



This register is for creating general tasks for staff to complete that do not fall into other register e.g. collecting an order from the wholesalers etc.

Navigate to: Registers/Administrative Registers/General Tasks.

Regular tasks can be scheduled and multiple staff can be added to the task. Click **+ADD NEW** to create a new task.

The screenshot shows the 'General Tasks' page with a table of tasks. The table has columns for Date, Task Description, Task Due Date, Staff, Signe..., States, and Divisions. Two tasks are listed: one due on 04/05/2023 and another completed on 27/04/2023. A search bar at the top contains the word 'mow'. Navigation buttons like 'EXCEL', 'PDF', 'FILTER', and 'GROUP' are visible. An '+ADD NEW' button is in the top right corner.

1. Date will populate with today's date, change as required.
2. Type in a Task Description.
3. Select the Task Due Date.
4. Select Yes if you need to Schedule Regular Tasks. Note: this will default to NO.
5. If you have selected Yes to Schedule Regular Task, then select the Frequency.
6. If required select a Template Type – field is optional.
7. If you have selected a Template Type then select the Template to do be completed. Note: if no type is selected this is not required.
8. Select a staff member from the list and click .
Click to select all staff or use the Division & Position fields to narrow down the staff displayed.
9. Click **+ADD FILE** to add other Documents.
10. Click **SAVE**.

The screenshot shows the task creation form with numbered callouts 1 through 12. Callout 1 points to the Date field (27/04/2023). Callout 2 points to the Task Description field (Mow the Lawns). Callout 3 points to the Task Due Date field (27/04/2023). Callout 4 points to the Schedule Regular Task radio buttons (Yes selected). Callout 5 points to the Frequency dropdown (1 week). Callout 6 points to the Template Type dropdown (Checklists). Callout 7 points to the Template dropdown (OSS-F070 - Risk Assessment Worksheet-v3). Callout 8 points to the Staff selection dropdown (Rover Alpine). Callout 9 points to the +ADD FILE button. Callout 10 points to the SAVE button. Callout 11 points to the Signed Off checkbox (checked). Callout 12 points to the trash icon for a task in the table below.

11. Signed Off will be ticked after the task has been completed on the mobile app.
12. If a form has been completed it can be viewed by clicking .
13. Once all staff have signed off on a task that has been scheduled then a new task will be created using the frequency selected.

Task will need to be signed off in the Mobile App in [Registers/General Tasks](#)

