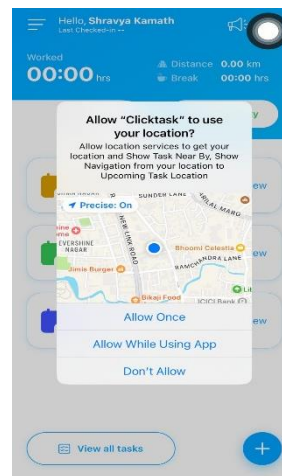
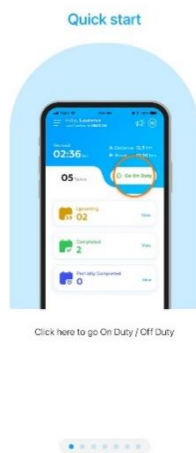


CLICK TASK

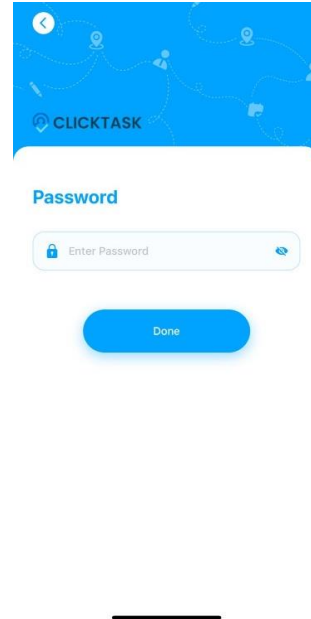
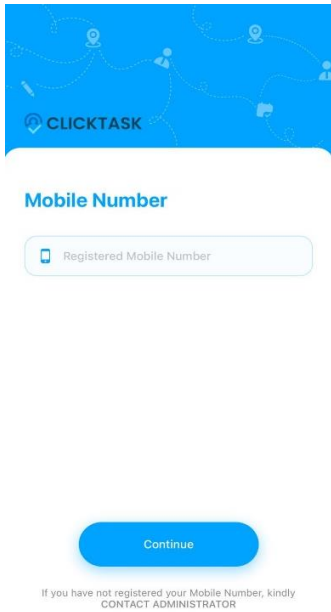
HOW TO SET UP IN MOBILE.

Step1:- Go to App Store and download Click Task application. Once the app is downloaded, open it and this is your first page.

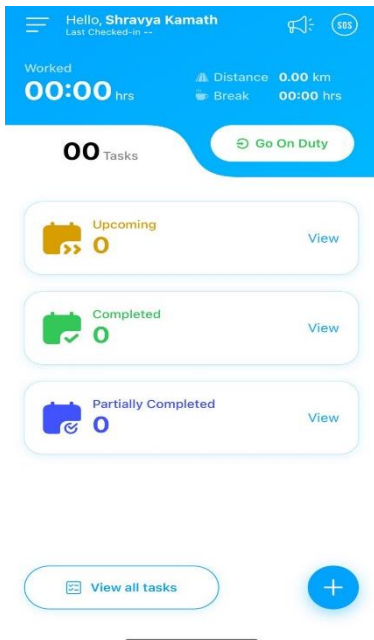
Click on Allow while using App to get accurate location data.



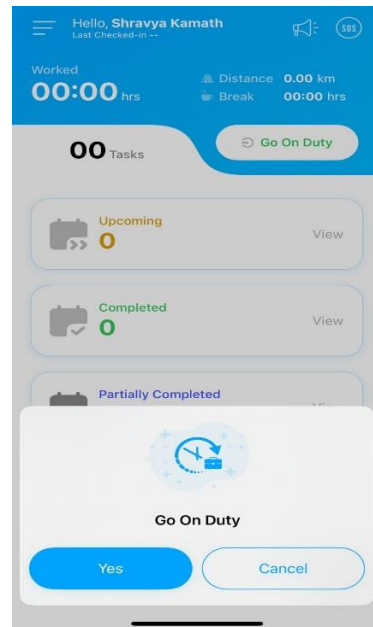
Step 2:- Enter the registered mobile number and password given.



Step 3:- Once you are logged in, then you will have the dashboard in the display page.

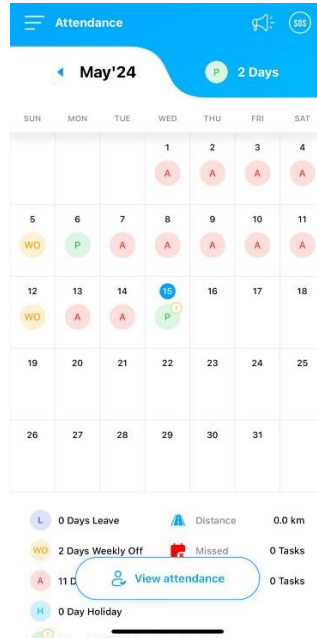
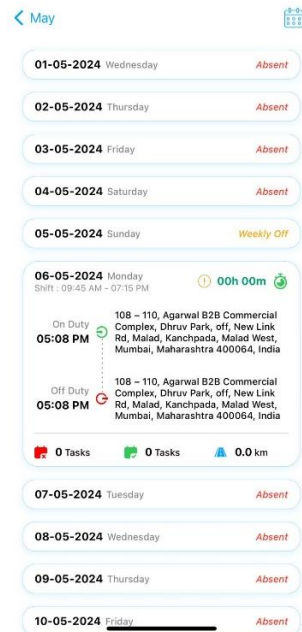
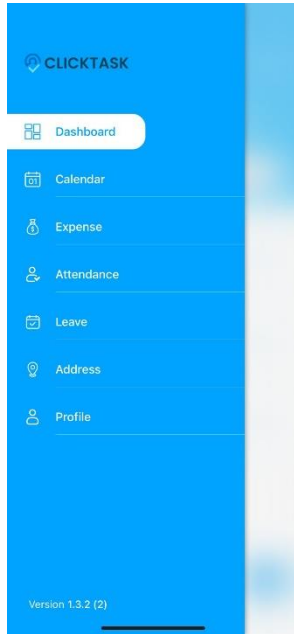


Go On Duty to go online which is at the right side of the page and Press Yes.



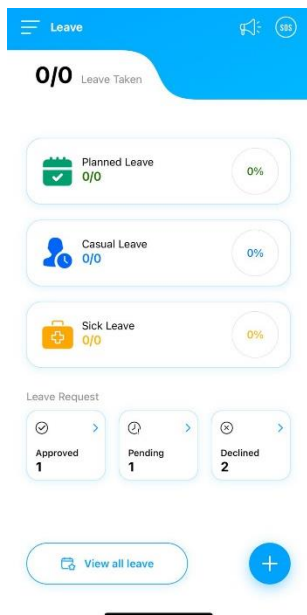
Step 4:- Click on the top left of the page to get options.

1. Click on Attendance to get your attendance details. Then click on view attendance.

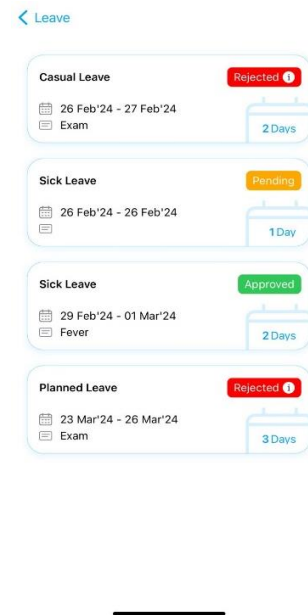


2. Click on Leave if you want to apply any Leave or check if your leave is approved or not.

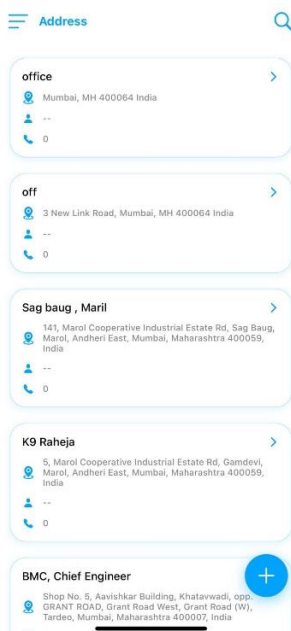
Leave is categorized into three types such as Planned leave, Casual Leave and Sick Leave. We can apply for any specific leave and the status of the leave can be seen below if its approved, pending or declined.



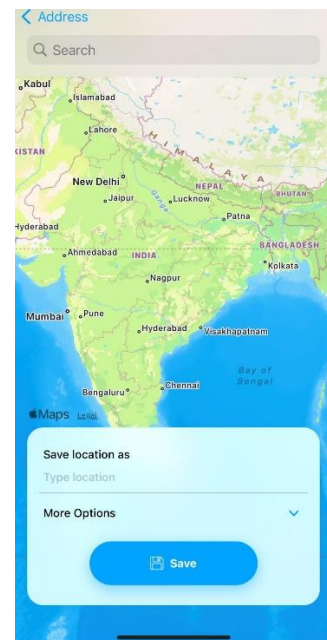
Click on view all leaves to get the details of your leaves.



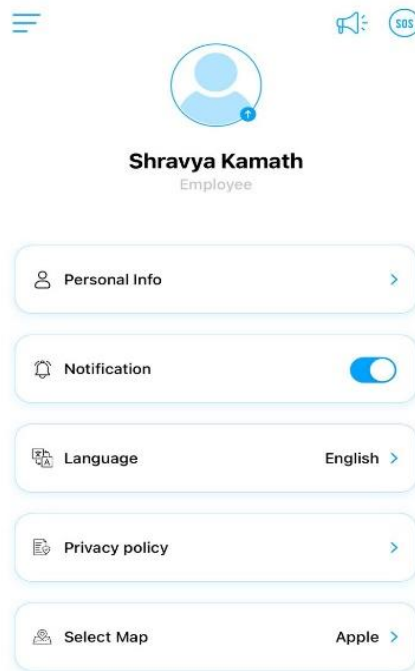
3. Click on Address to view the saved address. Press on + icon to add more address and save.



Press on + icon to add more address and save.



4. Profile option shows the detail about the employee.

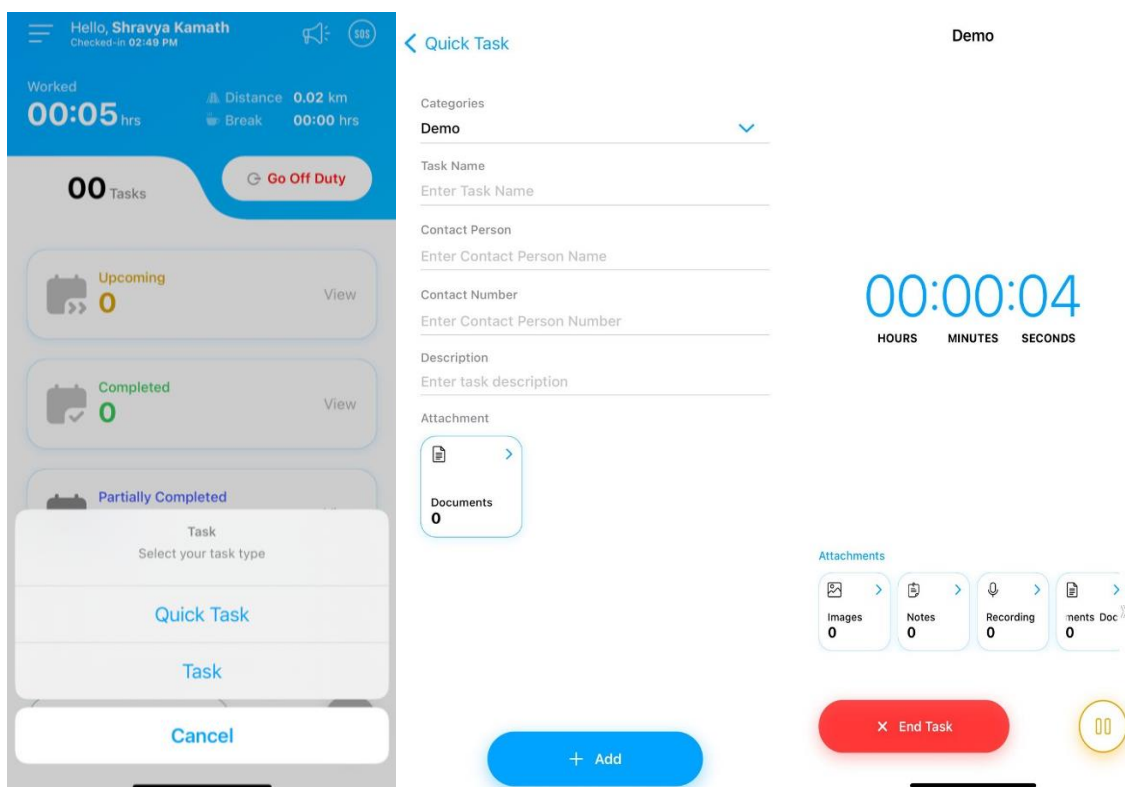


Step 5:- To add Task which is on the dashboard page press on + icon to add task.

Task is of two types: - 1. Quick Task which is done at that moment only.

2. Task which you can schedule it for any date and time.

After selecting any one of the task types, fill the details about task and add the task. If it is quick task, the task will start immediately.



While the task is going on you have options to save images, notes, record or can save any document also. There is also an option to pause the task.

Once you end the task will get a pop up asking if you actually want to complete the task and at the end you will get to fill the task form if any is added by the company.

