Apr-23

General Task Register

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.

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Home / Registe	ers / Administrative Registe	ers / General Tasks								⊕ AD	D NEW
EXCEL	PDF TFILTER	⊕ GROUP mow			×						
Date :	Task Description	Task Due Date	Staff	Signe.	Stat	es	Divisions				
04/05/2023	Mow the Lawns 13	04/05/2023	Kermit Frog					0	2 1	ð	-
27/04/2023	Mow the Lawns	27/04/2023	Kermit Frog					C	8 1	ð	

- 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 $\operatorname{click}^{\mathbf{O}}$.
- 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.

27/04/2023 X Image: Completion Note	27/04/2023 x 2 Mow the Lawns Task Due Date Schedule Regular Task Frequency Template Type Template 27/04/2023 X 4 Yes No 5 1 week 6 Checklists 7 OSS-F070 - Risk Assessment Worksheet Division Position Select Division V Select Position V 7 OSS-F070 - Risk Assessment Worksheet Staff Include Sub-Contractor Staff Rover Alpine 8 0 2 Staff Completion Note Completion Date Viewed On App : Signed Off : Kermit Frog catcher used, grass very short 27/04/2023	Date		Task Description				
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Documents 9 Coal		Rover Alpine Staff Kermit Frog Documents	ractor Staff	Completion Note catcher used, grass very short	Completion Date 27/04/2023	: Viewed Or	n App : Signe 11 🔽	ed Off : 12 • •

- 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 \square .
- 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 <u>Registers/General Tasks</u>



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