Tasks

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A task is a many-times work item. For example a carpenter may have a task setup as *RUBBISH CLEANUP*. This task is performed multiple times on different worksites. *Tasks* are different to *Activities* in that many employees can be working on the same task but each can be performing a different *Activity* at the same time. For example on our construction site we are all working on the task *RUBBISH CLEANUP* but only one person was doing the activity *SWEEPING* while the rest of us were performing activity *FILLING BIN*.

Unlike projects, tasks are not dispatched to devices. They must first be scanned by the device using the TimeDock *Mobile App* to start the instance of the task, which creates a new instance/line on the *Jobsheet* each time. Time is accrued against each task instance rather than consolidating against a single instance.

Tasks can be used as location or job site identifiers. Simply print a task card and fix it to a location to be scanned by the TimeDock *Mobile App* prior to scanning in employees at the site.

> **Note:** Tasks can only be used by scanning the task QR code with the TimeDock *Mobile App* and are not intended for use with the *TimeTablet* device.

Adding a task:

To add a task log in to your TIMEDOCK web portal and navigate to *Setup > Tasks*. From the *Tasks* screen is where you can set up the projects and tasks in the system.

Now click *New* to add a new task. A screen will display asking for further details such as the Name, Description etc. For a full list of what each detail means see the project settings list below.

Printing cards:

To print a task card navigate the *Setup > Tasks* screen and click on the task names in the list to select the ones you want to print a card for. Next, click on the *Print* option in the left-hand menu.

Starting a task:

If you haven't already, you must first print a scannable task card.

To start an instance of a task, scan the QR code on the task card using the TimeDock *Mobile App*. This will start a new instance of the task (a new line on your *Jobsheet*) and you will see a green bar with the task name appear on the app scanning screen. You are now ready to scan employees into the task.
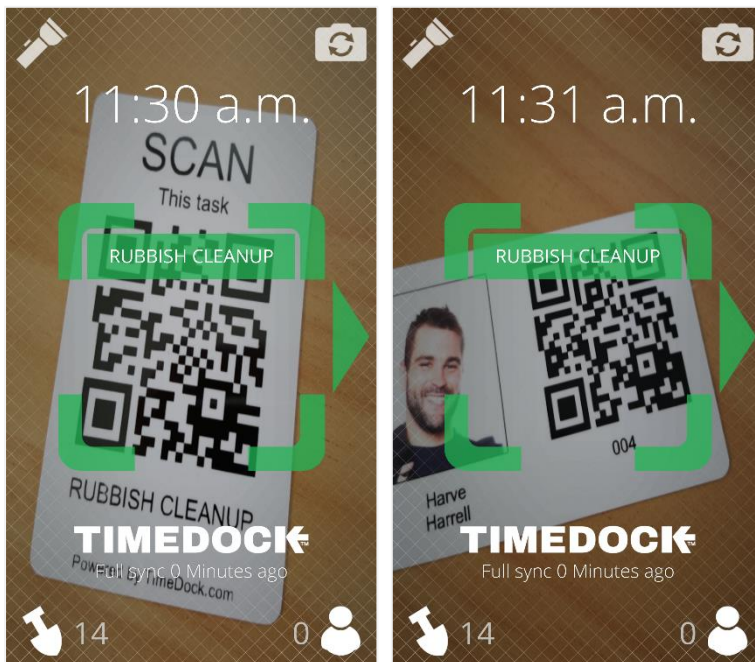

Switching tasks:

Open the mobile app and tap the shovel icon in the bottom left hand corner of the screen - this will display a list of available projects and commenced tasks dispatched for the device.

Select the project or task instance to switch an employee to. You will be given the choice of either *Transfer In* or *Scan In*. Use the *Transfer In* option to assign employees to the task that are already clocked in on another task, and use the *Scan In* option to assign the employees to the task who are not yet clocked in.

See Switching jobs with TimeDock for more information.

FILLING BIN
NEW HOUSE
RUBBISH CLEANUP

OPTION ≔

RUBBISH C...

TRANSFER IN	SCAN IN

OPTION ≔
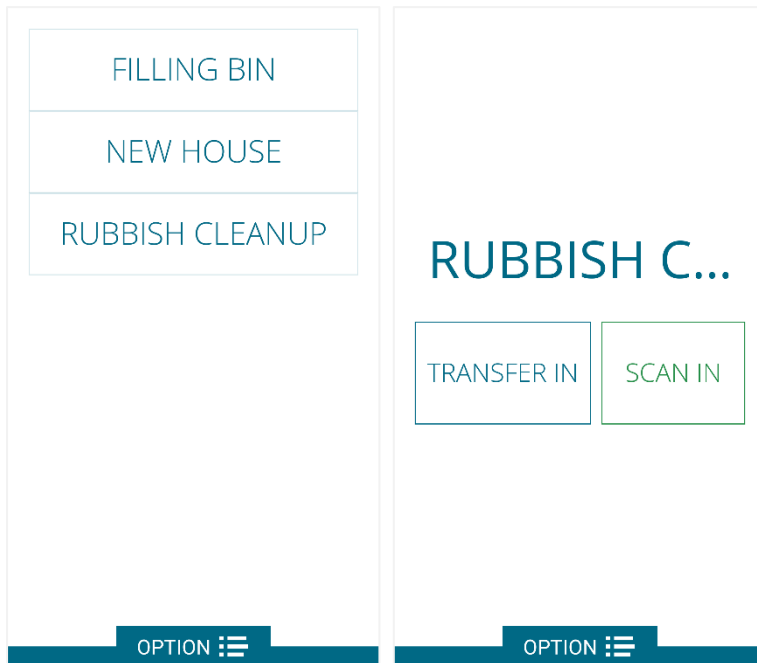
Manually adding time to a task:

1. Log into the TimeDock web portal.
2. Select "*Manual in/out*".
3. Submit the time entry form (refer to Adding time).

Closing a task:

1. Log into the TimeDock web portal.
2. Navigate to *Jobsheet*.
3. Click "*Close this job*" on the task item.