

ADDING AND DELETING TASK CODES

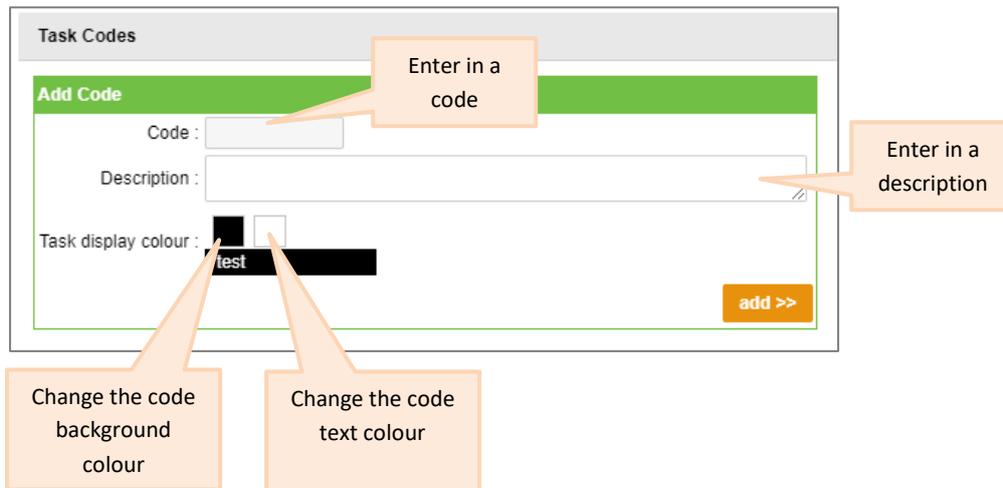
Click on Tasks:



Click on Add Code:



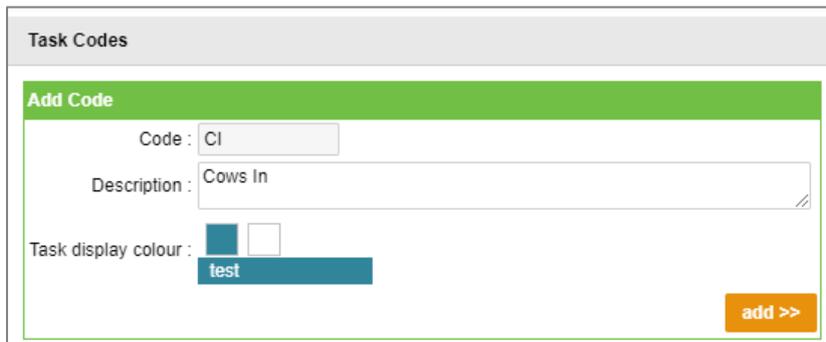
This will bring up the following screen:



The 'Add Code' form contains the following fields and callouts:

- Code :** A text input field with a callout: "Enter in a code".
- Description :** A text area with a callout: "Enter in a description".
- Task display colour :** Two color selection boxes. The first is black with a callout: "Change the code background colour". The second is white with a callout: "Change the code text colour".
- test**: The text entered in the 'Task display colour' preview area.
- add >>**: An orange button to submit the form.

Below is a completed example:



The completed 'Add Code' form shows:

- Code :** CI
- Description :** Cows In
- Task display colour :** A blue color selection box and a white color selection box.
- test**: The text entered in the 'Task display colour' preview area.
- add >>**: An orange button to submit the form.

Click Add

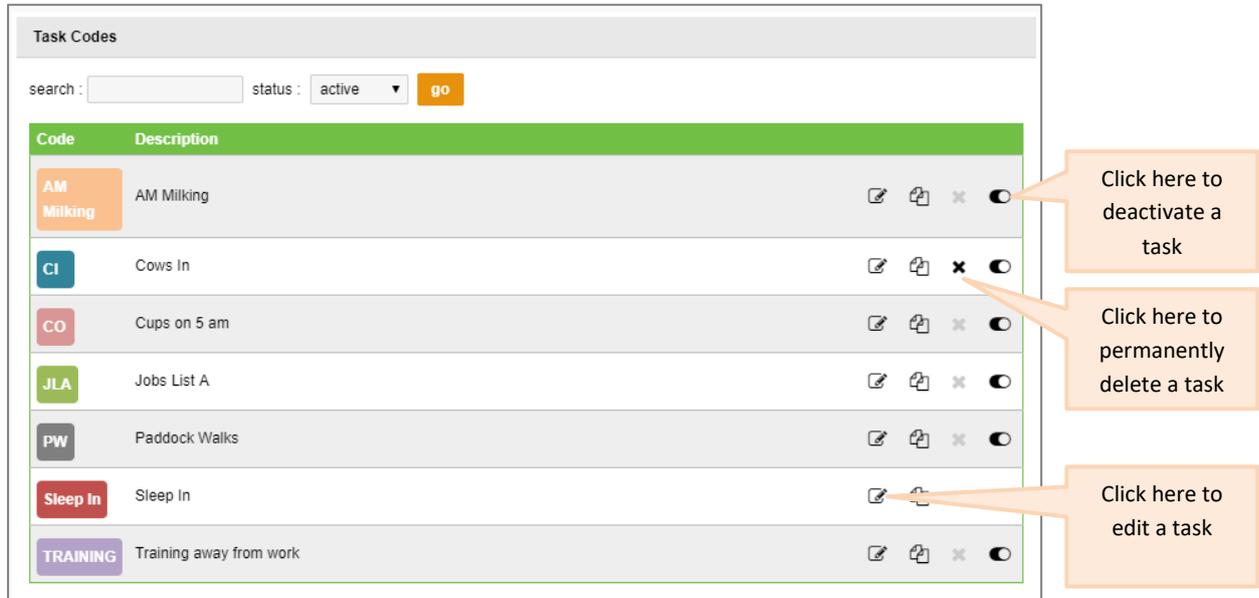
Once a code has been created, it will be displayed on the Task Calendar:



The Task Codes can be accessed to view, edit, deactivate or delete, by clicking on the Task Codes button:



The following screen will appear:



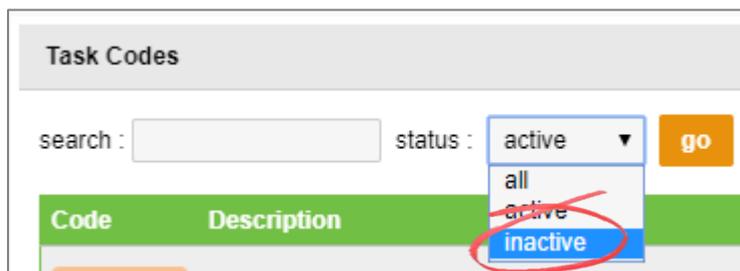
The screenshot shows the 'Task Codes' interface with a search bar and a status dropdown set to 'active'. A table lists several tasks, each with a set of icons for editing, deleting, and deactivating. Callouts point to these icons:

- Click here to deactivate a task (points to the toggle switch icon)
- Click here to permanently delete a task (points to the black cross icon)
- Click here to edit a task (points to the pencil icon)

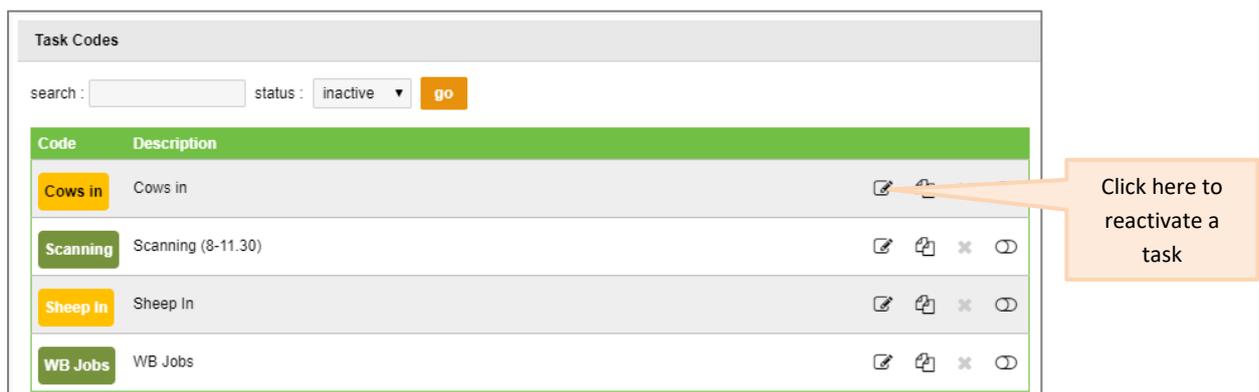
Code	Description	Icons
AM Milking	AM Milking	edit, copy, delete, deactivate
CI	Cows In	edit, copy, delete, deactivate
CO	Cups on 5 am	edit, copy, delete, deactivate
JLA	Jobs List A	edit, copy, delete, deactivate
PW	Paddock Walks	edit, copy, delete, deactivate
Sleep In	Sleep In	edit, copy, delete, deactivate
TRAINING	Training away from work	edit, copy, delete, deactivate

NB: A task can be deleted by clicking on the black cross icon. However, if the cross is grey, this means the task has been used and cannot be deleted, only deactivated

To view deactivated tasks, change the Status from Active to Inactive and click go:



This will bring up the deactivated tasks:



The screenshot shows the 'Task Codes' interface with the status dropdown set to 'inactive'. A table lists several deactivated tasks, each with a set of icons for editing, deleting, and reactivating. A callout points to the reactivation icon:

- Click here to reactivate a task (points to the toggle switch icon)

Code	Description	Icons
Cows in	Cows in	edit, copy, delete, deactivate
Scanning	Scanning (8-11.30)	edit, copy, delete, deactivate
Sheep In	Sheep In	edit, copy, delete, deactivate
WB Jobs	WB Jobs	edit, copy, delete, deactivate