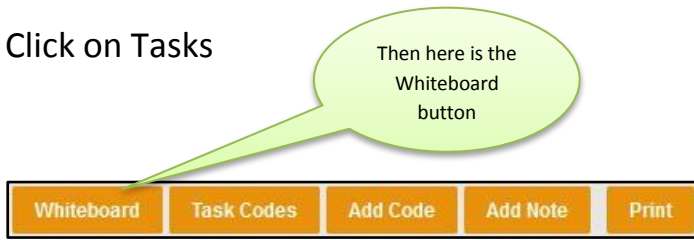


# Tasks and the Whiteboard-Using the Whiteboard

Click on Tasks

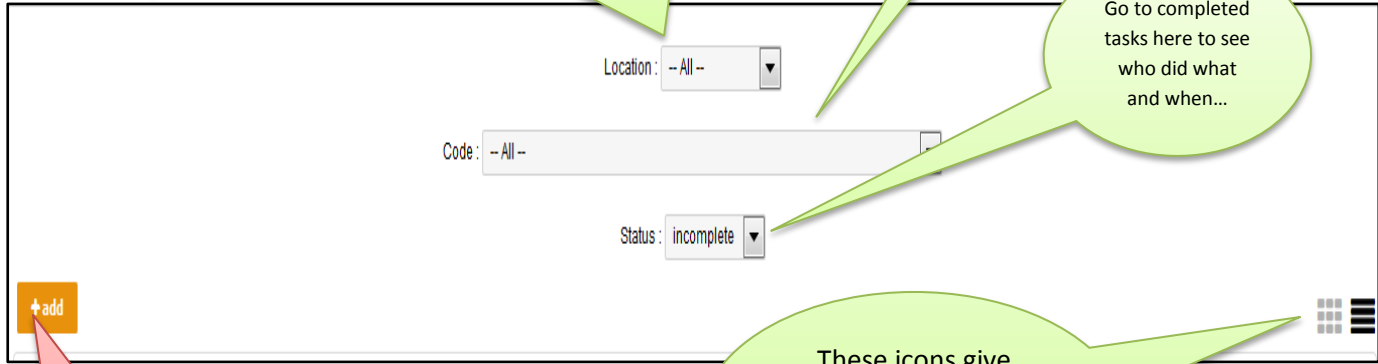


An empty whiteboard looks like this

If you are using Agrismart to administer more than one unit then select a unit in here that you want the Whiteboard to show for.

Select a Task Code

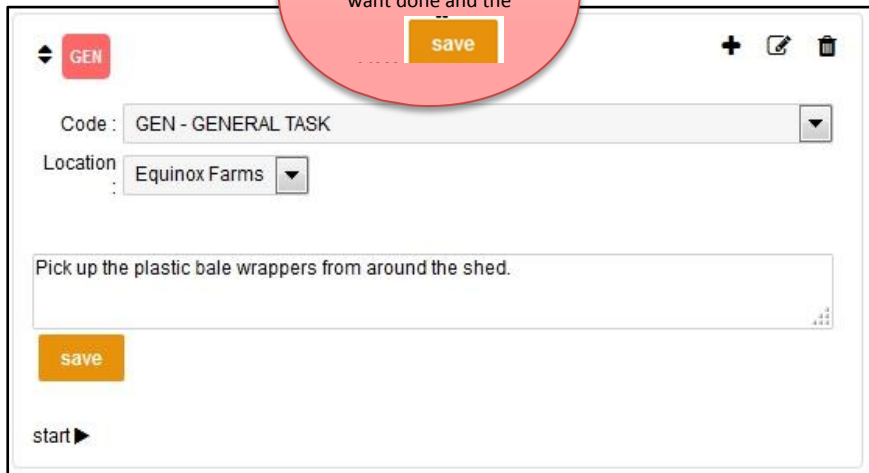
Go to completed tasks here to see who did what and when...



Create your first Whiteboard Task by clicking here on +add

These icons give different options regarding the layout of whiteboard Tasks

Fill out Task table to reflect what you want done and the save

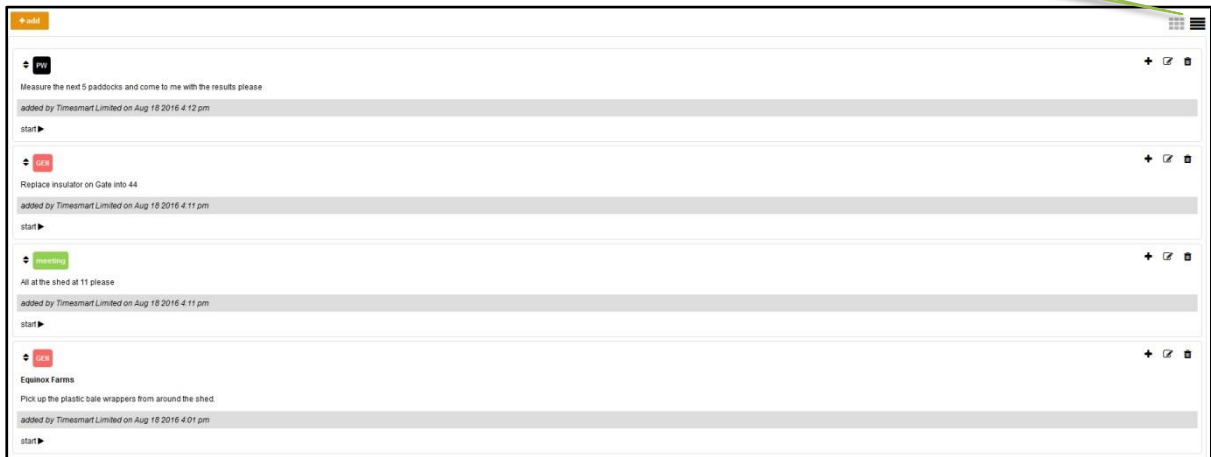


Once you have created some tasks they will display as shown below.

Like this if this icon is black



Like this if this icon is black



Icons on the right hand side have this functionality....

This icon allows the user to create sub tasks within the task



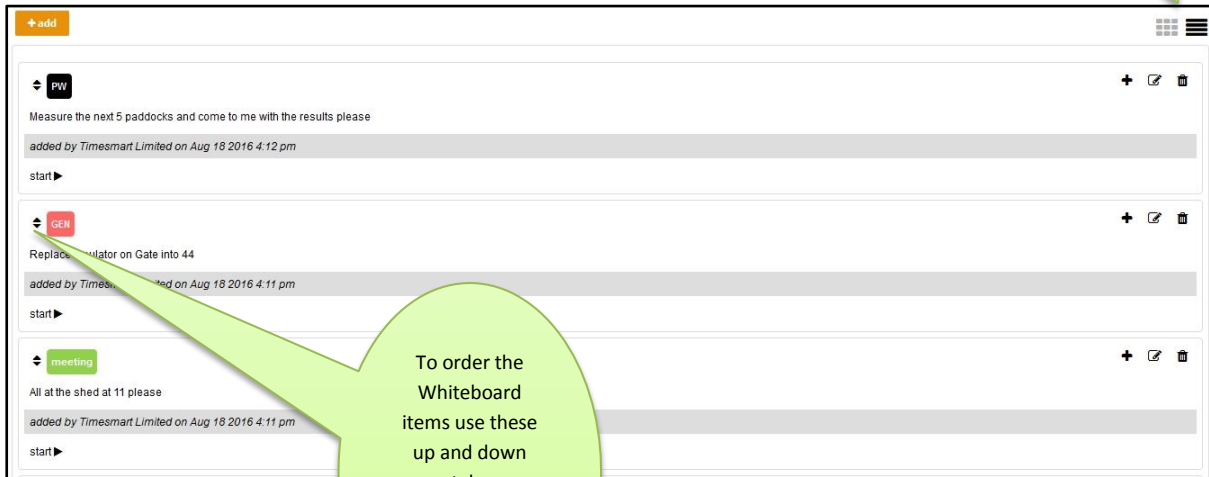
To delete a task from the Whiteboard use this icon.

To edit any of the detail within the task use this Edit icon

The tasks on the Whiteboard can display in the order required.

To order your tasks on the Whiteboard.

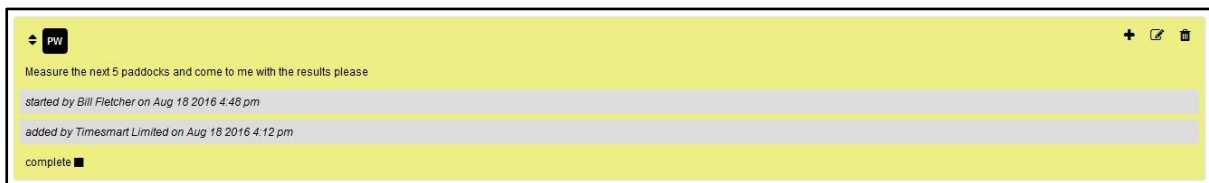
Make sure your tasks are displayed like below with this icon black.



To order the Whiteboard items use these up and down tabs



When someone has selected and is doing a task it will show with a yellow hue as below.



When the task has been completed it will disappear from the Whiteboard. All completed tasks are stored on Whiteboard page as below.



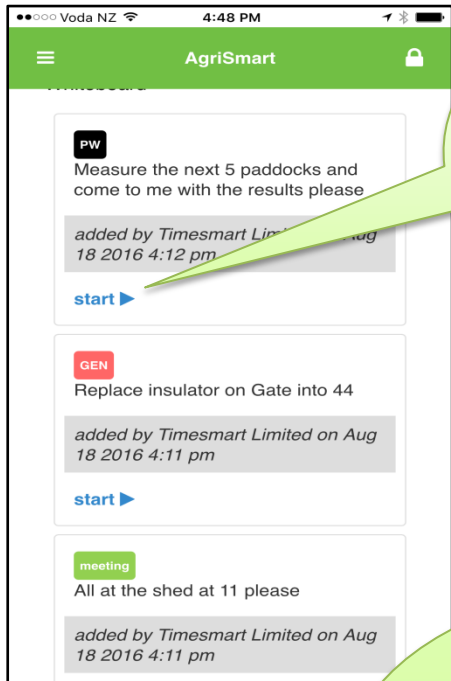
These are Tasks that have been completed.....Most recently completed will display at the top of the list.



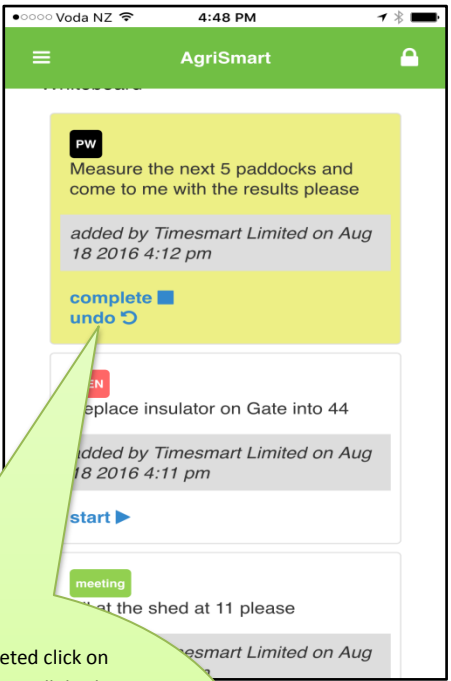
On the mobile device Tasks on the Whiteboard display as below.

Using the Whiteboard tab on mobile device will display the Whiteboard as below.


When the user has started the task it will display as yellow on the mobile device.



Start button to indicate that the task has been started



When the task has been completed click on complete on the task and this icon will display



This means that the task has been completed BUT the user can still undo the Completed status for whatever reason.