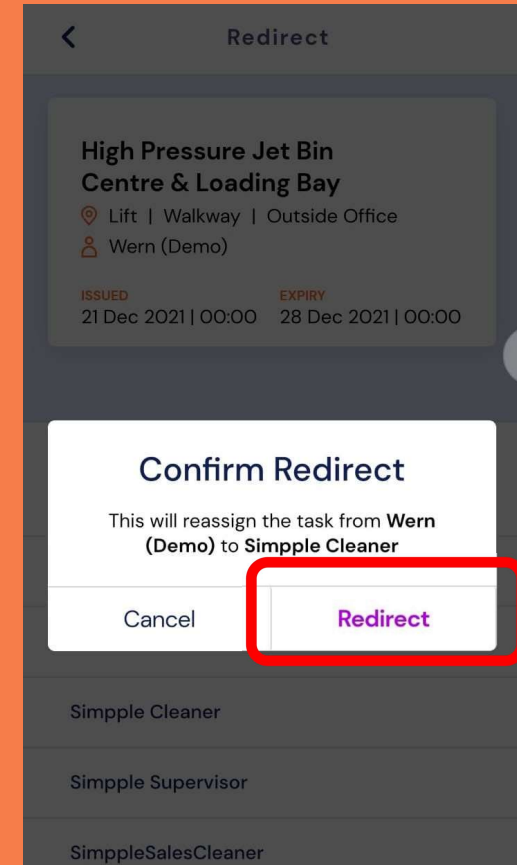
(Assigning it to other users)



Select "Redirect"



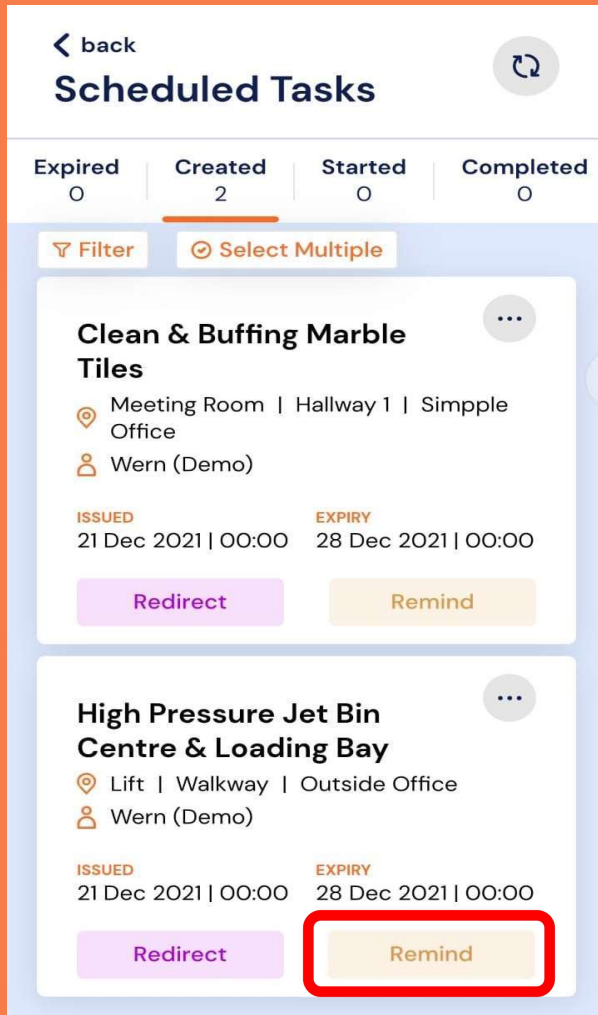
Select the user to receive the task



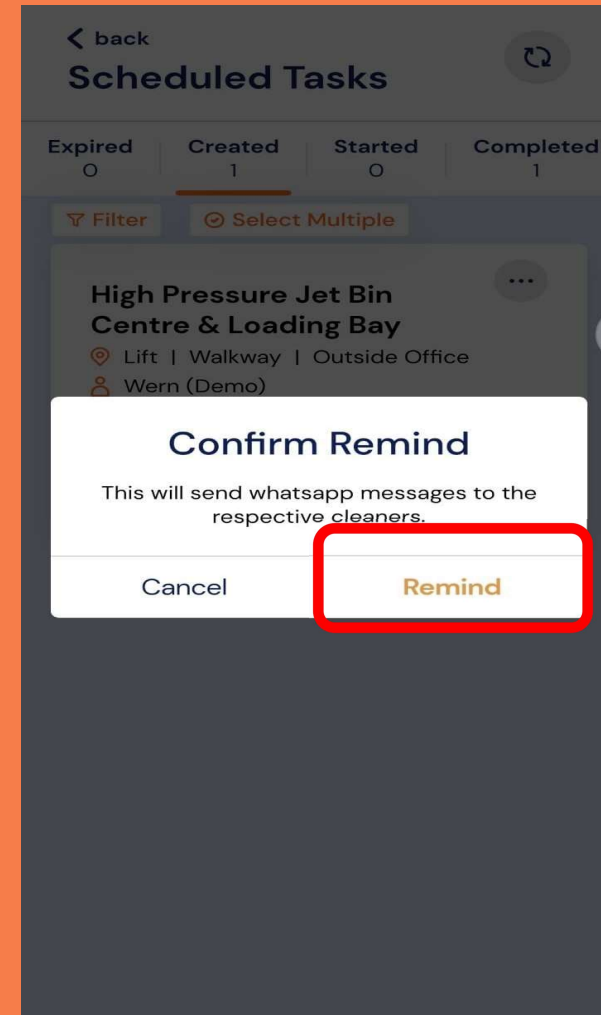
Complete the process by clicking on "Redirect"

# Reminder of Task

(Sends out another WhatsApp Message to the User)

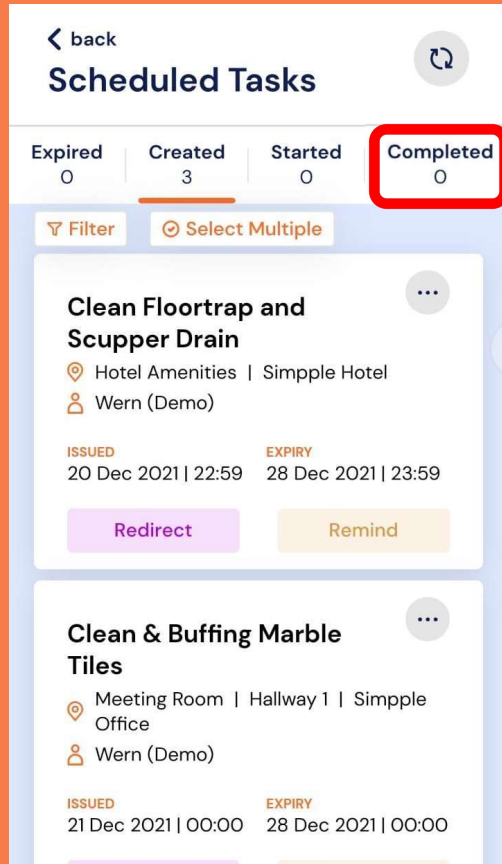


To send a Whatsapp reminder to the assigned user, you can select "remind"

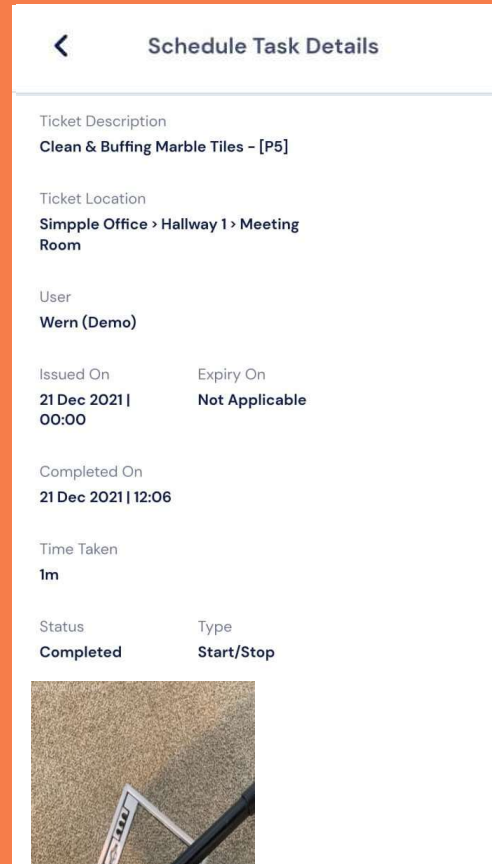


# Reviewing all Complete Task

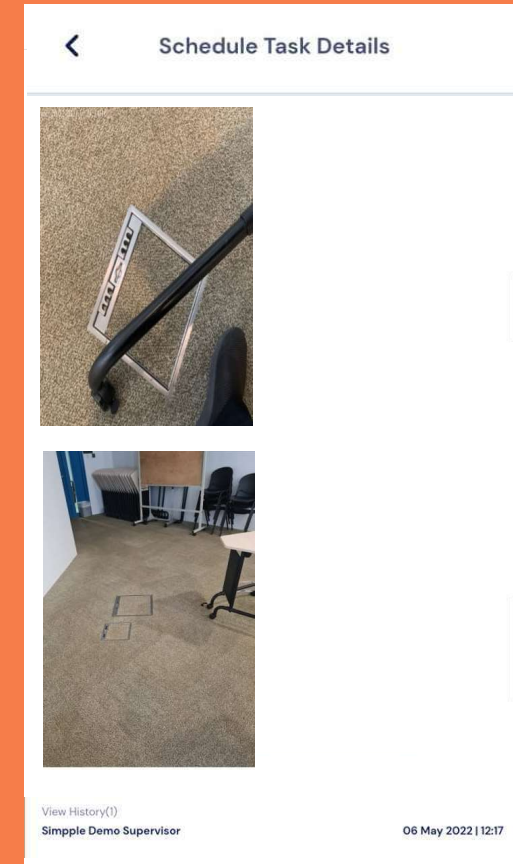
Mobile Application



Click on the "Completed" Tab and Select a task



Details of the completed task will be accessible here.



After reviewing the task, the user's name will appear under the View History