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.

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**.

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