

## Academy ? Task/Scheduler/Project Mng ? Tasks ? Task (Routine)

### Guidelines for Add/Edit Task (Routine)

Purpose / Use:-

You can create tasks which are to be accomplished on routine or daily basis.

Pr-Requisite:-

Trust Login - Masters - Other Master - Set Department

Management ? Masters (Management) - Academic Masters - General Master - Set Designation

Location:-

Academy - Task/Scheduler/Project Mng ? Add/Edit Task (Routine)

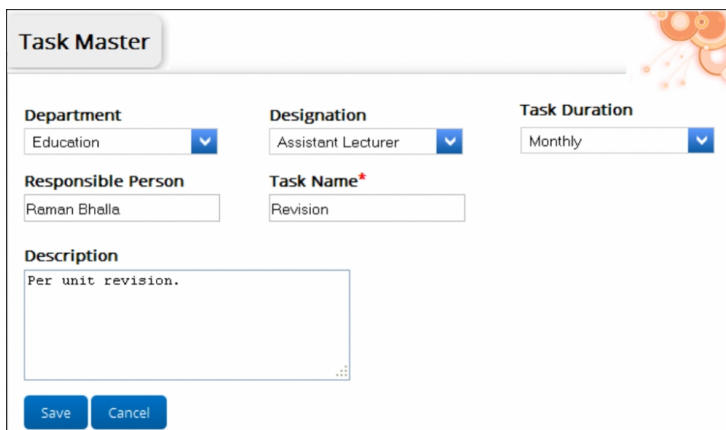
How to access:-

Routine tasks can be entered from Individual as well as School login(Main login)

There are two ways to add routine tasks.

#### 1. Manually:-

Click on ?Add Task? button



The screenshot shows a web form titled "Task Master" with a decorative orange sun icon in the top right corner. The form contains several input fields and dropdown menus:

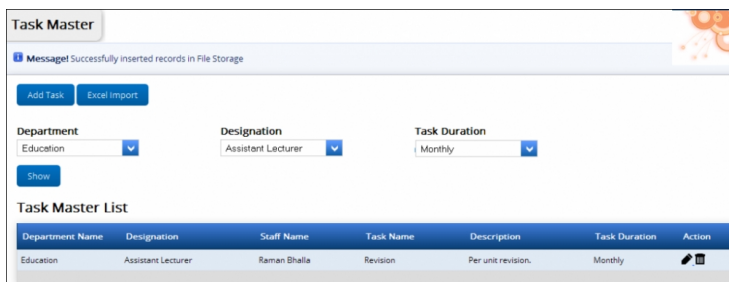
- Department:** A dropdown menu with "Education" selected.
- Designation:** A dropdown menu with "Assistant Lecturer" selected.
- Task Duration:** A dropdown menu with "Monthly" selected.
- Responsible Person:** A text input field containing "Raman Bhalla".
- Task Name\*:** A text input field containing "Revision".
- Description:** A text area containing "Per unit revision." with a vertical scrollbar on the right.

At the bottom left of the form, there are two buttons: "Save" and "Cancel".

Select Department, Designation and Task Duration

Enter Responsible person name, Task name and Description

## Save it



## 2. Excel Import:-

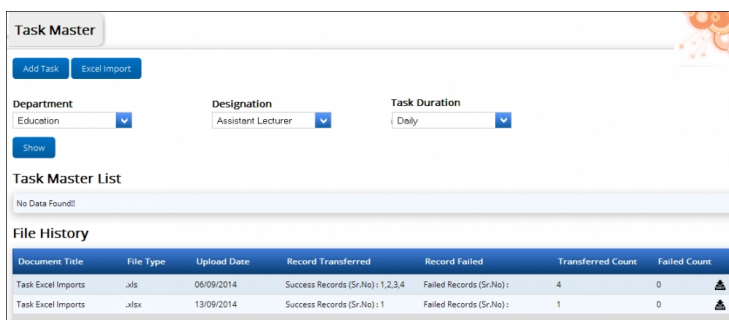
Click on "Excel Import" button

Fill excel sheet and save it

Select Department, Designation and Task duration

Browse that excel file

Upload it.



]

Now you can view your work calendar in dashboard.