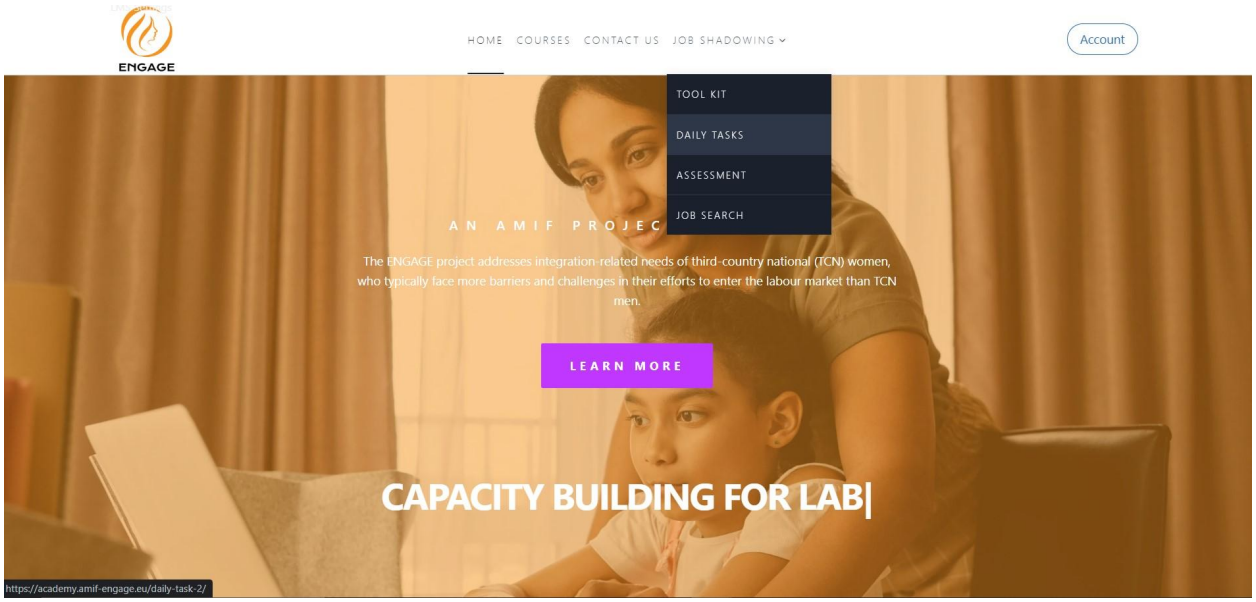
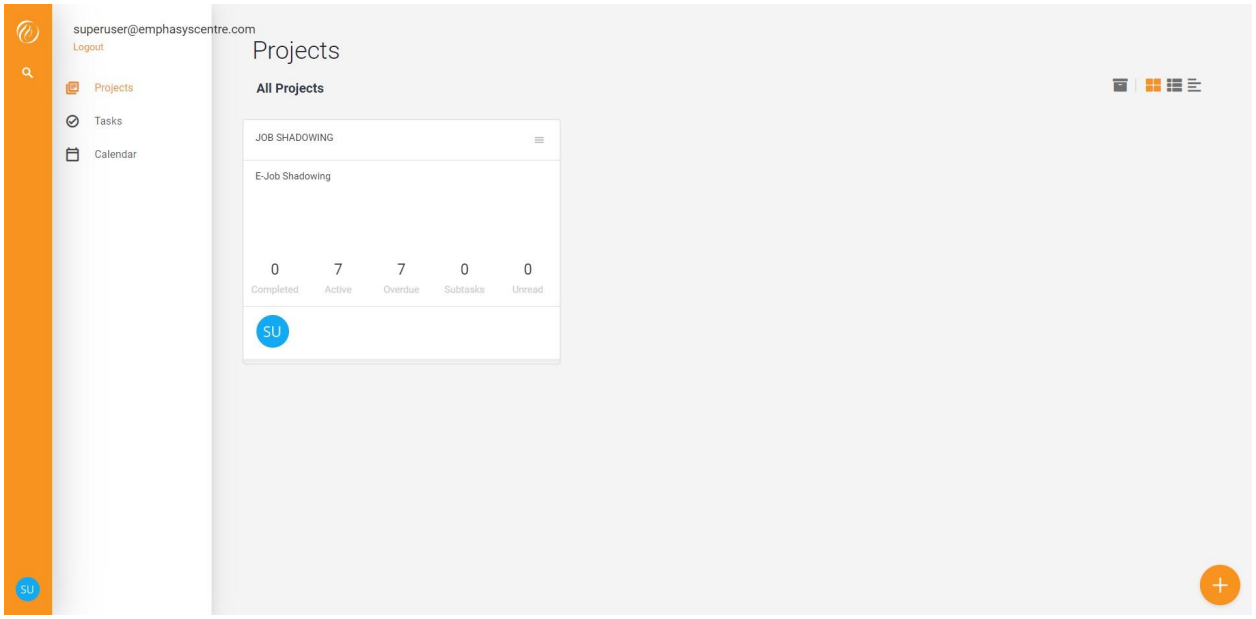
Daily Tasks Documentation

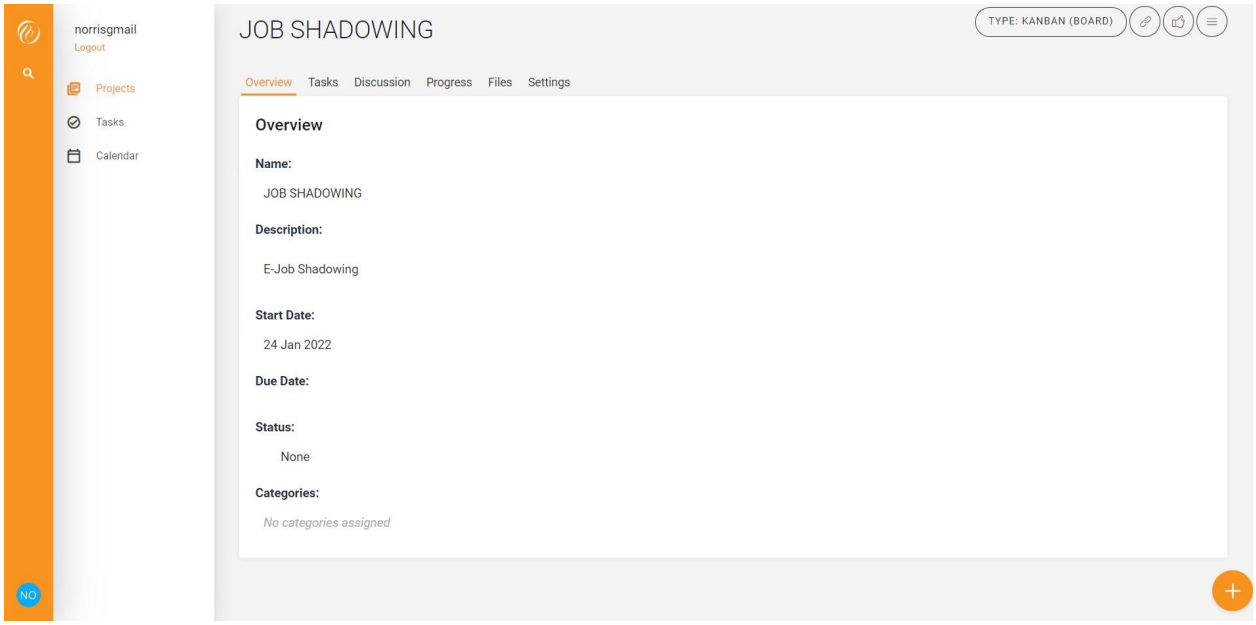
1. Click the Job Shadowing Menu on the Header bar and Select Daily Tasks.



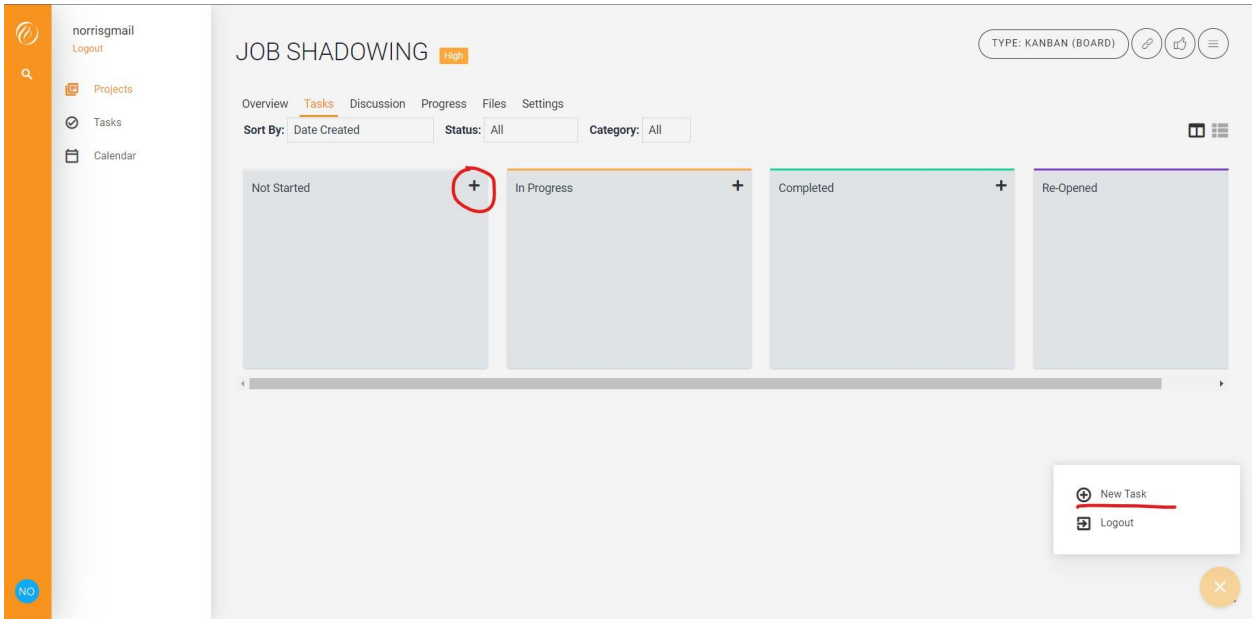
2. Click Projects Menu to view all available projects.



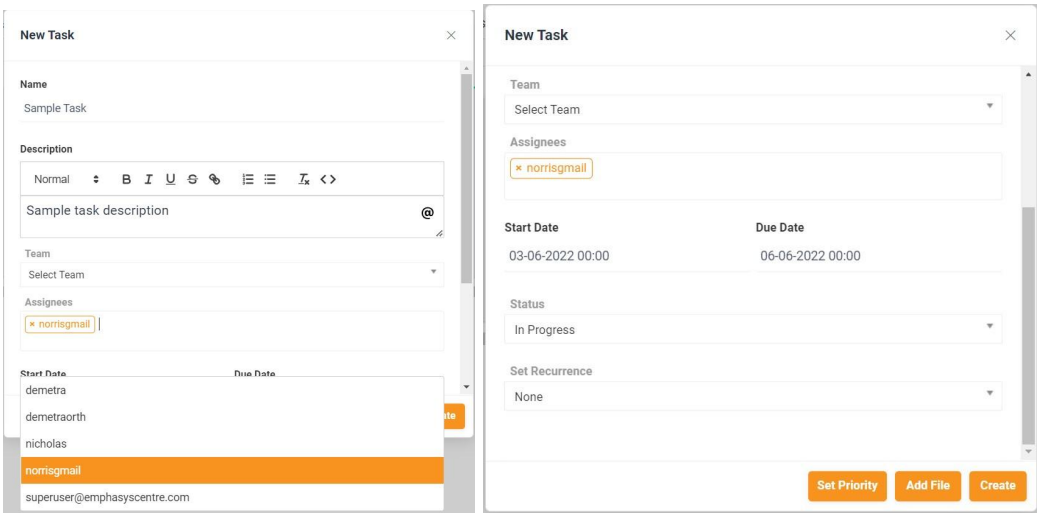
3. Select Job Shadowing Project to view Project overview, Tasks, Discussions and Settings.



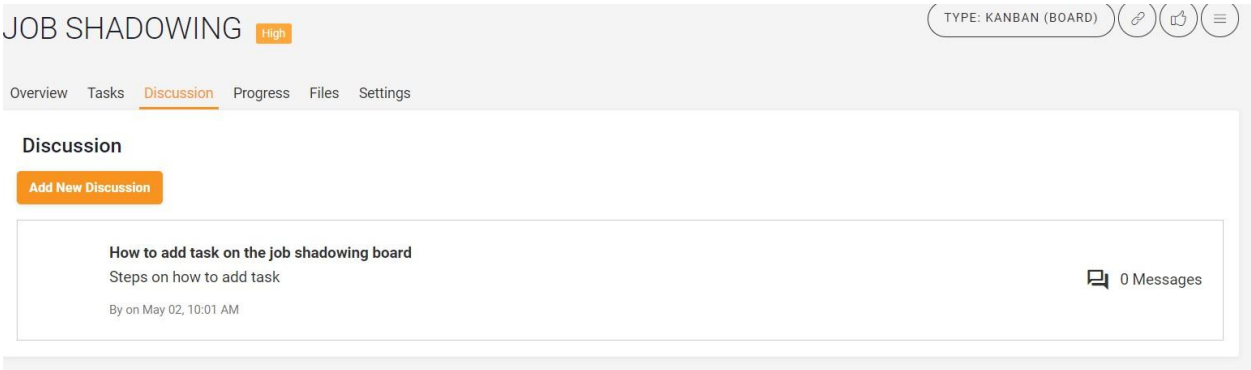
4. To Add a Task. Press the plus button at the bottom right and the select New Task. Or go to the Task tab and press the plus button on the Not Started board.



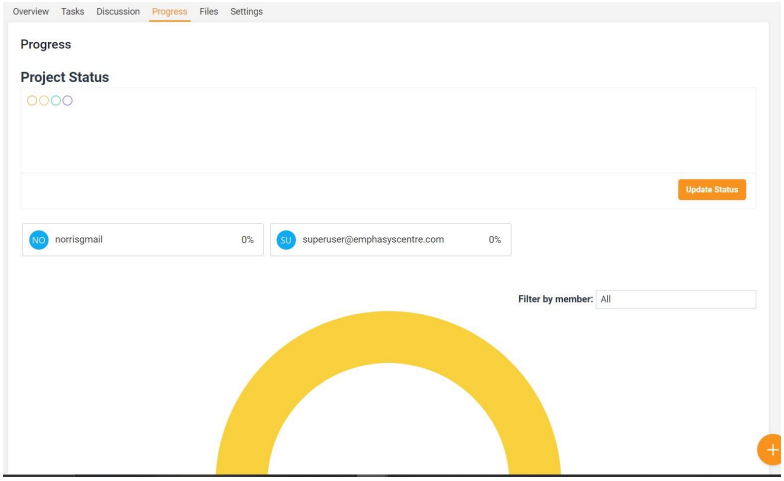
4.a Fill out the task details. Task title, Task description, Set assignee to self, Add start and end date, set task status, set priority and then press create button.



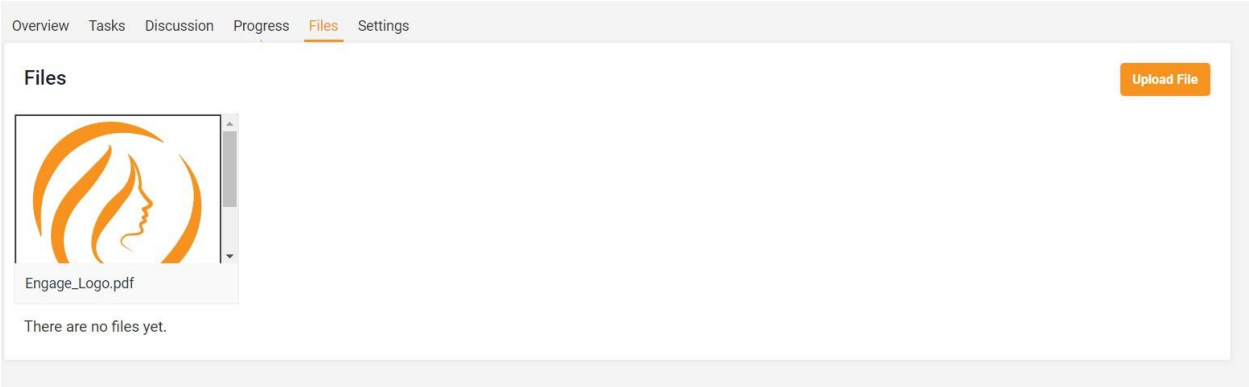
5. Go to the Discussion Tab to view members' discussion boards.



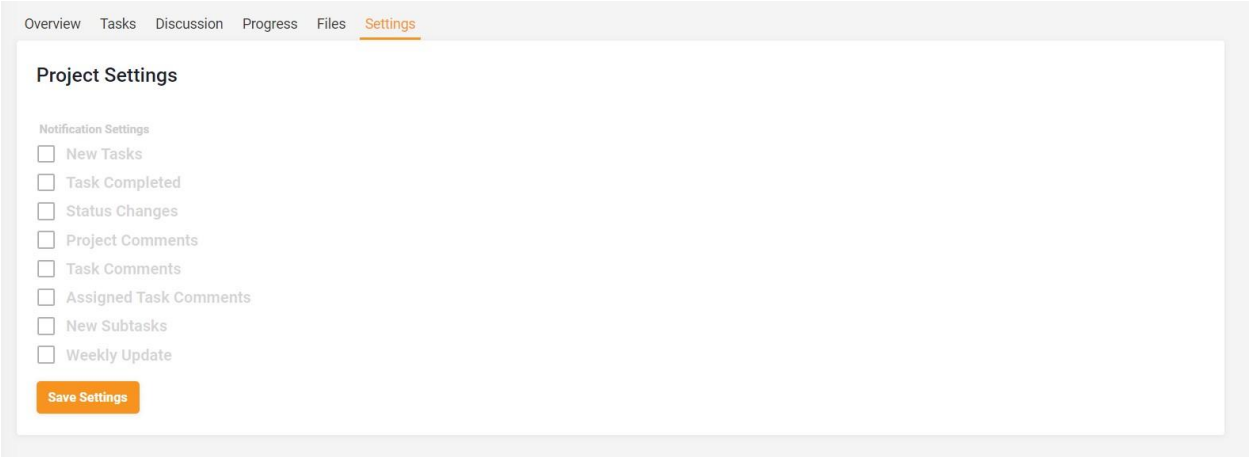
6. Go to the Progress tab to view members and individual task progress.



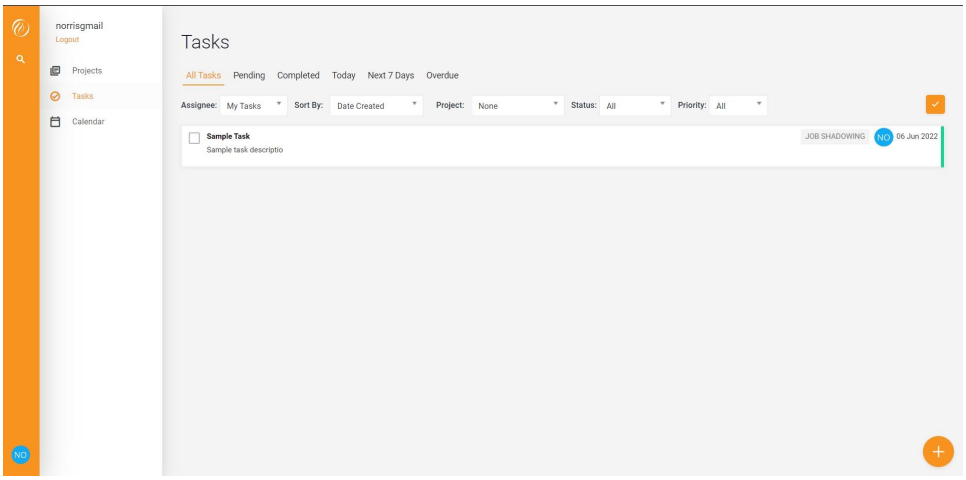
7. Go to Files to Tab to upload project files that can be view or available for all members.



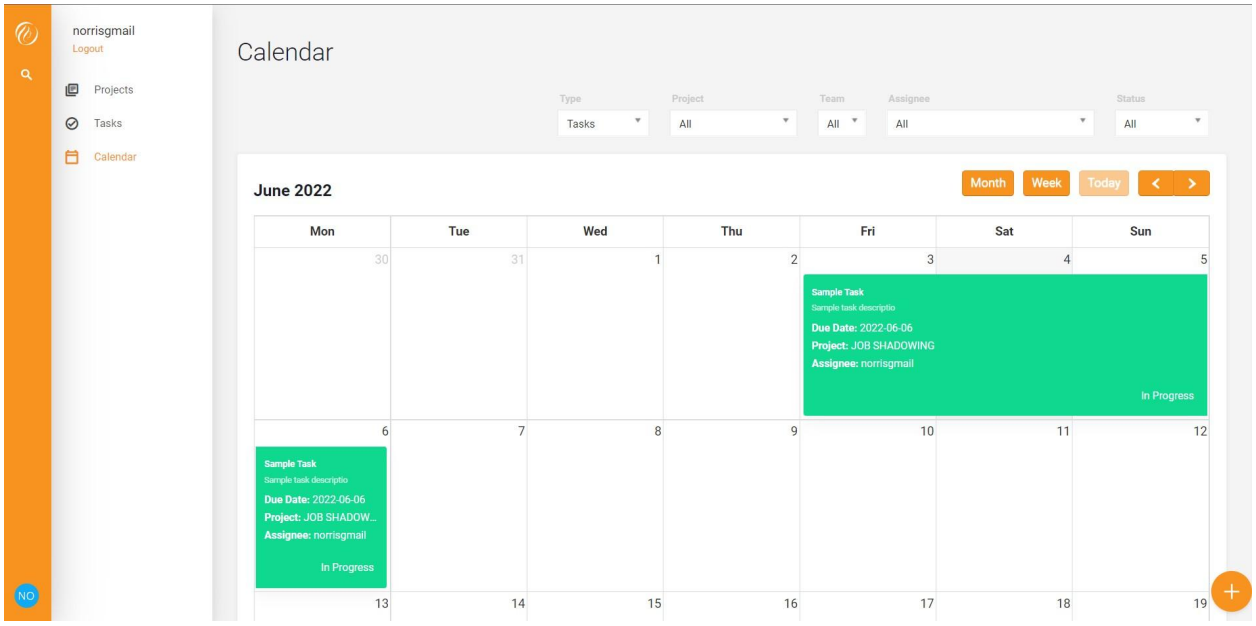
8. Go to the Settings tab to enable and disable notifications.



9. To display all task related data press the Task Menu at the left side of the web page. It contains all the Pending, completed and some filtering of the task.



10. Choose the calendar page to view the timeline of each task.



11. To go back to the home page just press the logo or to go back to the profile page just press the profile pic at the bottom left button.