



For the first time users, you must register as a **company/ firm/ organization/ entity.**

Once registration is done, you can login into your account using the registered

Email ID and Password.

Create Your Company Account

Company Name	Email
<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
Country	Phone
<input type="text" value="(+91) India"/>	<input type="text"/>
Password	Time Zone
<input type="password"/>	<input type="text" value="India Standard Time(IST)"/>

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DASHBOARD

Assigned To	Health	Bucket Name	Task	Assign Date	Due Date & Time	Priority	Status	Remarks	Close Task	Attachment	Assigned By
My Task											
	●	Wedding 1	Video Soot and photo will copleted	05-Aug-23	14-Aug-23 02:20 PM	High	Open	🗨	CLOSE	📎	Prabal Mishra
	●	Wedding 1	V				Open	🗨	CLOSE	📎	Prabal Mishra
	●	Wedding 1	Video Soot and photo will copleted	08-Aug-23	17-Aug-23 02:20 PM	High	Open	🗨	CLOSE	📎	Prabal Mishra

Click On Add Team Member

Arijit Singh												
	●	Billing	Test	02-Aug-23	02-Aug-23 06:27 PM	Medium	Open	🗨	CLOSE	📎	Prabal Mishra	

ADD TEAM MEMBER

First Name *

Last Name *

Role must be selected *

(+91) India Phone *

Email

Password *

Attendance Yes No

Timesheet Yes No

Save

Add Team Member



Add all the information into the form along with the password that will be automatically sent to your team member.

Add **country code** of your team member

In addition, you must select the **team member's role** to assign permissions.

ADD TEAM MEMBER

First Name *

Last Name *

Role must be selected *

Role must be selected *

Manager
Can perform all functions on Team members, Buckets and Tasks except Attendance rule

Assistant Manager
Perform all functions on team members but cant add them Can create Buckets and even assign tasks to anyone

Team Member
Can view and update tasks assigned by self, Assistant Manager or Manager

Timesheet Yes No

Save

Manager : Allows performing all functions and view all tasks across the company.

Assistant Manager : Can't add Team member and can view only his/her team tasks and tasks allocated by him to others. Can perform all other functions.

Team Member : Can only view and close tasks assigned to him.

Role Features

Feature	Manager	Assistant Manager	Team member
Add Task in Bulk	Yes	No	No
Add Timesheet	Yes	Yes	Yes
My Timesheet	Yes	Yes	Yes
Team Member Timesheet	Yes	No	No
Timesheet Submission Reports	Yes	No	No
Apply Leave	Yes	Yes	Yes
My Leaves	Yes	Yes	Yes
Team Member Leaves	Yes	Yes	No
Create Teams For Assistant Manager	Yes	No	No
My Team	No	Yes	No
Zoom Meeting	Yes	Yes	yes
Charts View	Yes	Yes	No
External Alerts	Yes	No	No
Task List	Yes	Yes	No
Recurring & One Time Task List	Yes	Yes	Yes
Tag Member For Notification	Yes	Yes	Yes
Business Chat	Yes	Yes	Yes
Performance Score	Yes	Yes	Yes

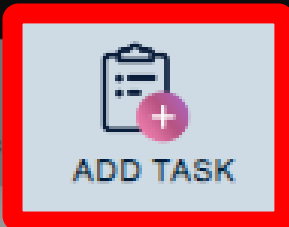
The screenshot shows a 'TASK TRACKER' dashboard. At the top, there is a search bar 'Search by Team Member Name', a language dropdown set to 'English', and a premium status indicator 'Premium : 166 Days Left'. Below the search bar is a navigation menu with icons for 'ADD TEAM MEME', 'ADD BUCKET', 'ADD TASK', 'TIMESHEET', 'CALENDAR', 'ATTENDANCE', 'REPORTS', 'MANAGE', 'EXTERNAL ALERTS', 'SETTINGS', and 'HELP'. The 'ADD BUCKET' button is highlighted with a red box. A blue callout box with white text says 'Click On Add Bucket' with a red arrow pointing to the button. A modal window titled 'ADD BUCKET' is open, featuring a text input field labeled 'Bucket Name' and a 'Save' button. The background dashboard shows a table of tasks with columns: Assigned To, Health, Bucket Name, Task, Assign Date, Due Date & Time, Priority, Status, Remarks, Close Task, Attachment, and Assigned By. There are also donut charts for 'My Task' (Total 43) and 'Arijit Singh' (Total 1).

Assigned To	Health	Bucket Name	Task	Assign Date	Due Date & Time	Priority	Status	Remarks	Close Task	Attachment	Assigned By
	●	Wedding 1		05-Aug-23	14-Aug-23 02:20 PM	High	Open		CLOSE		Prabal Mishra
	●	Wedding 1			16-Aug-23		Open		CLOSE		Prabal Mishra
	●	Wedding 1					Open		CLOSE		Prabal Mishra
	●	Billing	Test	02-Aug-23	02-Aug-23 06:27 PM	Medium	Open		CLOSE		Prabal Mishra

This can be the name of your **project/ product/ function/ department or any other title you want to organize your company with.**

ADD TEAM MEMBER

ADD BUC



RESHEET

CALENDAR

ATTENDANCE

REPORTS

MANAGE

EXTERNAL ALERTS

SETTINGS

HELP



DASHBOARD

NOTICE BOARD

DASHBOARD

Assigned To	Health	Bucket Name	Task	Assign Date	Due Date & Time	Priority	Status	Remarks	Close Task	Attachment	Assigned By
My Task											
	●	Wedding 1	Video Soot and photo will copleted	05-Aug-23	14-Aug-23 02:20 PM	High	Open	🗨️	CLOSE	📎	Prabal Mishra
	●	Wedding 1	V	ug-23	16-Aug-23 02:20 PM	High	Open	🗨️	CLOSE	📎	Prabal Mishra
	●	Wedding 1	Video Soot and photo will copleted	08-Aug-23	17-Aug-23 02:20 PM	High	Open	🗨️	CLOSE	📎	Prabal Mishra

Click On Add Task

Assigned To	Health	Bucket Name	Task	Assign Date	Due Date & Time	Priority	Status	Remarks	Close Task	Attachment	Assigned By
Arijit Singh	●	Billing	Test	02-Aug-23	02-Aug-23 06:27 PM	Medium	Open	🗨️	CLOSE	📎	Prabal Mishra

Select the **Bucket** from all the added buckets shown in the dropdown menu.

Select the **Due Date** and **Time** for the Task

Add the **description** of the Task.

One can also **attach** a file here related to the Task.

The screenshot shows a form titled "ADD TASK" with the following fields and options:

- Bucket:** A dropdown menu currently showing "Website".
- Assign To:** A text input field.
- Tag Member For Notification:** A text input field.
- Due Date and Due Time:** A section with a date picker icon, a checkbox, and a clock icon.
- Priority:** Radio buttons for "Low", "Medium", and "High".
- Description:** A large text area.
- Voice Note:** A button labeled "Voice Note" with a "Start Recording" indicator, highlighted with a red box.
- Attachment is required when closing a task?:** Radio buttons for "Yes" and "No" (selected).
- Recurring Tasks:** Radio buttons for "Yes" and "No" (selected).
- File Attachment:** A "Choose File" button and "No file chosen" text.
- File format:** .gif/ .jpeg/ .jpg/ .png/ .pdf/ .doc/ .docs/ .xlsx/ .csv
- Maximum file size limit:** 3.8 mb
- Save:** A dark circular button at the bottom.

Red lines with circular endpoints point from the text annotations to the corresponding fields in the form.

All employees added in **Step 1** can be viewed here. If a task involves multiple employees, all can be selected here.

Select the **Priority** for the Task.

You can also add the Task description by using **Voice Notes**

Select whether **Task is repetitive i.e. recurring or one time.**

ADD TEAM MEMBER

ADD BUC

ADD TASK

RESHEET

CALENDAR

ATTENDANCE

REPORTS

MANAGE

EXTERNAL ALERTS

SETTINGS

HELP



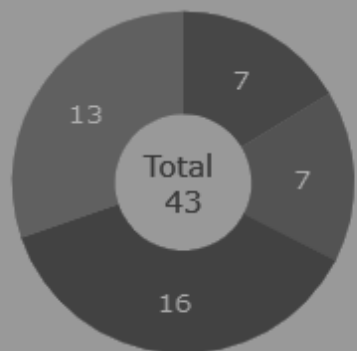
DASHBOARD

NOTICE BOARD

DASHBOARD

Assigned To	Name	Task	Assign Date	Due Date & Time	Priority	Status	Remarks	Close Task	Attachment	Assigned By
My Task	Wedding 1	Video Soot and photo will copleted	05-Aug-23	14-Aug-23 02:20 PM	High	Open		CLOSE		Prabal Mishra
	Wedding 1	V			High	Open		CLOSE		Prabal Mishra
	Wedding 1	Video Soot and photo will copleted	08-Aug-23	17-Aug-23 02:20 PM	High	Open		CLOSE		Prabal Mishra

**Click On
Add Task in Bulk**



- Late
- Today
- Open
- Closed
- Closed but late

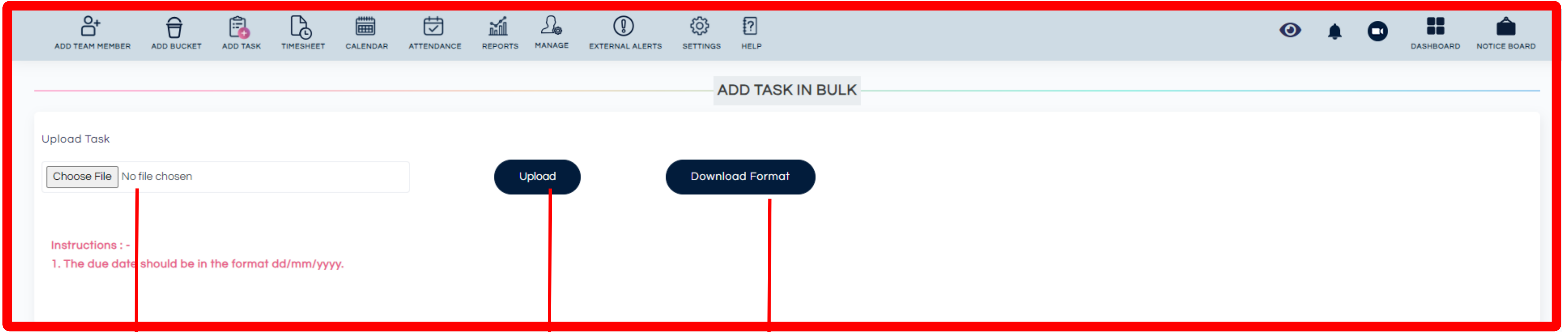
Show All Tasks

Arijit Singh



	Billing	Test	02-Aug-23	02-Aug-23 06:27 PM	Medium	Open		CLOSE		Prabal Mishra
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ADD TASK IN BULK

Upload Task

Choose File No file chosen

Upload

Download Format

Instructions :-

1. The due date should be in the format dd/mm/yyyy.

- Once tasks are added, click "Choose File" and pick your Excel file.

- Now click on "Upload."

- Click on "Download Format" and get the special Excel template. Now with that, add the tasks.

That's it! You've saved time by adding bulk tasks!

Multi-Lingual

The screenshot displays the 'TASK TRACKER' dashboard. At the top right, there is a language selection dropdown menu currently set to 'English'. The dropdown menu is open, showing the following options: English, العربية (Arabic), हिन्दी (Hindi), ગુજરાતી (Gujarati), मराठी (Marathi), தமிழ் (Tamil), ಕನ್ನಡ (Kannada), తెలుగు (Telugu), and മലയാളം (Malayalam). The dashboard includes a search bar for team members, navigation icons for various functions like 'ADD TEAM MEMBER', 'ADD BUCKET', 'ADD TASK', 'TIMESHEET', 'CALENDAR', 'ATTENDANCE', 'REPORTS', 'MANAGE', 'EXTERNAL ALERTS', 'SETTINGS', and 'HELP', and a table with columns for task management.

- To change the language you have to click on the top **right-hand corner**.
- Click on English (which is by default language) here you would see a drop-down menu with options for **7 Indian regional language and 1 international language**.
- Click on the **language of your choice** and the new language settings would become active.

Your Dashboard

- Once you select Save, the task will be added to the team member dashboard and your dashboard under the employee's name. An automatic notification will also be sent via email, and a push notification (application users) will be sent to who the task is assigned.

The screenshot shows a 'TASK TRACKER' dashboard with a search bar at the top, a navigation menu, and a task list table. A 'My Task' pie chart is highlighted on the left, and a 'New Close Task Button' is highlighted on the right. A 'New Search Bar' is also highlighted at the top. A 'New Pie Chart' is highlighted on the left. A 'Easy Punch Out' button is highlighted at the bottom right, along with 'Add Task' and 'Team Chat' buttons.

New Search Bar

New Pie Chart

New Close Task Button

Easy Punch Out

Add Task

Team Chat

Bucket Name	Task	Assign Date	Due Date & Time	Priority	Status	Remarks	Close Task	Attachment	Assigned By
Wedding 1	Video Soot and photo will copleted	05-Aug-23	14-Aug-23 02:20 PM	High	Open		CLOSE		Prabal Mishra
Wedding 1	Video Soot and photo will copleted	07-Aug-23	16-Aug-23 02:20 PM	High	Open		CLOSE		Prabal Mishra
Wedding 1	Video Soot and photo will copleted	08-Aug-23	17-Aug-23 02:20 PM	High	Open		CLOSE		Prabal Mishra

My Task

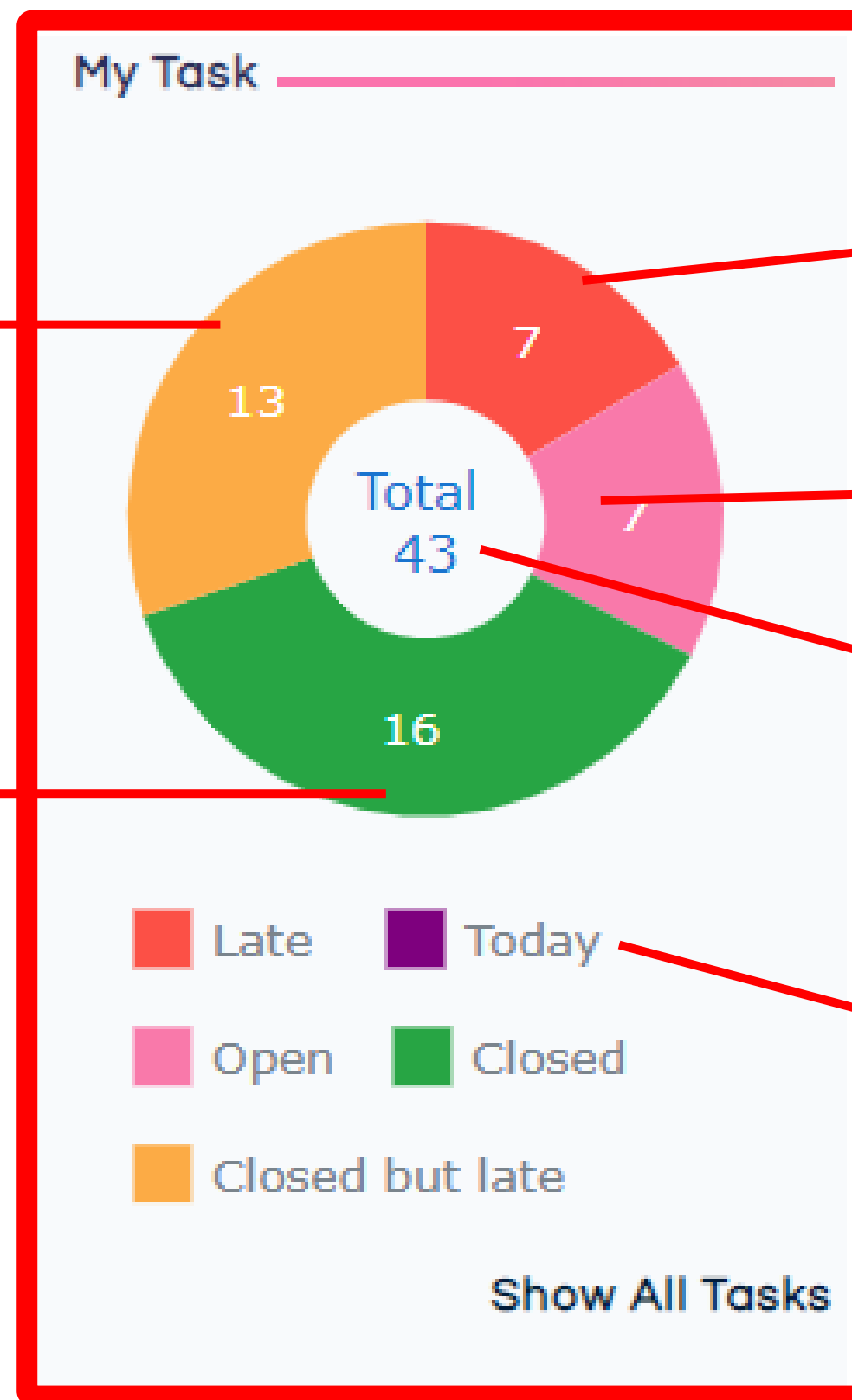
Total 43

- Late (7)
- Today (7)
- Open (16)
- Closed (13)
- Closed but late (0)

Show All Tasks

Total tasks closed after due date.

Total tasks closed on or before due date




Total Tasks past due date.

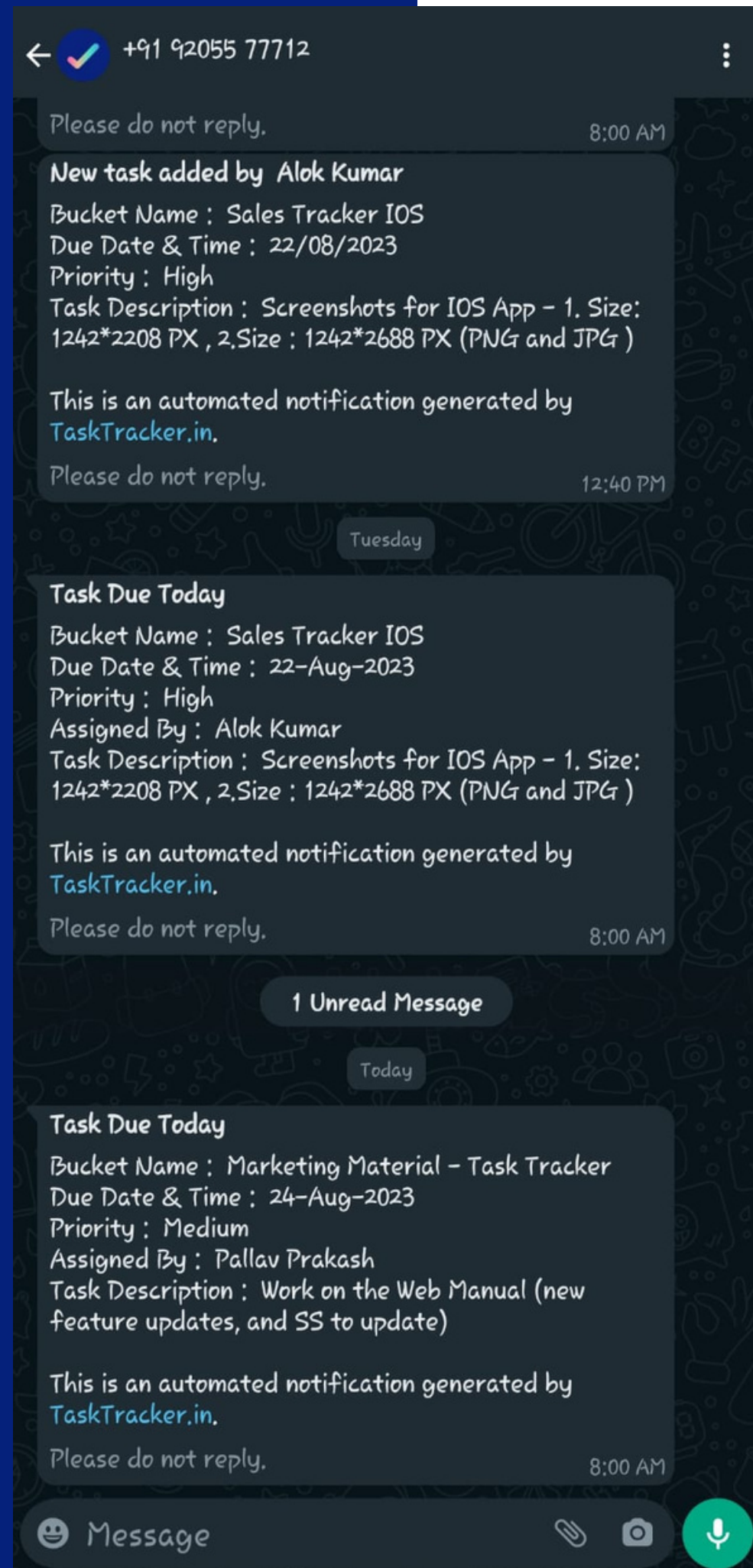
Total Open Tasks of the Team member

Total Assigned Tasks of the Team member

Total Tasks due for today.

Remarks	Close Task	Attachment
		

- Once a Task is assigned to the **employee, the Manager/ Assistant Manager/ Employee** can use the above icons to
- Add a remark to the Task by clicking on the **Remark Bubble**.
- Close the Task by clicking on the new **close button**.
- Attach a file by clicking on the **Clip Icon**.



Notifications

- New **team member addition** welcome message with details.
- New **task assignment**
- Open tasks with **due date today** and **past due date**.
- Notice on company's **Notice Board**.

Timesheet

Timesheet is for understanding your own and your team members' productive working hours.

The screenshot shows the 'TASK TRACKER' application interface. At the top, there is a search bar labeled 'Search by Team Member Name' and a language dropdown set to 'English'. Below the search bar is a navigation menu with icons for 'ADD TEAM MEMBER', 'ADD BUCKET', 'ADD TASK', 'TIMESHEET', 'CALENDAR', 'ATTENDANCE', 'REPORTS', 'MANAGE', 'EXTERNAL ALERTS', 'SETTINGS', and 'HELP'. The 'TIMESHEET' icon is highlighted with a red box and a red arrow pointing to a blue callout box that says 'Click On Timesheet'. The main content area is titled 'DASHBOARD' and features a table of tasks. On the left side of the dashboard, there are two donut charts: one for 'My Task' showing a total of 43 tasks (with segments for 13, 7, and 16) and another for 'Arijit Singh' showing a total of 1 task. The task table has the following columns: Assigned To, Health, Bucket Name, Task, Assign Date, Due Date & Time, Priority, Status, Remarks, Close Task, Attachment, and Assigned By. The table contains three rows of task data.

Assigned To	Health	Bucket Name	Task	Assign Date	Due Date & Time	Priority	Status	Remarks	Close Task	Attachment	Assigned By
My Task	●	Wedding 1	Video Soot and photo will copleted	05-Aug-23	14-Aug-23 02:20 PM	High	Open	●	CLOSE	📎	Prabal Mishra
	●	Wedding			16-Aug-23 02:20 PM	High	Open	●	CLOSE	📎	Prabal Mishra
	●	Wedding 1	Video Soot and photo will copleted	08-Aug-23	17-Aug-23 02:20 PM	High	Open	●	CLOSE	📎	Prabal Mishra

Below the table, there is a section for 'Arijit Singh' with a donut chart showing 'Total 1' task. The table below this section shows one task:

	●	Billing	Test	02-Aug-23	02-Aug-23 06:27 PM	Medium	Open	●	CLOSE	📎	Prabal Mishra
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Select the manager This ensures that your timesheet gets to the right people for review.

Pick the date for which you want to log your timesheet. This helps you keep a clear record of your workday

Click on submit

Total productive hours: This gives you a clear overview of how much you've accomplished.

Add the hours you've worked on each task.

The screenshot shows the 'TASK TRACKER' application interface. At the top, there is a dark blue header with the logo and a search bar. Below the header is a navigation bar with icons for 'ADD TASK', 'TIMESHEET', 'YOUR CALENDAR', 'ATTENDANCE', and 'HELP'. On the right side of the navigation bar, there are icons for 'DASHBOARD' and 'NOTICE BOARD'. The main content area features a 'ADD TIMESHEET' button. Below this, there are input fields for 'Date' (set to 24-08-2023) and 'Select manager for notification' (set to 3 selected). There are also buttons for 'Add Meeting', 'Add Miscellaneous', and 'Submit'. A text input field for 'Enter bucket name / task description here' is located below the buttons. The bottom section of the interface is a table with columns for 'Bucket', 'Task', 'Spent Hours', and 'Total Hours'. The table contains 15 rows of task entries with their respective descriptions and spent hours.

Bucket	Task	Spent Hours	Total Hours
Marketing Material - Task Tracker	Work on the Web Manual (new feature updates, and SS to update)	05:00	
WhatsApp - Task Tracker	Share WhatsApp message and creative with all the updated new features.	00:00	
Marketing Material - Task Tracker	Create the demo video for the Alexa Campaign.	00:00	
Marketing Material - Task Tracker	Created video for linkedin	01:00	
Website Content	Worked on Order icon by rinki ma'am (ideation and sharing samples)	00:30	
Marketing Material - Task Tracker	worked on 2 blog creatives and webiday creative for 24th	02:30	
Marketing Material - Task Tracker	Worked on Infographic by Hemlata and LinkedIn Creative (for mohit told me to share it with Hemlata)	01:00	
EMB KTB	EMB KTB all day disco creative for thursday	02:00	
EMB KTB	Wednesday Party Pics for EMB KTB (to use old pics in diff way)	02:00	
Website Content	5 more images to edit by Alok sir in both sizes (1242x2208px and 1242x2688px) ST ios screenshots both in (JPG & PNG)	01:00	
Marketing Material - Task Tracker	2 PPT edits by Hemlata and 1 infographic	02:30	
Marketing Material - Task Tracker	TT creative for SM fro today and Blog creative for tomorrow	02:00	
Sales Tracker IOS	Screenshots for IOS App - 1. Size: 1242*2208 PX , 2.Size : 1242*2688 PX (PNG and JPG)	01:30	
Website Content	Rinki maam image text edit in 2 images and PPT edits for Hemlata	01:00	
EMB KTB	EMB KTB LAdies Night creative for Tuesday	02:00	

- Fill in the time for each task.

- For tasks that are not assigned click on Add **Miscellaneous.**

- In a similar way by clicking on **Add Meeting** you can add the meetings that you attended and fill in the time spent on it.

- Add the tasks and fill in the time spent on that task.

- If the total time filled in the Time Sheet is less than 8 hours then the block would appear as **Red.**

ACKER

Search by Team Member Name

English Premium : 160 Days Left

YOUR CALENDAR ATTENDANCE HELP

ADD TIMESHEET

24-08-2023

Select manager for notification: 3 selected

Add Meeting Add Miscellaneous Submit

Enter bucket name / task description here

		Total Hours	
		Spent Hours	Hours ?
erial - Task Tracker	✔ Work on the Web Manual (new feature updates, and SS to update)	05:00	<input type="text"/>
sk Tracker	✔ Share WhatsApp message and creative with all the updated new features.	00:00	<input type="text"/>
erial - Task Tracker	✔ Create the demo video for the Alexa Campaign.	00:00	<input type="text"/>
erial - Task Tracker	✔ Created video for linkedin	01:00	<input type="text"/>
nt	✔ Worked on Order icon by rinki ma'am (ideation and sharing samples)	00:30	<input type="text"/>
erial - Task Tracker	✔ worked on 2 blog creatives and webiday creative for 24th	02:30	<input type="text"/>
erial - Task Tracker	✔ Worked on Infographic by Hemlata and LinkedIn Creative (for mohit told me to share it with Hemlata)	01:00	<input type="text"/>
	✔ EMB KTB all day disco creative for thursday	02:00	<input type="text"/>
	✔ Wednesday Party Pics for EMB KTB (to use old pics in diff way)	02:00	<input type="text"/>

After you have filled out the Time Sheet you can select the **Managers** with whom you want to share your Time Sheet from the Select manager for notification.

You can select up to **4 Managers**. Only once do you have to fill in the managers with whom you want to share the sheet. Next time when you fill the sheet the managers would automatically be shown assigned.

Once you submit the Time Sheet those managers would receive a notification about the submission on **WhatsApp**

When the total time entered in the Time Sheet is 8 hours or more then the block would appear **Green**.

The screenshot shows the 'TASK TRACKER' application interface. At the top, there is a search bar for 'Team Member Name', a language dropdown set to 'English', and a premium status indicator 'Premium : 160 Days Left'. Below this is a navigation bar with icons for 'ADD TASK', 'TIMESHEET', 'YOUR CALENDAR', 'ATTENDANCE', and 'HELP'. On the right side of the navigation bar are icons for 'DASHBOARD' and 'NOTICE BOARD'. The main content area features a prominent 'ADD TIMESHEET' button. Below this, there is a form with a 'Date' field set to '24-08-2023' and a 'Select manager for notification' dropdown menu showing '3 selected'. There are also buttons for 'Add Meeting', 'Add Miscellaneous', and 'Submit'. A text input field is labeled 'Enter bucket name / task description here'. At the bottom, a table lists tasks with columns for 'Bucket', 'Task', 'Spent Hours', and 'Hours'. The 'Total Hours' column is highlighted in green, indicating a total of 8 hours or more.

Bucket	Task	Spent Hours	Hours ?
Marketing Material - Task Tracker	✔ Work on the Web Manual (new feature updates, and SS to update)	05:00	<input type="text"/>
WhatsApp - Task Tracker	✔ Share WhatsApp message and creative with all the updated new features.	00:00	<input type="text"/>
Marketing Material - Task Tracker	✔ Create the demo video for the Alexa Campaign.	00:00	<input type="text"/>
Marketing Material - Task Tracker	✔ Created video for linkedin	01:00	<input type="text"/>
Website Content	✔ Worked on Order icon by rinku ma'am (ideation and sharing samples)	00:30	<input type="text"/>
Marketing Material - Task Tracker	✔ worked on 2 blog creatives and webiday creative for 24th	02:30	<input type="text"/>
Marketing Material - Task Tracker	✔ Worked on Infographic by Hemlata and LinkedIn Creative (for mohit told me to share it with Hemlata)	01:00	<input type="text"/>
EMB KTB	✔ EMB KTB all day disco creative for thursday	02:00	<input type="text"/>
EMB KTB	✔ Wednesday Party Pics for EMB KTB (to use old pics in diff way)	02:00	<input type="text"/>

The screenshot shows a 'TASK TRACKER' dashboard. At the top, there is a search bar 'Search by Team Member Name', a language dropdown set to 'English', and a premium status indicator 'Premium : 166 Days Left'. Below this is a navigation bar with icons for 'ADD TEAM MEMBER', 'ADD BUCKET', 'ADD TASK', 'TIMESHEET', 'CALENDAR', 'ATTENDANCE', 'REPORTS', 'MANAGE', 'EXTERNAL ALERTS', 'SETTINGS', and 'HELP'. The 'TIMESHEET' icon is highlighted with a red box. A dropdown menu is open from this icon, containing three options: 'Add Timesheet', 'Edit My Timesheet', and 'Team Member Timesheet'. The 'Team Member Timesheet' option is highlighted with a red box and a red arrow pointing to a blue callout box that says 'Click On Team Member Timesheet'. The main dashboard area is titled 'DASHBOARD' and contains a table with columns: 'Task', 'Assign Date', 'Due Date & Time', 'Priority', 'Status', 'Remarks', 'Close Task', 'Attachment', and 'Assigned By'. The table has three rows of data. On the left side, there is a 'My Task' section with a donut chart showing 'Total 43' tasks, broken down into 'Late', 'Today', 'Open', 'Closed', and 'Closed but late'. Below the chart is a 'Show All Tasks' link. At the bottom, there is a section for 'Arijit Singh' with a donut chart showing 'Total 1' task.

- When you log in as a manager, you'll find a "Team Member Timesheet" option on your dashboard.

Name	Last 5 Day Timesheets	Details
Arijit Singh	Missing Not Submitted Absent Holiday Leave	Calendar icon
Jagjit Singh	13-Sep-2023 Absent 11-Sep-2023 Holiday Absent	Calendar icon
Prabal Mishra	13-Sep-2023 12-Sep-2023 11-Sep-2023 Holiday Not Submitted	Calendar icon
Shrinivas Sandeep	Missing Not Submitted Not Submitted Holiday Not Submitted	Calendar icon
Swapnil Sarawat	13-Sep-2023 12-Sep-2023 11-Sep-2023 Not Submitted Leave	Calendar icon

• By default, you'll see the timesheet for the past 5 days.

• Type the name of the team member whose timesheet you want to view.

• If you need more detailed information, click on the calendar icon.

ADD TEAM MEMBER ADD BUCKET ADD TASK TIMESHEET CALENDAR ATTENDANCE REPORTS MANAGE EXTERNAL ALERTS SETTINGS HELP

DASHBOARD NOTICE BOARD

VIEW TEAM MEMBER TIMESHEET

From Date To Date Team Member

Search Clear Filter Export

Sr. No.	Task	Assigned By	Assigned To	Date	Hours
No Record Found.					

• Choose the desired date range.

• Enter the name of the team member.

• Now, click on "Search".

• If necessary, you can export the timesheet by clicking on "Export".

Update a Task

When you click on the Assigned Task, you can view the Task details.

The screenshot shows a 'TASK TRACKER' dashboard. At the top, there is a search bar for 'Team Member Name', a language dropdown set to 'English', and a premium status indicator 'Premium : 166 Days Left'. Below the search bar is a navigation menu with icons for 'ADD TEAM MEMBER', 'ADD BUCKET', 'ADD TASK', 'TIMESHEET', 'CALENDAR', 'ATTENDANCE', 'REPORTS', 'MANAGE', 'EXTERNAL ALERTS', 'SETTINGS', and 'HELP'. On the right side of the dashboard, there are icons for 'DASHBOARD' and 'NOTICE BOARD'. The main content area is titled 'DASHBOARD' and features a table of tasks. The table has columns for 'Assigned To', 'Health', 'Bucket Name', 'Task', 'Assign Date', 'Due Date & Time', 'Priority', 'Status', 'Remarks', 'Close Task', 'Attachment', and 'Assigned By'. A 'My Task' section on the left includes a donut chart showing task status distribution: 13 Late, 7 Today, 7 Open, and 16 Closed. A legend below the chart identifies the colors for 'Late', 'Today', 'Open', 'Closed', and 'Closed but late'. A 'Show All Tasks' link is also present. A red line points from the text above to the 'Task' column of the second row in the table, which contains the text 'video shoot to be done'. A white box highlights this text.

Assigned To	Health	Bucket Name	Task	Assign Date	Due Date & Time	Priority	Status	Remarks	Close Task	Attachment	Assigned By
My Task		Wedding	Video Soot and photo will copleted	05-Aug-23	14-Aug-23 02:20 PM	High	Open		CLOSE		Prabal Mishra
		Wedding	video shoot to be done	07-Aug-23	16-Aug-23 02:20 PM	High	Open		CLOSE		Prabal Mishra
		Wedding 1	Video Soot and photo will copleted	08-Aug-23	17-Aug-23 02:20 PM	High	Open		CLOSE		Prabal Mishra

Click here to Re-assign the Task.

Click here to Add a Remark.

Click here to Attach a file.

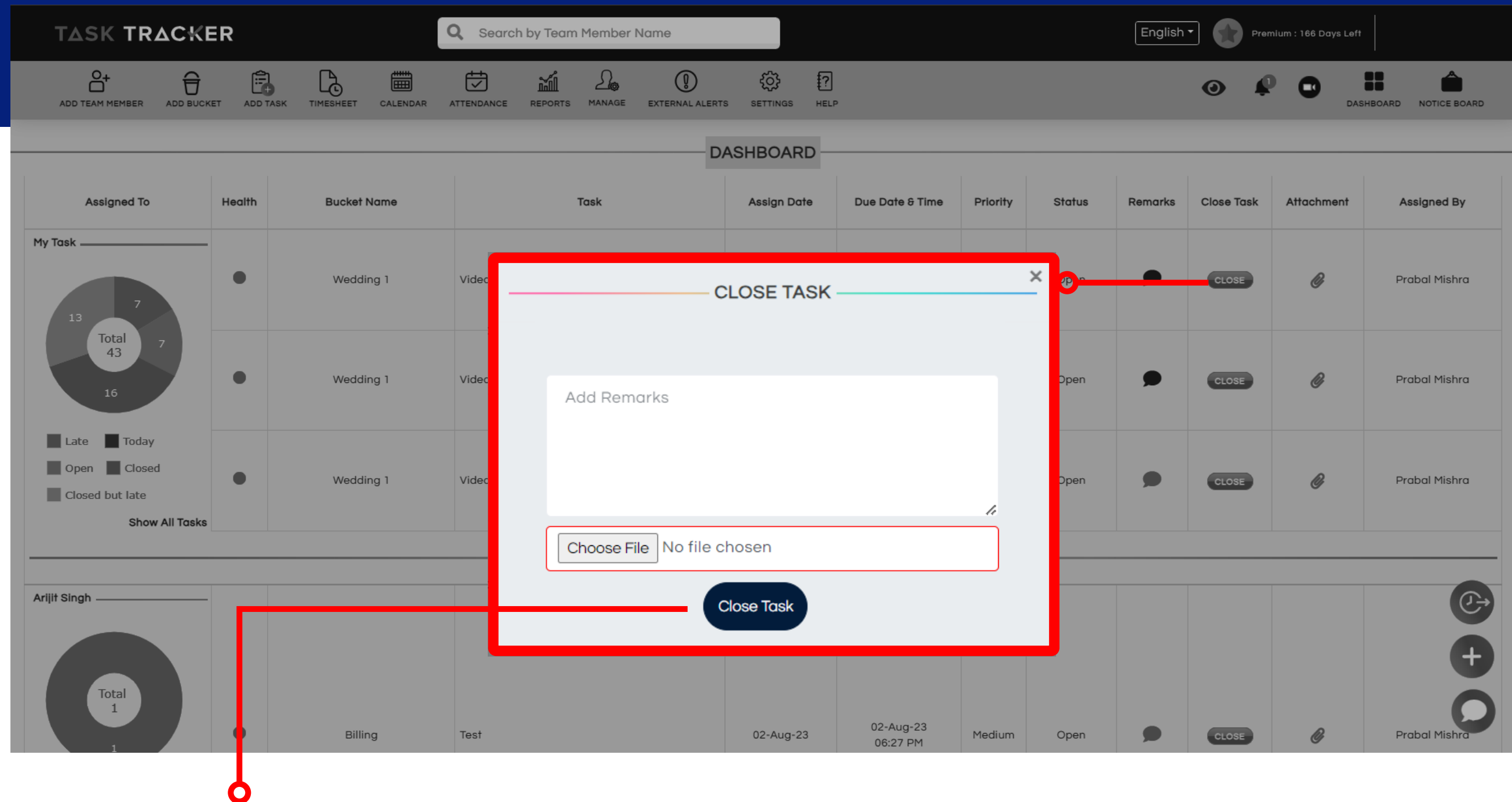
Click here to change the Due Date.

Click here to Close a Task.

The screenshot shows the 'UPDATE TASK DETAILS' form in the TASK TRACKER application. The form includes the following fields and controls:

- Bucket Name:** A dropdown menu.
- Assigned To:** A dropdown menu.
- Priority:** A dropdown menu set to 'High'.
- Due Date:** A date input field set to '18/08/2023'.
- Due Time:** A checkbox (checked) and a time input field set to '2:20 PM'.
- Assign Date:** A date input field set to '09/08/2023'.
- Assigned By:** A dropdown menu.
- Status:** A dropdown menu set to 'Open'.
- Health:** A status indicator showing a red dot.
- Attachment is required when closing a task?:** Radio buttons for 'Yes' (selected) and 'No'.
- Attachment:** A 'Choose File' button and the text 'No file chosen'.
- Tag Members:** A text input field with the placeholder 'Tag member for notification'.
- Voice Note:** A 'Start Recording' button.
- Task Description:** A large text area.
- Buttons:** 'Update Task' and 'REMARKS' buttons.

The bottom section of the form shows the 'REMARKS' area with a text input field, a 'Send' button, a 'Choose File' button, and file format instructions: 'File format .gif/ .jpeg/ .jpg/ .png/ .pdf/ .doc/ .docs/ .xlsx/ .csv' and 'Maximum file size limit is 3.8 mb'. A 'Close Task' button is located at the bottom right of the form.



- When you **Close a Task** by clicking on the Close Task Icon on your Dashboard, the above prompt comes.
- This shows the **location and remark section.**



[Reopen](#)

TASK HISTORY

Bucket Name	Assigned To	Priority	Due Date	Attachment	Updated On	Updated By	Action
Billing		High			24/07/2023 01:27 PM		Task has been created
Billing		High			02/08/2023 02:11 PM		Due date has been extended
Billing		High			02/08/2023 02:15 PM		Task has been closed

- **A Manager or Assistant Manager can Reopen a Task closed by a Team Member.**

- **Task History**

Calendar

The screenshot shows the TASK TRACKER dashboard. The top navigation bar includes a search bar for 'Team Member Name', language settings (English), and a premium status indicator (Premium: 166 Days Left). The main menu bar contains icons for ADD TEAM MEMBER, ADD BUCKET, ADD TASK, TIMESHEET, CALENDAR, ATTENDANCE, REPORTS, MANAGE, EXTERNAL ALERTS, SETTINGS, and HELP. The CALENDAR icon is highlighted with a red box, and a dropdown menu is open, showing 'My Calendar' and 'Team Calendar' options. The dashboard content includes a 'My Task' section with a donut chart showing a total of 43 tasks, categorized by status: Late (7), Today (7), Open (16), and Closed but late (13). Below the chart is a legend and a 'Show All Tasks' link. The main task list table has columns: Assigned To, Health, Buck, Assign Date, Due Date & Time, Priority, Status, Remarks, Close Task, Attachment, and Assigned By. The table contains three rows of tasks assigned to 'Wedding 1'. At the bottom, there is a section for 'Arijit Singh' with a donut chart showing a total of 1 task.

- Click on **Calendar** to get a summary of Tasks by date.
- From the drop down in the menu bar, a **Manager/ Assistant Manager** can select **Employee Calendar** to review a particular employee's Tasks in Calendar View.

Team Calendar

ADD TEAM MEMBER ADD BUCKET ADD TASK TIMESHEET CALENDAR ATTENDANCE REPORTS MANAGE EXTERNAL ALERTS SETTINGS HELP DASHBOARD NOTICE BOARD

TEAM CALENDAR

JULY 2023 Today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1 ● Social Media Report
2 ● Check Inventories ● Complete Today's Purch... ● Social Media Report	3 ● Collect report pick	4 ● Complete Today's Purch...	5 ● Complete Today's Purch... ● Demo Task	6 ● Complete Today's Purch...	7 ● Complete Today's Purch...	8 ● Complete Today's Purch... ● File GST ● Give the weekly report
9 ● Complete Today's Purch...	10	11 ● Complete Today's Purch...	12 ● Complete Today's Purch...	13 ● Check Inventories ● Complete Today's Purch... ● Gather Client Data	14 ● Complete Today's Purch...	15 ● Complete Today's Purch...

⌚ + 🗨

TASK TRACKER Search by Team Member Name English Premium : 166 Days Left

ADD TEAM MEMBER ADD BUCKET ADD TASK TIMESHEET CALENDAR **ATTENDANCE** REPORTS MANAGE EXTERNAL ALERTS SETTINGS HELP DASHBOARD NOTICE BOARD

DASHBOARD

Assigned To	Health	Bucket Name	Task	Assign Date	Due Date & Time	Priority	Status	Remarks	Close Task	Attachment	Assigned By
My Task											
	●	Wedding 1	Video Soot and photo will copleted	05-Aug-23	14-Aug-23 02:20 PM	High	Open	🗨️	CLOSE	📎	Prabal Mishra
	●	Wedding 1	Video Soot and photo will copleted	07-Aug-23	16-Aug-23 02:20 PM	High	Open	🗨️	CLOSE	📎	Prabal Mishra
	●	Wedding 1	Video Soot and photo will copleted	08-Aug-23	17-Aug-23 02:20 PM	High	Open	🗨️	CLOSE	📎	Prabal Mishra
Arijit Singh											
	●	Billing	Tes	02-Aug-23	02-Aug-23 06:27 PM	Medium	Open	🗨️	CLOSE	📎	Prabal Mishra

- Click on **Attendance** to check your own attendance and attendance of your employee.

ADD TASK TIMESHEET YOUR CALENDAR ATTENDANCE HELP

DASHBOARD NOTICE BOARD

MY ATTENDANCE

Name: _____

Select Year: 2023 Select Month: August

Select Export

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Present (23) Late (1) Absent (0) Holiday (5) Leave (1)

July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Present (25) Late (0) Absent (0) Holiday (5) Leave (1)

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Present (20) Late (0) Absent (1) Holiday (3) Leave (1)

- My Attendance
- Team Attendance
- My Leaves
- Team Member Leaves

- From the drop down in the menu bar, a Manager / Assistant Manager can select **Employee Attendance** to review a particular employee's attendance in detail.

My Attendance

Team Attendance

My Leaves

Team Member Leaves

- To view your team's attendance, click on "Team Attendance."

- Here you'll be able to see the attendance records for the past 5 days by default

- For more details, you can click on the calendar icon.

ADD TEAM MEMBER ADD BUCKET ADD TASK TIMESHEET CALENDAR ATTENDANCE REPORTS MANAGE EXTERNAL ALERTS SETTINGS HELP DASHBOARD NOTICE BOARD

ATTENDANCE

Show 10 entries Search:

Name	Last 5 Day Attendance	Details
Arijit Singh	M P A Holiday L	📅
Jagjit Singh	P A A Holiday A	📅
Shrinivas Sandeep	M P P Holiday P	📅
Swapnil Sarawat	P P P P L	📅

Showing 1 to 4 of 4 entries Previous 1 Next

TEAM ATTENDANCE DETAIL

Name : Jagjit Singh

Select Year

2023

Select Month

August

Select

Export

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Present (23) Late (1) Absent (0) Holiday (5) Leave (1)

July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Present (25) Late (0) Absent (0) Holiday (5) Leave (1)

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Present (20) Late (0) Absent (1) Holiday (3) Leave (1)

- For a detailed view, choose the year and month.

- Click on the "Select" button to apply your selection.

- If you want to download the data, click on "Export."

- My Attendance
- Team Attendance
- My Leaves
- Team Member Leaves

- Click on the "My Leaves" option.

- Here, you'll be able to see a list of your past leaves.

- By clicking on "Leave application," you can apply for leave.

The screenshot shows a web application interface. At the top, there is a navigation bar with icons for 'ADD TEAM MEMBER', 'ADD BUCKET', 'ADD TASK', 'TIMESHEET', 'CALENDAR', 'ATTENDANCE', 'REPORTS', 'MANAGE', 'EXTERNAL ALERTS', 'SETTINGS', and 'HELP'. On the right side of the navigation bar, there are icons for 'DASHBOARD' and 'NOTICE BOARD'. Below the navigation bar, the main content area is titled 'MY LEAVES'. On the right side of this area, there is a 'Leave Application' button. Below the button, there is a search bar and a 'Show 10 entries' dropdown menu. The main content area contains a table with the following columns: 'Request To', 'Apply Date', 'From Date', 'To Date', 'Days', 'Reason for leave', and 'Status'. The table contains two entries:

Request To	Apply Date	From Date	To Date	Days	Reason for leave	Status
Jagjit Singh	12-Jun-23	12-Jun-23	14-Jun-23	3	,,l	Pending
Jagjit Singh	10-Jun-23	10-Jun-23	10-Jun-23	1	xyz	Pending

At the bottom of the table, there is a pagination control showing 'Showing 1 to 2 of 2 entries' and buttons for 'Previous', '1', and 'Next'.

Leave Application Submission

The screenshot shows a web form titled "LEAVE APPLICATION" with a close button (X) in the top right corner. The form contains the following elements:

- From Date** and **To Date** input fields, each with a calendar icon and a minus sign between them.
- A dropdown menu labeled **Select manager for approval**.
- A text area labeled **Reason for leave**.
- A dark blue **Submit** button at the bottom.

Four blue callout lines with circular endpoints point from the text on the right to the date fields, the manager dropdown, the reason text area, and the submit button.

- Select from and to dates of your leave.
- Select the manager responsible for approving your leave request.
- Enter the reason for your leave.
- Click on "Submit".

The leave application will automatically send a notification to your selected manager via both WhatsApp and email.

Reports

The screenshot shows a 'TASK TRACKER' dashboard. At the top, there is a search bar 'Search by Team Member Name', a language dropdown set to 'English', and a premium status indicator 'Premium : 166 Days Left'. Below this is a navigation bar with icons for 'ADD TEAM MEMBER', 'ADD BUCKET', 'ADD TASK', 'TIMESHEET', 'CALENDAR', 'ATTENDANCE', 'REPORTS', 'IMAGE', 'EXTERNAL ALERTS', 'SETTINGS', and 'HELP'. The 'REPORTS' icon is highlighted with a red box and a red line pointing to a blue callout box that says 'Click on Reports'. The main content area is titled 'DASHBOARD' and contains a table of tasks. On the left, there are two donut charts: 'My Task' showing a total of 43 tasks (with segments for 13, 7, 7, and 16) and 'Arijit Singh' showing a total of 1 task. The task table has columns for Assigned To, Health, Bucket Name, Task, Assign Date, Due Date & Time, Priority, Status, Remarks, Close Task, Attachment, and Assigned By. The table lists three tasks assigned to 'Prabal Mishra' for 'Wedding 1'.

Assigned To	Health	Bucket Name	Task	Assign Date	Due Date & Time	Priority	Status	Remarks	Close Task	Attachment	Assigned By
Prabal Mishra	●	Wedding 1	Video Soot						CLOSE		Prabal Mishra
Prabal Mishra	●	Wedding 1	Video Soot and photo will copleted	07-Aug-23	16-Aug-23 02:20 PM	High	Open		CLOSE		Prabal Mishra
Prabal Mishra	●	Wedding 1	Video Soot and photo will copleted	08-Aug-23	17-Aug-23 02:20 PM	High	Open		CLOSE		Prabal Mishra

Team Reports

The screenshot displays the 'TEAMS REPORTS' section of a web application. At the top, there is a navigation bar with icons for 'ADD TEAM MEMBER', 'ADD BUCKET', 'ADD TASK', 'TIMESHEET', 'CALENDAR', 'ATTENDANCE', 'REPORTS', 'MANAGE', 'EXTERNAL ALERTS', 'SETTINGS', and 'HELP'. On the right side of the navigation bar, there are icons for 'DASHBOARD' and 'NOTICE BOARD'. Below the navigation bar, the 'TEAMS REPORTS' title is centered. The main content area features a filter section with the following fields: 'Assign Date From' (From Date), 'Assign Date To' (To Date), 'Status' (None selected), 'Priority' (None selected), 'Assigned To' (None selected), 'Bucket Name' (None selected), and 'Assigned By' (None selected). Below these filters are three buttons: 'Search', 'Clear Filter', and 'Export'. Underneath the filters is a table with the following columns: 'Sr. No.', 'Summary', 'Bucket Name', 'Assign Date', 'Due Date & Time', 'Status', 'Priority', 'Assigned To', 'Assigned By', and 'Health'. The table currently contains no data, with the message 'No data available in table' displayed. At the bottom of the table, there is a pagination control showing 'Showing 0 to 0 of 0 entries' and a 'Show 20 entries' dropdown. There are also 'Previous' and 'Next' buttons for navigation.

You can use the filters or combination of filters to see all the Tasks of a particular Team Member. This report can be exported into an excel.

Team member performance score

TEAM MEMBER PERFORMANCE SCORE

Assign Date From: From Date Assign Date To: To Date Assigned To: Jagjit Singh Search Clear Filter Export

Assigned To : Jagjit Singh Total Task : 48 Open Task : 13 Closed Task : 35 Task Closed Before or On Due Date : 12 Task Closed After Due Date : 23

Open Task : 27% Closed Task : 73% Task Closed Before or On Due Date : 25% Task Closed After Due Date : 48% Performance Score Of The Closed Task : 1.5 ⓘ

Sr. No..	Summary	Bucket Name	Assign Date	Due Date & Time	Status	Priority	Assigned To	Score	Health
1	Complete Today's Purchases	Accounts	25-08-2023	26-Aug-23	Open	Medium	Jagjit Singh		●
2	Demo Task	Website	25-08-2023	27-Aug-23 03:06 PM	Open	High	Jagjit Singh		●
3	Complete Today's Purchases	Accounts	26-08-2023	27-Aug-23	Open	Medium	Jagjit Singh		●

- Specify the task's "From" and "To" dates to define the timeframe for scoring.

- Choose the team member's name.

- If needed you can click on "Export" and download the data.

- If a team member finishes the task early, he will get 0.25 points for each day before it's due. But if they finish late, he'll lose 0.25 points for each day they're late. If they finish on the exact due date, they won't get any points.
- Also, if the task gets reopened, the score goes back to 0.

Attendance Report

ADD TEAM MEMBER ADD BUCKET ADD TASK TIMESHEET CALENDAR ATTENDANCE REPORTS MANAGE EXTERNAL ALERTS SETTINGS HELP DASHBOARD NOTICE BOARD

ALL TEAM MEMBERS ATTENDANCE REPORT

Select Year: 2023 Select Month: August Export

Timesheet Report

ADD TEAM MEMBER ADD BUCKET ADD TASK TIMESHEET CALENDAR ATTENDANCE REPORTS MANAGE EXTERNAL ALERTS SETTINGS HELP

DASHBOARD NOTICE BOARD

TIMESHEET REPORT

From Date To Date Bucket Name Team Member Search Clear Filter Export

Sr. No..	Task	Assigned By	Assigned To	Date	Hours
No Record Found.					

To know how much time a team member spent on a task, just pick a date range, choose the team member, and select the task category. This way, you'll get the information you need.

Timesheet Submission Report

ADD TEAM MEMBER ADD BUCKET ADD TASK TIMESHEET CALENDAR ATTENDANCE REPORTS MANAGE EXTERNAL ALERTS SETTINGS HELP DASHBOARD NOTICE BOARD

TIMESHEET SUBMISSION REPORT

From Date: From Date To Date: To Date Team Member: Select Team Me... Search Clear Filter

Show 10 entries Search tasks

Sr. No.	Name	Date	Timesheet Status
1	Arijit Singh	28-Aug-2023	NO
2	Jagjit Singh	28-Aug-2023	NO
3	Prabal Mishra	28-Aug-2023	NO
4	Shrinivas Sandeep	28-Aug-2023	NO
5	Shyamla -	28-Aug-2023	NO
6	Swapnil Sarawat	28-Aug-2023	NO
7	Vaibhav Tiwari	28-Aug-2023	NO
8	Vijay Tiwari	28-Aug-2023	NO
9	Vishal Bhatia	28-Aug-2023	NO

Showing 1 to 9 of 9 entries Previous 1 Next

Here, you can find out who has submitted their timesheets. Just apply the date range filter and you will get informed.

External Alert

- Clicking on the **External alert** you can set alerts to be sent to members who are not a part of the team.
- Add the **person's name, time, and date** for the external alert to be sent.
- Type the **Remarks and Submit.**

EXTERNAL ALERTS

Show 10 entries

Search By Name / Phone / Message

Add External Alerts

Name	Phone	Date	Time	Message	Duration	Notification Type	Action
Aditya	9717338770	30-May-2023	04:00PM - 05:00PM	Test Message	One Time Reminder	Payment Due	Update Delete
Dishank Shah	9879029017	29-Jun-2023	03:00PM - 04:00PM	Please complete your payment	One Time Reminder	Notification	Update Delete
Ds Rajput	9316305258	29-Aug-2023	03:00PM - 04:00PM	Send me the DOB	Daily	Notification	Update Delete
Himali	9426111117	10-Jun-2023	05:00PM - 06:00PM	Hi	One Time Reminder	Notification	Update Delete
Mr. Neeraj	7011532726	15-Jun-2023	06:00AM - 07:00AM	Please give it a spin! Do a free sign-up and activate your trial. Sign-up Link - https://tasktracker.in/app/employer/registration	One Time Reminder	Notification	Update Delete
Mr. Sachin	9921990351	03-Jul-2023	06:00PM - 07:00PM	Task tracker	One Time Reminder	Notification	Update Delete
Mr. Satya	9262021222	16-Jun-2023	08:00AM - 09:00AM	Please give it a spin! Do a free sign-up and activate your trial. Sign-up Link - https://tasktracker.in/app/employer/registration	One Time Reminder	Notification	Update Delete

- The alert would be sent on a selected date and time and the person would receive a notification on **WhatsApp**
- These alerts would be sent to the person who is not a part of the organization like a client or vendor.

TASK TRACKER English Premium : 166 Days Left

ADD TEAM MEMBER ADD BUCKET ADD TASK TIMESHEET CALENDAR ATTENDANCE REPO **MANAGE** INTERNAL ALERTS SETTINGS HELP DASHBOARD NOTICE BOARD

DASHBOARD

Assigned To	Health	Bucket Name	Task	Assign Date	Due Date & Time	Priority	Status	Remarks	Close Task	Attachment	Assigned By
My Task											
	●	Wedding 1	Video Soot and photo will copleted	05-Aug-23	14-Aug-23 02:20 PM	High	Open	🗨️	CLOSE	📎	Prabal Mishra
	●	Wedding 1	Video Soot and photo will copleted	07-Aug-23	16-Aug-23 02:20 PM	High	Open	🗨️	CLOSE	📎	Prabal Mishra
	●	Wedding 1	Video Soot and photo will copleted	08-Aug-23	17-Aug-23 02:20 PM	High	Open	🗨️	CLOSE	📎	Prabal Mishra
Arijit Singh											
	●	Billing	Test	02-Aug-23	02-Aug-23 06:27 PM	Medium	Open	🗨️	CLOSE	📎	Prabal Mishra

- **Click on Manage to do the following.**

Manage Team Member

MANAGE TEAM MEMBERS

Show 10 entries Search:

Name	Email	Phone	Action
Arijit Singh			Update Profile Update Attendance Suspend Activate
Jagjit Singh			Update Profile Update Attendance Suspend Activate
Shrinivas Sandeep			Update Profile Update Attendance Suspend Activate
Shyamla -			Update Profile Update Attendance Suspend Activate
Swapnil Sarawat			Update Profile Update Attendance Suspend Activate
Vaibhav Tiwari			Update Profile Update Attendance Suspend Activate

- Here you can manage your employees, change their details, update their attendance, and even suspend an employee.
- This will be visible only to the Manager and Assistant Manager.

Manage Buckets

ADD TEAM MEMBER ADD BUCKET ADD TASK TIMESHEET CALENDAR ATTENDANCE REPORTS MANAGE EXTERNAL ALERTS SETTINGS HELP DASHBOARD NOTICE BOARD

BUCKET

Show 10 entries Search:

Bucket	Bucket Creator	Action
218 - IT		Update Delete
218 - Design		Update Delete
218 - R&D		Update Delete
Accounts		Update Delete
Arrow Kochin - Electrical		Update Delete
Arrow Kochin - Flooring	Prabud Mishra	Update Delete

- Here you can update and delete an already created bucket. This will be visible only to the Manager and Assistant Manager

Delete Tasks

DELETE

Assign Date From

Assign Date To

Status

Assigned To

Bucket Name

Search

Clear Filter

Delete

Select	Sr. No.	Summary	Bucket Name	Assign Date	Due Date	Status	Priority	Assigned To	Task Health	Action
No data available in table										

Showing 0 to 0 of 0 entriesShow entriesPreviousNext

- Here you can **delete already assigned Tasks**. The **filters** help you to find the Tasks on the bases of assigned date, status of Tasks, employee name, and even bucket name.
- This will be visible only to the **Manager**.

Recurring Tasks



The screenshot displays a web interface titled "RECURRING TASKS". At the top left, there is a "Show 10 entries" dropdown menu. Below this is a table with the following columns: "Sr. No.", "Summary", "Bucket Name", "Assigned To", "Recurring Type", "Due Date & Time", "Assigned By", and "Act". The table contains 7 rows of data. To the right of the table, there is a vertical column of buttons, each row containing an "Activate" button and a "Delete" button. A red box highlights the "Activate" and "Delete" buttons for all 7 rows. A red line connects the bottom of this box to the first bullet point below.

Sr. No.	Summary	Bucket Name	Assigned To	Recurring Type	Due Date & Time	Assigned By	Act
1		Website					Activate Delete
2		Gigatel					Activate Delete
3		Web Development					Activate Delete
4		Web Development					Activate Delete
5		Accounts					Activate Delete
6		Website					Activate Delete
7		Web Development					Activate Delete

Showing 1 to 7 of 7 entries

- Here you can **activate or delete** an already existing recurring Task.
- This will be visible only to the **Manager and Assistant Manager**.

Manage Teams (New Feature for Assistant Managers)

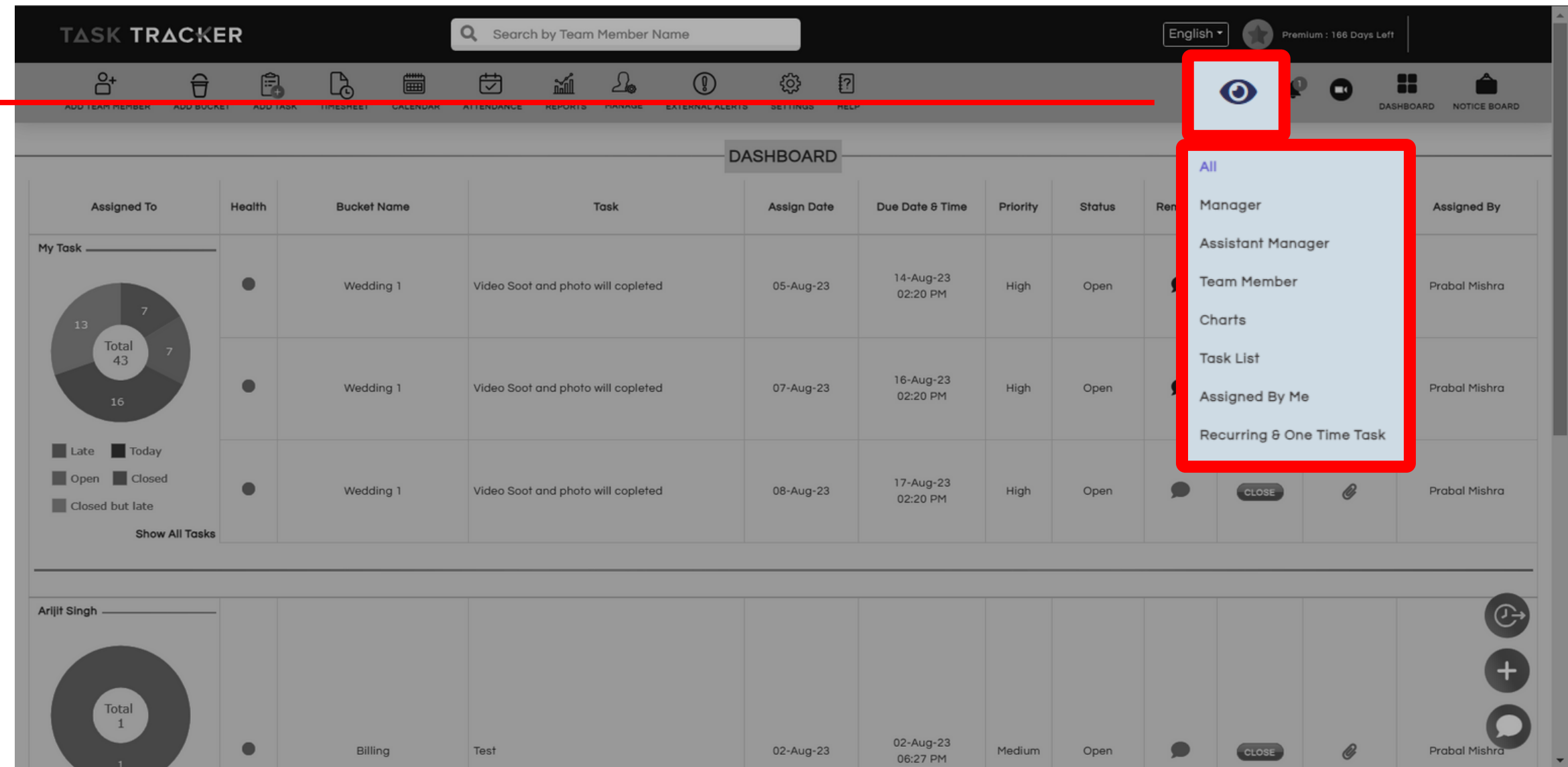
TEAMS

Select Assistant Manager Select Team Member

Assistant Manager	Team Member	Action
Arijit Singh	Prabal Mishra,Shrinivas Sandeep	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries Previous **1** Next

Eye Icon – View

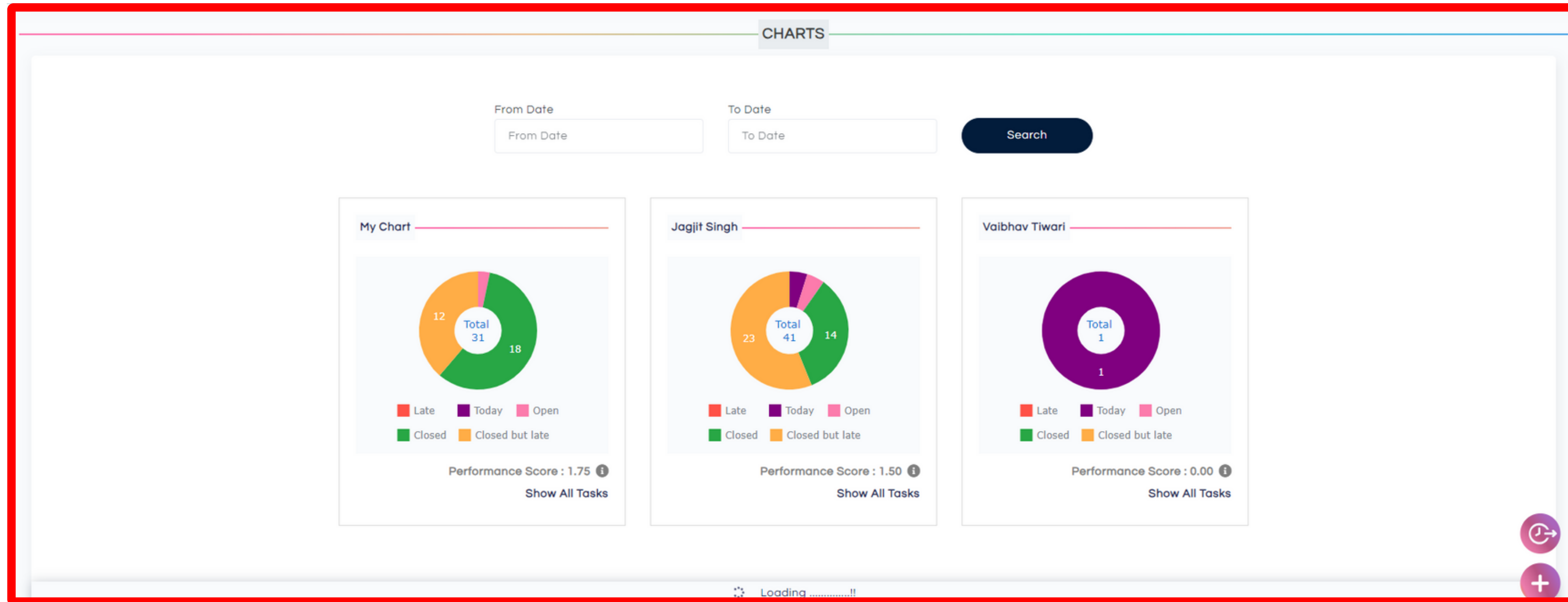


The screenshot shows a 'TASK TRACKER' dashboard. At the top, there is a search bar 'Search by Team Member Name' and a language selector 'English'. Below the search bar is a navigation bar with icons for 'ADD TEAM MEMBER', 'ADD BUCKET', 'ADD TASK', 'TIMESHEET', 'CALENDAR', 'ATTENDANCE', 'REPORTS', 'MANAGE', 'EXTERNAL ALERTS', 'SETTINGS', and 'HELP'. The main content area is titled 'DASHBOARD' and features a table of tasks. The table has columns for 'Assigned To', 'Health', 'Bucket Name', 'Task', 'Assign Date', 'Due Date & Time', 'Priority', 'Status', and 'Assigned By'. A red box highlights an eye icon in the top right corner, which has opened a dropdown menu with the following options: 'All', 'Manager', 'Assistant Manager', 'Team Member', 'Charts', 'Task List', 'Assigned By Me', and 'Recurring & One Time Task'. A red line connects the eye icon to the text 'Eye Icon – View' in the top left.

Assigned To	Health	Bucket Name	Task	Assign Date	Due Date & Time	Priority	Status	Assigned By
My Task		Wedding 1	Video Soot and photo will copleted	05-Aug-23	14-Aug-23 02:20 PM	High	Open	Prabal Mishra
		Wedding 1	Video Soot and photo will copleted	07-Aug-23	16-Aug-23 02:20 PM	High	Open	Prabal Mishra
		Wedding 1	Video Soot and photo will copleted	08-Aug-23	17-Aug-23 02:20 PM	High	Open	Prabal Mishra

- Click on **EYE ICON** to change the view
- Here you can change the view of your dashboard and select whether you want to see Tasks of only Assistant Managers, Managers or Employees. You can also see Chart of all the employees from here.

Chart



- Here you can see chart view of all the Tasks assigned to your Employees, Managers and Assistant Managers. This give you a comprehensive view of what has been achieved and what not.

List View

TASK LIST						
Task Name	Assigned To	Assigned By	Due Date & Time	Status	Priority	
Complete Today's Purchases			27-Aug-23	Open	Medium	
purchase order			26-Aug-23 07:56 PM	Closed	High	
Demo Task			26-Aug-23 03:06 PM	Open	High	
Demo Task			26-Aug-23 03:06 PM	Open	High	
xyz			31-Aug-23	Closed	High	
xyz			31-Aug-23	Closed	High	
Video Shoot and Edit			03-Sep-23 02:20 PM	Open	High	
Complete Today's Purchases			26-Aug-23	Open	Medium	
Video Soot and photo will copleted			03-Sep-23 02:20 PM	Open	High	
Please Complete this tool Error prblm			03-Aug-23	Closed	Medium	
Tag a member Test Task			10-Aug-23	Closed	Medium	
Test Task Assigned to you			02-Aug-23	Closed	Medium	
False Cieling			12-Aug-23 01:25 PM	Closed	High	
Social Media Report			17-Aug-23	Closed	Medium	

- Here you can see List view of all the Tasks assigned to your Employees, Managers and Assistant Managers.

Assigned by me

ASSIGNED BY ME				
Task Name	Assigned To	Due Date & Time	Status	Priority
Complete Today's Purchases		27-Aug-23	Open	Medium
purchase order		26-Aug-23 07:56 PM	Closed	High
Demo Task		26-Aug-23 03:06 PM	Open	High
Demo Task		26-Aug-23 03:06 PM	Open	High
xyz		31-Aug-23	Closed	High
xyz		31-Aug-23	Closed	High
Video Shoot and Edit		03-Sep-23 02:20 PM	Open	High
Complete Today's Purchases		26-Aug-23	Open	Medium
Video Soot and photo will copleted		03-Sep-23 02:20 PM	Open	High
Please Complete this tool Error prblm		03-Aug-23	Closed	Medium
Tag a member Test Task		10-Aug-23	Closed	Medium
Test Task Assigned to you		02-Aug-23	Closed	Medium
False Cieling		12-Aug-23 01:25 PM	Closed	High
Do you feel that people management		23-Nov-23	Closed	Medium

- Here you can see all the **Tasks assigned by you to Employees, Managers and Assistant Managers.**

Notification View

Notification X

Mark All As Read

Jagjit Singh closed the task.
22-08-2023, 01:18 PM

Timesheet has been added by **Jagjit Singh**
16-08-2023, 02:07 PM

Timesheet has been added by **Jagjit Singh**
24-07-2023, 04:54 PM

Timesheet has been added by **Jagjit Singh**
24-07-2023, 12:51 PM

Timesheet has been added by **Jagjit Singh**
24-07-2023, 12:47 PM

Timesheet has been added by **Swapnil Sarawat**
24-07-2023, 12:44 PM

Timesheet has been added by **Swapnil Sarawat**
24-07-2023, 12:41 PM

Swapnil Sarawat closed the task.
24-07-2023, 12:40 PM

Swapnil Sarawat closed the task.
24-07-2023, 12:40 PM

Jagjit Singh closed the task.

Notice Board

The screenshot shows the Task Tracker dashboard. At the top, there is a search bar labeled "Search by Team Member Name" and a language dropdown set to "English". Below the search bar is a navigation menu with icons for "ADD TEAM MEMBER", "ADD BUCKET", "ADD TASK", "TIMESHEET", "CALENDAR", "ATTENDANCE", "REPORTS", "MANAGE", "EXTERNAL ALERTS", "SETTINGS", and "HELP". On the right side of the dashboard, there is a "NOTICE BOARD" icon, which is highlighted with a red box. Below the navigation menu, there is a "DASHBOARD" section with a table of tasks. The table has columns for "Assigned To", "Health", "Bucket Name", "Task", "Assign Date", "Due Date & Time", "Priority", "Status", "Remarks", "Close Task", "Attachment", and "Assigned By". A task is listed with "Wedding 1" as the bucket name and "Video Soot and photo will completed" as the task description.

The screenshot shows the Notice Board interface. At the top, there is an "Add Notice" button. Below it, there are five notices, each with a date, a title, a message, and a "Delete" button. The notices are:

- Games and Activity** (28-Feb-2023): On every saturday, there will be activities and games in the second half. Prabal Mishra
- Welcome Somesh** (28-Feb-2023): Somesh is the new manager in our company he'll be handling the management and administration. Prabal Mishra
- Holiday Notice** (28-Feb-2023): There will be holiday tomorrow! Prabal Mishra
- Recruitment** (28-Feb-2023): There are positions opening in the company. You can get more info by the recruiter. Prabal Mishra
- Party** (28-Feb-2023): Tomorrow will be a Party in Office. Prabal Mishra

- Notice Board lets you send a common message to all the Employee, Assistant Manager and Managers of Task Tracker in your company.