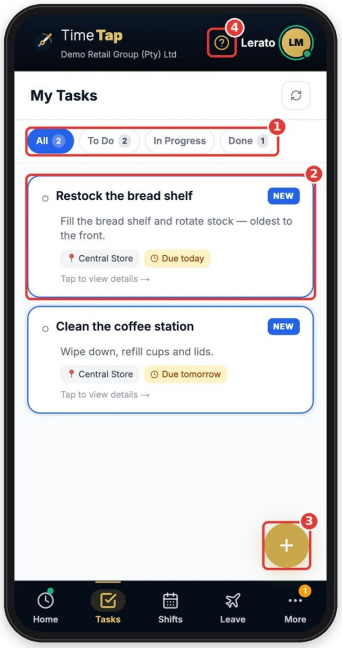
See the tasks given to you, start them and mark them done — with a photo when one is needed.

1. Your task list

1. Tap **Tasks** in the bottom menu.
2. Use the filters at the top — **All**, **To Do**, **In Progress** and **Done** — to find a task.
3. Each card shows the task, where it is and when it is due. Tap a card to open it.

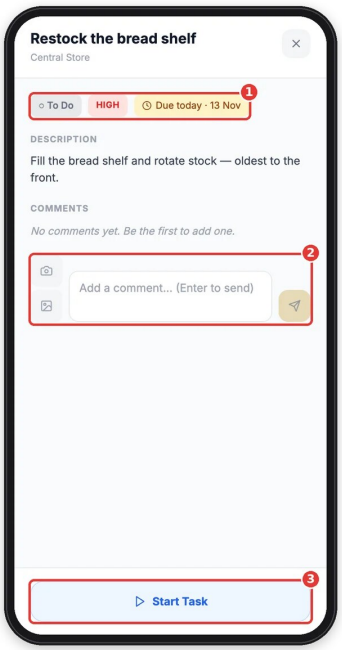


My Tasks

1. Filters — the number shows how many tasks are in each.
2. A task card: title, place and due date. **NEW** means you have not opened it yet.
3. The gold **+** is your quick-add button — use it to add a task (if your company allows it).
4. The gold **?** opens the guide for the screen you are on.

2. Start a task

1. Open the task and read what needs to be done.
2. Check the chips at the top: priority, due date and what is needed to finish (for example a photo).
3. Tap **Start Task** when you begin — your manager sees it is in progress.

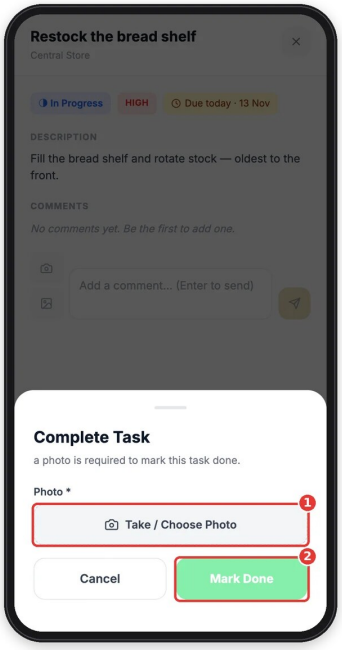


Task details

1. Priority, due date and what you need to finish it.
2. Comments — ask a question or add an update.
3. Tap **Start Task** when you begin.

3. Mark it done

1. When the work is finished, add what the task asks for — usually a photo of the finished work.
2. Tap **Mark Done**. The button only works once everything required has been added.



Finishing a task

1. Add the photo (or note) the task asks for.
2. Tap **Mark Done**.

> **Tip:** Could not finish? Leave a comment on the task explaining why, so your manager knows what is holding it up.

4. No signal?

1. Tasks you have seen before still open without signal.
2. You can still tap **Start Task**, **Mark Done**, add a comment or take a photo. It is saved on your phone and the card shows **Saved on this phone · sends when you have signal**.
3. When you have signal again it is sent by itself, in the order you did things, with the time you really did it. You do not have to do anything.

> **Tip:** Open your Tasks once while you still have signal (for example at the office) so every task is saved on your phone before you go.

Still stuck? Ask your team leader or HR — they can see what TimeTap shows for you.