**EX.NO:**

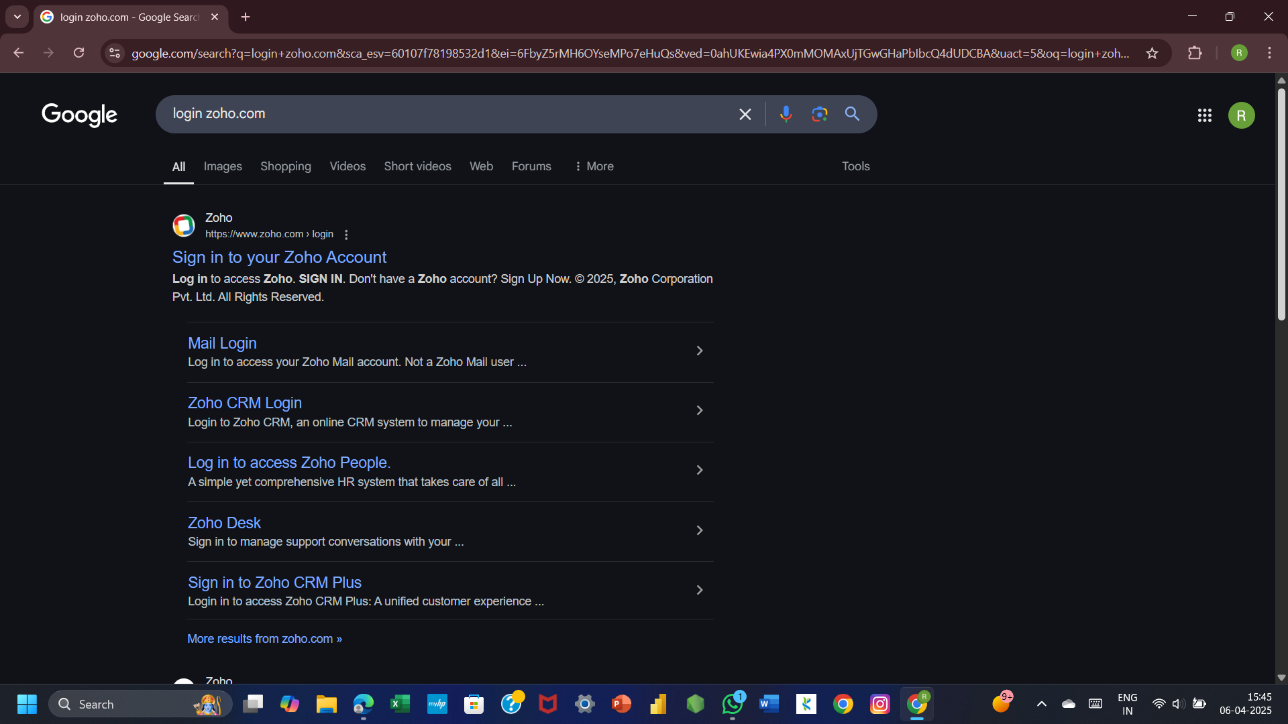
**DATE:**

**ZOHO WORKERLY**

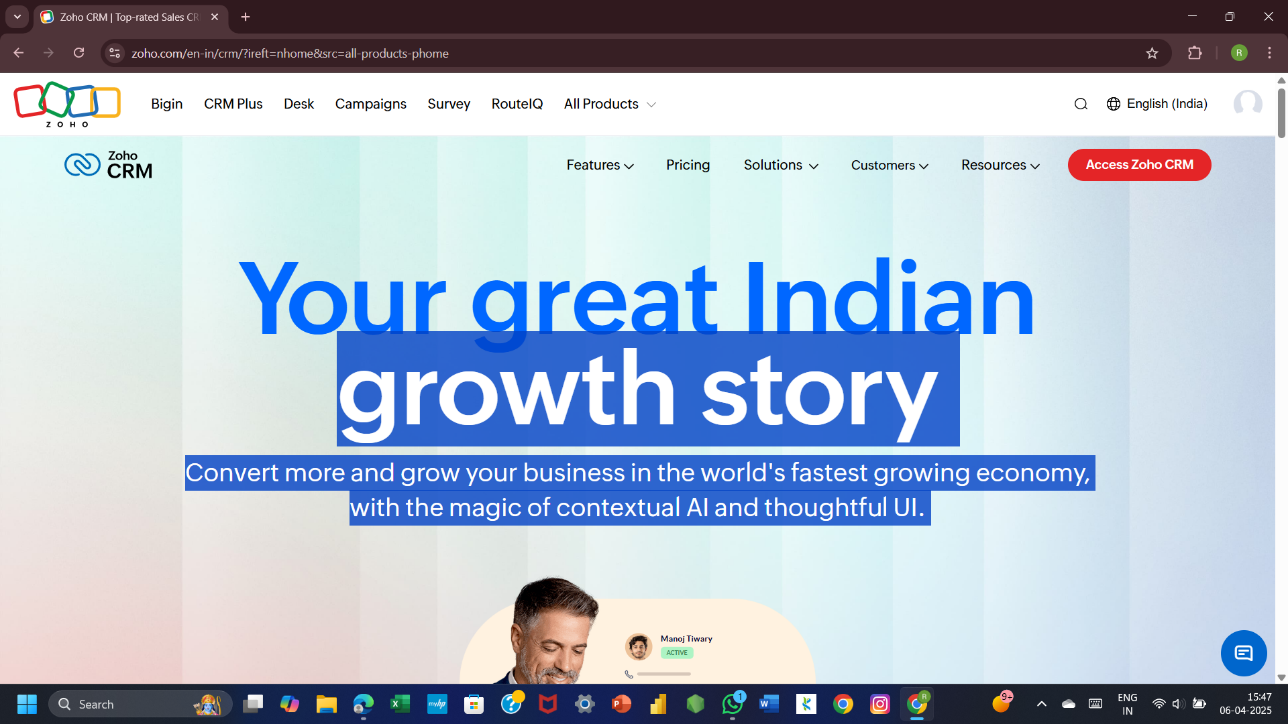
**AIM:** To design scheduler and personal information management using zoho workerly.

**ALGORITHM:**

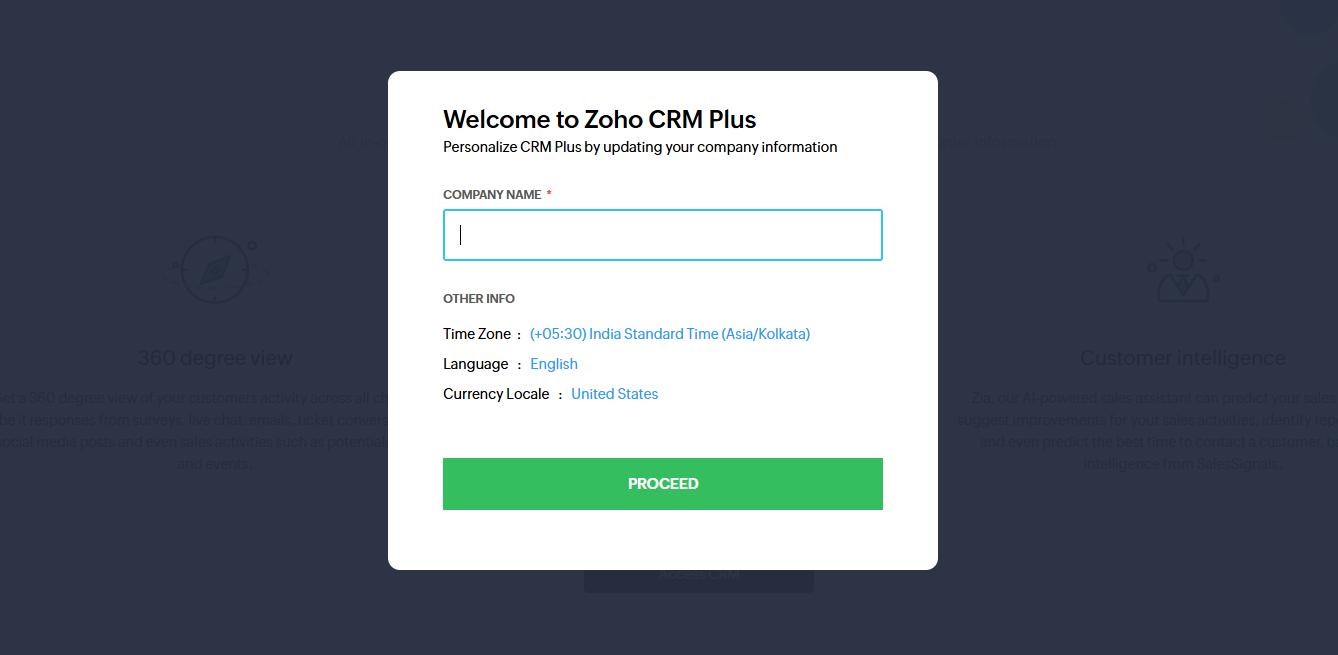
**STEP 1:** Open the browser and login zoho.com.



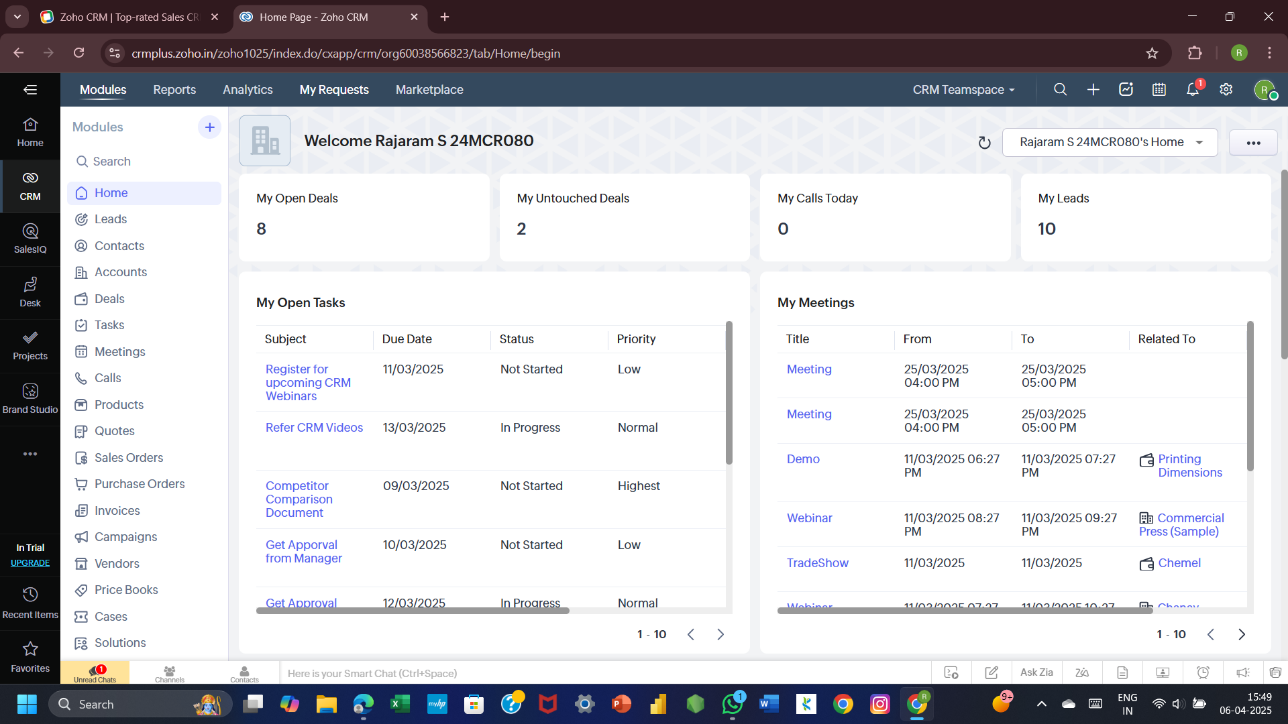
**STEP 2:** Click CRM in home page.



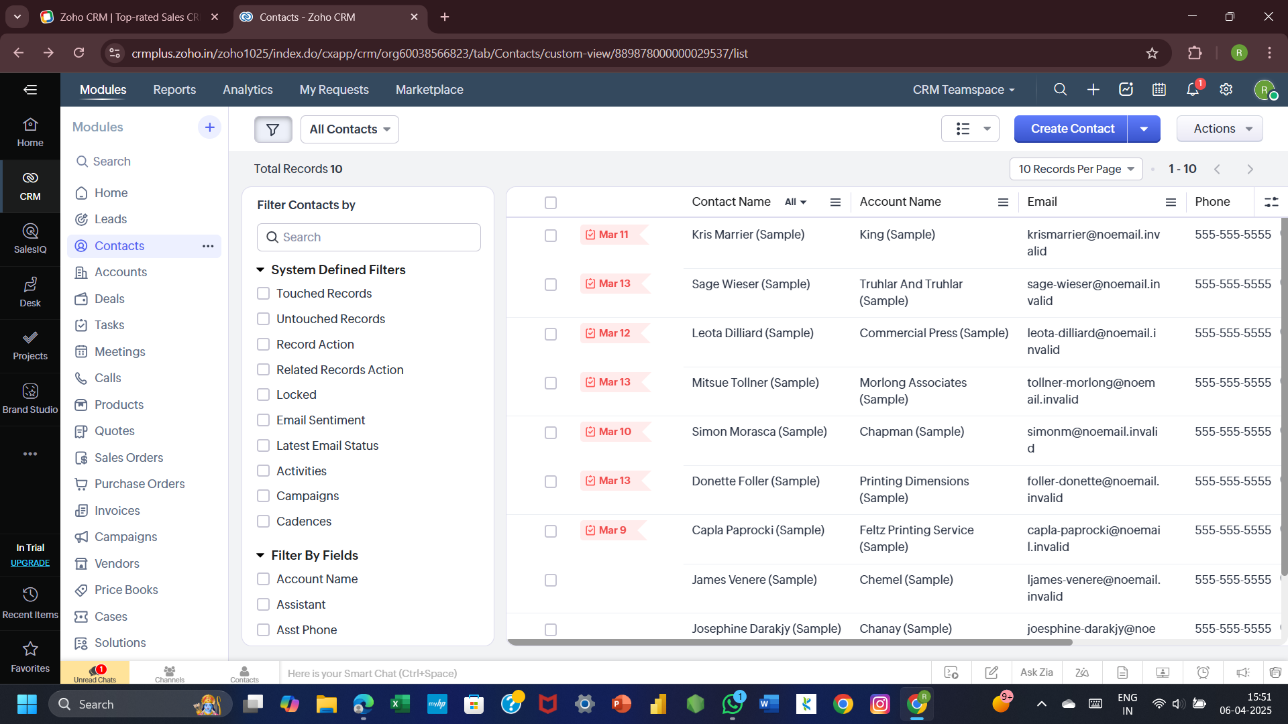
**3:** Enter the company name and phone number in the dialog box.



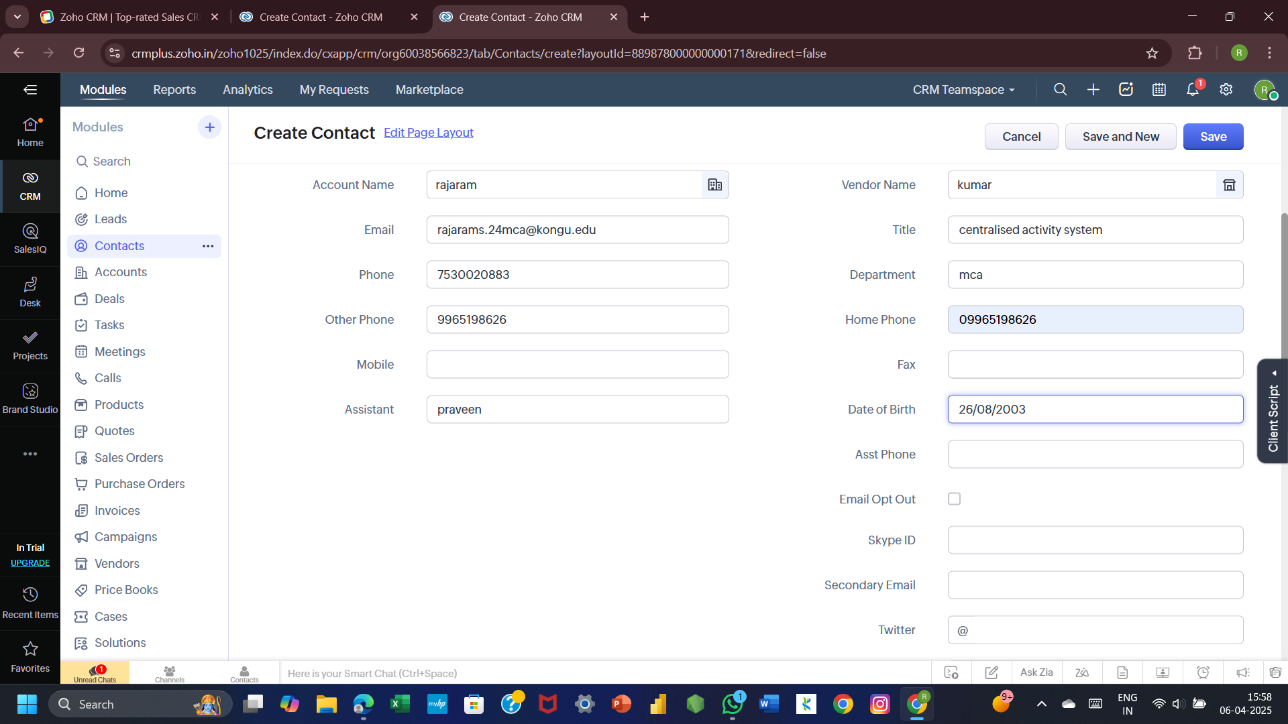
**STEP 4:** Home page is opened. Click the contents on the top.



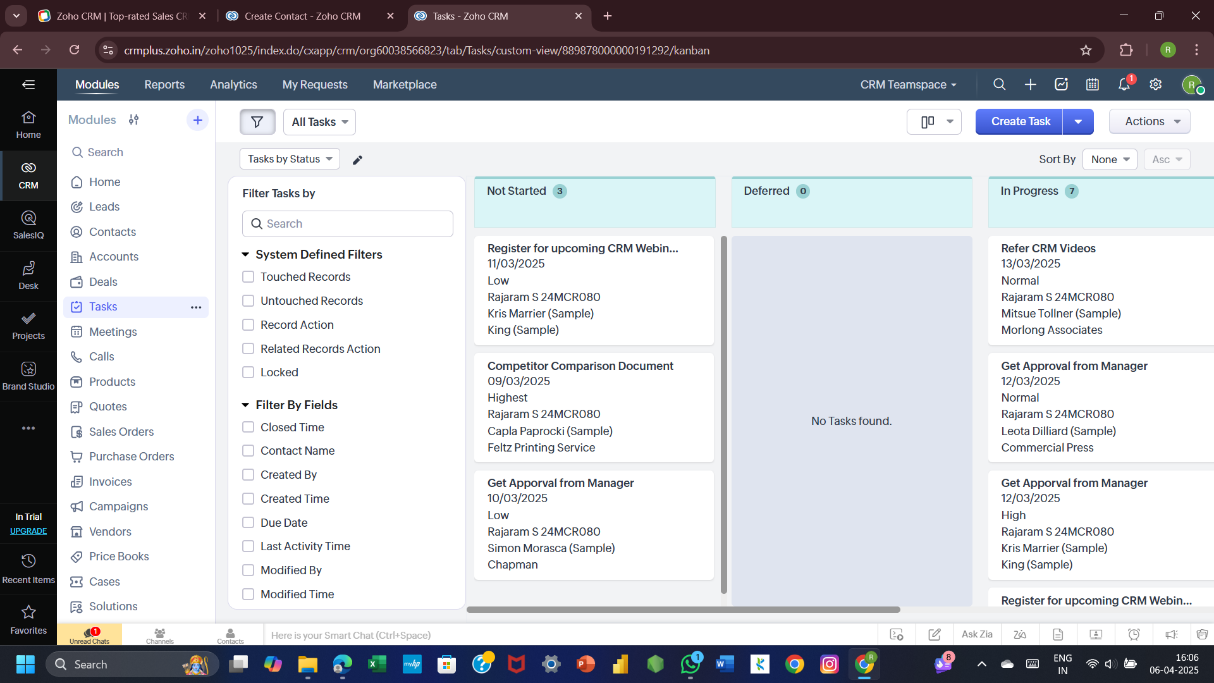
**5:** create button in the window.



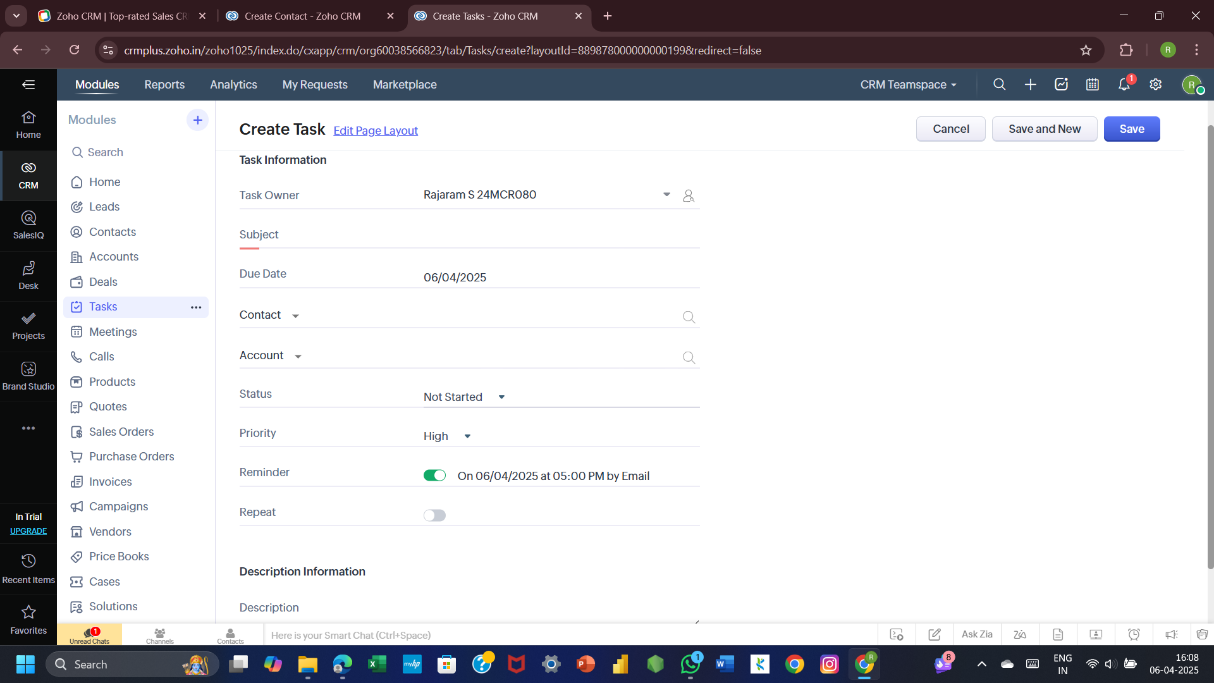
**STEP 6:** Enter the details and contact information click and save.



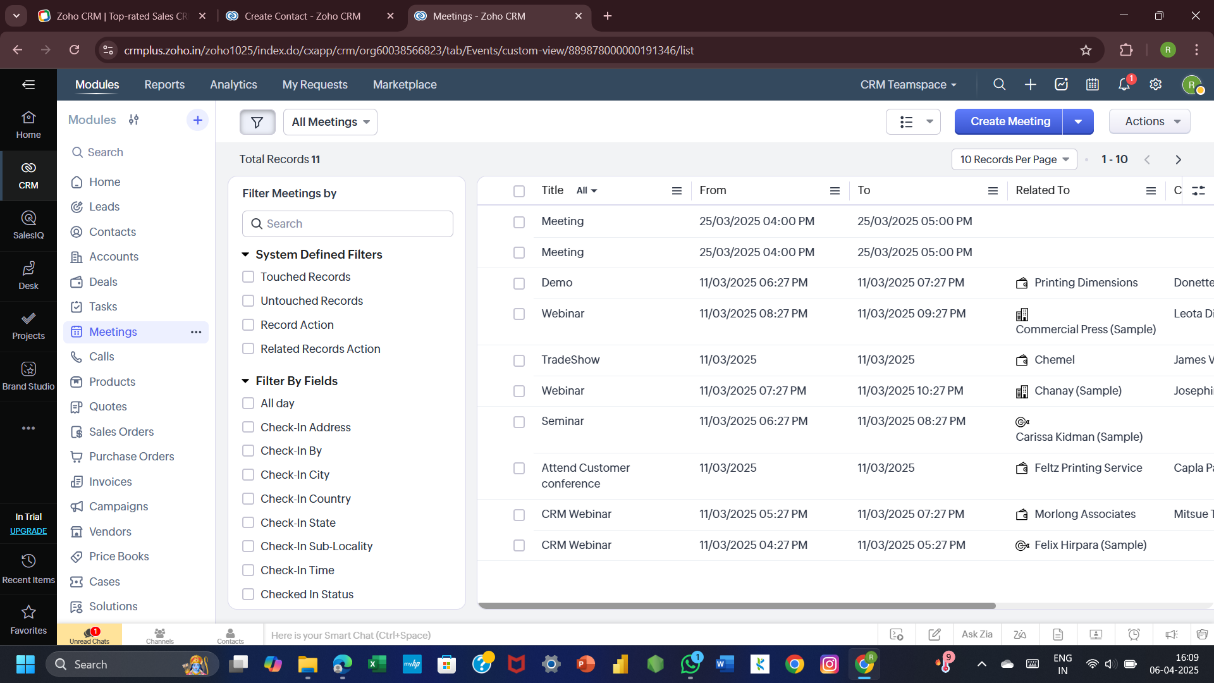
STEP **7:** task option in top.



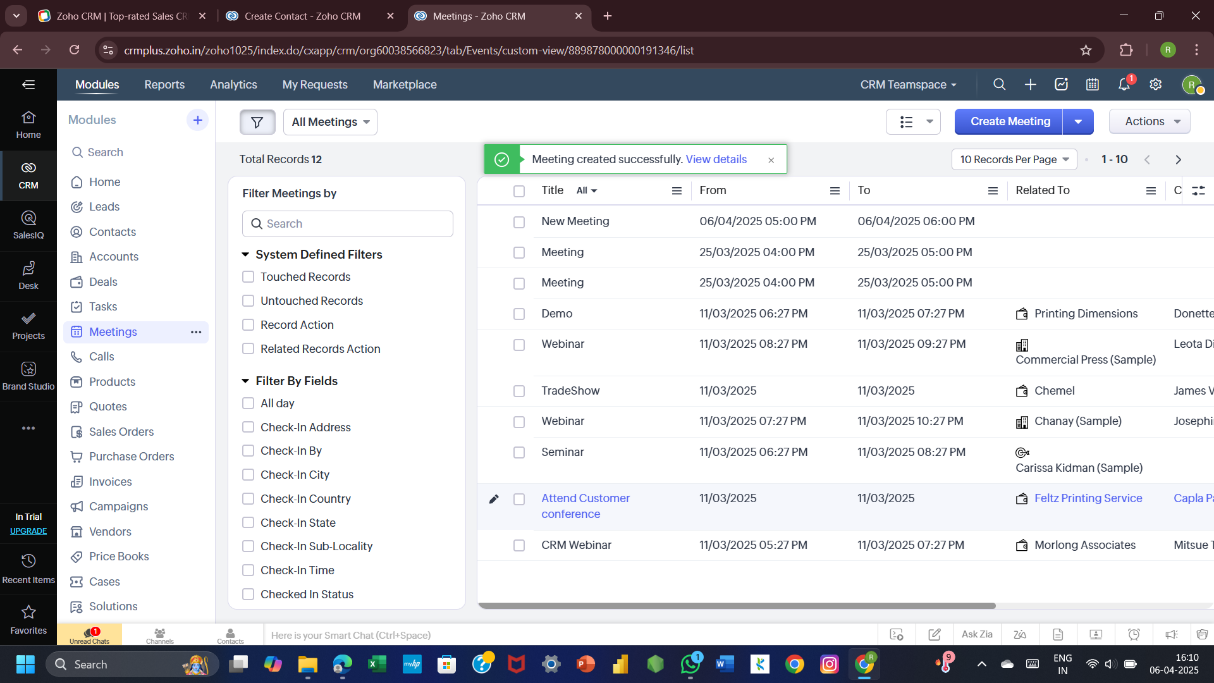
**STEP 8:** Click create task and enter details then click save.



**STEP 9:** meeting option on top.



**STEP 10:** Fill details and click save.



|  |  |
| --- | --- |
| COE (30) |  |
| RECORD (20) |  |
| VIVA (10) |  |
| TOTAL (60) |  |

**RESULT:**

Use Zoho Workerly to automate scheduling and manage personal info.