

Tasks

The **Tasks** tab shows recurring jobs done during the day: opening checks, toilet rounds, fridge temperature, closing and so on. Tasks start again automatically every day; nothing needs to be reset in the morning.

👁️ **Demo modu: görüntüleme amaçlı, değişiklikler kaydedilmez.**

+Görev ekle

📋 0/53 · %0 · 15 gecikti

AÇILIŞ

Ekipman açılış kontrolü (ocak, fırın, fritöz)

Mutfak

☐ Gün içinde

 Düzenle

Jeneratör yakıt ve çalışma kontrolü

Teknik

☐ Gün içinde

 Düzenle

GÜN İÇİ TUR

Tuvalet temizlik ve malzeme kontrolü 📷

Temizlik

1. Reading the list

- Each task is split into the **hours** it must be done (e.g. 09:00, 12:00, 15:00). A task with no hours is done once **During the day**.
- A slot whose time has passed without being done shows **overdue**.
- Finished tasks show a green badge.
- If nothing is due for you today, the tab shows "*No tasks for today*".

Staff only see tasks given to them or to their department. Managers see all tasks.

2. Completing a task

1. Tap the hour of the task you are doing.
2. For a measurement task, enter the result in **Measured value** (e.g. fridge temperature).
3. If the task says **Photo required**, take a photo. The task will not save without it.
4. Add a **Note (optional)** if you like.
5. Tap **Complete**. The screen shows **Task completed**.

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Temizlik

If the measurement is out of range, the task is still saved and you see "Saved. Out of range, a work order was opened.". A request is opened and assigned automatically, and managers are notified.

If the task will not save

- **Photo required:** take a photo and try again.
- **Measurement value required** or **Measurement value is invalid:** enter the reading as a number.
- **This task is already done for this hour:** someone finished it before you; refresh the list.
- **This hour is not defined** or **Task not found:** the task was changed or deleted meanwhile; refresh the list.

The task type appears as a small heading in the list: **Opening, Round, Measurement, Security, Closing.**

3. Details of a finished task

A done hour shows as a green badge with a tick:

👁️ Demo mode: viewing only, changes are not saved.

📅 2/28 · %7 · 7 overdue

OPENING

Jeneratör yakıt ve çalışma kontrolü

Teknik

☐ During the day

ROUND

Tuvalet temizlik ve malzeme kontrolü 📷

Temizlik

✓ 09:00

🕒 12:00

🕒 15:00

🕒 18:00

🕒 21:00

Salon toplama ve masa düzeni turu

Garson

1. Tap the badge of a finished task.
 2. The window shows the photo, who did it (**Done by**), the time, the measured value and the notes.
 3. Tap **Add note** to add information later. The new note is added below the old one with the time and your name; the screen shows **Note added**.
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4. For managers

- + **Add task** creates a new task; **Edit** next to a task opens the same window, where the task can also be deleted.
- On an overdue task, **Nudge** sends a reminder to the person or team responsible.
- When staff finish a task, managers receive a **Task completed** notification.

Step by step: **Manager Tools and Tasks**.

“ **Related pages: Useroam Go → Requests, Rooms, Manager Tools and Tasks; Operations.**

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