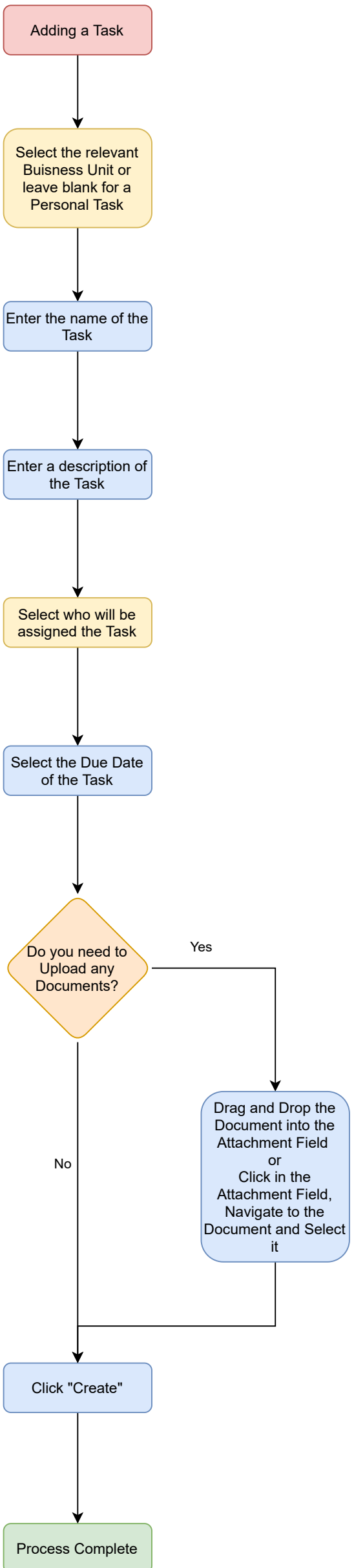
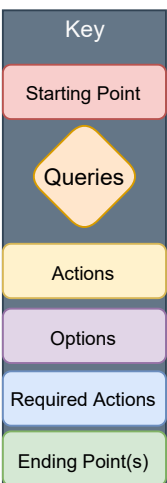


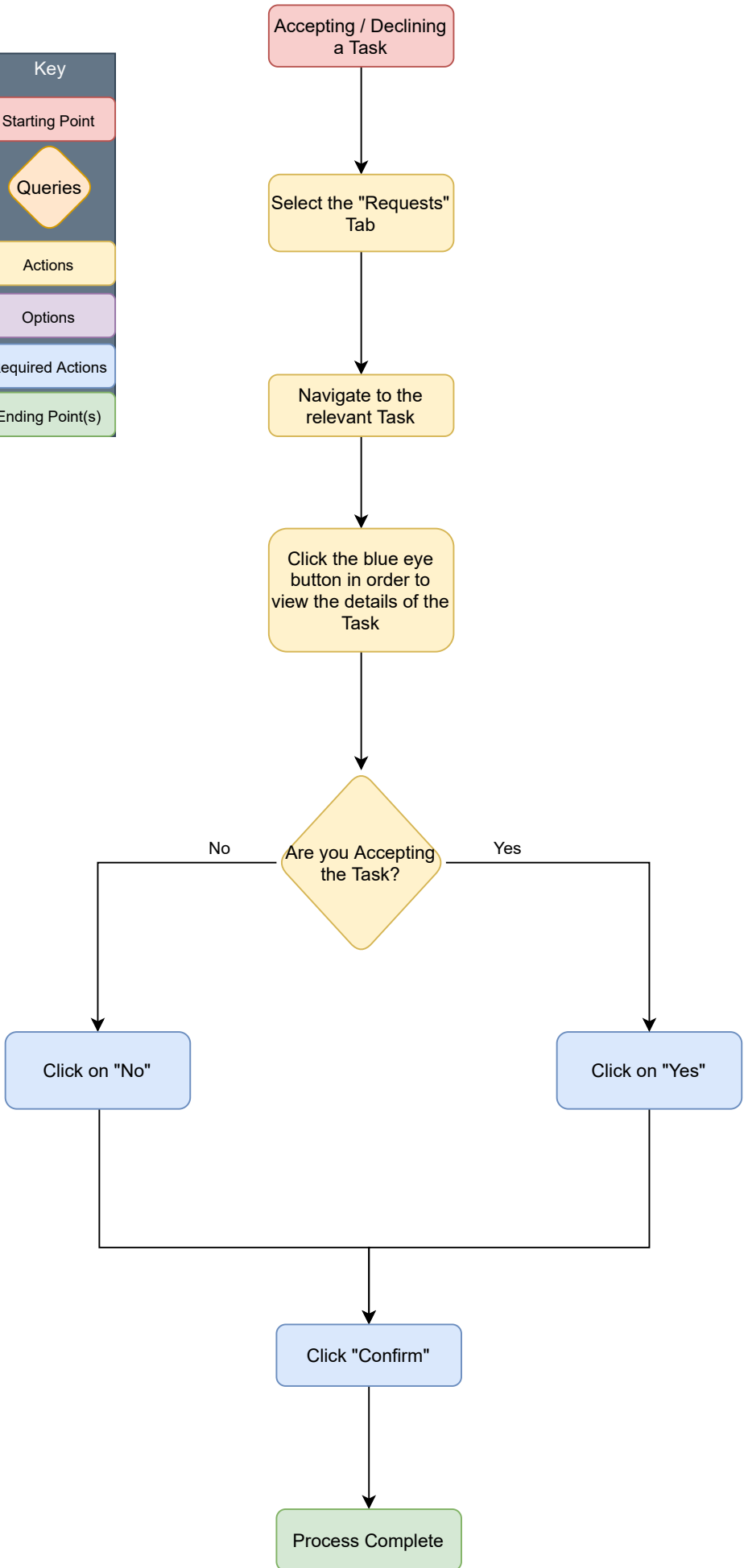
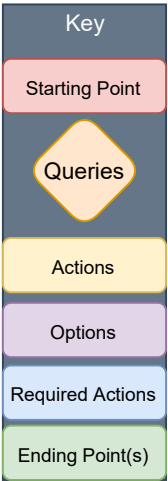


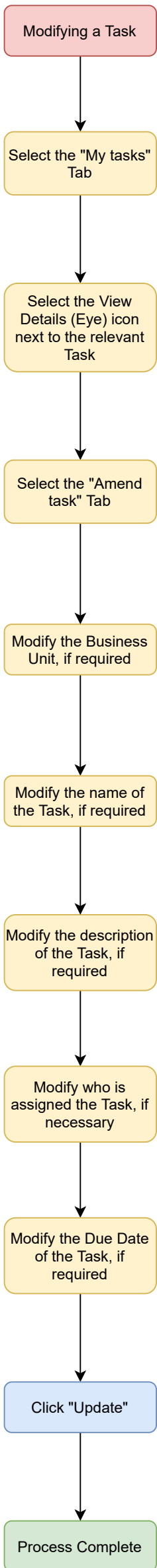
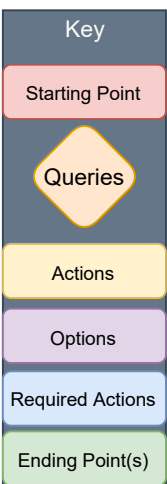
Powered By

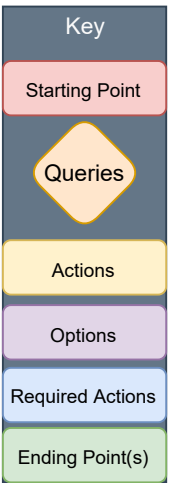


Task Manager









Commenting on and Adding Documents to a Task

Select the "My tasks" Tab

Select the View Details (Eye) icon next to the relevant Task

Select the "Amend task" Tab

Do you wish to upload a document?

Yes

Drag and Drop the Document into the Attachment Field
or
Click in the Attachment Field, Navigate to the Document and Select it

No

Do you wish to add a comment?

Yes

Enter any comments in the Comment Box

No

Click the "Add" Button

Click "Update"

Process Complete

