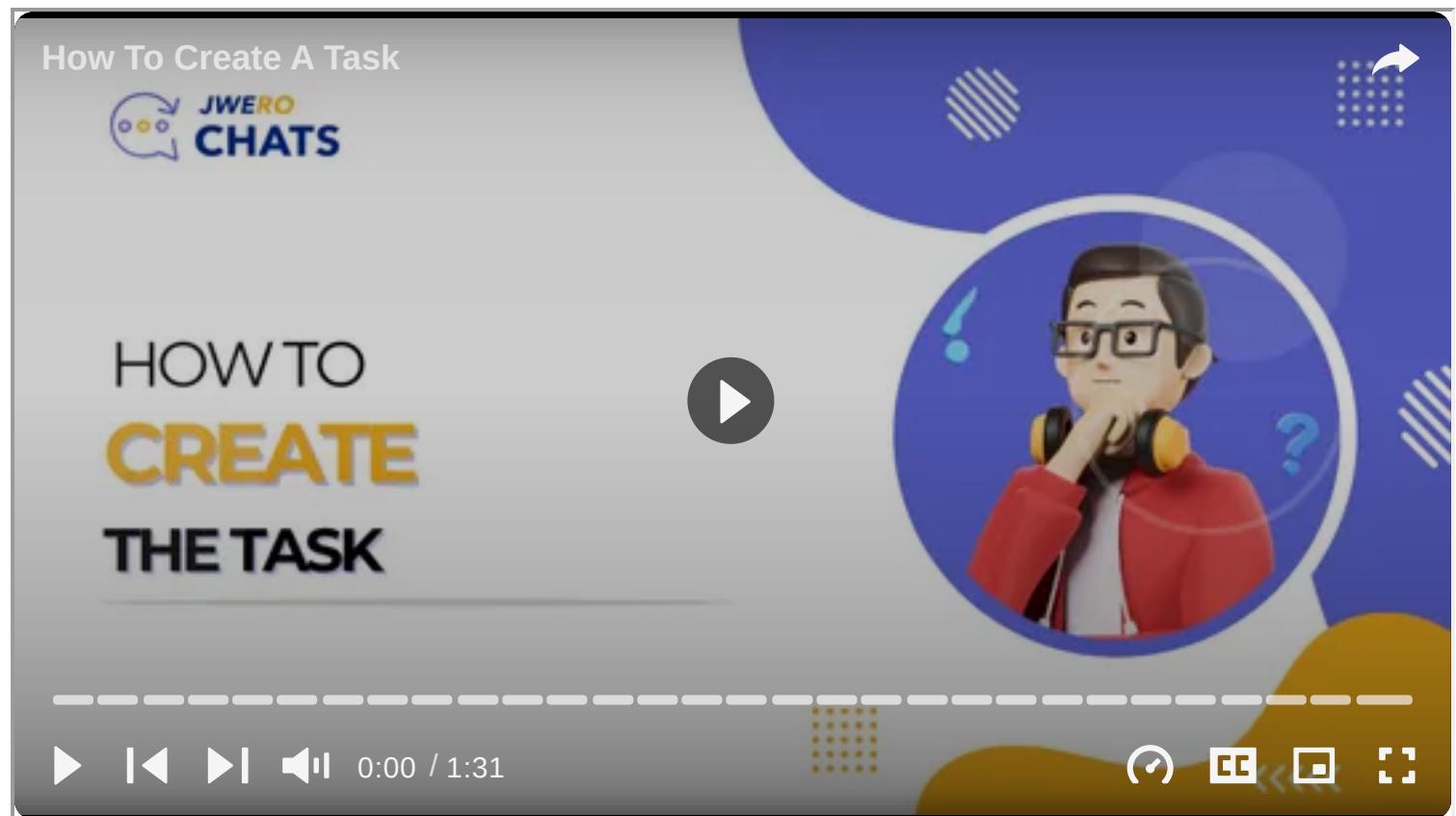


How To Create A Task

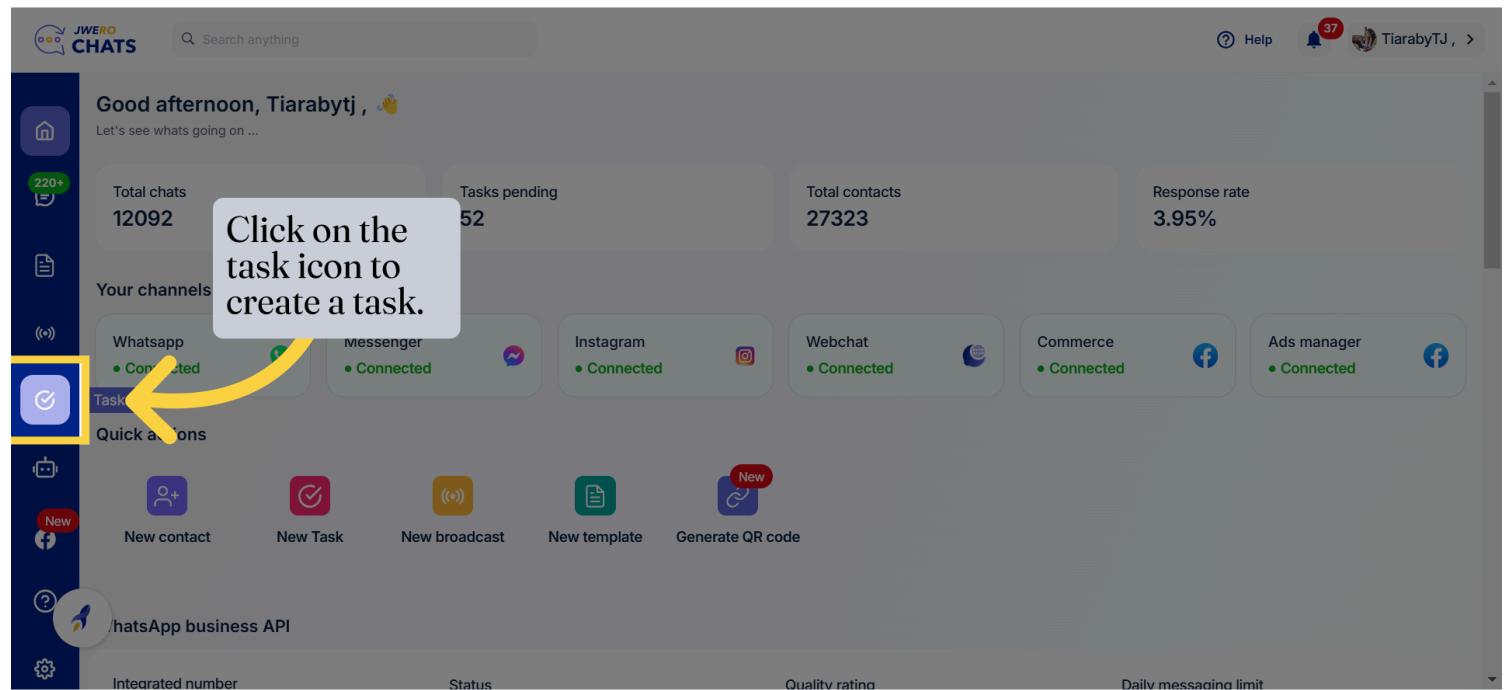


1. Tasks

Tasks helps to organize, track, and manage work or activities, ensuring that specific goals are completed within a set timeframe.



2. Click on the task icon to create a task.



The screenshot shows the JWERO CHATS dashboard. At the top, there's a header with the brand logo, a search bar, and user information. Below the header, a summary card displays statistics: Total chats (12092), Tasks pending (52), Total contacts (27323), and Response rate (3.95%). A large callout box with the text "Click on the task icon to create a task." is overlaid on the "New Task" button in the sidebar. The sidebar also includes other quick action buttons for "New contact", "New broadcast", "New template", and "Generate QR code". The main content area shows various connected channels like WhatsApp, Messenger, Instagram, Webchat, Commerce, and Ads manager.

3. Tasks Categories

The tasks has been divided into 3 categories:
Pending, Progress and Completed.

This screenshot shows the JWERO Chats task management interface. The tasks are categorized into three sections:

- Pending:** 38 tasks, including "Publish Blog", "Menu Update", "Technical & On-Page SEO", and "Test K-7".
- In progress:** 2 tasks, including "Change the banner image" and "Contact Us Page Update".
- Completed:** 10 tasks, including "New Category", "Schema Addition", "Remove banner", and "Policy Update".

A yellow arrow points from the text above to the "Pending" section.

4. Pending Tasks

This screenshot shows the JWERO Chats task management interface, specifically highlighting the "Pending" tasks section. A yellow box surrounds the "Pending" section, and a yellow arrow points from the text below to this box.

This section includes the tasks that are currently in a pending state.

The "Pending" section contains the following tasks:

- Publish Blog
- Menu Update
- Technical & On-Page SEO
- Test K-7

5. In Progress Tasks

This screenshot shows the JWERO Chats task management interface. On the left, there's a sidebar with various icons. The main area is titled 'Tasks' and shows a list of pending tasks. A yellow box highlights the 'In progress' section, which contains two tasks: 'Change the banner image' (Overdue 48d) and 'Contact Us Page Update' (Overdue 47d). To the right of this section, a callout box states: 'This section includes the tasks that are currently in progress.' A yellow arrow points from this callout to the 'In progress' section.

Tasks

Show tasks for : All time

38 Pending

Publish Blog

TiarabyTJ, 24/12/2024 11:29 AM
For - Created by TiarabyTJ On 23/12/24 11:31 AM

Menu Update

TiarabyTJ, 05/11/2024 10:30 PM
For - Created by TiarabyTJ On 04/11/24 02:00 PM

Technical & On-Page SEO

TiarabyTJ, 04/11/2024 01:54 PM
For - Created by TiarabyTJ On 04/11/24 01:54 PM

Test K-7

Overdue 47d

2 In progress

Change the banner image Overdue 48d

TiarabyTJ, 04/11/2024 11:30 PM
For - Created by TiarabyTJ On 04/11/24 05:08 PM

Contact Us Page Update Overdue 47d

TiarabyTJ, 05/11/2024 02:08 PM
For - Created by TiarabyTJ On 04/11/24 02:09 PM

Scheme Addition Completed 7d

TiarabyTJ, 05/11/2024 02:46 PM
For - Created by TiarabyTJ On 04/11/24 05:17 PM

Remove banner Completed 1d

TiarabyTJ, 13/11/2024 10:30 PM
For - Created by TiarabyTJ On 04/11/24 02:09 PM

Policy Update Completed 4d

This section includes the tasks that are currently in progress.

6. Completed Tasks

This screenshot shows the JWERO Chats task management interface. Similar to the previous one, it has a sidebar and a main 'Tasks' area. A yellow box highlights the 'Completed' section on the right, which contains ten completed tasks: 'New Category' (Completed 6d), 'Schema Addition' (Completed 7d), 'Remove banner' (Completed 1d), and 'Policy Update' (Completed 4d). A yellow arrow points from a callout box stating 'This section includes the tasks that are completed.' to this 'Completed' section.

Tasks

Show tasks for : All time

38 Pending

Publish Blog

TiarabyTJ, 24/12/2024 11:29 AM
For - Created by TiarabyTJ On 23/12/24 11:31 AM

Menu Update

TiarabyTJ, 05/11/2024 10:30 PM
For - Created by TiarabyTJ On 04/11/24 02:00 PM

Technical & On-Page SEO

TiarabyTJ, 04/11/2024 01:54 PM
For - Created by TiarabyTJ On 04/11/24 01:54 PM

Test K-7

Overdue 47d

2 In progress

Change the banner image Overdue 48d

TiarabyTJ, 04/11/2024 11:30 PM
For - Created by TiarabyTJ On 04/11/24 05:08 PM

Contact Us Page Update Overdue 47d

TiarabyTJ, 05/11/2024 02:08 PM
For - Created by TiarabyTJ On 04/11/24 02:09 PM

10 Completed

New Category Completed 6d

TiarabyTJ, 05/11/2024 11:30 PM
For - Created by TiarabyTJ On 04/11/24 05:20 PM

Schema Addition Completed 7d

TiarabyTJ, 05/11/2024 02:46 PM
For - Created by TiarabyTJ On 04/11/24 05:17 PM

Remove banner Completed 1d

TiarabyTJ, 13/11/2024 10:30 PM
For - Created by TiarabyTJ On 04/11/24 02:09 PM

Policy Update Completed 4d

This section includes the tasks that are completed.

7. Click on "New task" to create a task.

The screenshot shows the JWERO CHATS task management interface. On the right side, there is a prominent blue button labeled "+ New task". A large yellow arrow points from the left towards this button, indicating where the user should click to start creating a new task. The interface includes a search bar at the top and various filters and status indicators for tasks.

8. Enter the logical title of the task that explains the purpose.

The screenshot shows the "New task" creation dialog box. In the center, there is a text input field containing the title "Publish Blog". A large yellow arrow points from the left towards this input field, indicating where the user should enter the task title. The dialog box also contains fields for selecting team members, setting due dates, and adding descriptions.

9. Click here to select the team member to whom the task should be assigned.

The screenshot shows the JWERO Chats application interface. On the left, there's a sidebar with various icons and a notification count of '6'. The main area is titled 'Tasks' and shows a list of pending tasks:

- Change the banner image (Overdue 48d)
- Contact Us Page Update (Overdue 48d)
- Menu Update (Overdue 47d)
- Technical & On-Page SEO (Overdue 48d)

To the right, a modal window titled 'New task' is open for creating a task titled 'Publish Blog'. A yellow arrow points from the text 'Click here to select the team member to whom the task should be assigned.' to the 'Select team member' dropdown, which contains the name 'TiarabyTJ'.

Publish Blog

Select team member: TiarabyTJ

Due date: 24/12/2024 11:24 AM

+ Select

24/12/2024 11:09 AM

Brief description about this task
Enter description...

Attach

+ Add Note

10. Choose a team member from the available options.

The screenshot shows the same JWERO Chats interface as the previous one. The 'New task' modal is still open for creating a 'Publish Blog' task. A yellow arrow points from the text 'Choose a team member from the available options.' to the 'Select team member' dropdown, which now displays a list of team members:

Team members (15)

1 member selected

- TiarabyTJ, Online |
- Priya Verma (Customer S...), Quality Ch... |
- tm 3 |
- tm 5 |

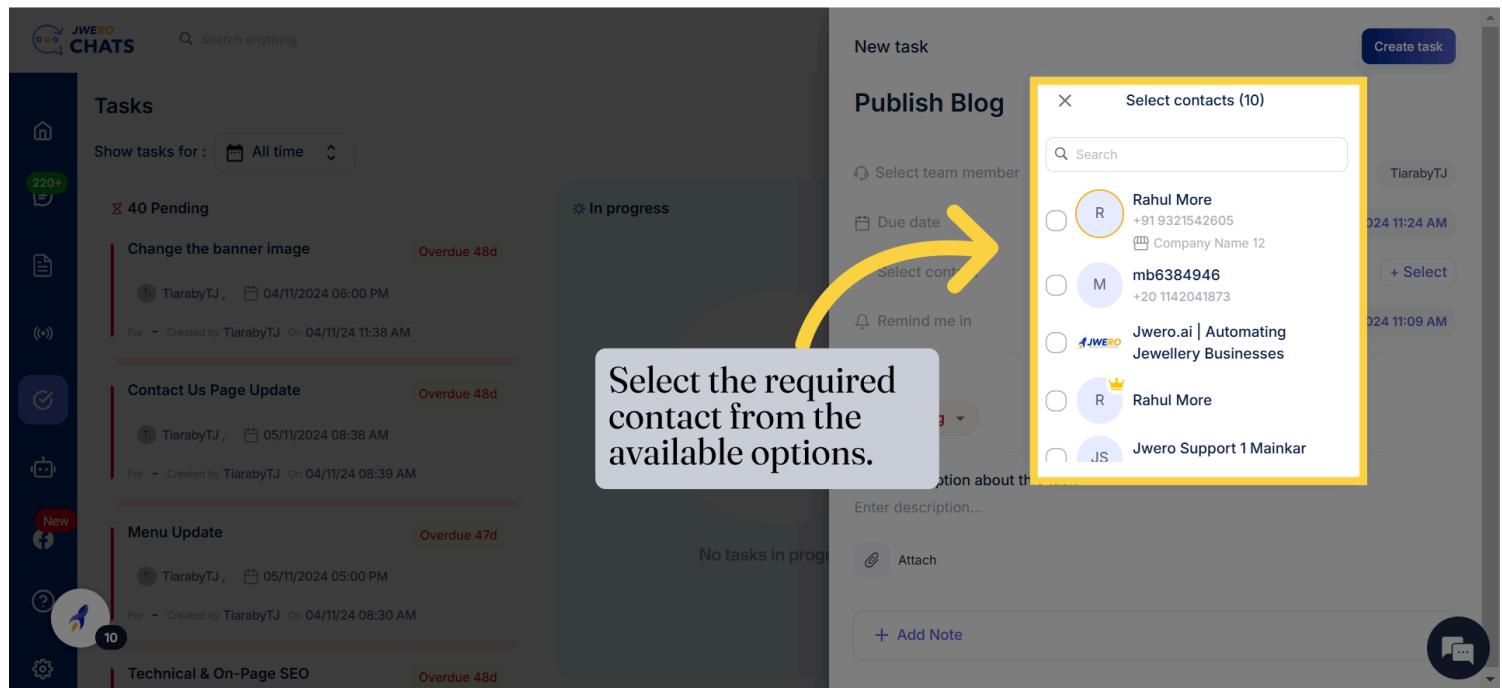
11. You can select the due date by which the task needs to be completed.

The screenshot shows the JWERO Chats application interface. On the left, there's a sidebar with various icons and a notification count of '9'. The main area is titled 'Tasks' and shows a list of pending tasks. One task, 'Change the banner image', is highlighted. On the right, a modal window titled 'New task' is open for creating a new task named 'Publish Blog'. The 'Due date' field is populated with '24/12/2024 11:24 AM'. A yellow arrow points from this field to a callout box containing the text: 'You can select the due date by which the task needs to be completed.'

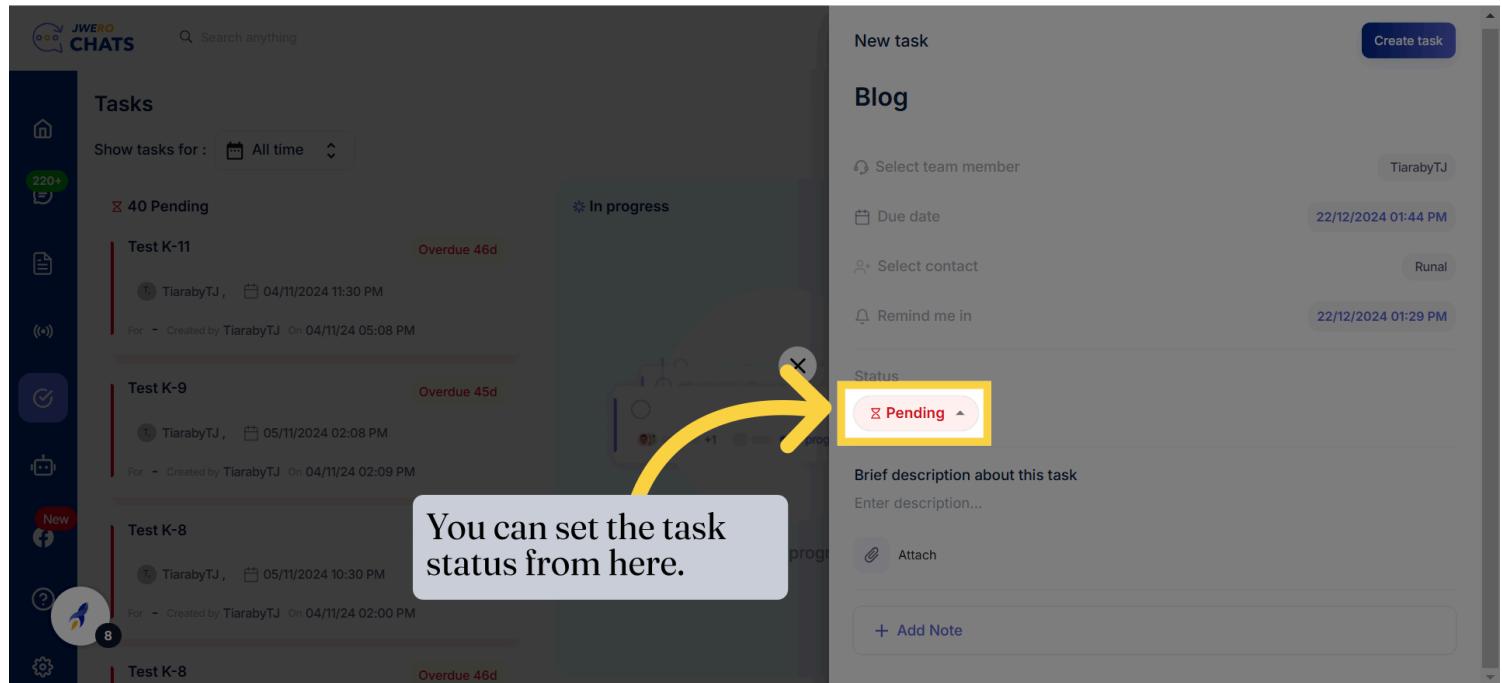
12. Click here to select the contact

The screenshot shows the JWERO Chats application interface. On the left, there's a sidebar with various icons and a notification count of '7'. The main area is titled 'Tasks' and shows a list of pending tasks. One task, 'Test K-11', is highlighted. On the right, a modal window titled 'New task' is open for creating a new task named 'Blog'. The 'Select contact' field has 'Runal' selected, with a yellow box around it. A yellow arrow points from this field to a callout box containing the text: 'Click here to select the contact for whom the task has been created.'

13. Select the required contact from the available options.



14. You can set the task status from here.



15. Task categories

The task status is divided into three categories:

- Pending : When the task has not yet been started.
- In Progress : When work on the task has begun.
- Completed : When the task has been finished.

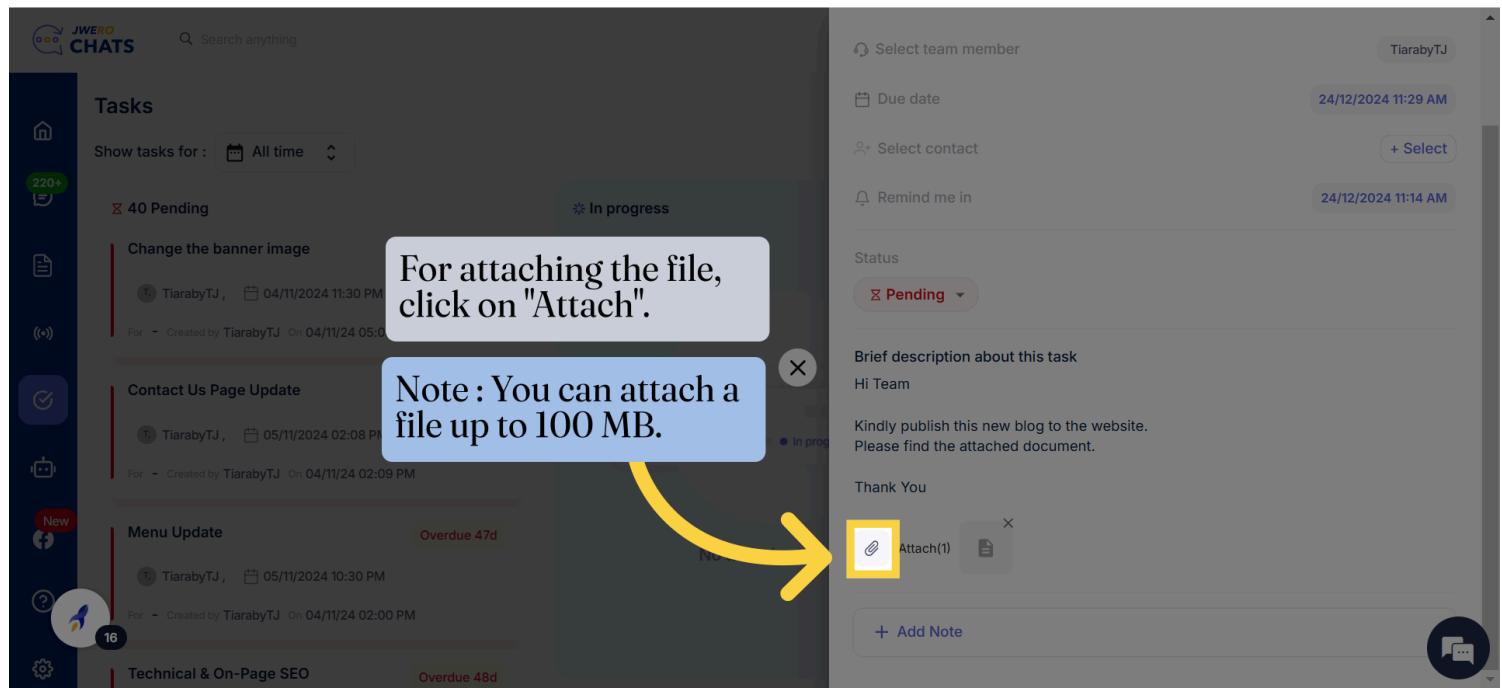
A yellow arrow points from the "In progress" status in the main interface to a dropdown menu in the "New task" dialog, which lists the three status categories: Pending (red), In progress (blue), and Completed (green).

16. Enter a description of the task outlining what needs to be done.

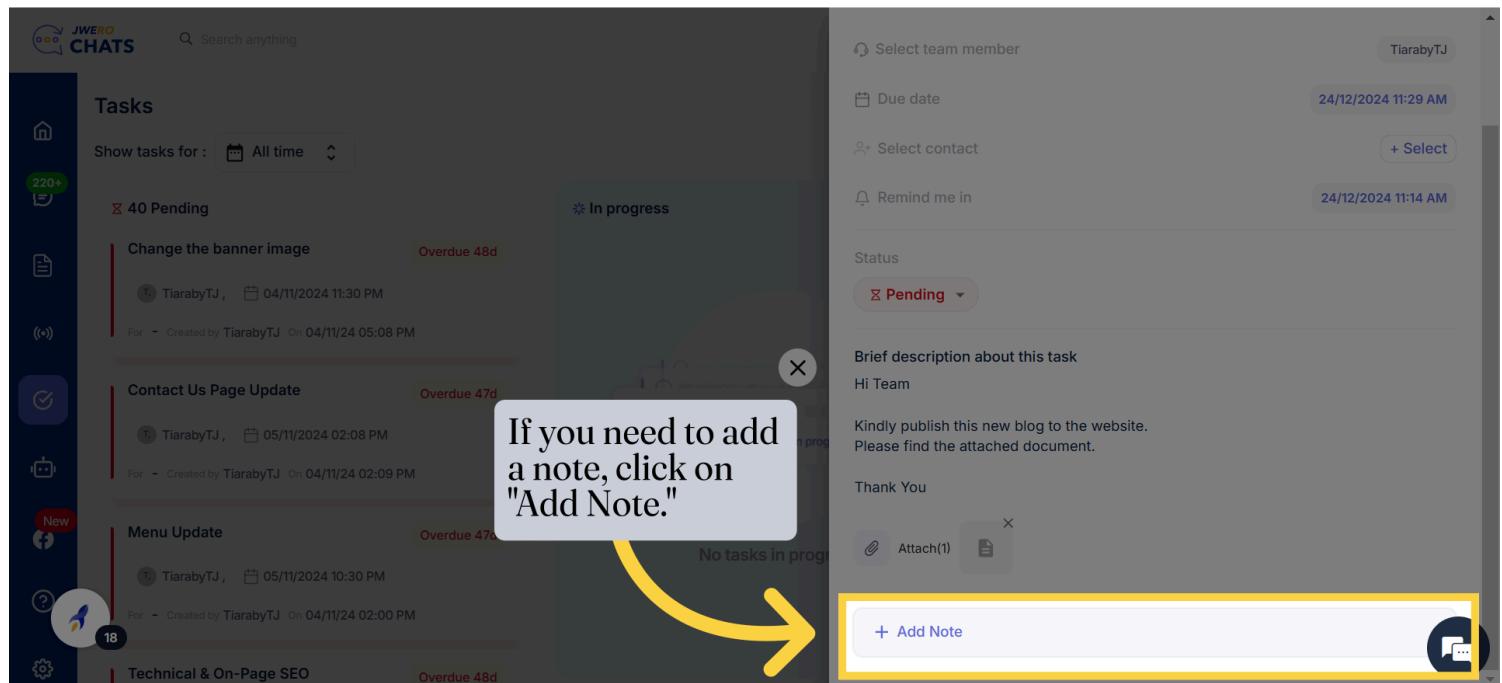
Enter a description of the task outlining what needs to be done.

A yellow arrow points from the "Brief description about this task" field in the "New task" dialog to the "Description" field in the main "Tasks" list.

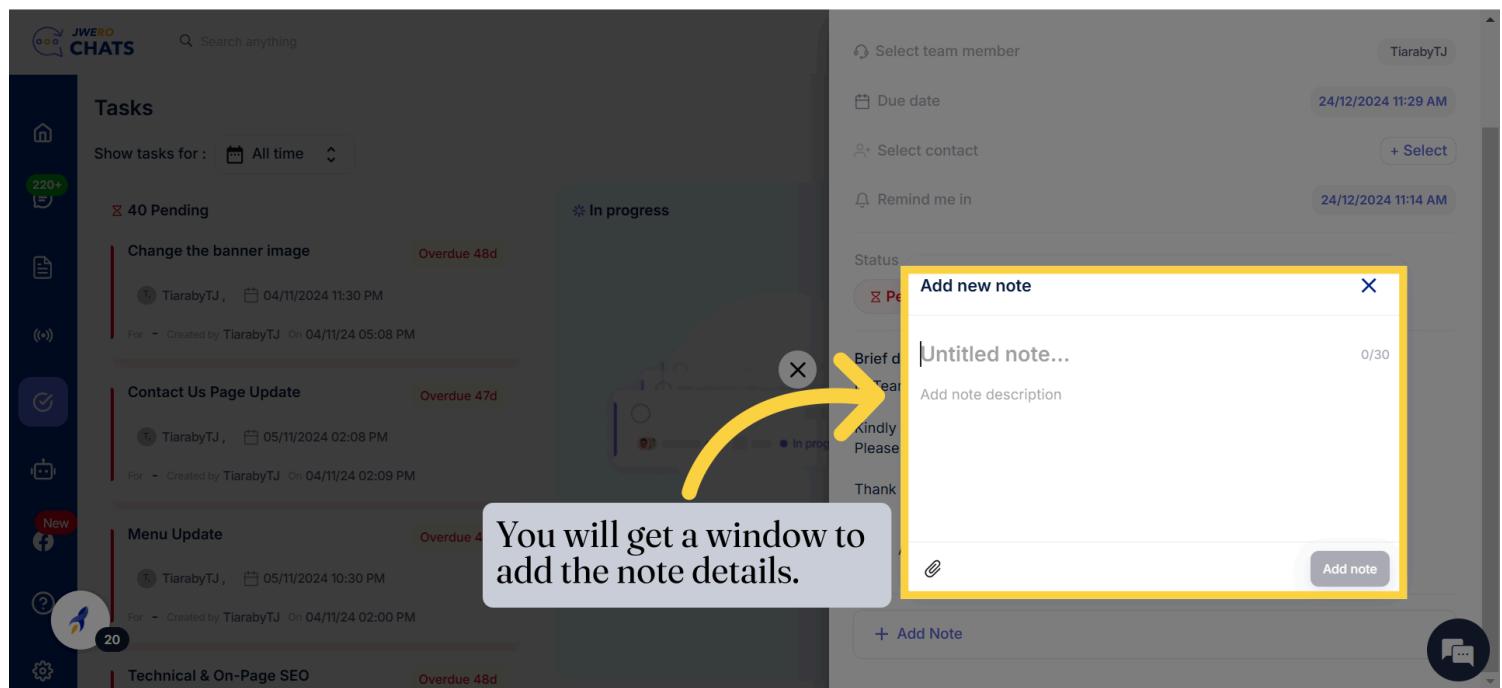
17. File to be attached



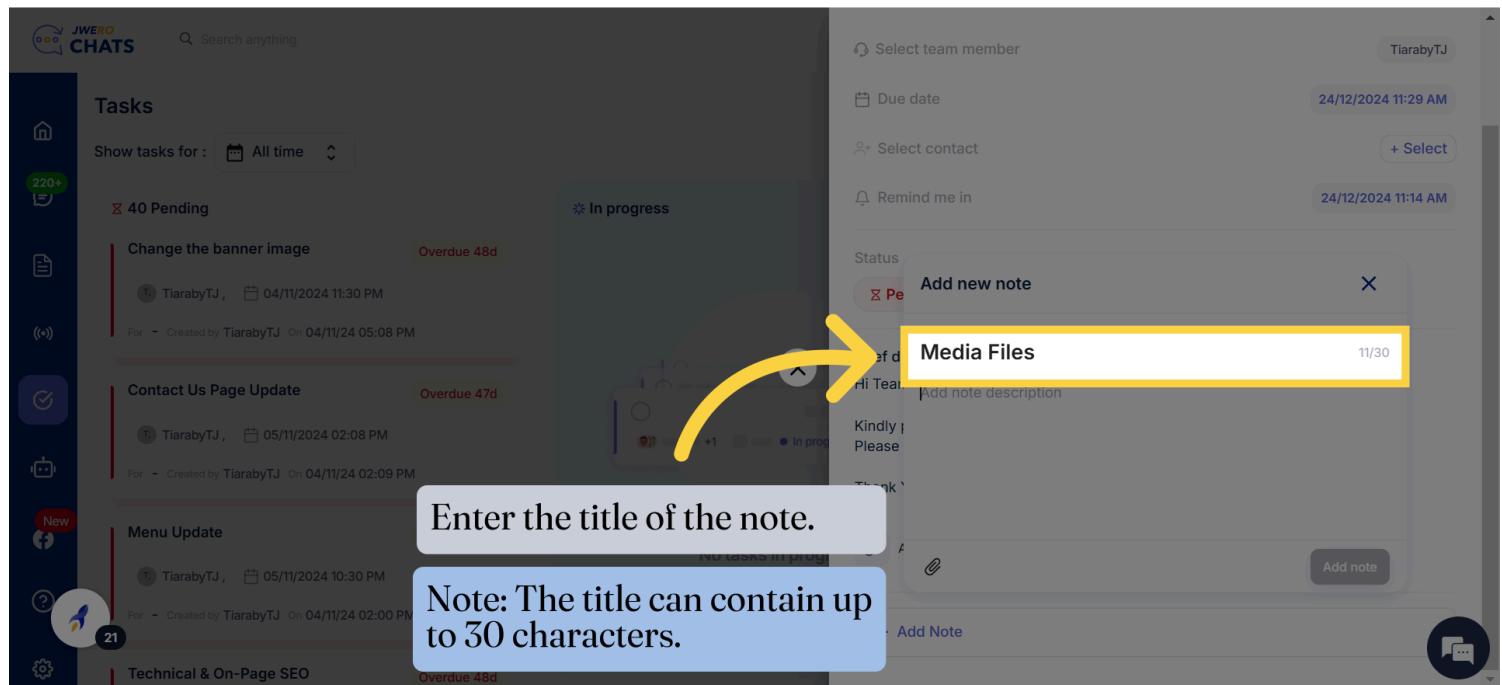
18. If you need to add a note, click on "Add Note."



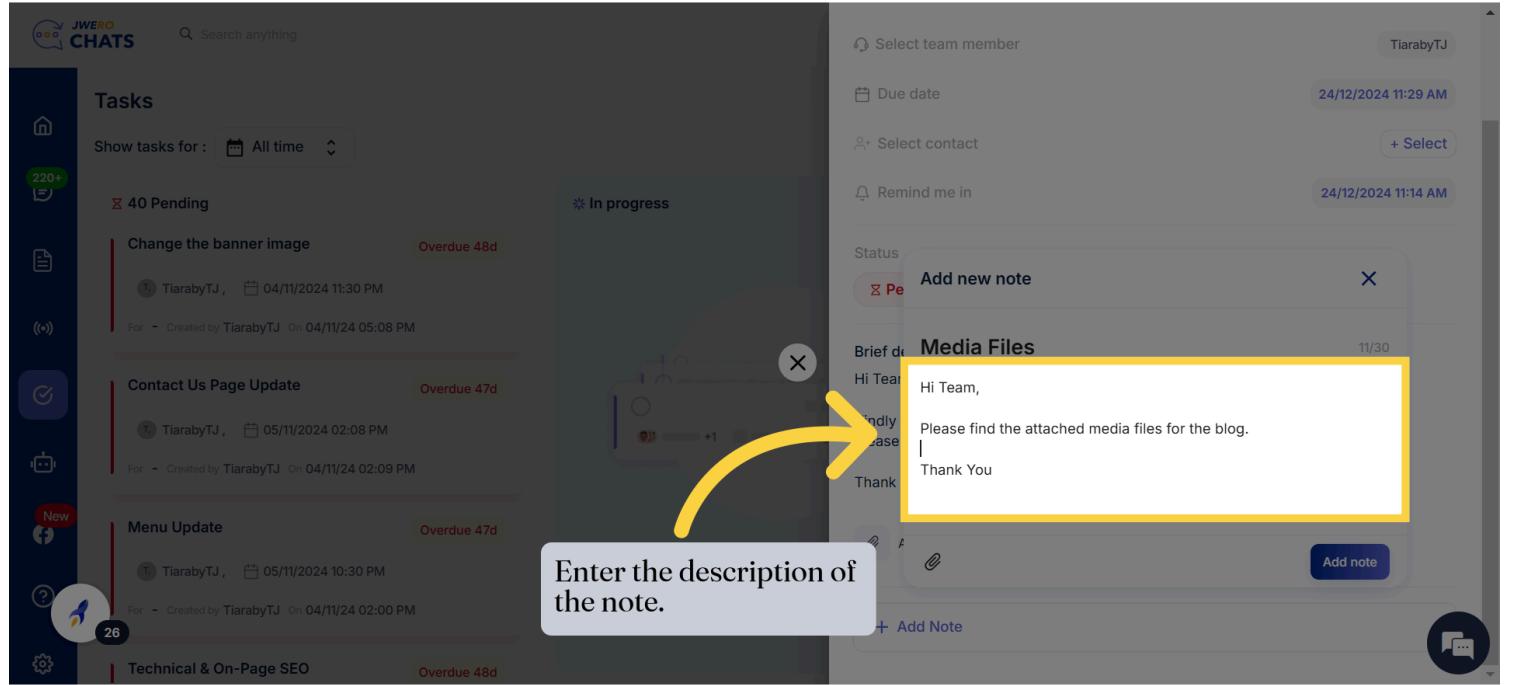
19. You will get a window to add the note details.



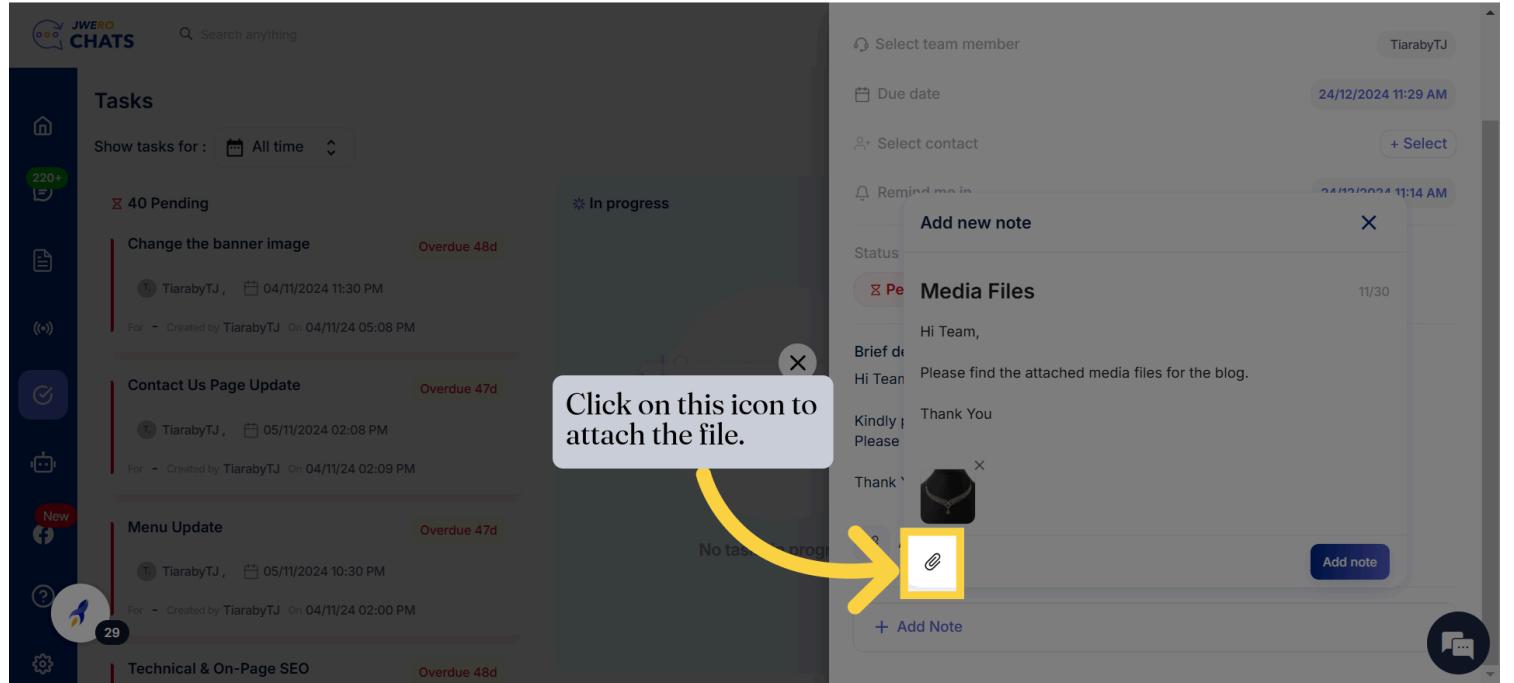
20. Enter the title of the note.



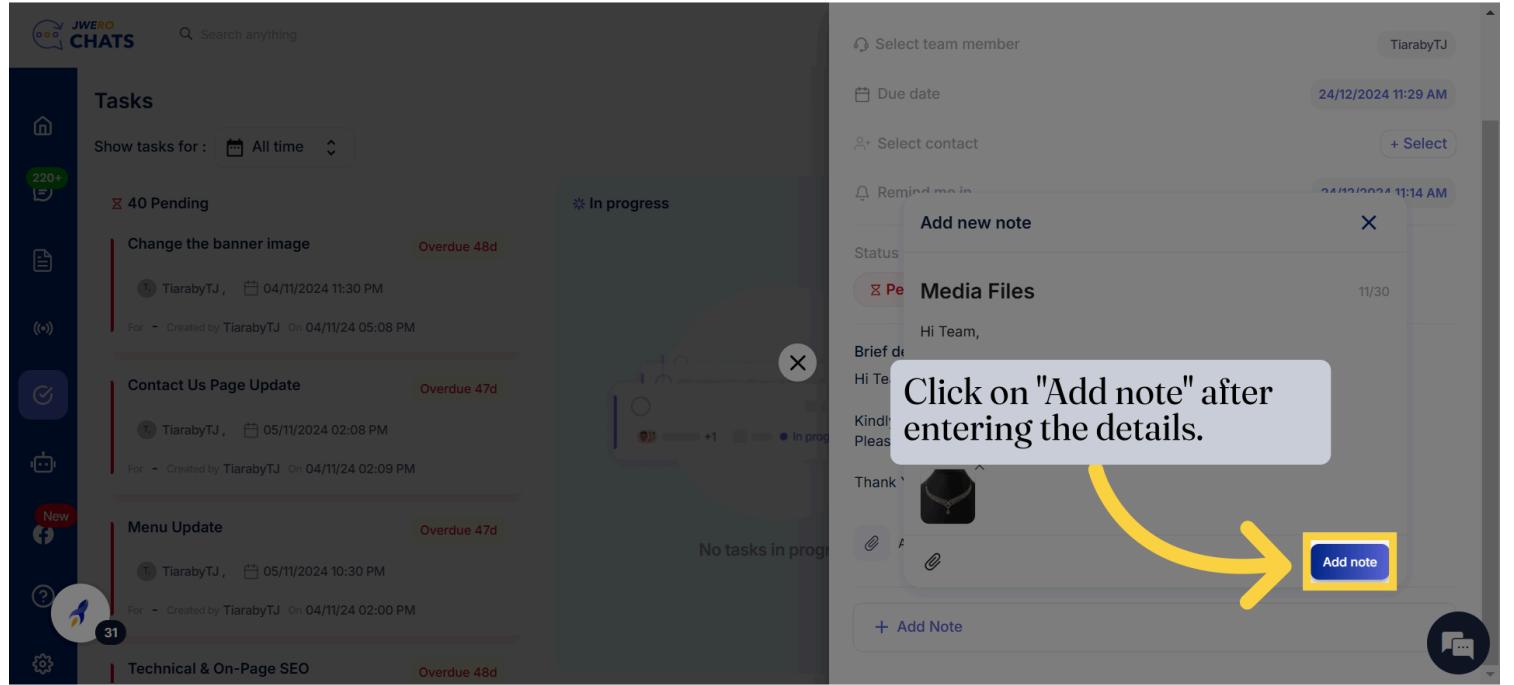
21. Enter the description of the note.



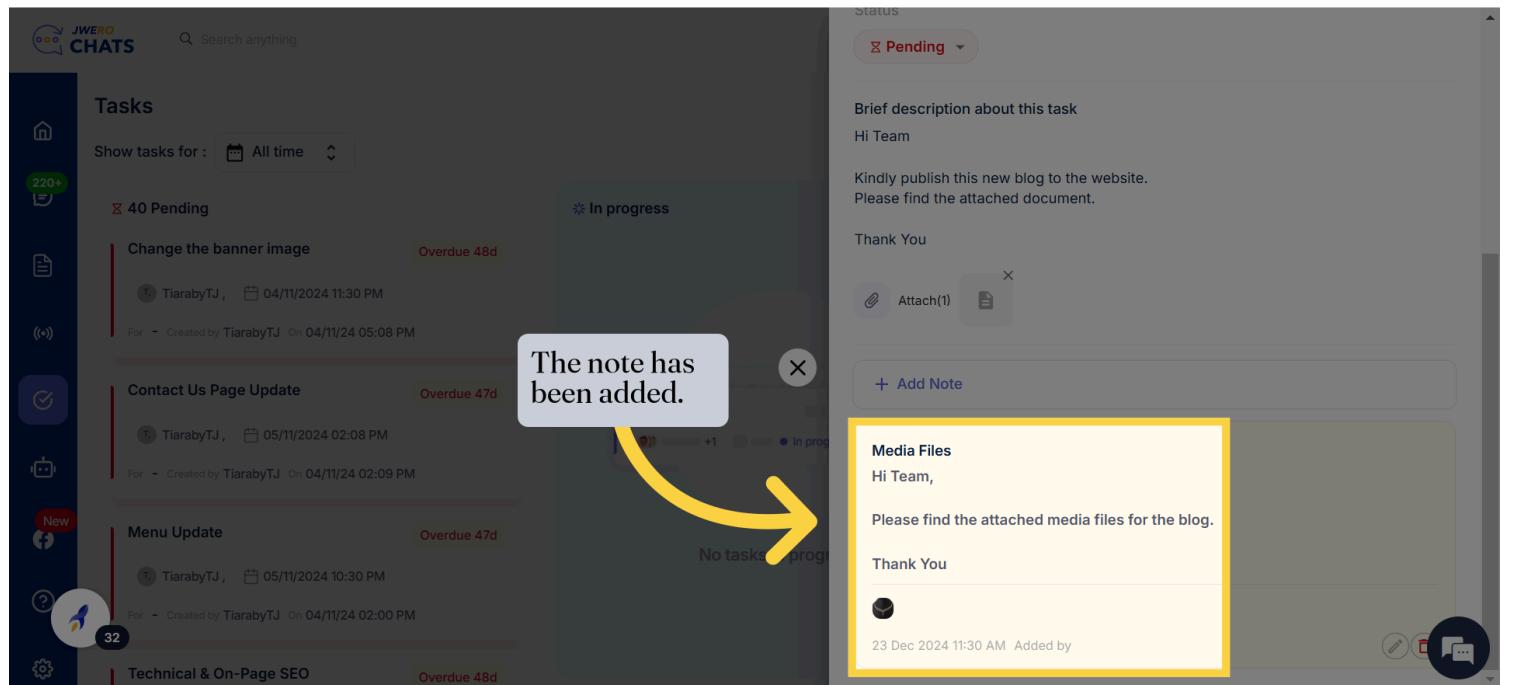
22. Click on this icon to attach the file.



23. Click on "Add note" after entering the details.



24. The note has been added.



25. For editing the note, click on this icon.

The screenshot shows the JWERO Chats application interface. On the left, there's a sidebar with various icons and a notification count of 32. The main area is titled "Tasks" and shows a list of pending tasks:

- Change the banner image (Overdue 48d)
- Contact Us Page Update (Overdue 47d)
- Menu Update (Overdue 47d)
- Technical & On-Page SEO (Overdue 48d)

A modal window is open on the right side, titled "Status" with "Pending". It contains a note: "Brief description about this task" followed by "Hi Team". Below that is another note: "Kindly publish this new blog to the website. Please find the attached document." At the bottom of the modal, there's an "Add Note" button and a "Media Files" section. A callout bubble with a yellow arrow points to the "Add Note" button with the text: "For editing the note, click on this icon." The "Add Note" button has a pencil icon.

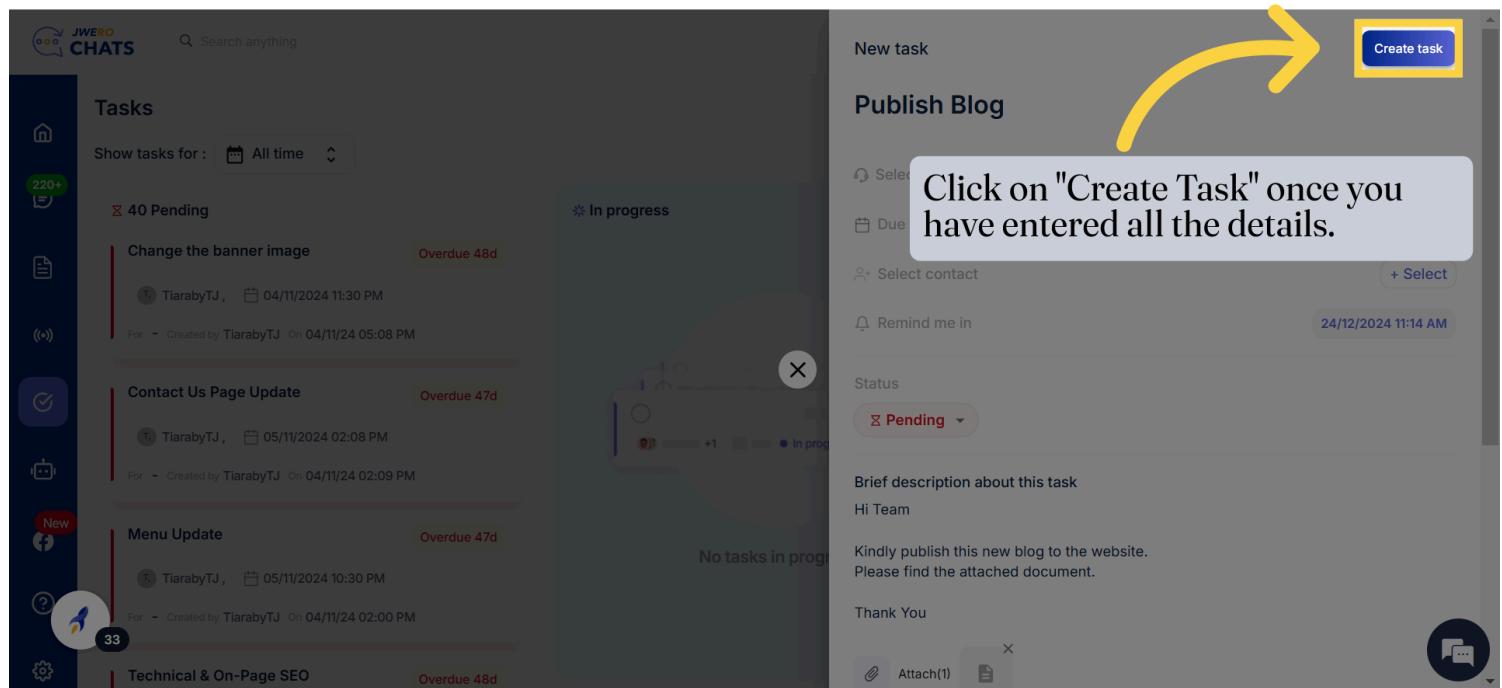
26. For deleting the note, click on this icon.

The screenshot shows the JWERO Chats application interface. On the left, there's a sidebar with various icons and a notification count of 32. The main area is titled "Tasks" and shows a list of pending tasks:

- Change the banner image (Overdue 48d)
- Contact Us Page Update (Overdue 47d)
- Menu Update (Overdue 47d)
- Technical & On-Page SEO (Overdue 48d)

A modal window is open on the right side, titled "Status" with "Pending". It contains a note: "Brief description about this task" followed by "Hi Team". Below that is another note: "Kindly publish this new blog to the website. Please find the attached document." At the bottom of the modal, there's an "Add Note" button and a "Media Files" section. A callout bubble with a yellow arrow points to the "Delete" icon (a red square with a white trash bin) with the text: "For deleting the note, click on this icon." The "Delete" icon is located at the end of the "Add Note" button's icon set.

27. Click on "Create Task" once you have entered all the details.



28. The task has been successfully created.

