On the home page you can click on the task and it will open for completion.
Or navigate from the Main Menu select Registers & General Tasks.
Type in the search bar to narrow down the items and click on the task to be completed.

1. Due Date will come through from the web app.

2. Task Description will populate from web app.

3. Type in Completion Notes - mandatory.

4. Select the Completed Date - mandatory.

5. Click COMPLETE FORM.
   NOTE: where no template is added in web app, this will be greyed out.

6. View & add files as required.

7. Click to icons to save & exit or sign off.