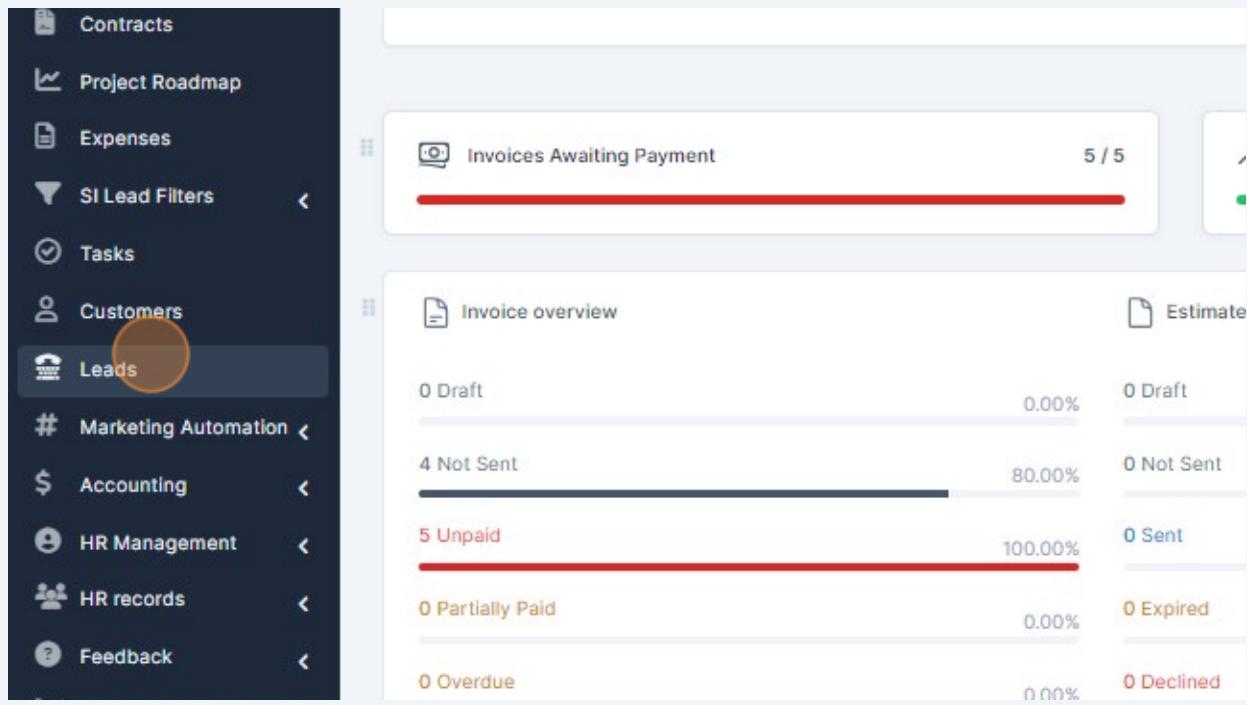


How to Create a New Lead and Project

Scribe 

- 1 Navigate to <https://erp.idw.design/admin/>

- 2 To create a project first we have to had "Customer" now click "Leads"



The screenshot shows the Scribe ERP software interface. On the left, there is a sidebar menu with the following items:

- Contracts
- Project Roadmap
- Expenses
- SI Lead Filters
- Tasks
- Customers
- Leads** (this item is highlighted with a yellow circle)
- Marketing Automation
- Accounting
- HR Management
- HR records
- Feedback

The main content area displays two sections:

- Invoices Awaiting Payment**: Shows 5 / 5 invoices. A progress bar indicates 100% completion.
- Invoice overview**: Shows the status distribution of invoices:
 - 0 Draft: 0.00%
 - 4 Not Sent: 80.00%
 - 5 Unpaid: 100.00%
 - 0 Partially Paid: 0.00%
 - 0 Overdue: 0.00%

3 Click "New Lead"

The screenshot shows the IDW Manifest Lite software interface. On the left is a dark sidebar with various menu items: Dashboard, Mailbox (with 2 notifications), Chat (0 messages, 3 pending), Sales, Projects, Contracts, Project Roadmap, Expenses, SI Lead Filters, and Tasks. The main area has a header with a search bar, a magnifying glass icon, and a blue '+' button. Below the header is a toolbar with a blue '+' button labeled 'New Lead' (circled in orange), an 'Import Leads' button, and two grid icons. A 'Filter by' section includes a dropdown set to 'Assigned'. Below the filter are buttons for '25' (with a dropdown arrow), 'Export', 'Bulk Actions', and a refresh icon. A table header row shows columns for '#', 'Name', 'Company', and 'Email'. A message 'No entries found' is displayed below the table.

4 Click "Status" this is to let system know what category what the lead

The screenshot shows the 'Add new lead' dialog box. At the top is a grey header with a search icon, a blue '+' button, and a close button. The main title is 'Add new lead'. Below the title are two required fields: 'Status' (set to 'Non selected') and 'Source' (set to 'Non selected'). Both fields have a dropdown arrow and a '+' button. Underneath these are optional fields: 'Tags' (with a placeholder 'Tag'), 'Name' (with an input field containing a single character), 'Address' (with an empty input field), 'Position' (with an empty input field), 'City' (with an empty input field), 'Email Address' (with an empty input field), and 'State' (with an empty input field).

- 5 Click "Converted Leads" meaning it already become our client

A screenshot of a lead management application interface. On the left, there's a dark sidebar with icons for search, dashboard, and other functions. The main area has a light gray header with the word 'Company'. Below the header, there are several input fields and dropdown menus. At the top right, there are two dropdowns labeled 'Status' and 'Source', both currently set to 'Non selected'. A large orange circle highlights the 'Customer Converted Leads' option in the 'Status' dropdown menu, which is the second item in the list. To the right of the dropdowns are fields for 'Address', 'City', 'State', and 'Country', with 'Malaysia' selected in the country field. Other visible fields include 'Position', 'Email Address', and 'Website'.

- 6 Click "source" identify which platform the lead been generated

A screenshot of the 'Add new lead' form. At the top, it says 'Add new lead'. Below that are several input fields and dropdown menus. On the left, there's a 'Status' dropdown set to 'Customer Converted Leads' and a 'Source' dropdown set to 'Non selected'. An orange circle highlights the 'Non selected' option in the 'Source' dropdown. To the right of these are 'Assigned' fields set to 'IDW Build' and 'Tags' fields containing 'Tag'. Below these are sections for 'Name', 'Address', 'Position', 'City', 'Email Address', 'State', and 'Phone'. The 'Name' and 'Address' fields are grouped together, as are 'Position' and 'City', and 'Email Address' and 'State'.

7 Click any channel that related

The screenshot shows a software interface for managing leads. At the top, there are three dropdown menus: "Customer Converted Leads" (selected), "Non selected" (highlighted with a blue border), and "IDW Build". Below these are several input fields and dropdowns. On the left, there's a "Tags" section with a "Tag" input field. In the center, there's a "Name" input field with a red asterisk. To the right of the name field is a dropdown menu containing "Facebook", "Google", "Instagram" (which is highlighted with an orange circle), and "Offline". Further down, there are fields for "Position", "Email Address", "Website", "Phone", "State", "Country" (set to "Malaysia"), and "Zip Code".

8 Click "Assigned" this features to identify how's "OWN" the lead/client

The screenshot shows a modal window with a dark header bar. Inside, there are two dropdown menus. The first dropdown is labeled "Source" and has "Offline" selected. The second dropdown is labeled "Assigned" and has "IDW Build" selected (highlighted with an orange circle). Below these dropdowns are fields for "Address", "City", and "State". To the right of the "Address" field, there are "US" and "Source" buttons.

9 Select related the person (PIC)

The screenshot shows a form with several input fields on the left and a dropdown menu on the right. The dropdown menu contains a list of names, with 'IDW Build' highlighted by an orange circle.

Address	Rabiatul Adawiyah
City	Muttaqi Sonna
	Madihah Muntaha
	Lokman Hakim
	Izzuddin Noriham
	IDW Build
	Haris Ishar
	Firdaus Kamaruddin
	fazlina faz
	Atiqah Hanafiah
	Athia Rahman
	Asyraf Rasol

10 Fill in all the client details

The screenshot shows a form for entering client details. It includes fields for Status, Source, Assigned, Tags, Name, Address, Position, City, Email Address, State, Website, and Country. The 'Name' field is highlighted with an orange circle.

Status	Source	Assigned
Customer Converted Leads	Offline	IDW Build
Tags	Tag	
Name	Address	Address
Position	City	City
Email Address	State	State
Website	Country	Country
	Malaysia	Malaysia

11 Click the "Email Address" field.

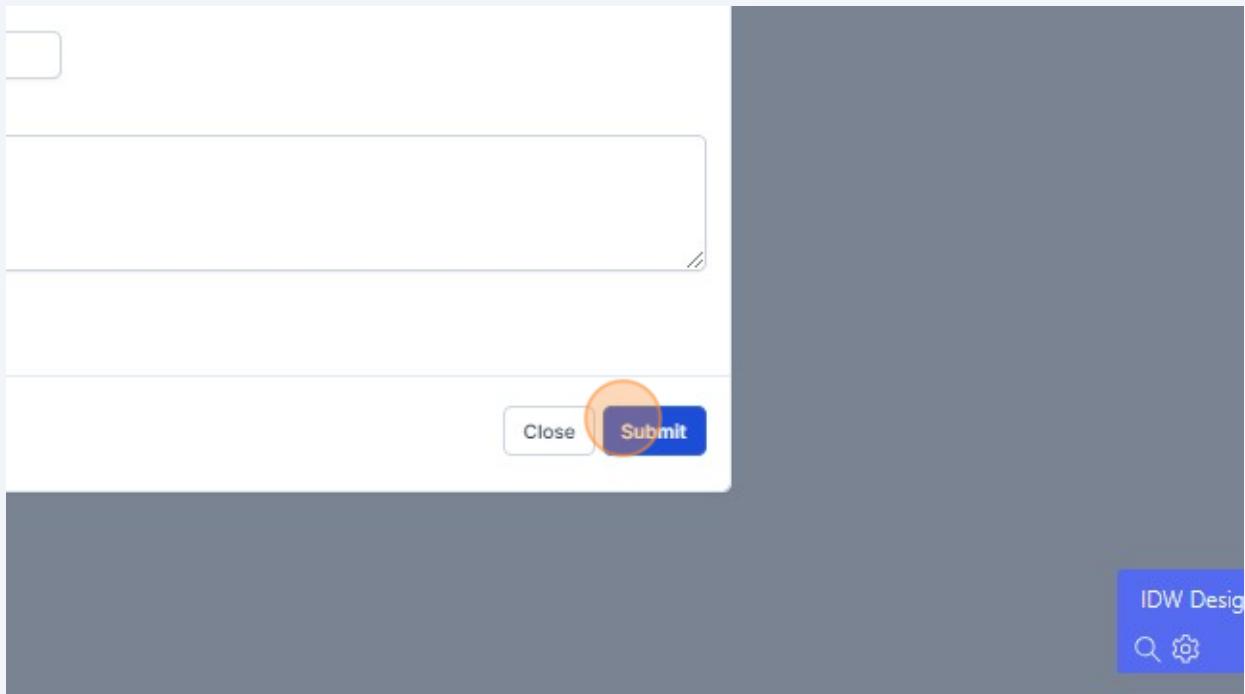
A screenshot of a lead creation form. The left sidebar shows a tree structure with 'Company' selected. The main form has a 'Tag' field at the top. Below it are fields for Name (containing 'Zakir'), Position, Email Address (highlighted with an orange circle), Website, Phone, Lead value, Address, City, State, Country (set to 'Malaysia'), Zip Code, and Default Language (set to 'System Default').

12 Click the "Phone" field.

A screenshot of a lead creation form. The left sidebar shows a tree structure with 'Company' selected. The main form has fields for Position, Email Address (containing 'admin@example.com' and highlighted with an orange circle), Website, Phone (highlighted with an orange circle), Lead value, Address, City, State, Country (set to 'Malaysia'), Zip Code, and Default Language (set to 'System Default'). Below these are fields for Company and Description.

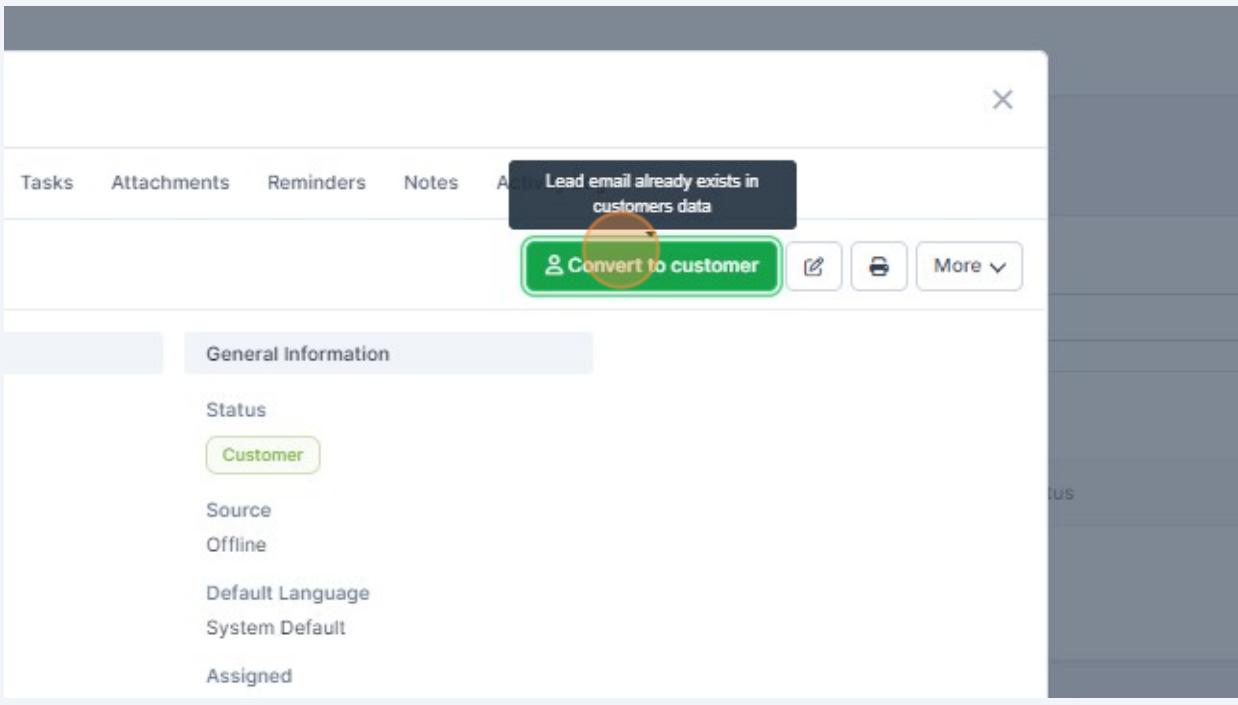
13 Fill in Required detail: Name, Email, Phone no

14 Click "Submit"



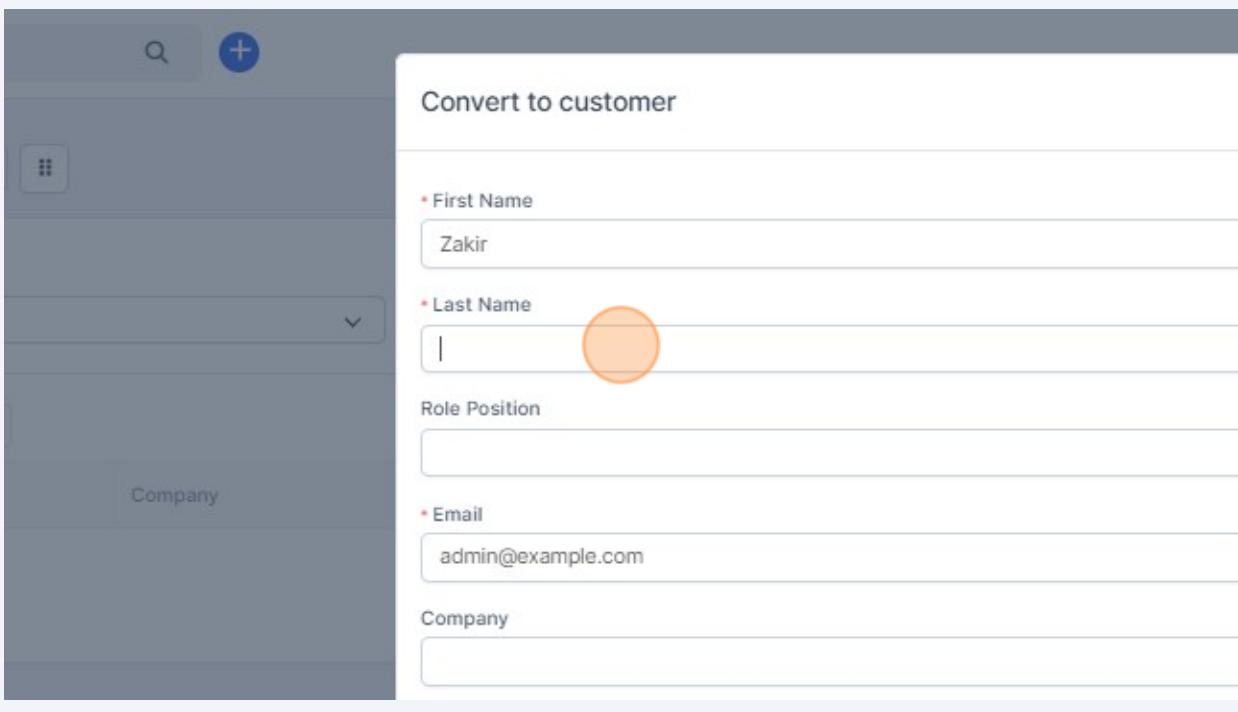
15

Click "Convert to customer". This is the most importance part. Make sure to convert this lead to customer!



16

CONTINUE to complete customer detail click "* Last Name" field.



17

MAKE SURE to Click "Send SET password email" this option allow client to set their own email. This allow client to access their own dashboard

This screenshot shows a registration form. It includes fields for State (empty), Country (Malaysia), Zip Code (empty), and Password (*****). Below the password field are two checkboxes: 'Send SET password email' (unchecked) and 'Do not send welcome email' (unchecked). The 'Send SET password email' checkbox is highlighted with a red circle.

18

Click "Submit"

This screenshot shows the same registration form after the user has entered their information. The 'Submit' button at the bottom right of the form is highlighted with a red circle. The rest of the form fields are empty or have dropdown menus open.

19 Click "Projects"

The screenshot shows the IDW Manifest Lite software interface. On the left, a dark sidebar menu lists various modules: Dashboard, Mailbox (with 2 notifications), Chat (0 and 3 notifications), Sales, Projects (highlighted with a yellow circle), Contracts, Project Roadmap, Expenses, SI Lead Filters, and Tasks. The main content area is titled "#5 Zakir Naik" and "Customer from Lead - View". It includes a search bar and a blue plus sign button. A sidebar on the right lists options like Profile, Contacts, Statement, Invoices, Payments, Proposals, Estimates, and Contracts. The "Projects" section in the sidebar has a yellow circle around it.

20 Click "New Project"

The screenshot shows the IDW Manifest Lite software interface. The sidebar menu is identical to the previous screenshot, with the Projects module highlighted. The main content area is titled "Projects Summary". It shows 0 Not Started projects and 4 In Progress projects. There is a "New Project" button with a blue plus sign, which is highlighted with a yellow circle. Below the summary, there is a table with columns for # and Project Name, showing two entries: "1 journal" and "5 LX 09 Wawa Zainal".

21 Click the "* Project Name" field.

The screenshot shows a 'Add new project' form with two tabs: 'Project' (selected) and 'Project Settings'. The 'Project' tab contains fields for 'Project Name' (with a red asterisk), 'Customer' (with a red asterisk), 'Calculate progress through tasks' (checkbox checked), 'Progress 0%' (progress bar), and 'Billing Type' (dropdown menu). The 'Project Name' field is highlighted with an orange circle.

22 Type "LUXE 3 - SPV" the project title name, You can ignore the project code because by default it already set the code number

23 Click "Customer" name, select the customer that been created

Add new project

Project Project Settings

* Project Name
LUXE 3 - SPV

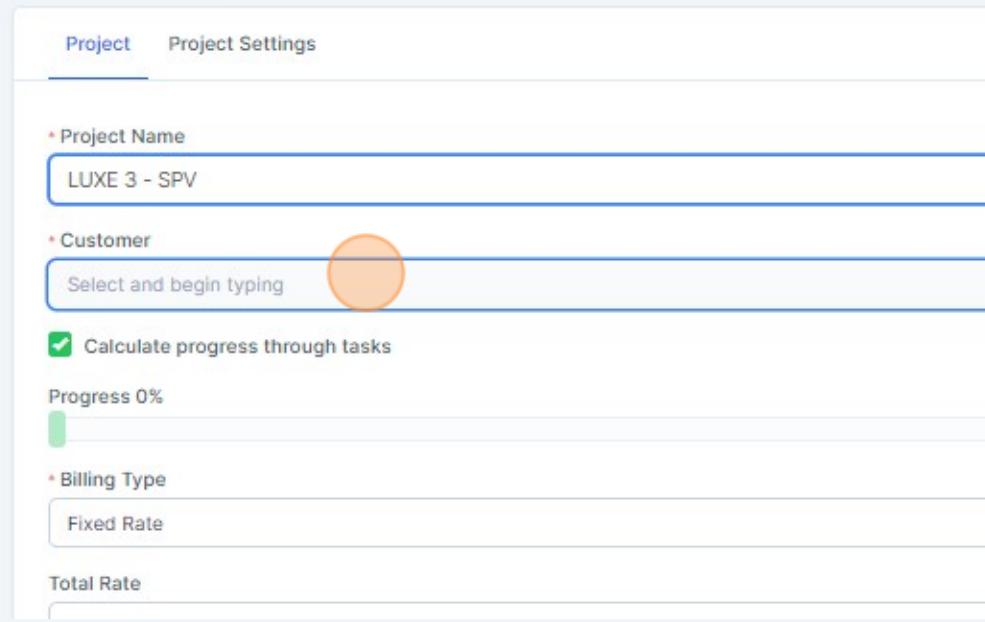
* Customer
Select and begin typing

Calculate progress through tasks

Progress 0%

* Billing Type
Fixed Rate

Total Rate



24 Search and Type "Customer Name"

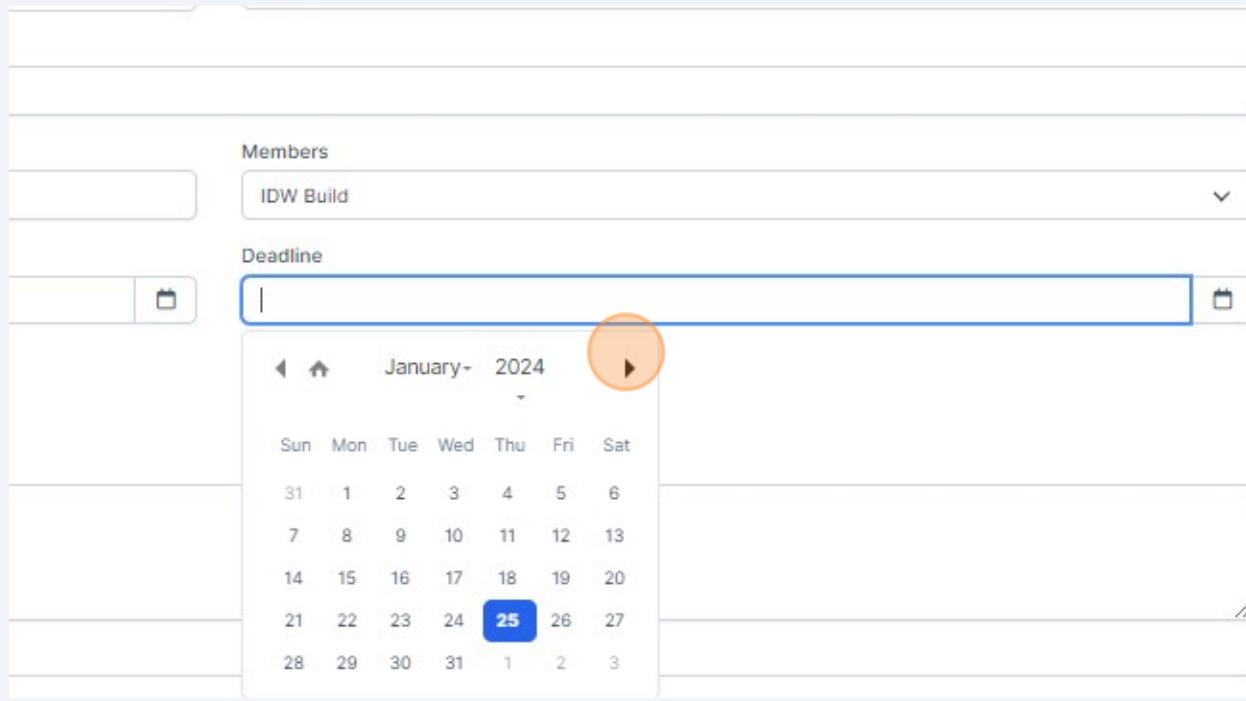
25 Click "Zakir Naik"

The screenshot shows a form for creating a new project. The 'Project Name' field contains 'LUXE 3 - SPV'. The 'Customer' field is a search bar with placeholder text 'Select and begin typing'. A dropdown menu below the search bar lists 'zakir' and 'Zakir Naik'. The 'Zakir Naik' option is highlighted with an orange circle. Other fields include 'Billing Type' set to 'Fixed Rate', 'Total Rate' (empty), and 'Estimated Hours' (empty). The entire form is contained within a light gray rounded rectangle.

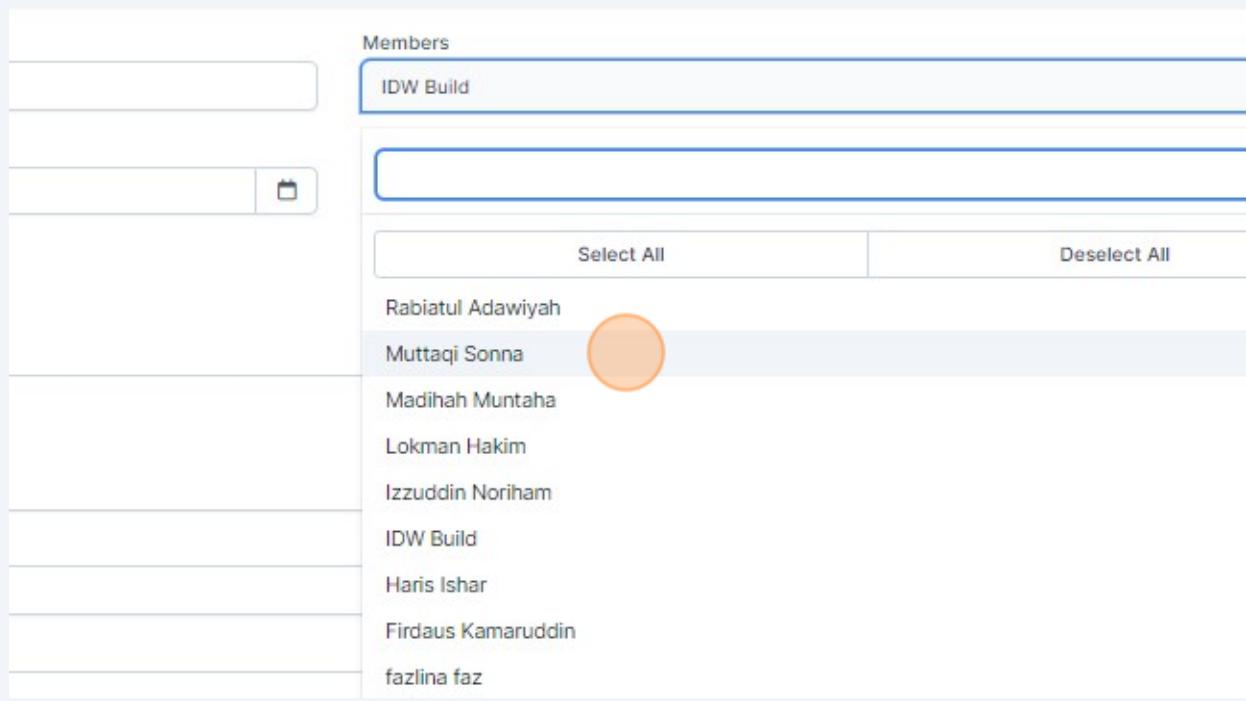
26 Click this number field. This is TOTAL PROJECT AMOUNT

The screenshot shows a form for creating a new project. It includes a checkbox for 'Calculate progress through tasks' which is checked. The 'Progress' field shows '0%' with a green progress bar. The 'Billing Type' field is set to 'Fixed Rate'. The 'Total Rate' field is empty and has a cursor, with an orange circle highlighting its border. The 'Estimated Hours' field is empty. The 'Start Date' field contains '25/01/2024'. The 'Tags' section shows a single tag 'Tag'. The entire form is contained within a light gray rounded rectangle.

27 Select proper dateline (Rough Estimation)



28 Click "Member" IMPORTANT to select only member that relate only to this project



29 Click "Lokman Hakim"

The screenshot shows a digital form interface. On the left, there is a large input field with a date picker icon. To its right is a list of names in a table format. At the top of the list are two buttons: "Select All" and "Deselect All". The names listed are: Rabiatul Adawiyah, Muttaqi Sonna, Madihah Muntaha, Lokman Hakim, Izzuddin Noriham, IDW Build, Haris Ishar, Firdaus Kamaruddin, fazlina faz, Atiqah Hanafiah, and Athia Rahman. The name "Lokman Hakim" is highlighted with an orange circle.

Select All	Deselect All
Rabiatul Adawiyah	
Muttaqi Sonna	
Madihah Muntaha	
Lokman Hakim	
Izzuddin Noriham	
IDW Build	
Haris Ishar	
Firdaus Kamaruddin	
fazlina faz	
Atiqah Hanafiah	
Athia Rahman	

30 Click "Izzuddin Noriham"

The screenshot shows a digital form interface, similar to the one above. On the left, there is a large input field with a date picker icon. To its right is a list of names in a table format. At the top of the list are two buttons: "Select All" and "Deselect All". The names listed are: Rabiatul Adawiyah, Muttaqi Sonna, Madihah Muntaha, Lokman Hakim, Izzuddin Noriham, IDW Build, Haris Ishar, Firdaus Kamaruddin, fazlina faz, Atiqah Hanafiah, Athia Rahman, and Asyraf Rasol. The name "Izzuddin Noriham" is highlighted with an orange circle.

Select All	Deselect All
Rabiatul Adawiyah	
Muttaqi Sonna	
Madihah Muntaha	
Lokman Hakim	
Izzuddin Noriham	
IDW Build	
Haris Ishar	
Firdaus Kamaruddin	
fazlina faz	
Atiqah Hanafiah	
Athia Rahman	
Asyraf Rasol	

31 Click the "* Client Story" field. Tell all about client background

Start Date	25/01/2024	Deadline	31/05/2025
Tags	Tag		
* Client Story			
* SUB-CONTRACT SUM			
* DEFECTS LIABILITY PERIOD (Year)			
TERMS OF PAYMENT (Days/Week)			

32 Type "All about client background"

33 Click here.

Tags

Tag

* Client Story

All about client background

* SUB-CONTRACT SUM

DEFECTS LIABILITY PERIOD (Year)

* TERMS OF PAYMENT (Contractor)

1- to complete 30% work 1st 2- 30% payment : to complete 60%

3- 20% payment : to complete 100%

4- 45% payment upon completion

34 Click the "* SUB-CONTRACT SUM" field. the amount given to Contractor

Tags

Tag

* Client Story

All about client background

* SUB-CONTRACT SUM

DEFECTS LIABILITY PERIOD (Year)

* TERMS OF PAYMENT (Contractor)

1- to complete 30% work 1st 2- 30% payment : to complete 60%

3- 20% payment : to complete 100%

4- 45% payment upon completion

35 Click the "* DEFECTS LIABILITY PERIOD (Year)" field.

All about client background

* SUB-CONTRACT SUM
1010000

* DEFECTS LIABILITY PERIOD (Year)

* TERMS OF PAYMENT (Contractor)

- 1- to complete 30% work 1st 2- 30% payment : to complete 60%
- 3- 20% payment : to complete 100%
- 4- 45% payment upon completion
- 5- 5% retention

Description

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

36 Click "1- to complete 30% work 1st 2- 30% payment : to complete 60%"

* SUB-CONTRACT SUM
1010000

* DEFECTS LIABILITY PERIOD (Year)
1

* TERMS OF PAYMENT (Contractor)

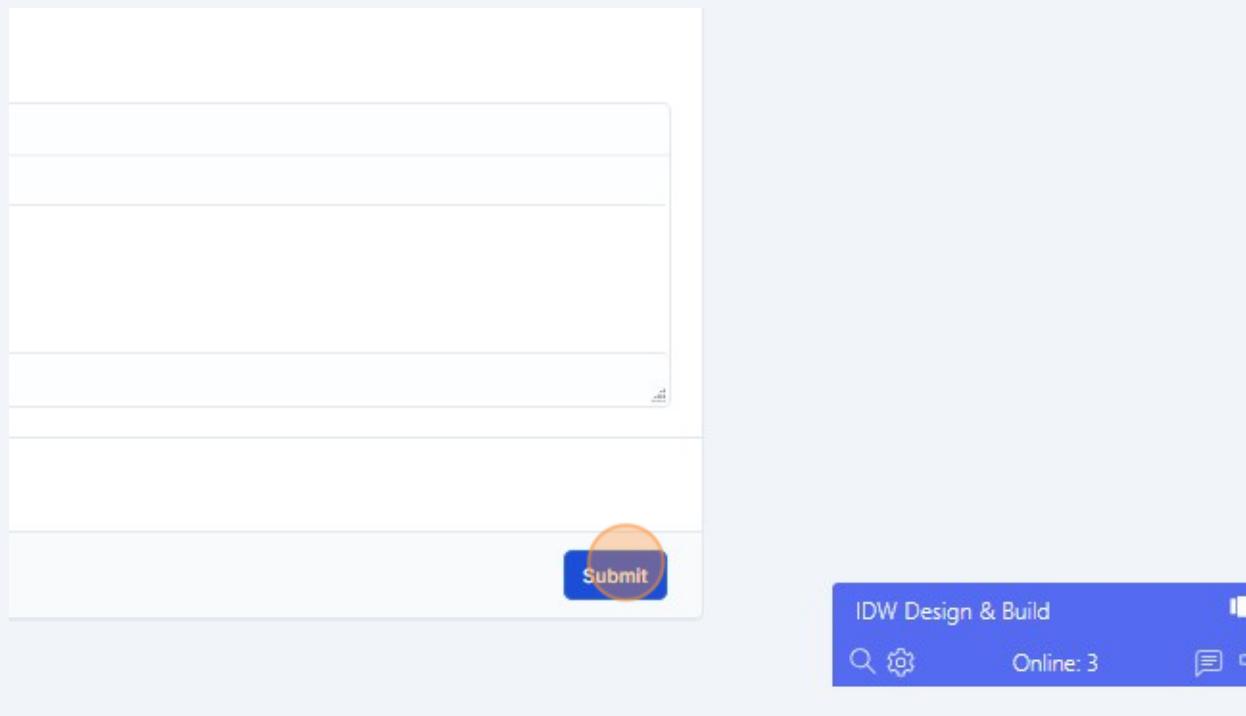
- 1- to complete 30% work 1st 2- 30% payment : to complete 60%
- 3- 20% payment : to complete 100%
- 4- 45% payment upon completion
- 5- 5% retention

Description

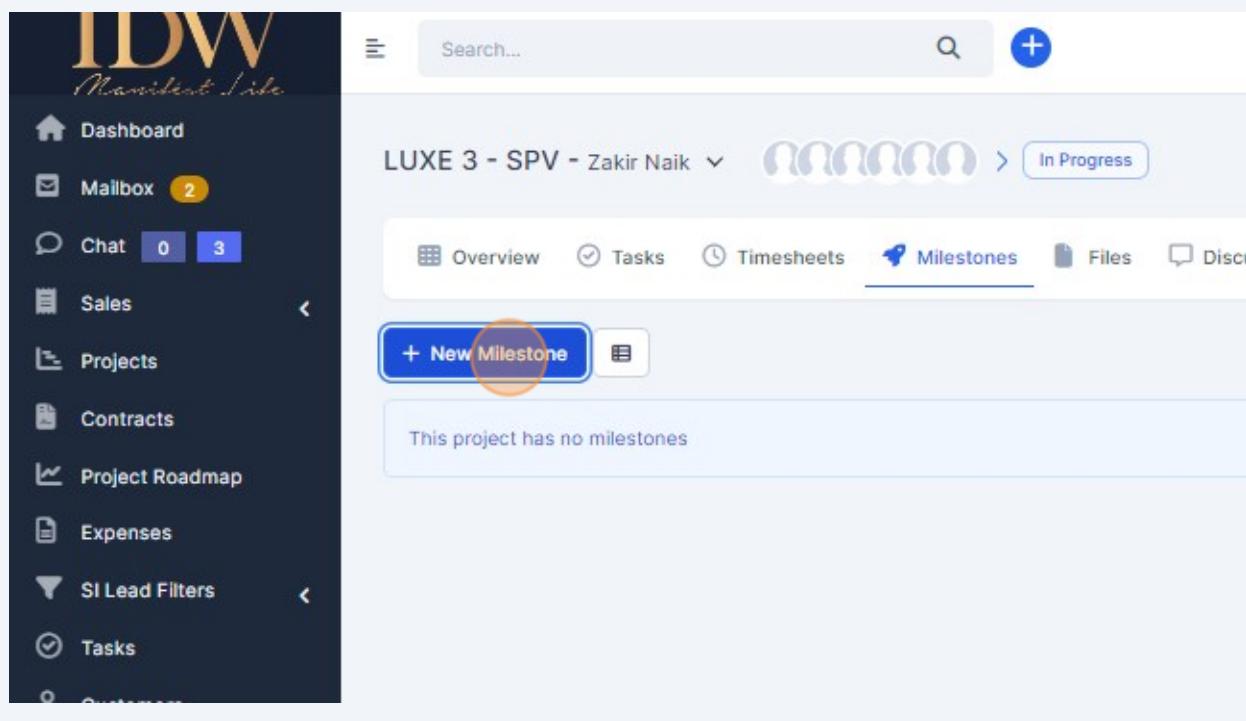
File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

Verdana ▾ 12pt ▾ A ▾ A ▾ **B** *I* [bold italic icons]

37 Click "Submit"



38 Before create task, it good to have the milestone set. Click "New Milestone"

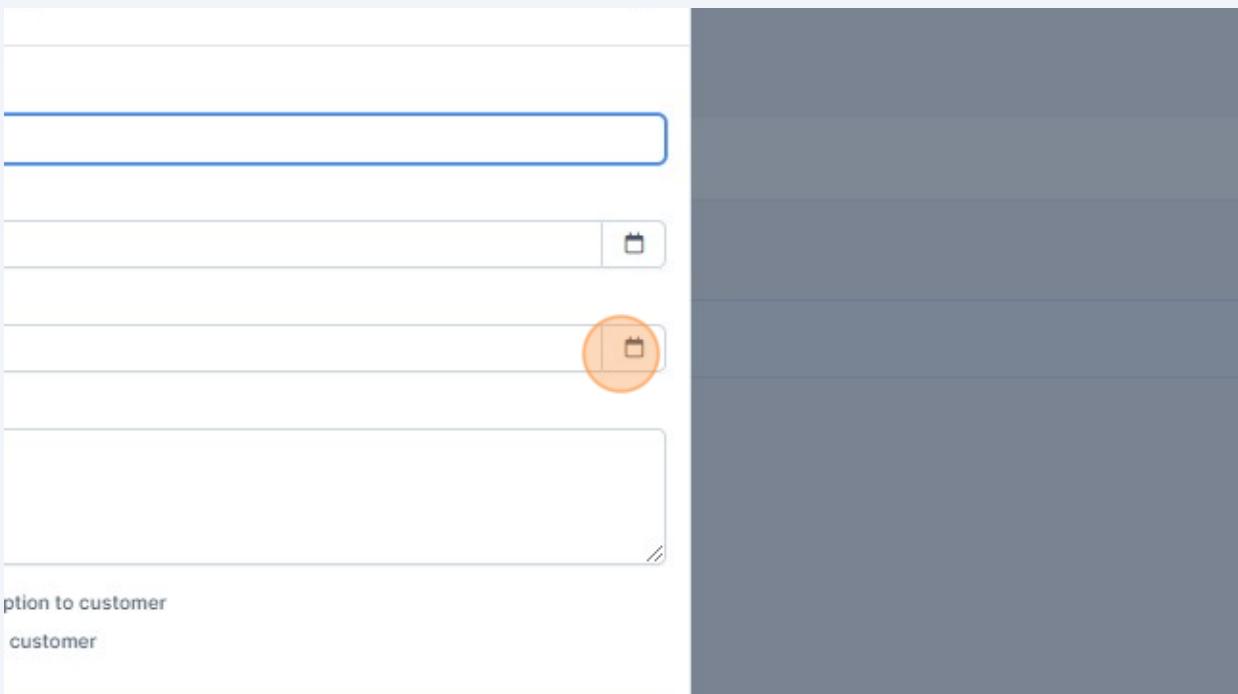


39 Click the "* Name" field.

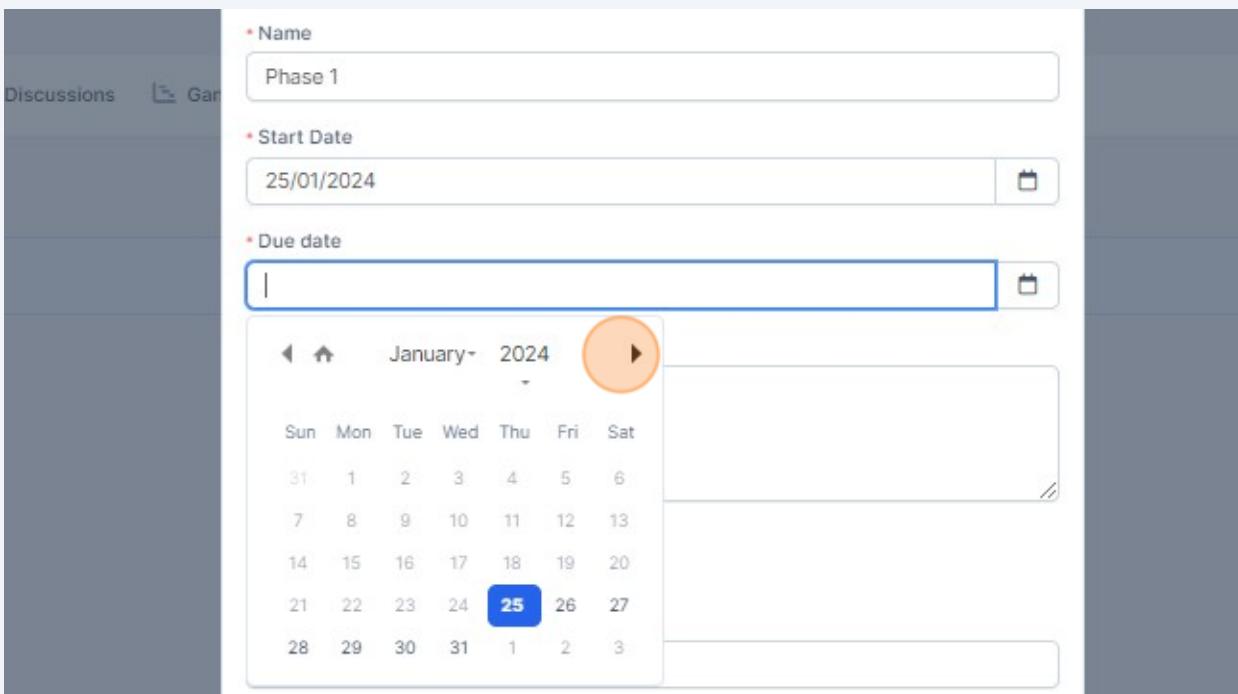
The screenshot shows a software interface for creating a new milestone. On the left, there's a sidebar with a plus sign icon, a 'In Progress' button, and navigation links for 'Milestones', 'Files', 'Discussions', and 'Gantt'. The main area is titled 'New Milestone'. It contains several input fields: a required 'Name' field (highlighted with an orange circle), a 'Start Date' field containing '25/01/2024', a 'Due date' field (empty), and a 'Description' field (empty). Below the fields are buttons for 'Cancel', 'Save', and 'Save & Close'.

40 Type "Phase 1"

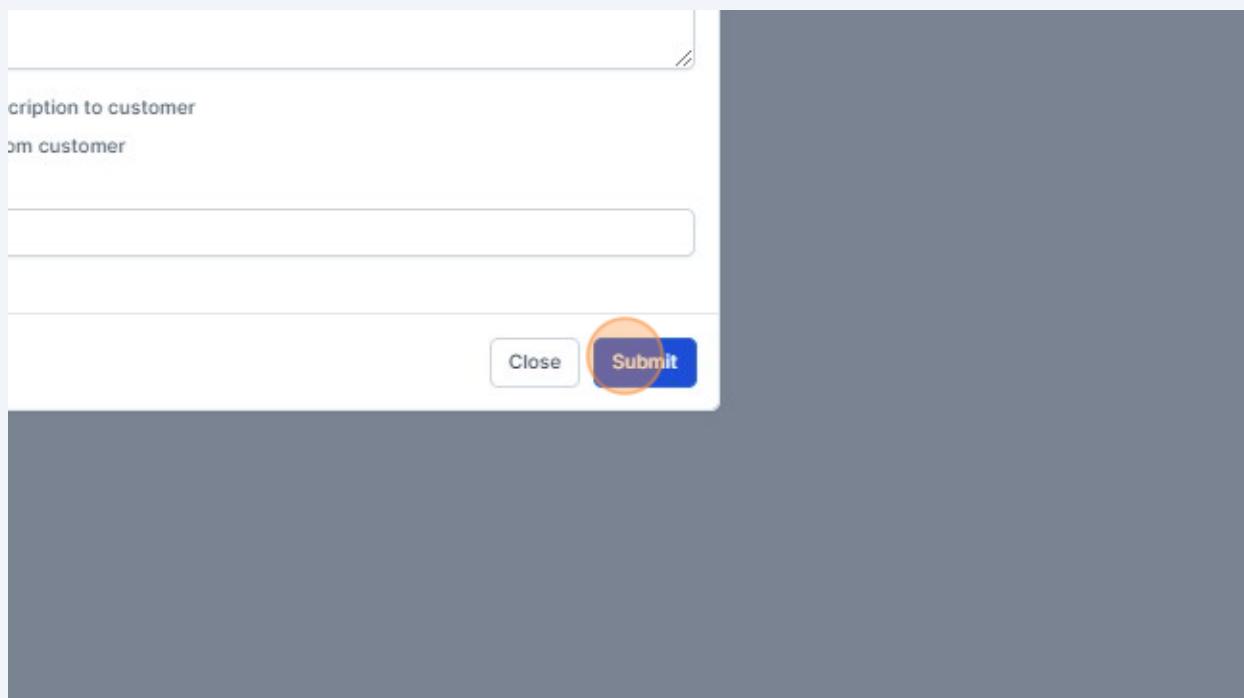
41 Click here.



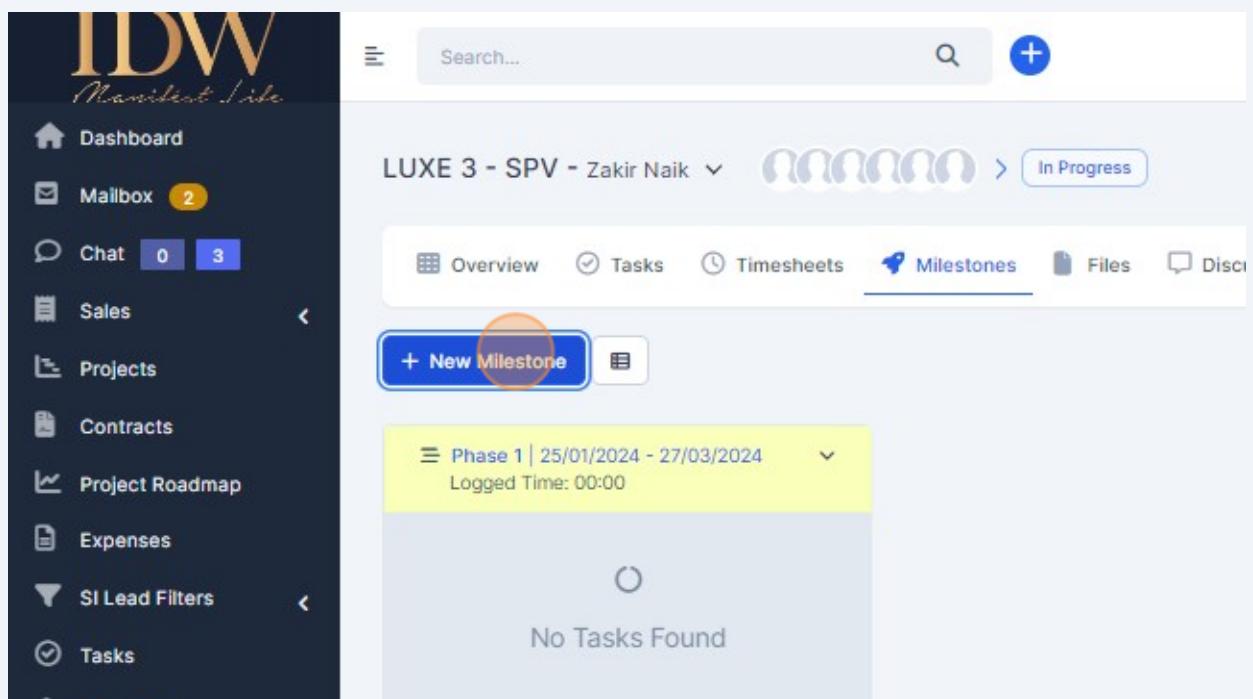
42 Click this button.



43 Click "Submit"

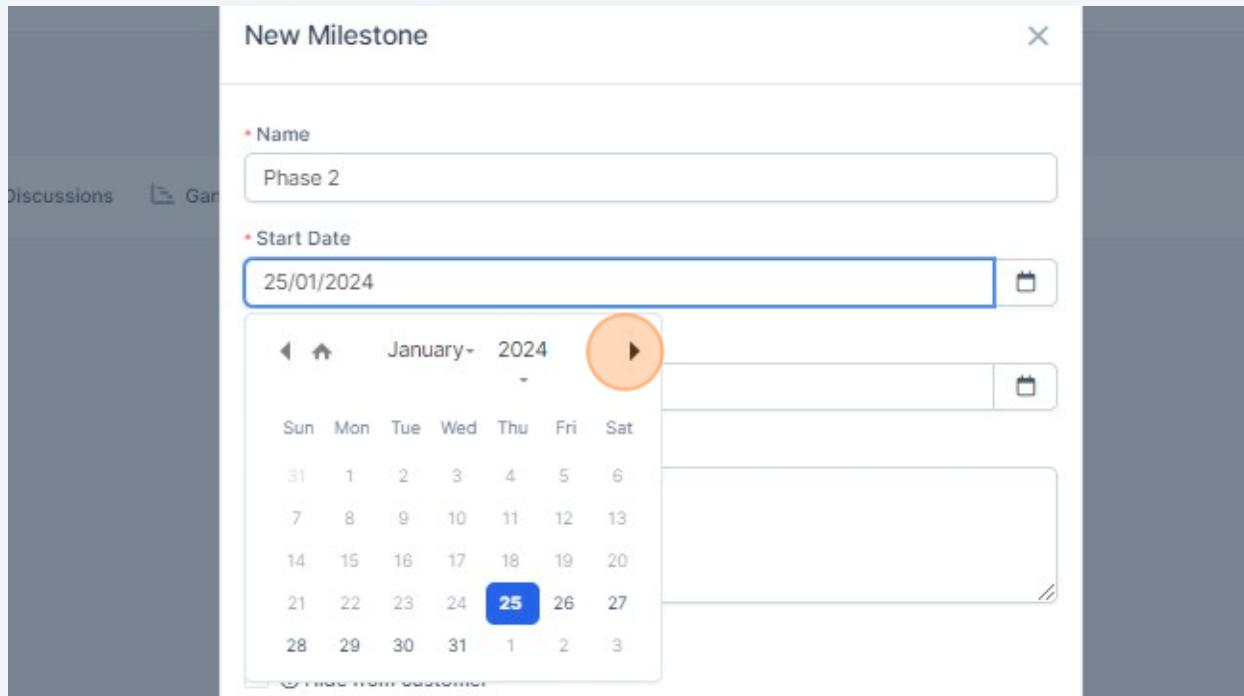


44 Click "New Milestone"

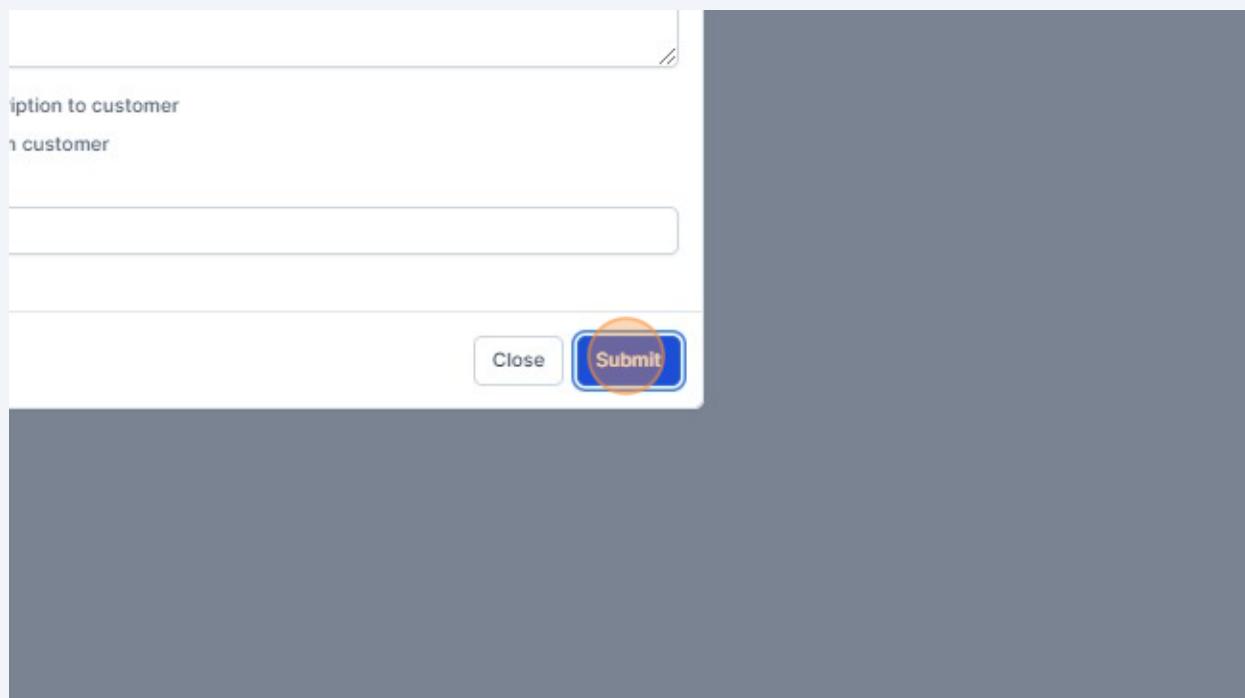


45 Type "Phase 2"

46 Double-click this button.



47 Click "Submit"



48 Create first task, Click "Tasks"

LUXE 3 - SPV - Zakir Naik > In Progress

Project Progress 100%

Overview

Project #	Customer
6	Zakir N

Billing Type Fixed Rate

Total Rate RM100

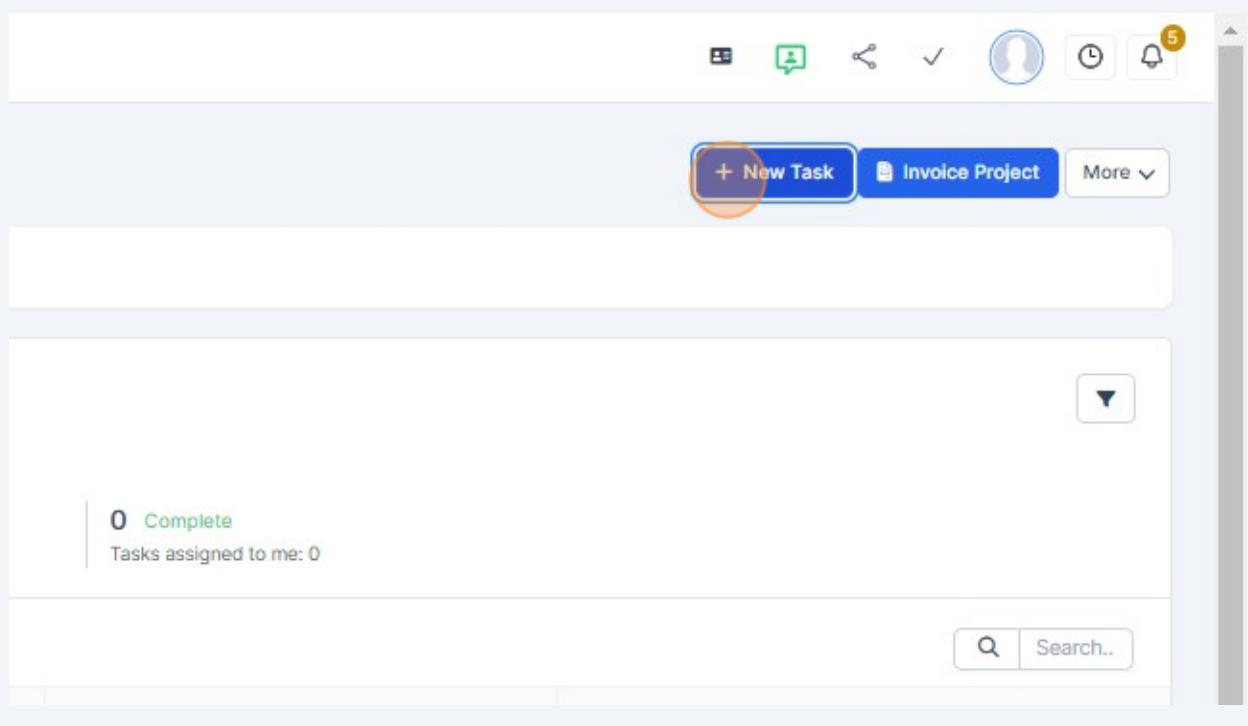
Overview

Project # 6

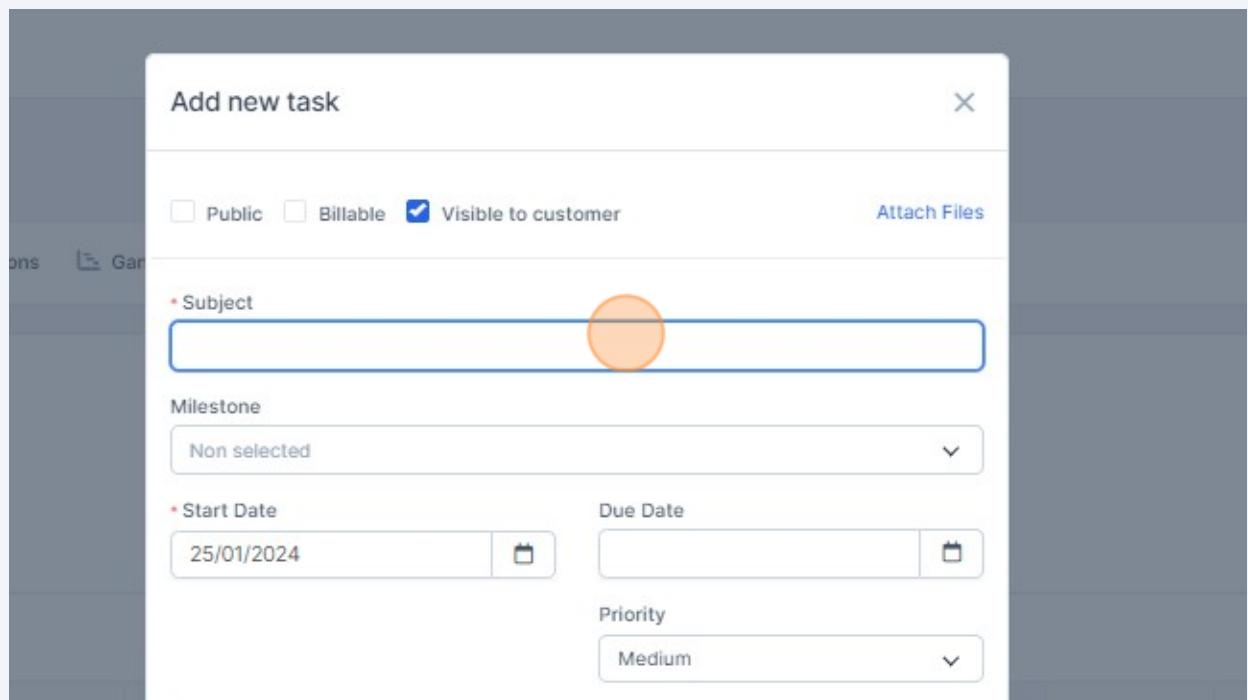
Billing Type Fixed Rate

Total Rate RM100

49 Click "New Task"

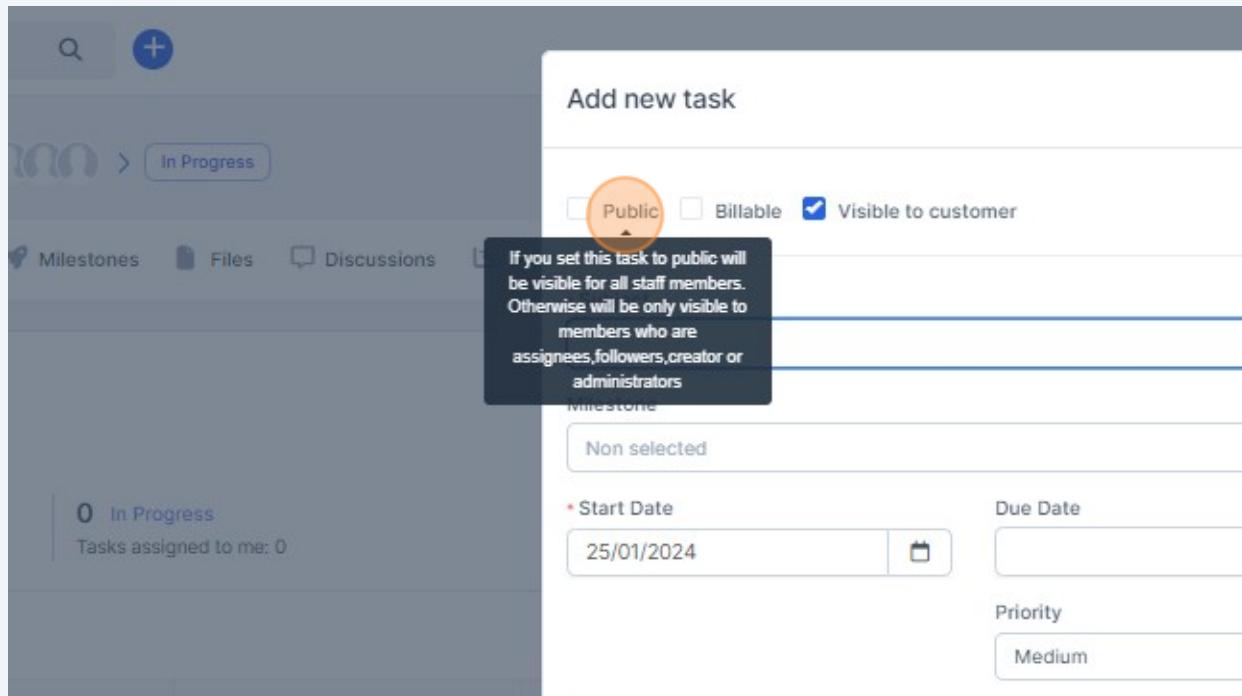


50 Give the task subject



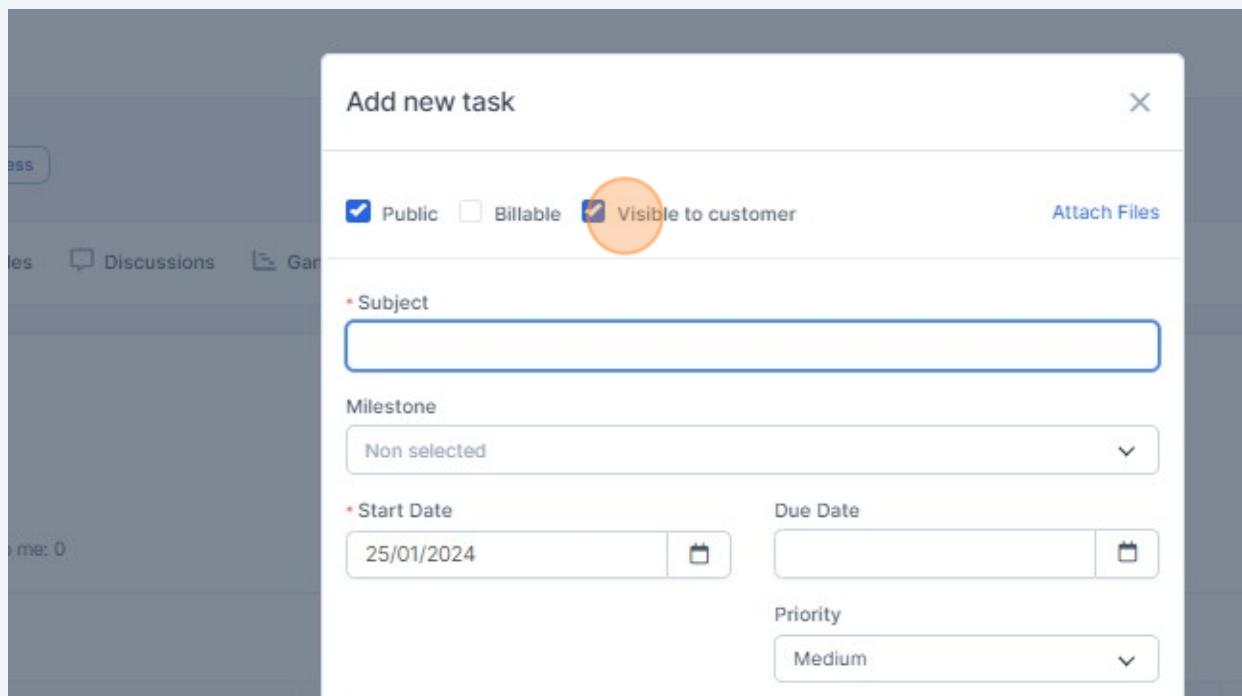
51

Click "Public" optional, this clicking this option all member inside the project can see this task.



52

Click "Visible to customer"



53 Click "Visible to customer" choose either this has to do with the client or not

The screenshot shows a 'Add new task' dialog box. At the top, there are three checkboxes: 'Public' (checked), 'Billable' (unchecked), and 'Visible to customer' (unchecked). The 'Visible to customer' checkbox is highlighted with an orange circle. To the right of the checkboxes is a 'Attach Files' button. Below the checkboxes are fields for 'Subject' (empty), 'Milestone' (set to 'Non selected'), 'Start Date' (set to '25/01/2024'), 'Due Date' (empty), 'Priority' (set to 'Medium'), and an 'Attach Files' button.

54 Choose which milestone this task belong

The screenshot shows a 'Add new task' dialog box. At the top, there are three checkboxes: 'PUBLIC' (unchecked), 'Billable' (unchecked), and 'VISIBLE TO CUSTOMER' (checked). Below the checkboxes are fields for 'Subject' (set to '3D Design'), 'Milestone' (set to 'Non selected'), 'Repeat every' (set to 'Non selected'), 'Related To' (set to 'Project'), and 'Project' (set to '#6 - LUXE 3 - SPV - Zakir Naik'). The 'Milestone' dropdown menu is open, showing three options: 'Phase 1', 'Phase 2', and 'Phase 3'. The 'Phase 1' option is highlighted with an orange circle.

55 Select priority of the task Click "Urgent"

A screenshot of a task creation interface. At the top, two date fields show '25/01/2024' and '27/01/2024'. Below them is a 'Priority' dropdown menu with options: 'Low', 'Medium' (selected), 'High', and 'Urgent' (highlighted with an orange circle). Other fields include 'Repeat every' (set to 'Non selected'), 'Related To' (set to 'Project'), 'Assignees' (set to 'Non selected'), 'Followers' (set to 'Non selected'), 'Tags' (empty), and 'Estimate hour' (empty).

56 Repetition only for repeating task,

A screenshot of a task creation interface. At the top, two date fields show '25/01/2024' and '27/01/2024'. Below them is a 'Priority' dropdown menu with 'Urgent' selected. Under 'Repeat every', a dropdown menu shows 'Non selected', which is highlighted with an orange circle. A list of repetition intervals follows: 'Week' (highlighted with an orange circle), '2 Weeks', '1 Month', '2 Months', '3 Months', '6 Months', '1 Year', and 'Custom'. Other fields include 'Project' (set to '#6 - LUXE 3 - SPV - Zakir Naik') and 'Followers' (set to 'Non selected').

57 You can define how long was the cycles

A screenshot of a task creation interface. At the top, there are two date pickers: 'Start Date' set to 25/01/2024 and 'End Date' set to 27/01/2024. Below them is a 'Priority' dropdown set to 'Urgent'. A 'Repeat every' section shows 'Week' selected. A 'Total Cycles' input field contains '0' with an orange circular selection highlight over it. To its right is a slider with an orange handle and a checkbox labeled 'Infinity'. Other fields include 'Related To' (set to 'Project'), 'Project' (set to '#6 - LUXE 3 - SPV - Zakir Naik'), 'Assignees' (set to 'Non selected'), 'Followers' (set to 'Non selected'), and a 'Tags' section with a single tag 'Tag'.

58 Define this task related with which category

A screenshot of a task creation interface. At the top, there is a priority dropdown set to 'Urgent'. Below it is a 'Repeat every' section with 'Week' selected. A 'Total Cycles' input field contains '2' with an orange circular selection highlight over it. To its right is a checkbox labeled 'Infinity'. A 'Related To' dropdown is set to 'Project', which is highlighted with a blue selection bar and has an orange circular selection highlight over it. A 'Project' dropdown is set to '#6 - LUXE 3 - SPV - Zakir Naik'. A 'Followers' dropdown is set to 'Non selected'. On the left side, there is a sidebar with categories: Project (selected), Invoice, Customer, Estimate, Contract, and Ticket.

59 DONOT CHANGE THE PROJECT

The screenshot shows a task configuration form. At the top right is a dropdown menu set to "Urgent". Below it, under "Repeat every", is a dropdown set to "Week". Under "Total Cycles", the number "2" is entered, with an unchecked checkbox for "Infinity". In the "Related To" section, "Project" is selected from a dropdown, and "#6 - LUXE 3 - SPV - Zakir Naik" is chosen from a list, highlighted with an orange circle. The "Assignees" dropdown is set to "Non selected". The "Followers" dropdown is also set to "Non selected". There is a "Tags" section with a "Tag" input field containing "Tag". A "Estimate hour" section has an empty input field. On the right side of the screen, there is a dark panel with tabs for "Assigned to" and "Tags".

60 Select the assignee for the task "Izzuddin Noriham"

A modal dialog is open, showing a list of assignees. The "Assignees" dropdown is set to "Non selected". The list includes: Rabiatul Adawiyah, Muttaqi Sonna, Lokman Hakim, Izzuddin Noriham (which is highlighted with an orange circle), IDW Build, and Firdaus Kamaruddin. The "Followers" dropdown is also set to "Non selected". At the bottom right of the modal are "Close" and "Submit" buttons.

61 follower is for helper "Muttaqi Sonna"

The screenshot shows a task creation interface. On the left, there are several input fields: 'Public' (unchecked), 'Billable' (unchecked), 'Visible to customer' (checked), 'Subject' ('3D Design'), 'Milestone' ('Phase 1'), 'Start Date' ('25/01/2024'), 'Repeat every' ('Week'), and 'Total Cycles' ('2'). On the right, there is a 'Attach Files' button and a 'Comments' section with '0 Comments'. Below these, a 'Assigned to' dropdown menu is open, listing several names: Rabiatal Adawiyah, Muttaqi Sonna (which is highlighted with a red circle), Madihah Muntaha, Lokman Hakim, Izzuddin Noriham, IDW Build, Haris Ishar, Firdaus Kamaruddin, and fazlina faz.

62 Click "Submit"

The screenshot shows a confirmation dialog box. It contains the text 'If' followed by a large empty text area, and 'n' followed by another large empty text area. At the bottom, there are two buttons: 'Close' and 'Submit', with 'Submit' being highlighted with a red circle.

63 Click "#6 - LUXE 3 - SPV - Zakir Naik"

The screenshot shows a task creation interface. On the left, there are fields for 'Repeat every' (set to 'Week'), 'Total Cycles' (set to '2'), and 'Related To' (set to 'Project'). On the right, there is a 'Project' dropdown menu with '#6 - LUXE 3 - SPV - Zakir Naik' highlighted and circled in orange. Below the dropdown is a search bar labeled 'Type to search...' and a section titled 'Currently Selected' which also lists '#6 - LUXE 3 - SPV - Zakir Naik'. Other sections visible include 'Assignees' (set to 'Non selected'), 'Tags' (with a single entry 'Tag'), and 'Estimate hour'.

64 Click "Non selected"

The screenshot shows a task creation interface. On the left, there are fields for 'Repeat every' (set to 'Week'), 'Total Cycles' (set to '2'), and 'Related To' (set to 'Project'). On the right, there is a 'Project' dropdown menu with '#6 - LUXE 3 - SPV - Zakir Naik' listed. Below the dropdown are two more dropdowns: 'Assignees' (set to 'Non selected') and 'Followers' (set to 'Non selected'). Other sections visible include 'Tags' (with a single entry 'Tag'), 'Estimate hour' (empty), and 'Task Description' (empty).

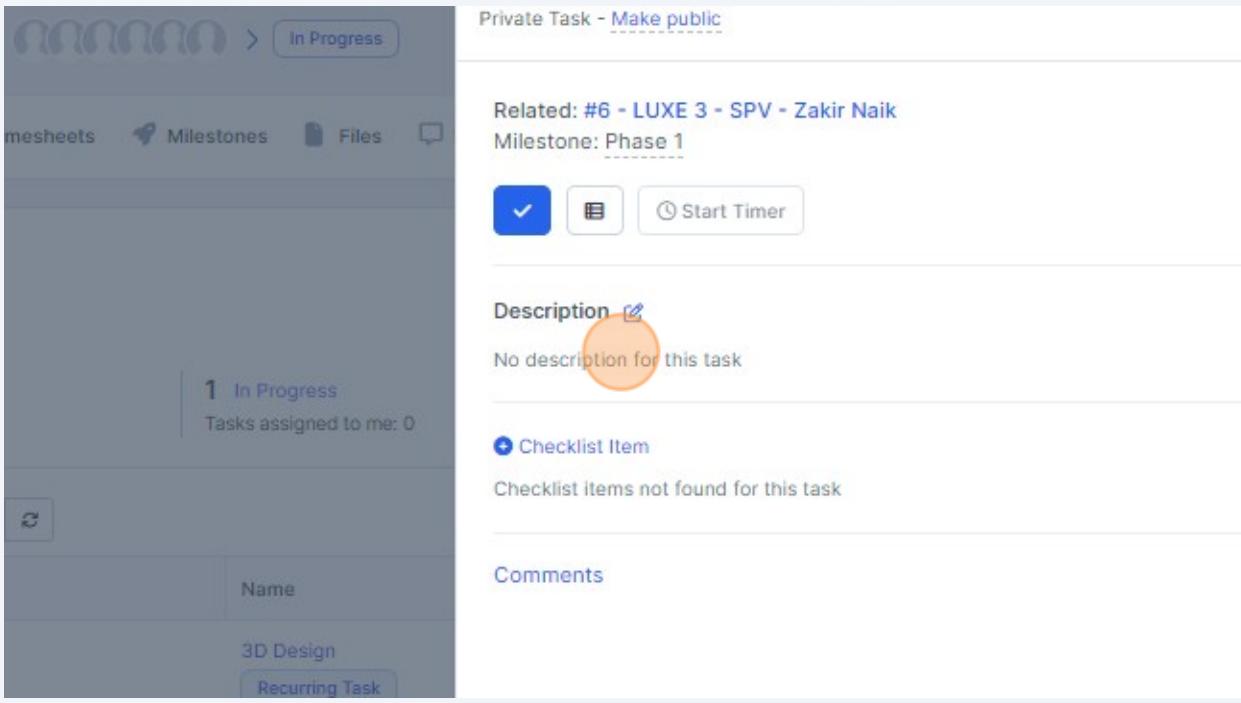
65 Click "Non selected"

The screenshot shows a configuration page for a project. On the left, there are sections for 'Repeat every' (set to 'Week'), 'Total Cycles' (set to '2' with an 'Infinity' checkbox), 'Related To' (set to 'Project'), and 'Assignees' (set to 'Izzuddin Noriham'). On the right, there are sections for 'Project' (set to '#6 - LUXE 3 - SPV - Zakir Naik') and 'Followers' (a dropdown menu with an orange circle highlighting the option 'Non selected'). Below the dropdown, a list of names is visible: Rabiatul Adawiyah, Muttaqi Sonna, Lokman Hakim, and Izzuddin Noriham.

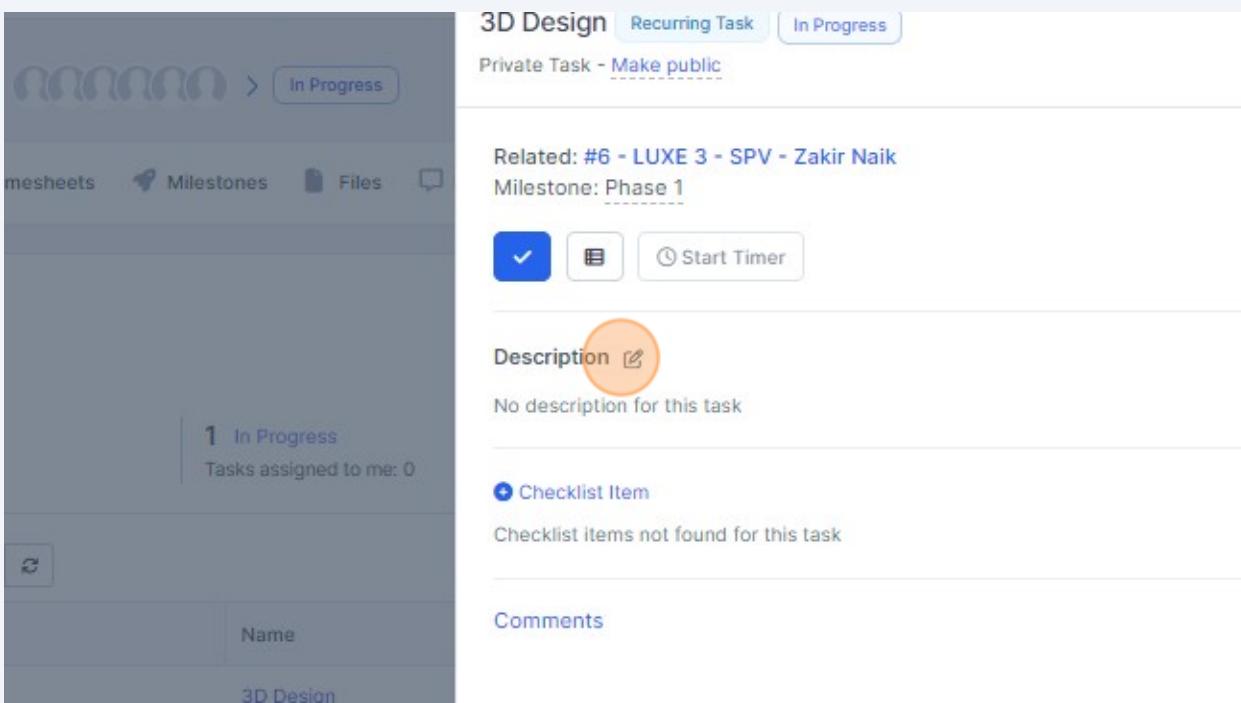
66 Click here.

The screenshot shows a task creation form. It includes fields for 'Related To' (set to 'Project'), 'Assignees' (set to 'Izzuddin Noriham'), and 'Followers' (a dropdown menu with an orange circle highlighting the option 'Muttaqi Sonna'). Other visible fields include 'Tags' (with a placeholder 'Tag'), 'Estimate hour' (with a large empty input field), and 'Task Description' (with a placeholder 'Add Description').

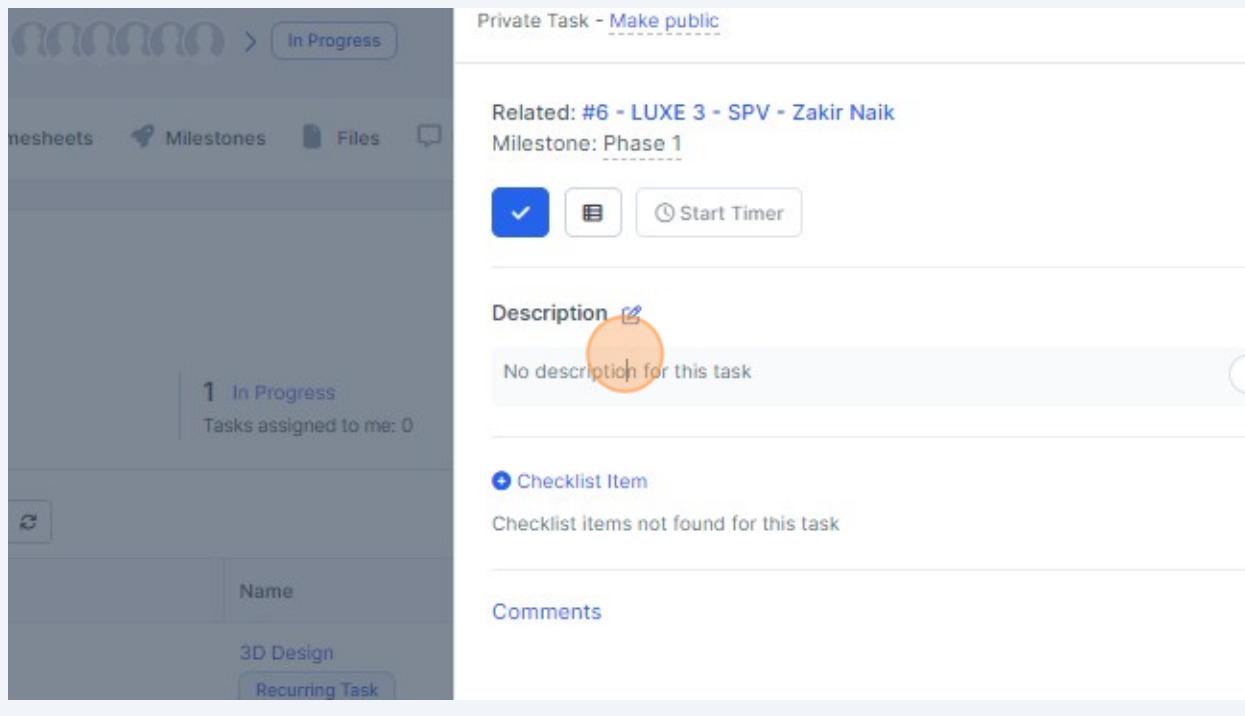
67 Click "No description for this task"



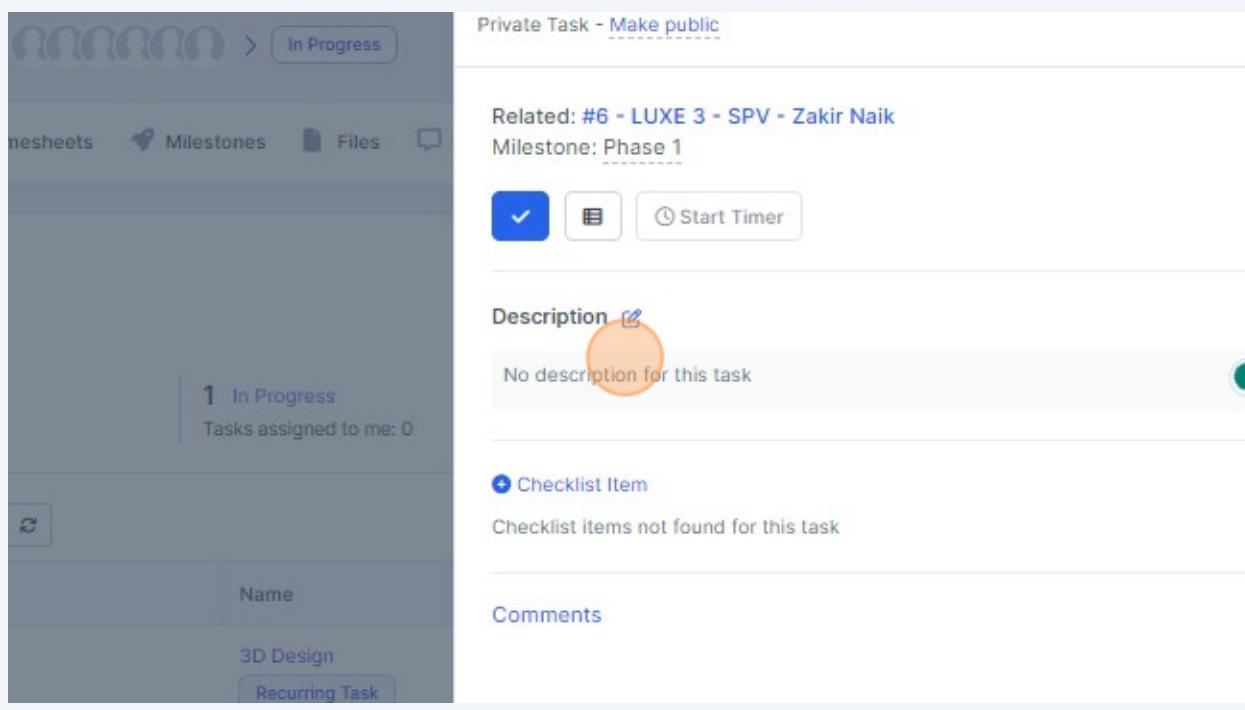
68 Click here.



69 Click "No description for this task"

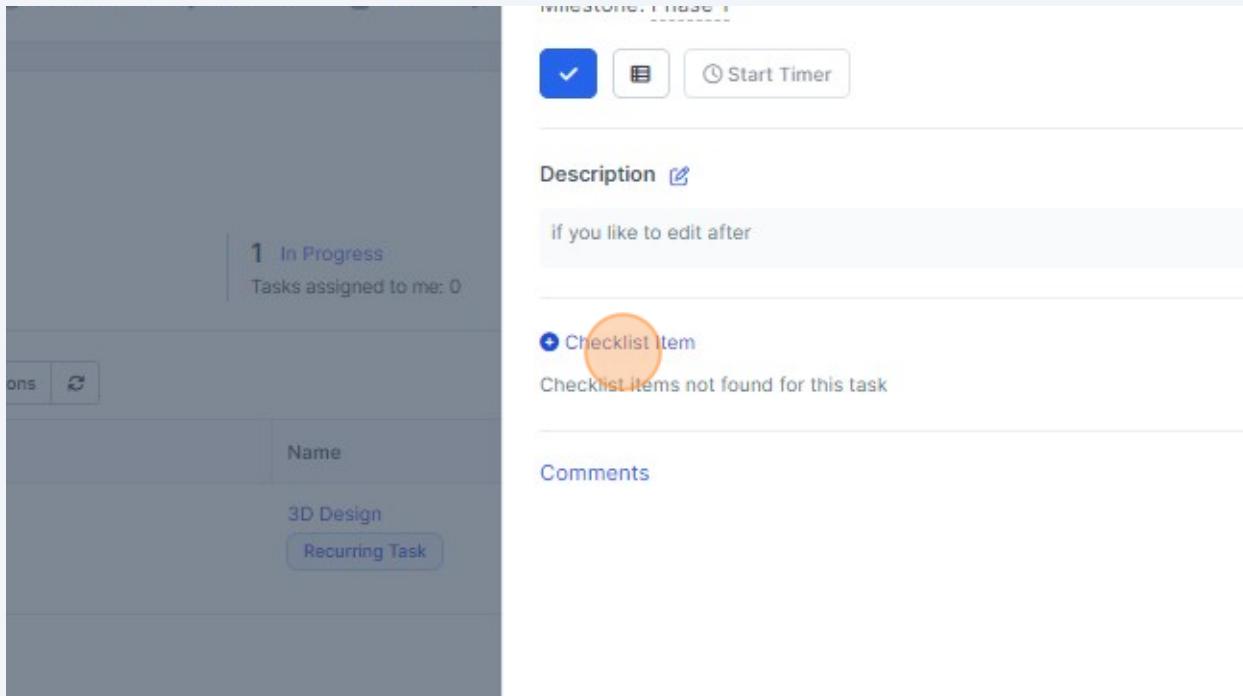


70 Double-click "No description for this task"

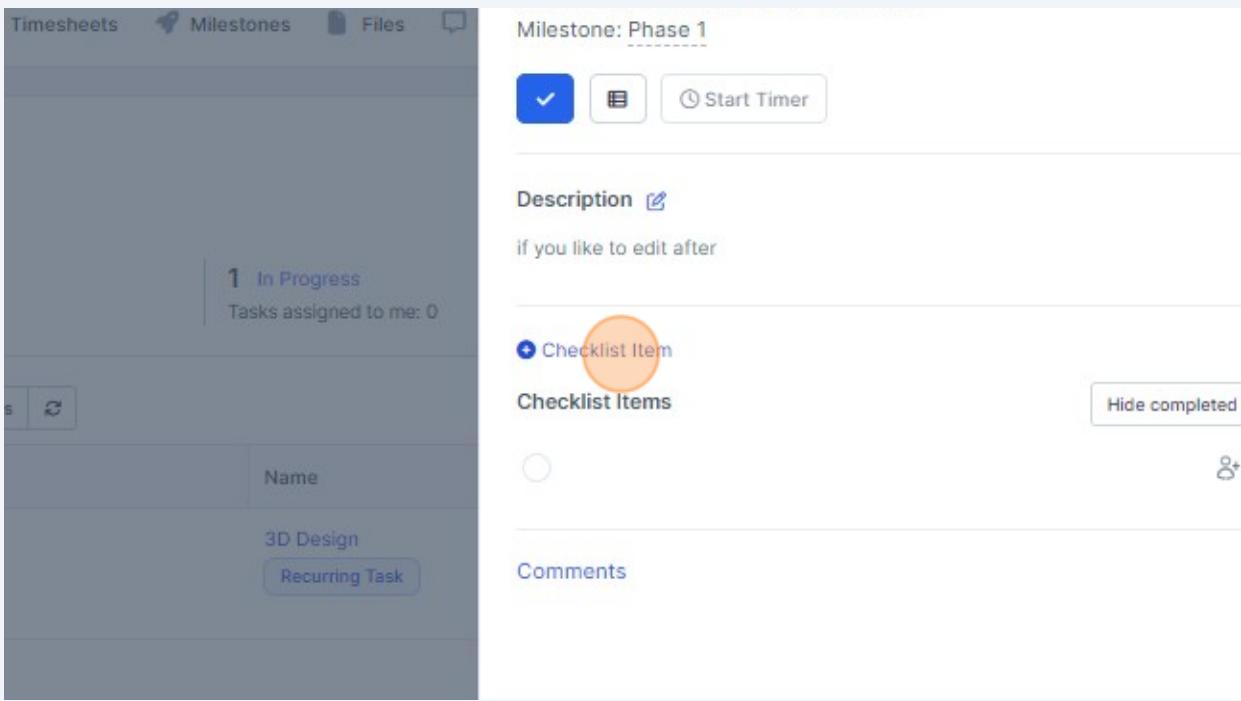


71 Type "if you like to edit after"

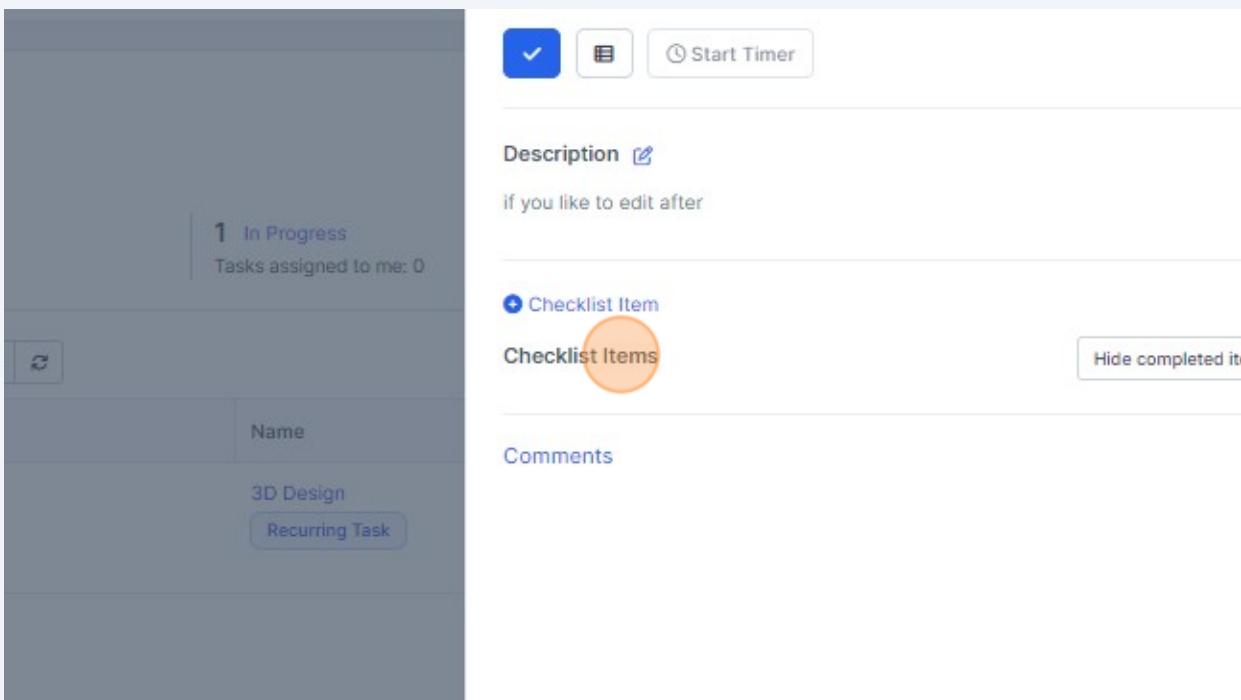
72 Click "Checklist Item"



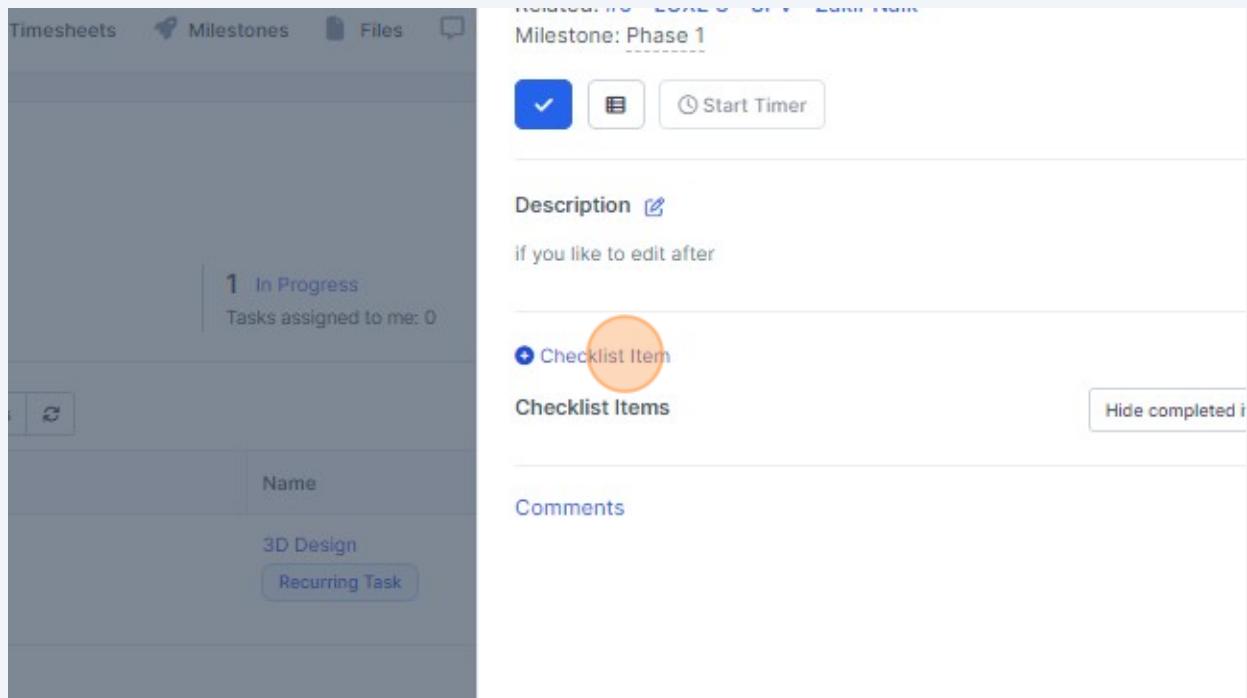
73 Click "Checklist Item"



74 Click "Checklist Items"



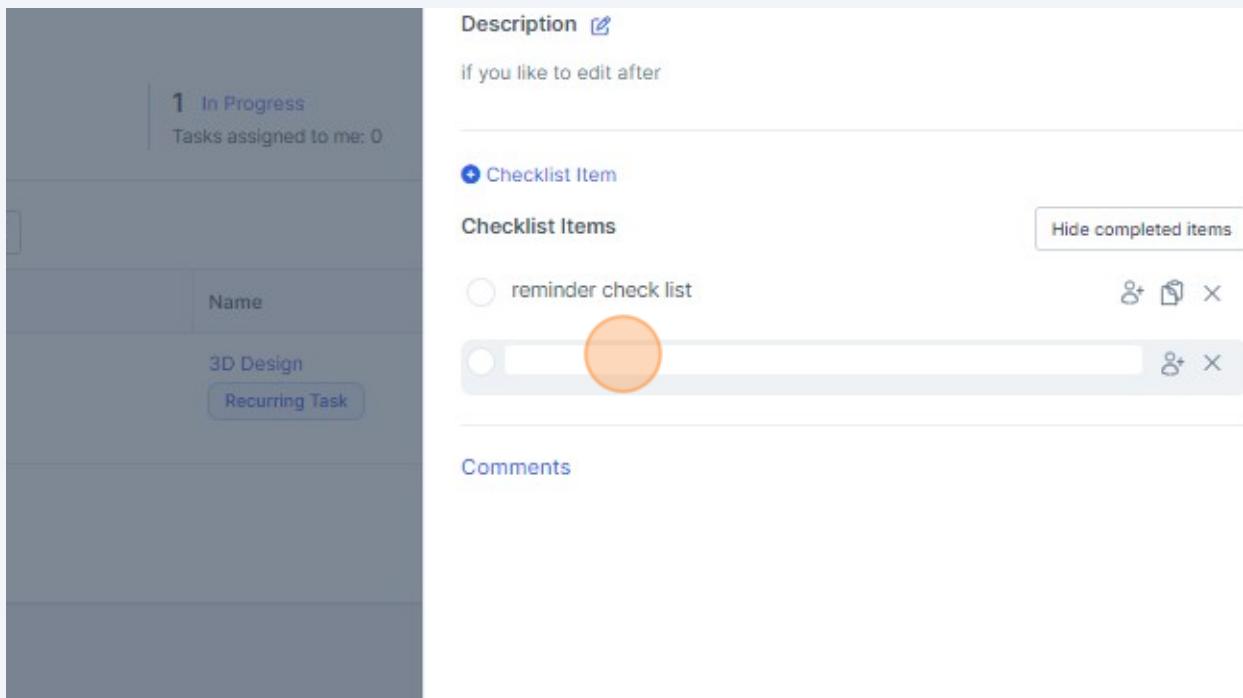
75 Click "Checklist Item"



76 Type "reminder check list enter"

77

Click this field.



78

Type "anythings"

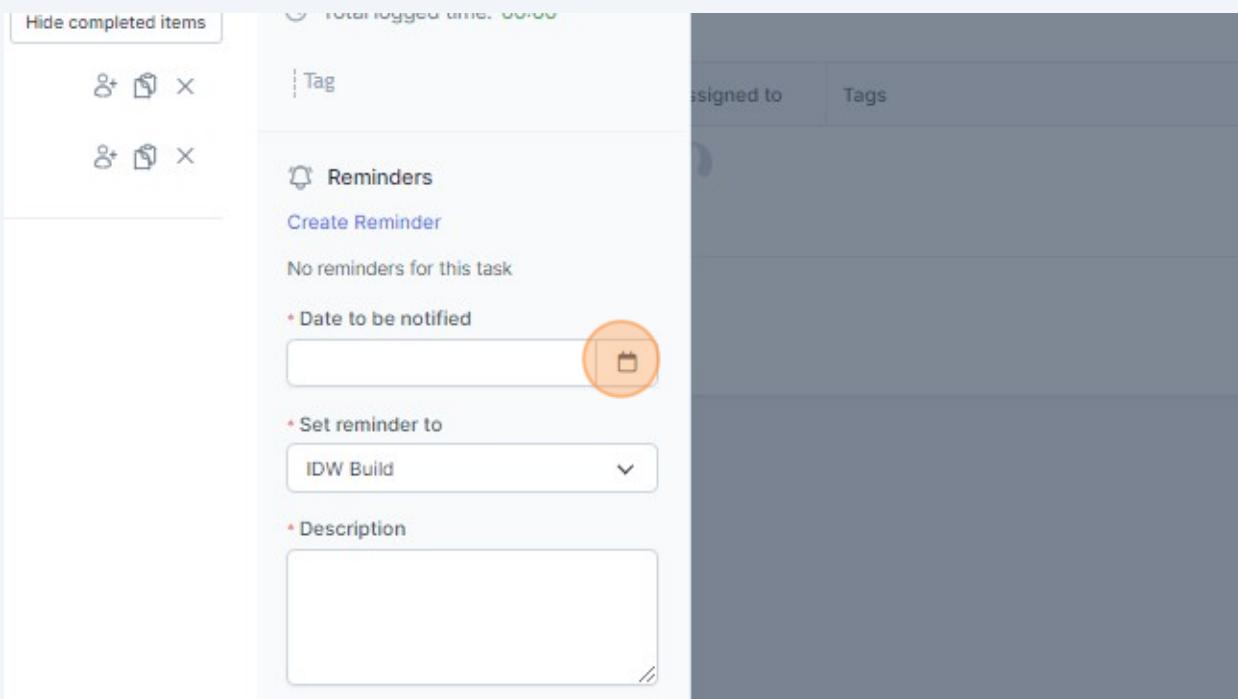
79 Click here.

The screenshot shows a task management interface. On the left, there's a 'Checklist Items' section with two items: 'reminder check list' and 'anythings'. Each item has a delete icon (X) and a 'Tag' button. Below this is a 'Comments' section with a large orange placeholder circle. To the right, there are sections for 'Reminders' (with a 'Create Reminder' button), 'Assignees' (with an 'Assign task to' dropdown and a user icon), and 'Followers' (with an 'Add Followers' dropdown and a user icon). At the top right, it says 'Total logged time: 00:00'.

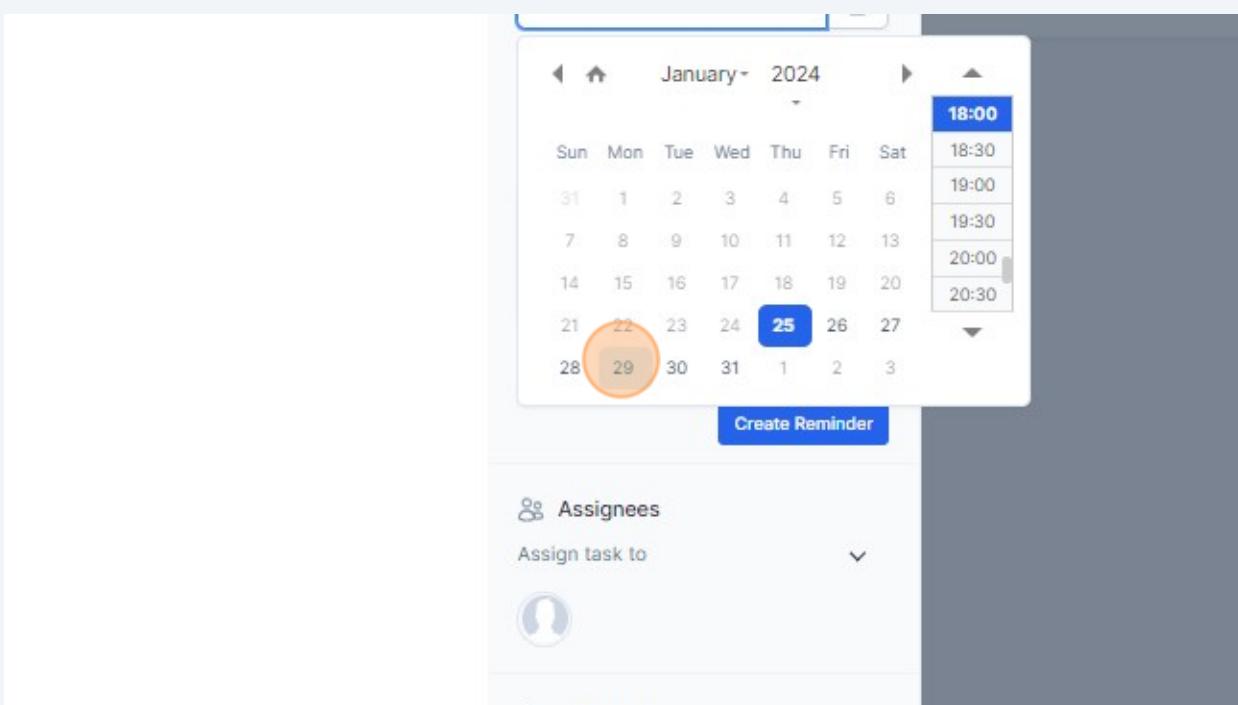
80 Click "Create Reminder"

This screenshot is similar to the previous one, but the 'Create Reminder' button in the 'Reminders' section is highlighted with a large orange circle. The rest of the interface elements are identical to the first screenshot.

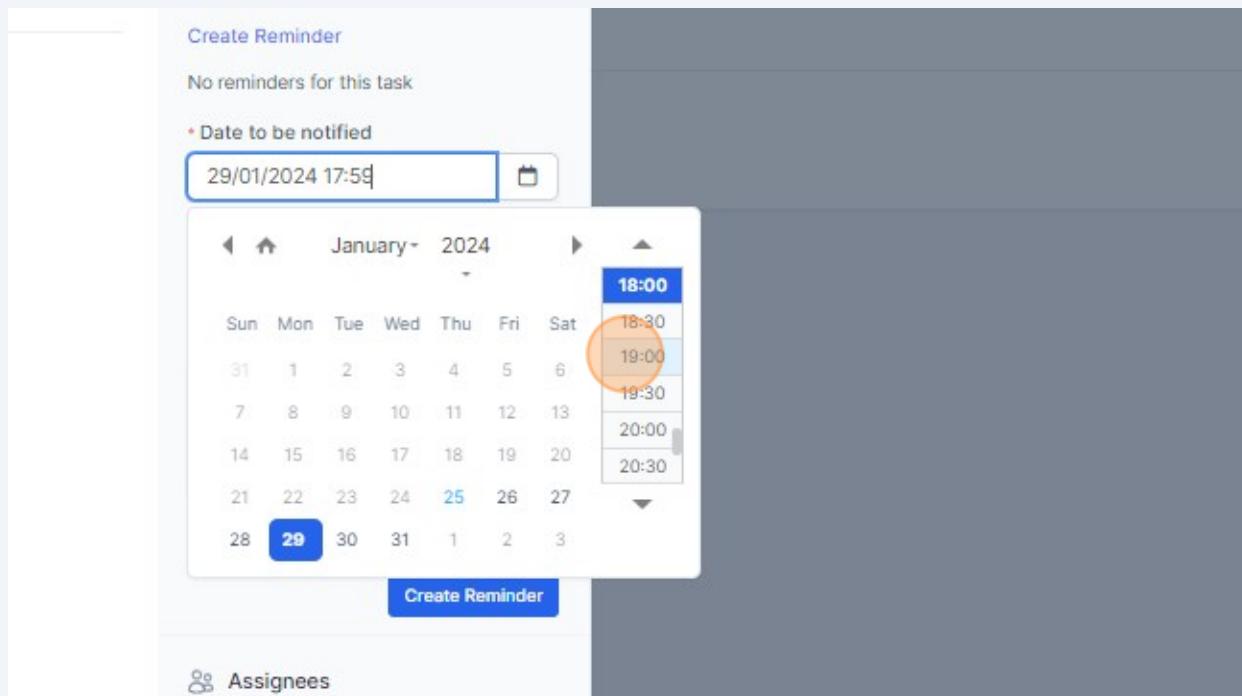
81 Click here.



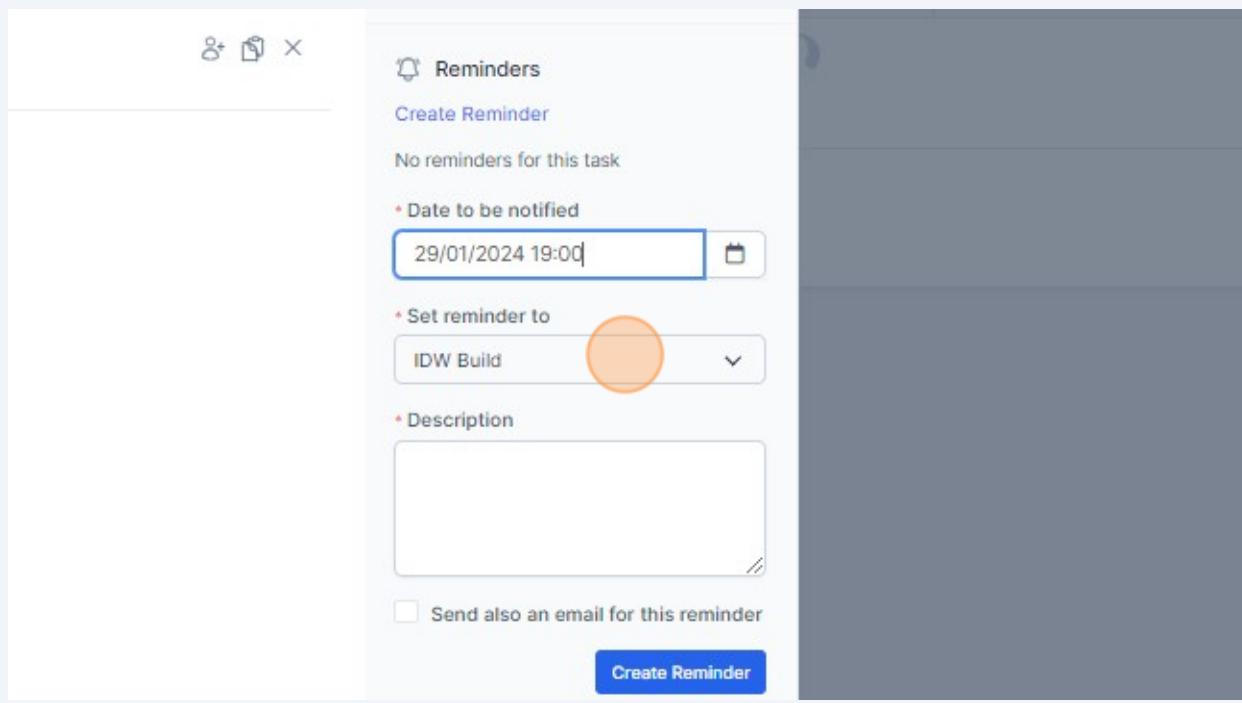
82 Click "29"



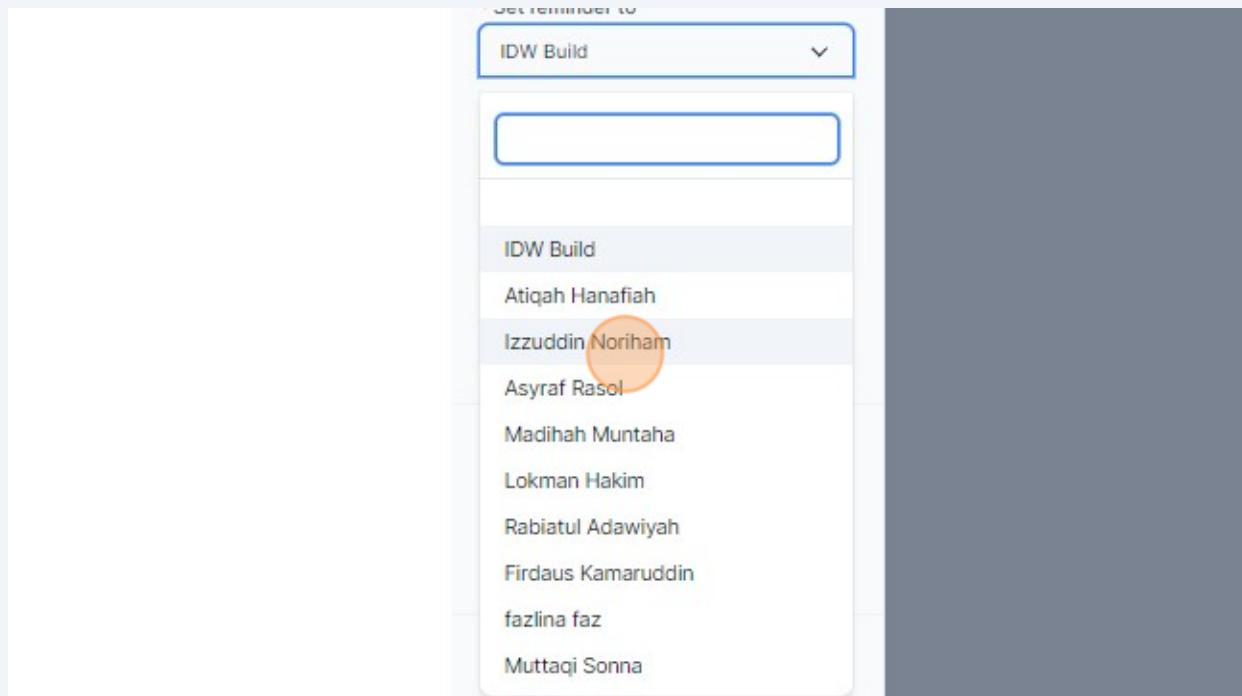
83 Click "19:00"



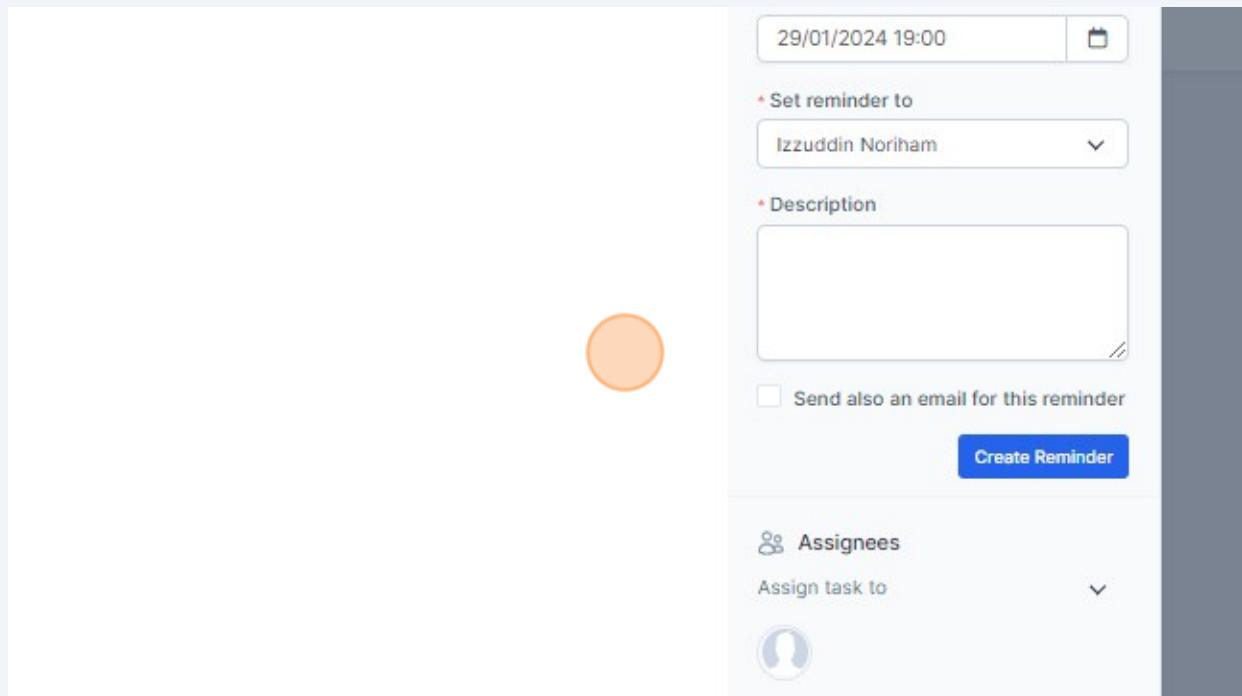
84 Click "IDW Build"



85 Click "Izzuddin Noriham"



86 Click here.

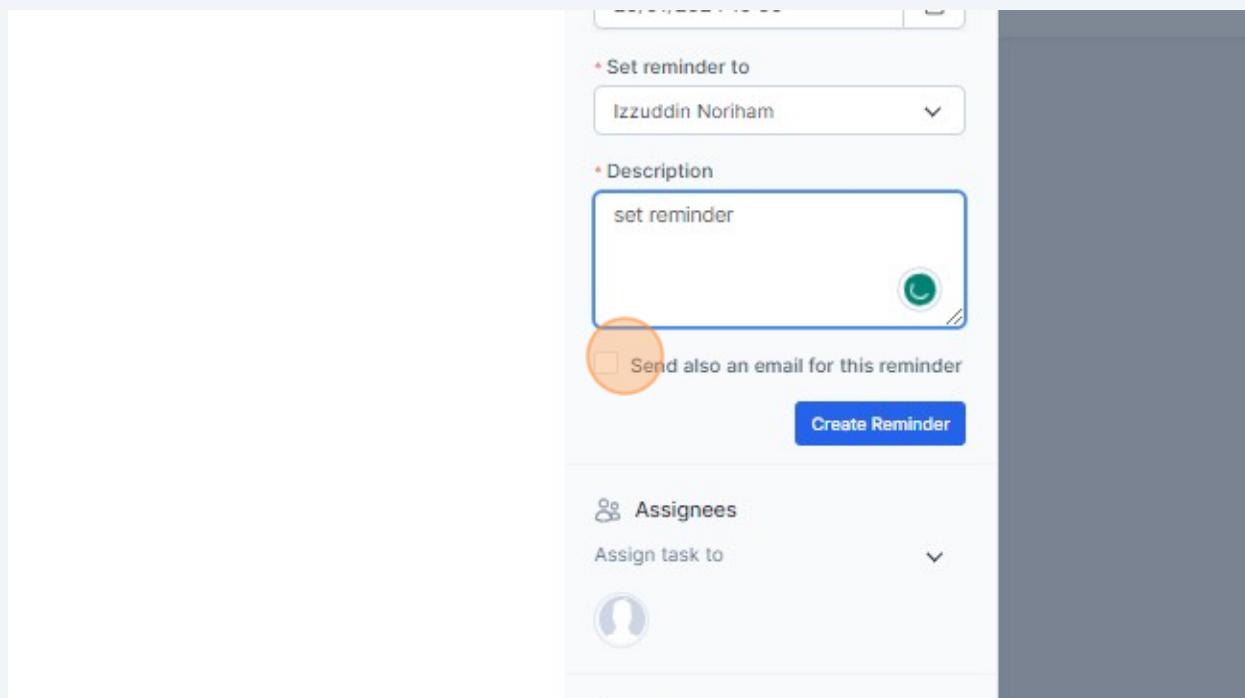


87 Click this field.

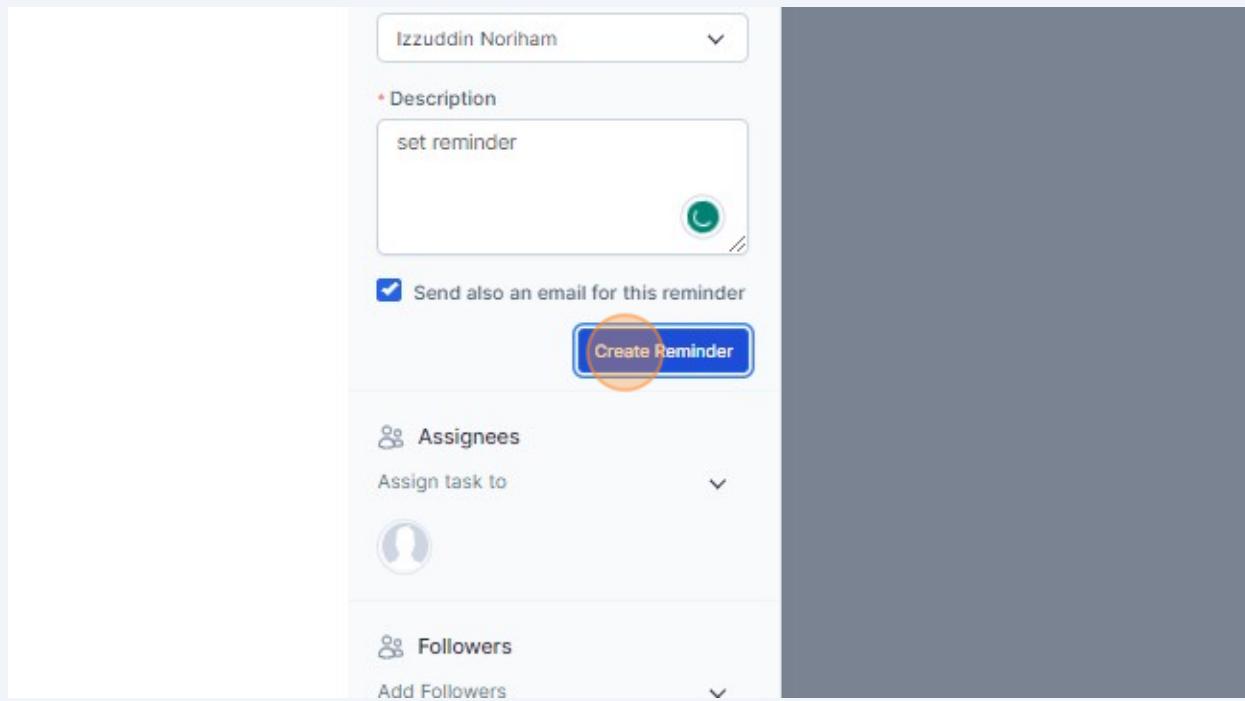
The screenshot shows a user interface for creating a reminder. At the top, there is a date input field set to "29/01/2024 19:00" with a calendar icon. Below it is a dropdown menu labeled "Set reminder to" containing the name "Izzuddin Noriham". There is also a text area for "Description" which is currently empty. A checkbox labeled "Send also an email for this reminder" is present, followed by a blue "Create Reminder" button. At the bottom, there is a section titled "Assignees" with a dropdown menu labeled "Assign task to".

88 Type "set reminder"

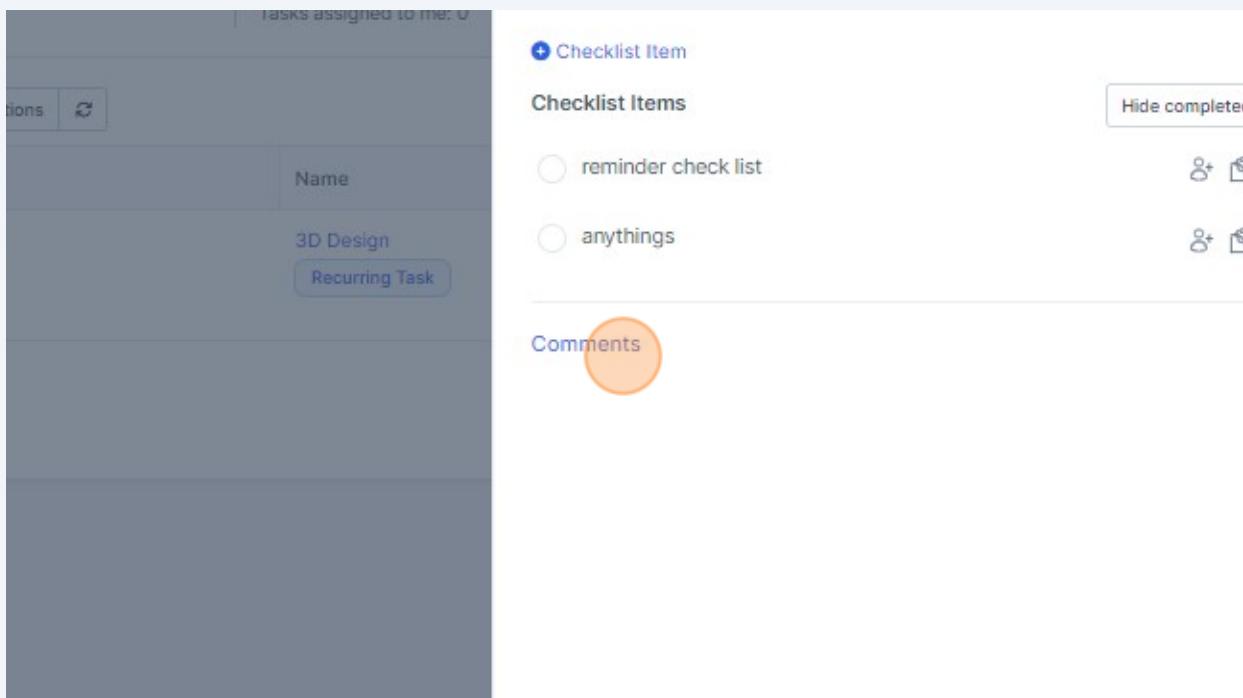
89 Click "Send also an email for this reminder"



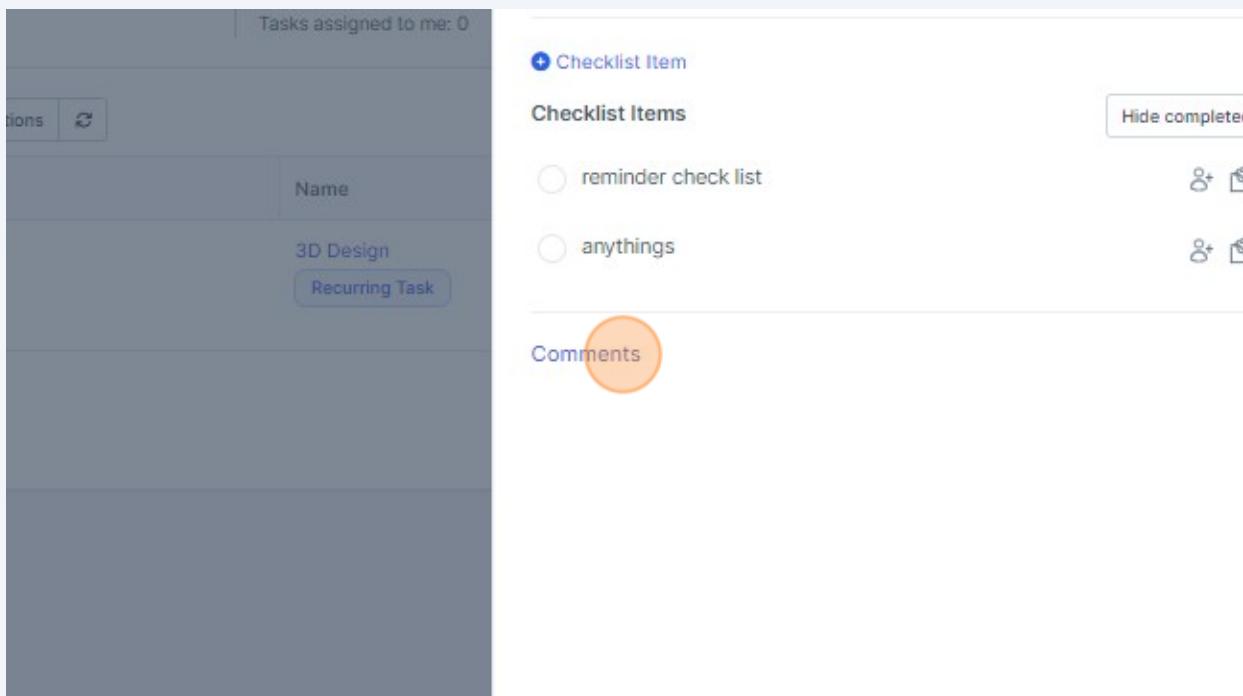
90 Click "Create Reminder"



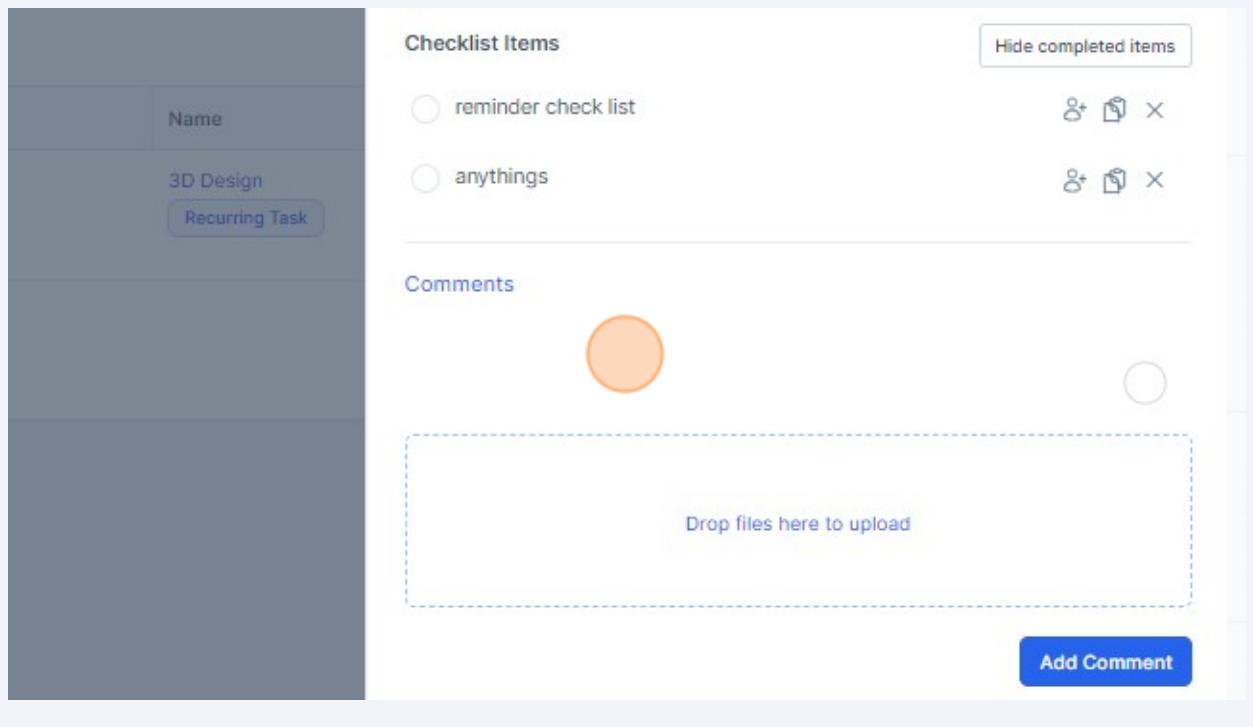
91 Click here.



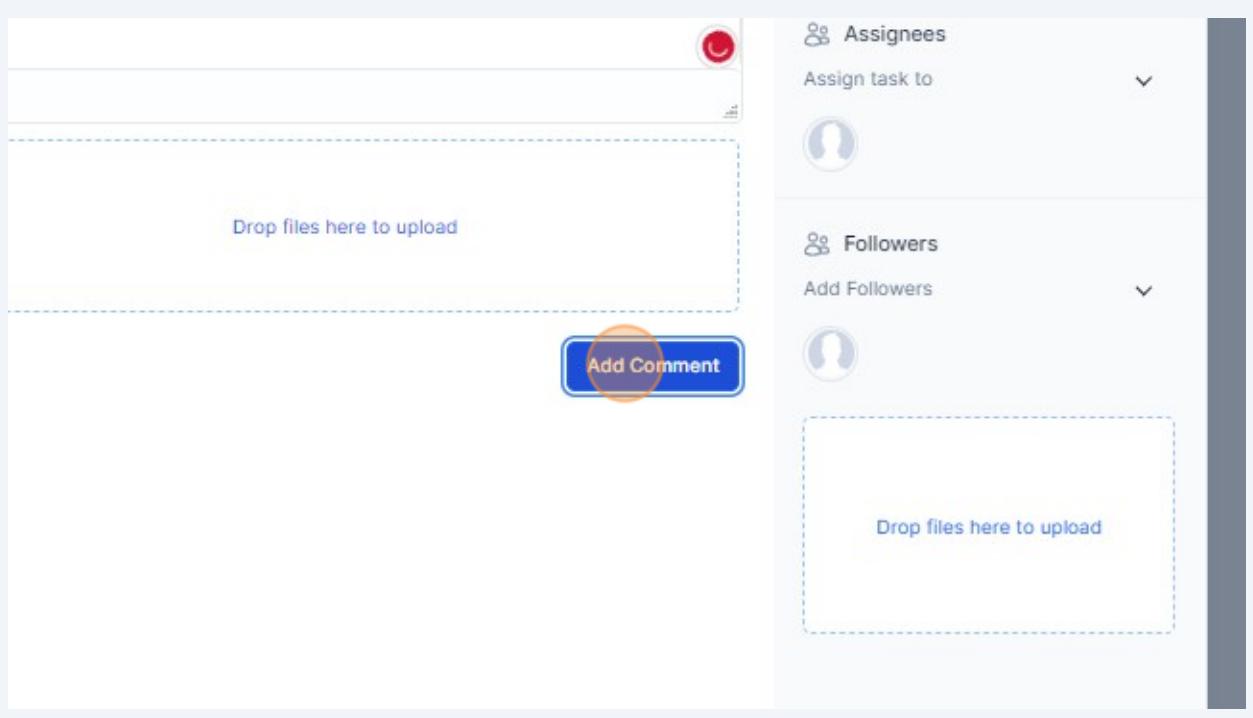
92 Click "Comments"



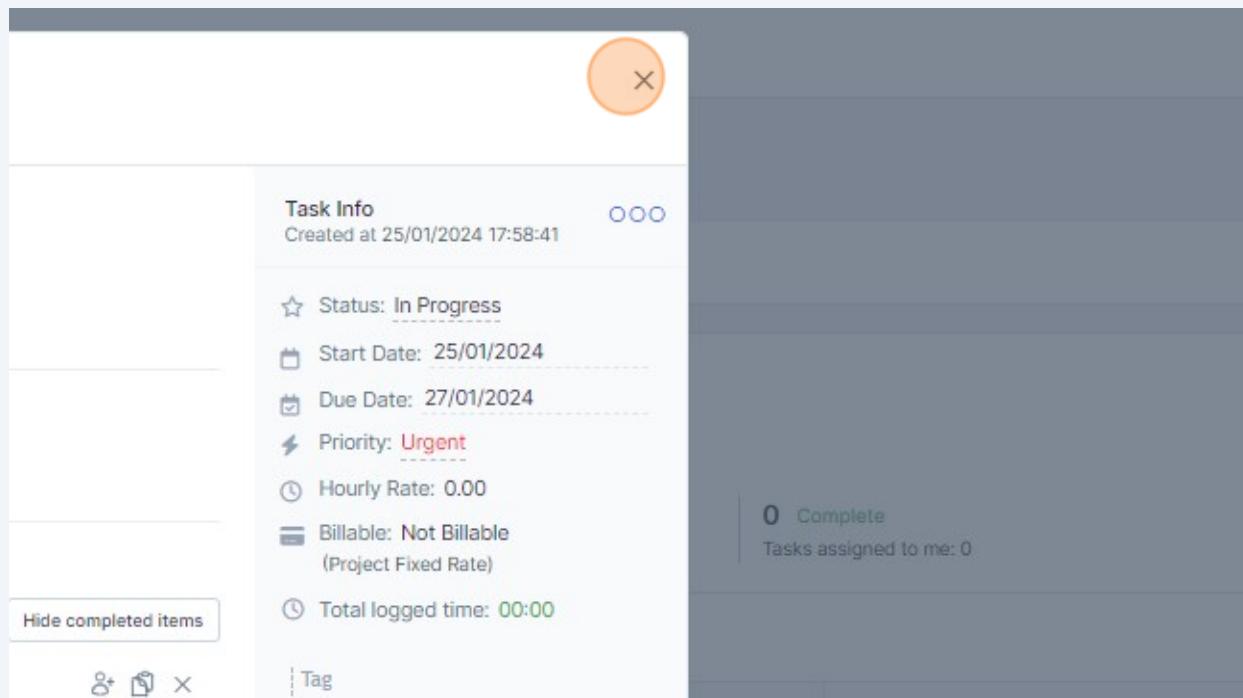
93 Click the "Add Comment" field.



94 Click "Add Comment"



95 Click "x"



96 Click "Gantt"

