

Tasks and the Whiteboard-Adding Tasks to the Task Calendar and Repeating Tasks

The Task Codes you have created are all on the right hand side of the Calendar itself.

Task Codes are dragged and dropped on to the Calendar to days with no colour. There are a number of ways to use the icons:

1. Simple Drag and Drop

Drop on to the days necessary.

Complete: No
Filter Users: all

< > today repeat unassigned (1) Aug 22, 2016 - Aug 28, 2016

From phone
Test
added by Bill Fletcher on Aug 18 2016

Employee	Mon	22/8	Tue	23/8	Wed	24/8	Thu	25/8	Fri	26/8	Sat	27/8	Sun	28/8
Bill Fletcher Administrator () Equinox Farms			Not Working		Cows in						Annual Leave			
David Maxwell Farm Assistant Equinox Farms					Not Working		Cows in				Cows in			
Eric Clapton Milk Harvester Equinox Farms						Not Working		Cows in					Cows in	

Tasks

- AM Milking
- Cows in
- Cows In (move break)
- From phone
- meeting
- tractor service

Key

- Working
- Not Working
- Annual Leave
- Sick Leave

Task Codes

2. Drag and Drop then add directions/ notes

Drag and Drop an icon on to the Calendar

Complete: No
Filter Users: all

< > today repeat unassigned (1) Aug 22, 2016 - Aug 28, 2016

From phone
Test
added by Bill Fletcher on Aug 18 2016

Employee	Mon	22/8	Tue	23/8	Wed	24/8	Thu	25/8	Fri	26/8	Sat	27/8	Sun	28/8
Bill Fletcher Administrator () Equinox Farms			Not Working		Cows in	Cows in GEN					Annual Leave			
David Maxwell Farm Assistant Equinox Farms					Not Working		Cows in				Cows in			
Eric Clapton Milk Harvester Equinox Farms						Not Working		Cows in					Cows in	

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Icon dragged and dropped

Then click on the icon which will bring up the box below

Code : GEN - GENERAL TASK

User : Bill Fletcher

Date : Aug 24 2016

Number of consecutive days to be repeated : - 1 + days

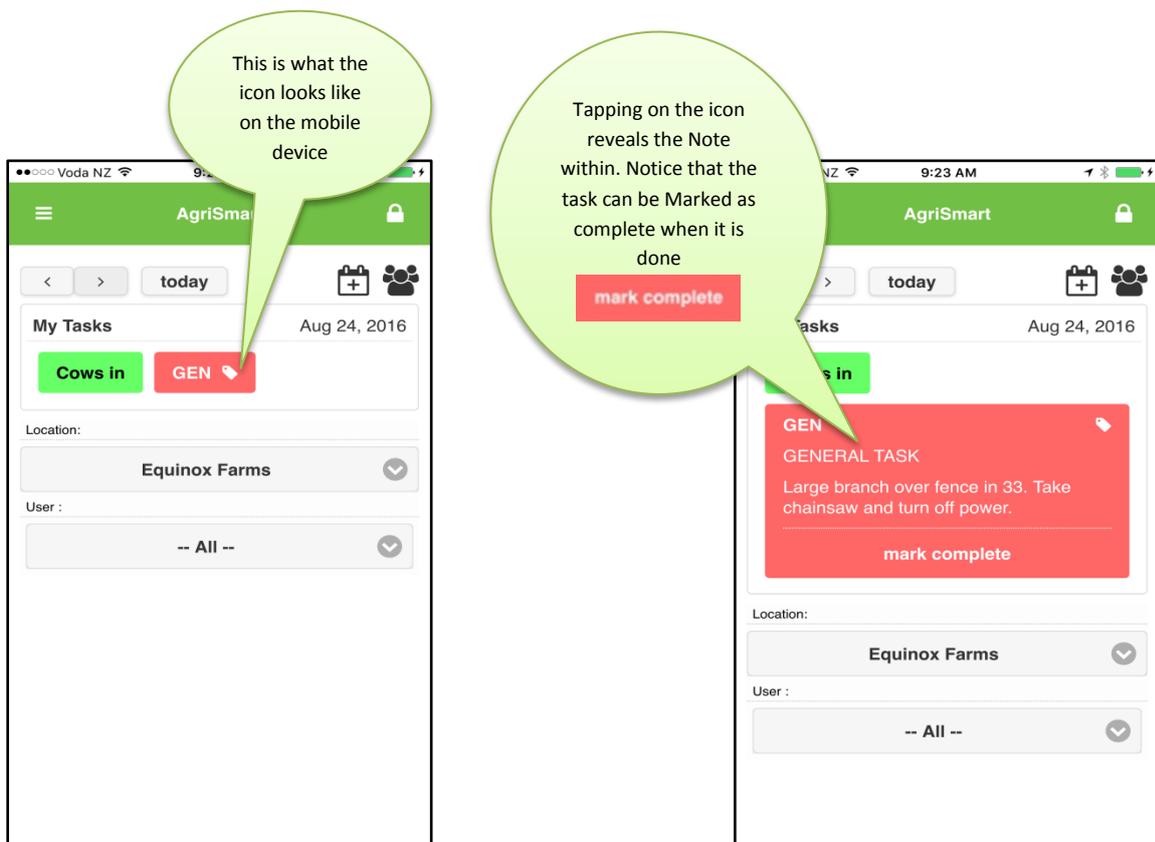
At the following intervals : - never + days

Notes :

Complete :

delete save >>

When notes have been added and saved  will have a pencil added. This means that there are notes within the task.



3. Repeating Tasks.

Some Tasks need to be repeated on a certain time cycle like Tractor servicing

Employee	Mon	Tue	Wed	24/8	Thu	25/8	Fri	26/8	Sat	27/8	Sun	28/8
Bill Fletcher Administrator () Equinox Farms				Tractor service icon								
David Maxwell Farm Assistant Equinox Farms	tractor service					Cows in			Cows in			
Eric Clapton Milk Harvester Equinox Farms							Cows in					Cows in

Drag and drop the icon on to the first date of the cycle and then click on the icon which will bring up the screen shot below:

Edit Task

Code: Tractor

User: Bill Fletcher

Date: Aug 22 2017

Number of consecutive days to be repeated: - 1 + days

At the following intervals: - 1 + weeks

Notes:
 1/ Remove Air Filter and clean
 2/ Check for Bird nests
 3/ Grease nipples
 4/ Check water level in radiator
 5/ Check Oil level and colour of oil
 Complete service book, don't forget Oil to be changed every 100 hours and water reservoir needs to be monitored regularly.

Complete:

How many repeats per day? This is normally set to 1

How often? This is set to weekly....so Task will show up once a week.

Other examples:

- 1 + days

- 2 + weeks

Once every 2 weeks.

- 1 + days

- 2 + days

Once every 2 days

There are a couple of little tricks with the Task Repeater:

1/ Once you have set the repeat cycle as illustrated above, click the save button and then click the repeat button to view instantly. If you don't click the repeat button your cycle will happen overnight anyhow.

< > today repeat unassigned (1) Aug 15, 2016 - Aug 21, 2016

From phone
 Test
 added by Bill Fletcher on Aug 18 2016

Employee	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Bill Fletcher Administrator () Equinox Farms	Not Working	Not Working	Tractor Service		Tractor Service		Tractor Service
David Maxwell Farm Assistant Equinox Farms	Not Working	Not Working	Not Working	Not Working			
Eric Clapton Milk Harvester Equinox Farms							

Tasks
 AM Milking Cows in
 Cows in (move break) DC
 From phone GEN #1
 meeting PW
 Tractor Service

Key
 Working
 Not Working
 Annual Leave
 Sick Leave

Repeat button

2/ The repeat cycle only populates visually on to the Task Calendar for 1 month ahead. The reason for this is that should you have to delete the entire Task and all the repeats, it only has to be done for a month.