

Tasks and Whiteboard-Icons and Buttons

Tasks and the Whiteboard can be found here.



On The Tasks page

Access to the whiteboard from within the tasks page

Add a new Task code through here



Current list of Task Codes

Add a note through here. Notes show at the bottom of the Tasks on mobile and may be Meeting notes and so on.

Go ahead or back one week at a time



If you are currently displaying a week other than the current week, just click on today and you will go back to the current week.

The repeat button is used when creating repeat tasks. More detail on that elsewhere

Unassigned Tasks have come here from a mobile device. If you click on this icon all of the unassigned tasks will be displayed.

This is an unassigned task that has come through from a mobile device.

By clicking this icon the task will go directly on to the whiteboard. The icon will display in red indicating that it is on the Whiteboard

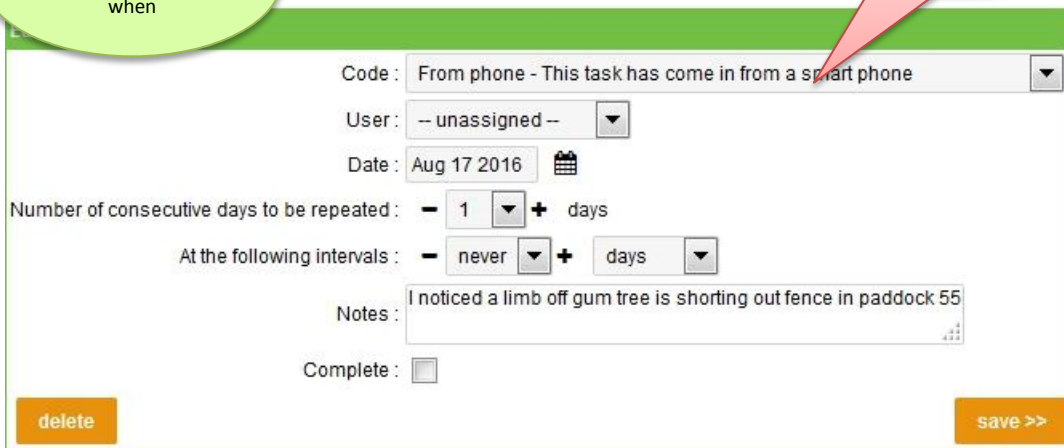


Task card interface showing a task: "Pick up the plastic bale wrappers from around the shed." It includes a "GEN" label, a calendar icon, and a note: "added by Timesmart Limited on Aug 18 2016".

Clicking anywhere on the box will direct you through to the edit page where you can make necessary changes.

Easy to see who added the task and when

This is the Edit page referred to above.



Task edit page interface with fields for Code, User, Date, Number of consecutive days to be repeated, At the following intervals, Notes, and Complete checkbox. Buttons for delete and save >> are visible.

For those that have more than one farming unit on a single Agrismart licence you can select any of your locations from here.



Filter options interface showing Location: -- All --, Complete: Yes, and Filter Users: all.

Quickly check if tasks have been completed by selecting Yes or No

Choose to display one or more of your staff at a time by using This Filter.



Drag and drop tasks over to the Waste bin. This is one way to delete. Another option is to click on what needs to be deleted and then click the delete button.

If you click this icon the descriptions of all the tasks will be displayed.

Tasks ⓘ

Cows in
Cows In

From phone
This task has come in from a smart phone

GEN
General task

Herd Testing
Herd Testing (All please)

meeting
meeting

PM
PM Milking

PW
Pasture Walk

tractor service
Hi Can you please send me a demo for this software, can the staff change the rosters or would it only be me. You may also have our farm email address of thisfarm@USA.com Thanks Michelle

This is the list of tasks that you have created personally for your own business.

Tasks ⓘ

Cows in **From phone**

GEN **Herd Testing**

meeting **PM** **PW**

tractor service

This is the Key to the colours on the Task calendar. All of these colours are populated from the Roster calendar. If you use the Tasks calendar but not the Roster Builder then your Task calendar will be totally ■

(Not Working Key)

Key

- Working
- Not Working
- Annual Leave
- Sick Leave

Duplicate

Delete

Edit

Once you have used icons in the tasks they can't be deleted but they can be de-activated. This is the de-activate button