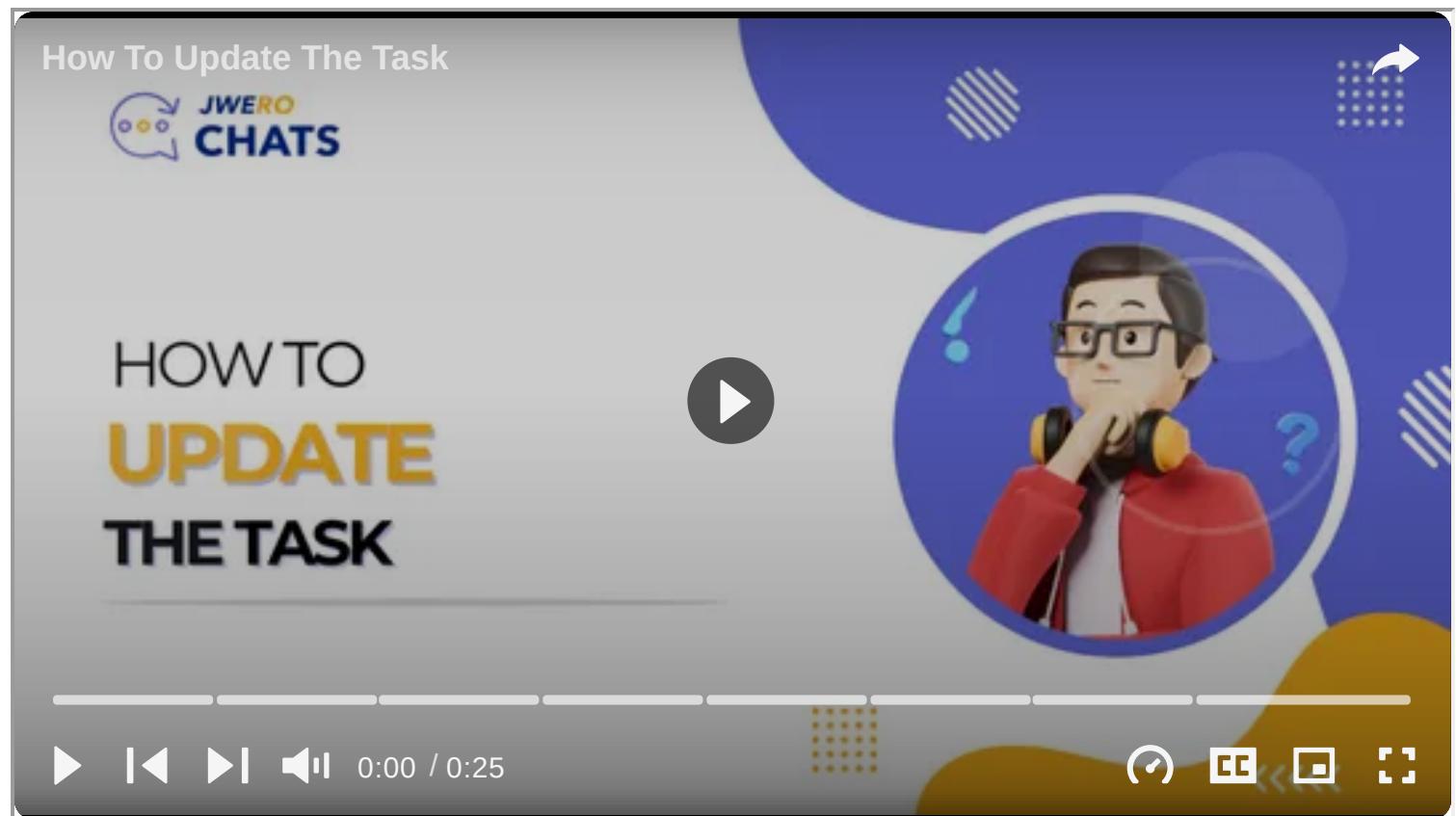


How To Update The Task



This guide will walk you through updating tasks in the Jwero application

Go to chats.jwero.ai

- 1. Click on the task icon to update the task.**

The screenshot shows the JWERO CHATS dashboard. At the top, there's a search bar and a notification bell with 49 messages. On the left, there's a sidebar with various icons. In the center, there are statistics: Total chats (12109), Tasks pending (51), Total contacts (27338), and Response rate (3.93%). Below these are connection status cards for WhatsApp, Messenger, Instagram, Webchat, Commerce, and Ads manager, all showing 'Connected'. A callout box with a yellow arrow points to the 'New Task' icon in a 'Quick actions' bar. The bar also includes 'New contact', 'New broadcast', 'New template', and 'Generate QR code'.

2. Click on the task you want to update.

You will be listed with all the tasks which are created. You need to click on the task which you want to update.

The screenshot shows the 'Tasks' page. It has a header with a search bar, help link, notifications (49), and user info. Below is a table of tasks:

Category	Title	Status	Due Date	Created By	Created On
Pending	Publish Blog	Pending	24/12/2024 11:29 AM	TiarabyTJ	On 23/12/24 11:31 AM
In progress	Change the banner image	In progress	04/11/2024 11:30 PM	TiarabyTJ	On 04/11/24 05:08 PM
Completed	New Category	Completed	05/11/2024 11:30 PM	TiarabyTJ	On 04/11/24 05:20 PM
Pending	Menu Update	Pending	05/11/2024 10:30 PM	TiarabyTJ	On 04/11/24 02:00 PM
Pending	Technical & On-Page SEO	Pending	04/11/2024 01:54 PM	TiarabyTJ	On 04/11/24 01:54 PM
Pending	Test K-7	Pending	Overdue 47d	TiarabyTJ	On 04/11/24 02:09 PM
In progress	Schema Addition	In progress	05/11/2024 02:46 PM	TiarabyTJ	On 04/11/24 05:17 PM
Completed	Remove banner	Completed	13/11/2024 10:30 PM	TiarabyTJ	On 04/11/24 02:09 PM
Completed	Policy Update	Completed	Completed 4d	TiarabyTJ	On 04/11/24 02:09 PM

A callout box with a yellow arrow points to the 'Publish Blog' task in the 'Pending' section. The task card for 'Publish Blog' is highlighted with a yellow box.

3. You can also search for the task with its title name.

The screenshot shows a task management interface with a search bar at the top right labeled "Search task". A yellow arrow points from the text "You can also search for the task with its title name." to this search bar.

Tasks

Show tasks for : All time

38 Pending

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

2 In progress

- Change the banner image (Overdue 48d)
- Contact Us Page Update (Overdue 48d)

10 Completed

- New Category
- Schema Addition
- Remove banner
- Policy Update

Completed 6d

Completed 7d

Completed 1d

Completed 4d

4. Make the changes you wish to update.

The screenshot shows the details of the "Publish Blog" task. A large callout box is overlaid on the right side of the screen with the text "Make the changes you wish to update.".

Publish Blog

Created on 2024-12-23 11:31

Select team member

Due date: 12/24/2024 11:29 AM

Select category

Remind me in: 24/12/2024 11:14 AM

Status: Pending

Brief description about this task

Hi Team

Kindly publish this new blog to the website.
Please find the attached document.

Thank You

5. Click on "Update" once you have made the changes.

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

- Publish Blog**: Status: Pending, Created by TiarabyTJ on 23/12/24 11:31 AM.
- Menu Update**: Status: Overdue 47d, Created by TiarabyTJ on 05/11/2024 10:30 PM.
- Technical & On-Page SEO**: Status: Overdue 49d, Created by TiarabyTJ on 04/11/24 01:54 PM.
- Test K-7**: Status: Overdue 47d.

A modal window titled "Publish Blog" is open, prompting the user to "Click on 'Update' once you have made the changes." The "Update" button is highlighted with a yellow arrow. Other fields in the modal include "Due date" (24/12/2024 11:29 AM), "Select contact" (Rahul More), "Remind me in" (24/12/2024 11:14 AM), and a dropdown for "Status" set to "Pending".

6. You will see this message after successfully updating.

The screenshot shows the JWERO Chats Tasks page. A yellow arrow points from the previous update step to a success message box in the top right corner: "Task Updated" and "Task updated successfully". The message box has a "Close" button. The main tasks list remains the same as in the previous screenshot, with the "Publish Blog" task now showing it was updated successfully.