**Step 1 – Log in to the System**

**Description:**  
Visit the login page and enter your email and password, then click the **“Log In”** button.

A screenshot of a login form

AI-generated content may be incorrect.

**Step 2 – Verify your email**

**Description:**  
Check your email for the 6- Digit code and then paste here

**A screenshot of a login form

AI-generated content may be incorrect.**

**Step 3 – Manager (view task overview in dashboard)**

**Description:**  
After logging in, User will be redirected to a dashboard based on their role.

A screenshot of a computer

AI-generated content may be incorrect.

**Step 4 – Manager (Create task)**

**Description:**  
Click the “create task” button in the side bar

**A screenshot of a phone

AI-generated content may be incorrect.**



**Step 5 – Manager (Create task details)**

**Description:**  
Fill in the task details, assign it to a staff member, and optionally upload a file. To encrypt the uploaded file, click the 'Lock' icon and assign a key holder who will have permission to decrypt and access it.

**A screenshot of a task

AI-generated content may be incorrect.**

**Step 6 – Manager (Review submitted Task)**

**Description:**  
When a staff member submits a task, go to the dashboard via the sidebar and click on the specific task. A modal will pop up showing the submitted files and comments. From there, you can review the submission and choose to delete the task if necessary.

A screenshot of a task

AI-generated content may be incorrect.

**Step 7– View notifications (Manager & Staff Dashboards)**

**Description:**  
Click the “Notifications” button in the side bar and view list of notifications and optionally “mark as read”

A screenshot of a phone

AI-generated content may be incorrect.A screenshot of a computer

AI-generated content may be incorrect.

**Step 8 – Manager (Invite Staff)**

**Description:**  
Click the ‘Invite Staff’ button in the sidebar, then enter the staff member’s email to send an invitation or copy the generated link to share manually.

A screenshot of a contact form

AI-generated content may be incorrect.

**Step 9 – Settings (Manager & Staff Dashboards)**

**Description:**  
Click the ‘Settings’ button in the sidebar to change your password, update notification preferences, or contact support.

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AI-generated content may be incorrect.

**Step 1 – Staff (View task)**

**Description:**  
If a user is a staff, user will be redirected to the staff dashboard After logging in.

A screenshot of a computer

AI-generated content may be incorrect.

**Step 2 – Staff (Download file)**

**Description:**  
Click on a task in the dashboard to open a modal displaying its details, including any files uploaded by the manager. Click 'Download' to access a file. If the file is unencrypted, it will download immediately. If encrypted, you will be redirected to a secure page for verification and decryption.

A screenshot of a computer

AI-generated content may be incorrect.

**Step 3 – Staff (Download encrypted file)**

**Description:**  
If the file is encrypted, the user must request the decryption key via email be clicking “Send decryption key”. Once received, the user pastes the key to verify it. Upon successful verification, the file becomes available for download.

A screenshot of a phone

AI-generated content may be incorrect.A screenshot of a phone

AI-generated content may be incorrect.

A screenshot of a computer

AI-generated content may be incorrect.A screenshot of a computer

AI-generated content may be incorrect.

**Step 2 – Staff (Submit task)**

**Description:**  
After completing the task, click on it again in the dashboard to open the modal. From there, a staff member can upload a response file and add a comment for the manager to review.

A screenshot of a phone

AI-generated content may be incorrect.A screenshot of a chat

AI-generated content may be incorrect.