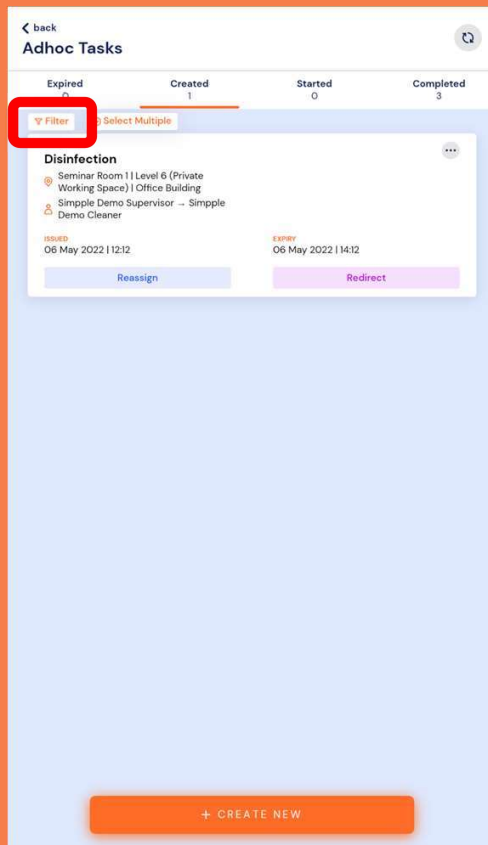


MANAGING OF TASK

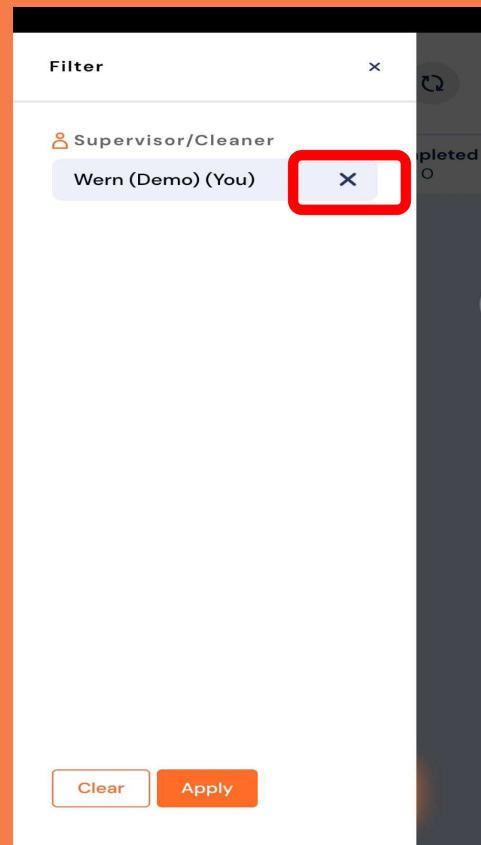
Simple

Managing all Site Task (Filtering)

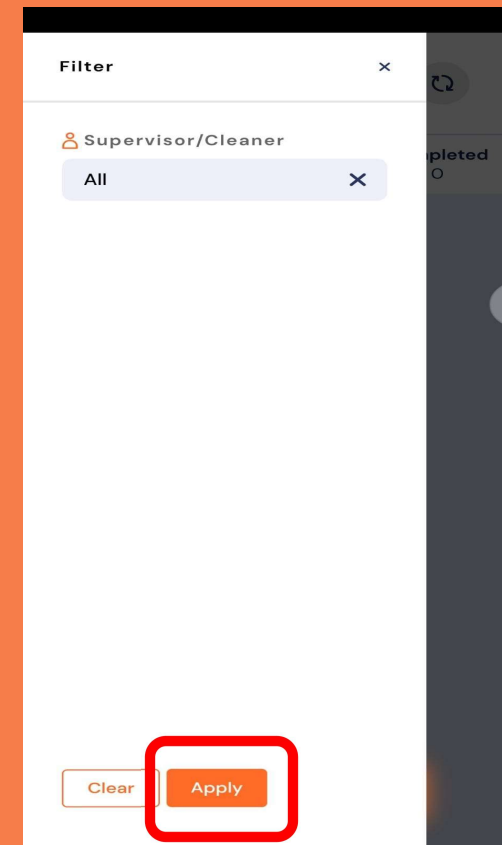
Mobile Application



Click on "Filter"



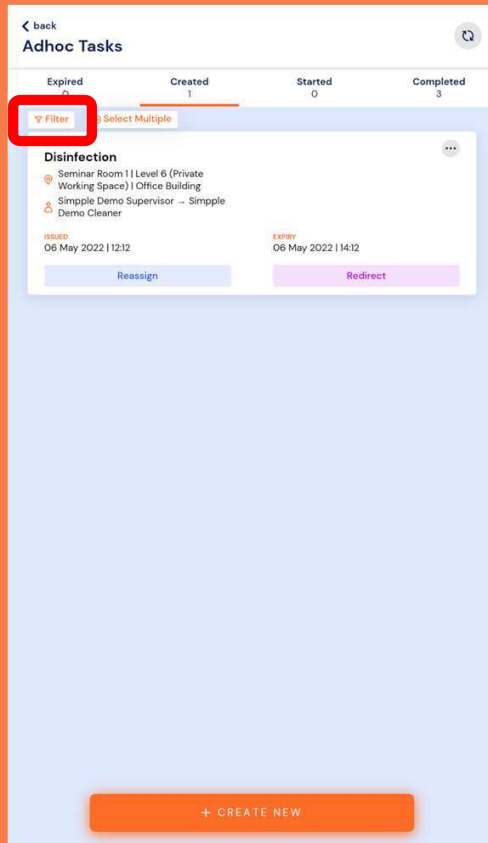
Click on the X to
remove the
designated filter



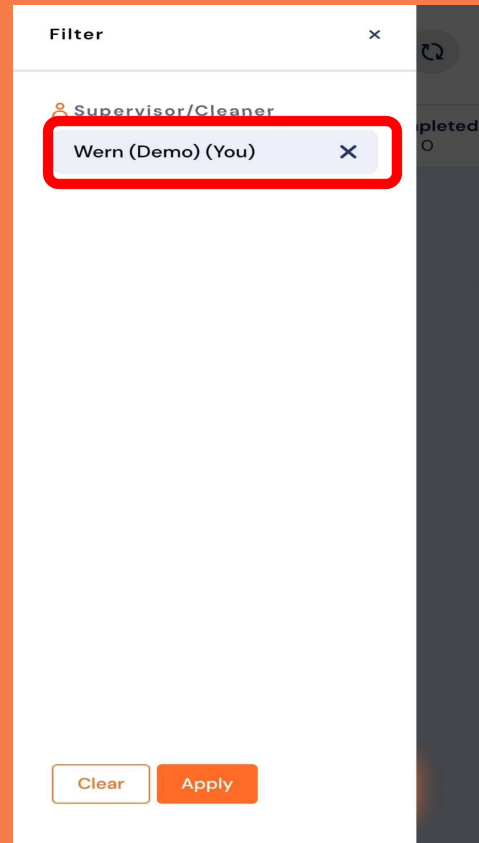
Complete the process
by clicking on "Apply"

Filtering by User

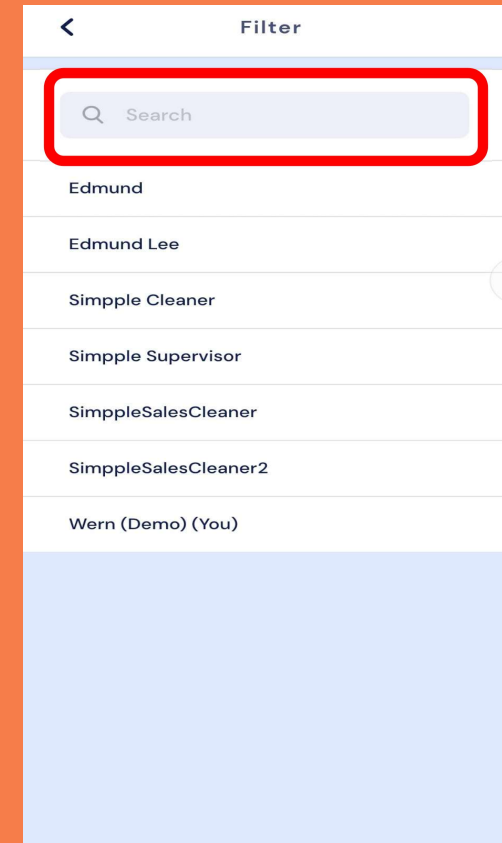
Mobile Application



Click on "Filter"



Click on the Field bar

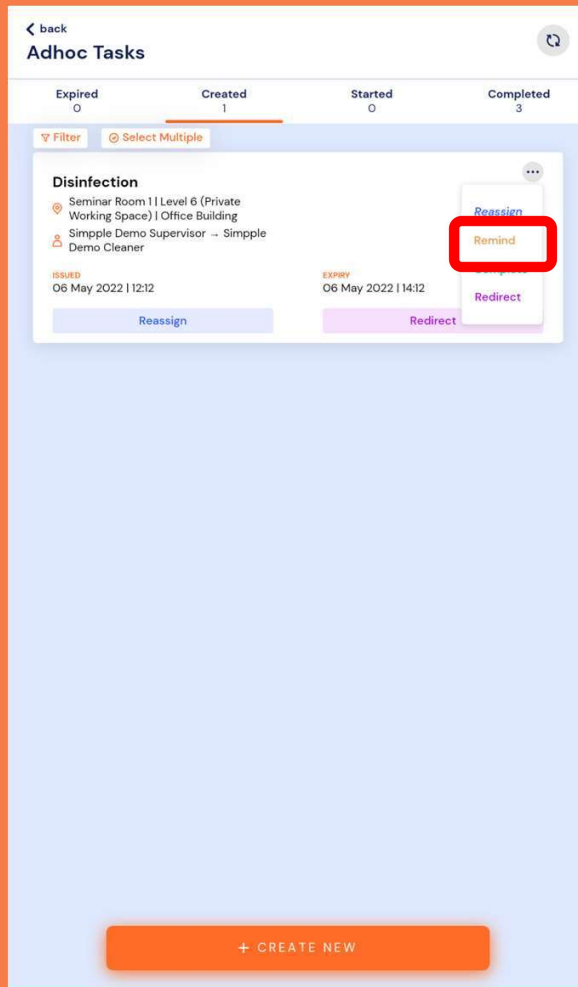


Clear the Search bar and
click on the designated
User

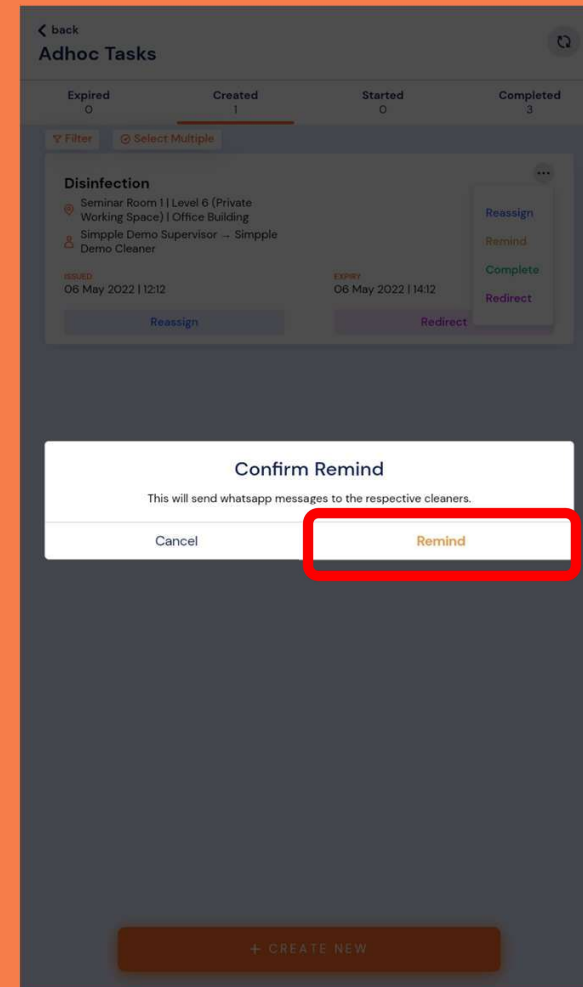
Reminder of Task

(Sends out another WhatsApp Message to the User)

Mobile Application



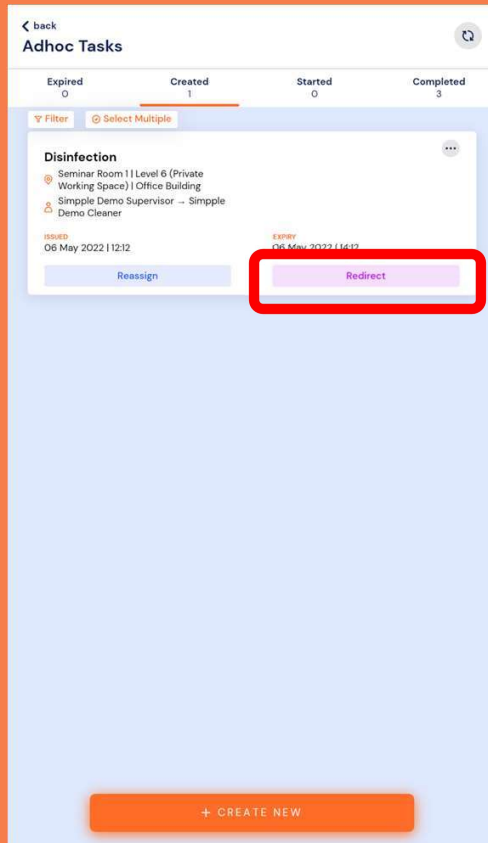
To send a Whatsapp reminder to the assigned user, you can select "remind"



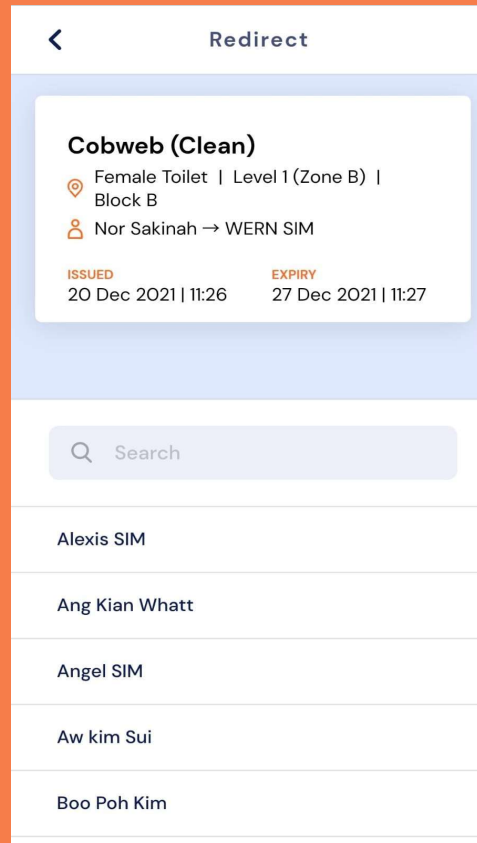
Redirecting of Task

(Assigning it to other users)

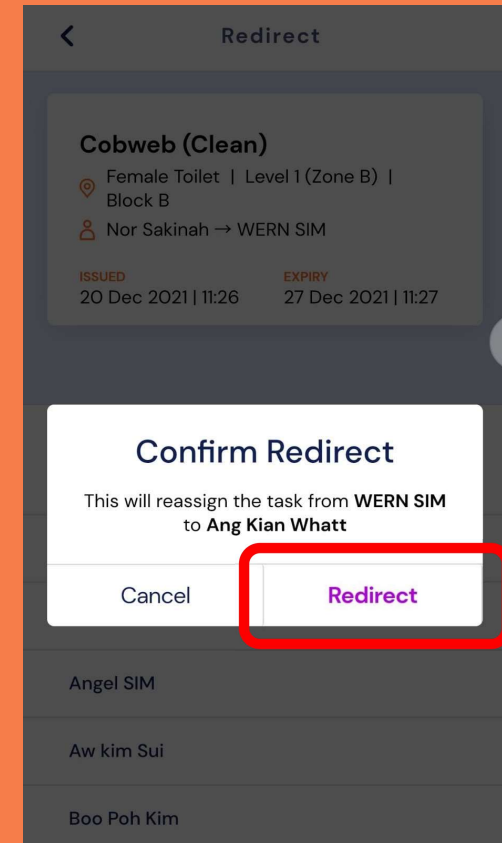
Mobile Application



Select "Redirect"



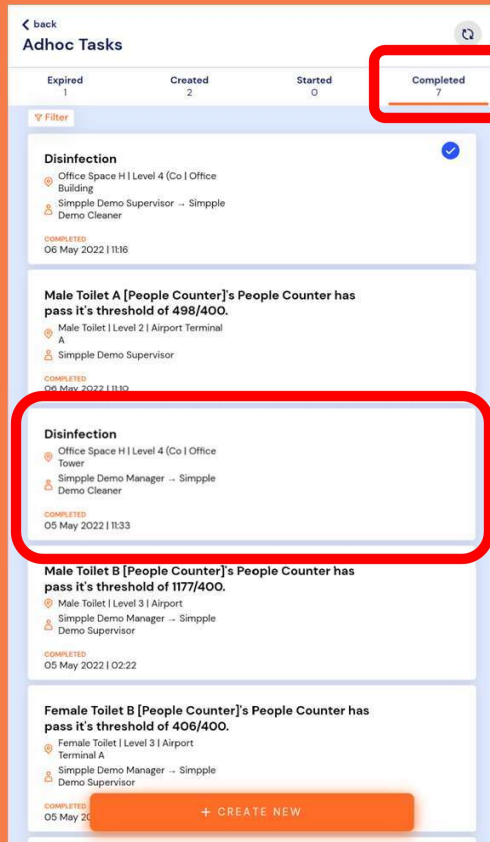
Select the user to receive the task



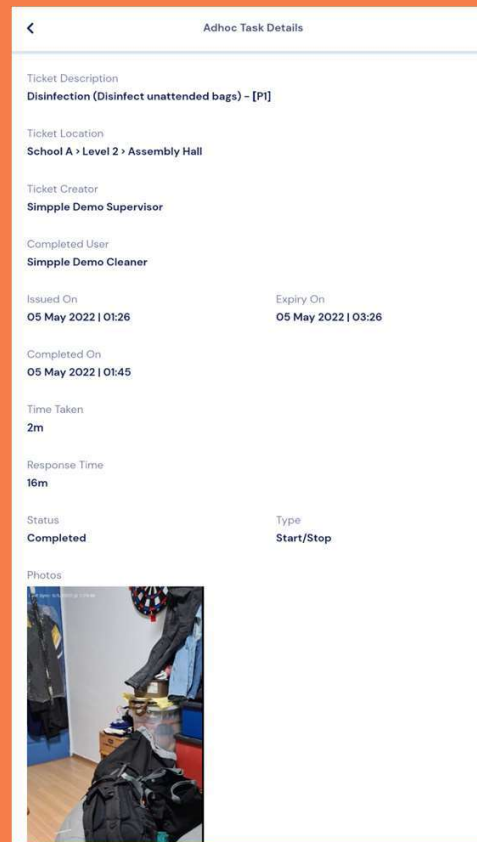
Complete the process by clicking on "Redirect"

Reviewing all Complete Task

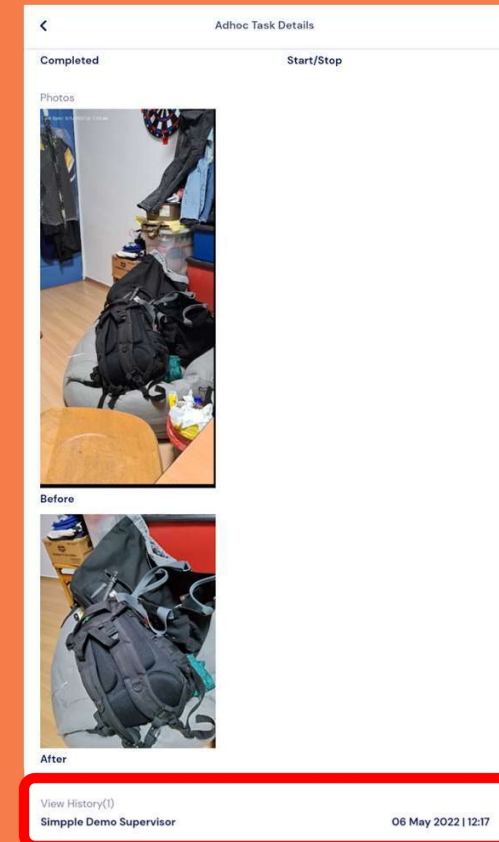
Mobile Application



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