Tasks and the Whiteboard-Overview

Tasks and the Whiteboard have been created as a management tool to assist in the seamless registration and delivery of the day to day operations on farm.

Features of the Tasks and Whiteboard (PC)

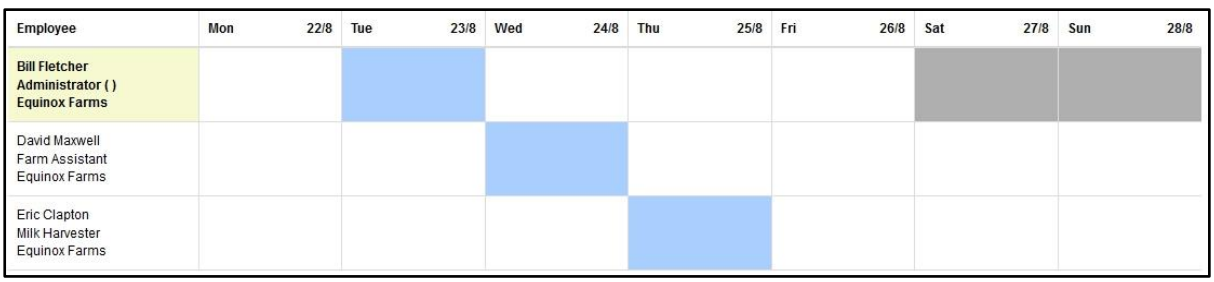
- Add task notes anywhere you have internet connection so the tasks are not overlooked then allocate them to staff or post on the whiteboard for anyone to perform
- Easily see the days that staff are working
- Allocate tasks to Staff on the Task Calendar
- See when tasks have been completed, by whom and when
- Schedule maintenance or cyclical Tasks so they are not overlooked.
- Add in specific notes to all tasks including steps to follow.

Features of the Tasks and Whiteboard (Mobile)

- Add task notes anywhere you have internet connection so the tasks are not overlooked
- Easily see tasks allocated to you and others
- Show Tasks underway by others on the whiteboard

The Task calendar is being populated with days working, Annual and Sick leave, directly from the Roster calendar. The days showing in white are obviously where tasks can be allocated to.

The blue days are Rostered days off.



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							
David Maxwell Farm Assistant Equinox Farms							
Eric Clapton Milk Harvester Equinox Farms							