
USING THE TASK FUNCTION

Introduction

SmartKitchen's Tasks function is used to record and monitor the completion of tasks.

Tasks can be either regularly recurring (which are done daily, weekly, etc.) or they can be performed at separately defined times. Tasks are recorded in the service when they are completed.

The main user is responsible for providing guidance on recording and outlining the criteria for these entries.

Completing and recording of the task

Step 1. Log in to the service and select the "Tasks" tab.

Step 2. Check out today's tasks:

- "Today" shows tasks to be completed within the next 24 hours.
- "Upcoming" shows tasks to be completed in the next 7 days.
- "All" shows all tasks.

Step 3. Click on the group icons to manage their visibility. Leave active only the groups whose tasks you perform.

Step 4. Select the task you want to complete from the list.

- A task contains one or more actions.
- Record the performance according to the instructions and fill in the requested fields.

Additional guidance

If there are additional **instructions** for the task, you can view it from the arrow to the left of the task name. By clicking the box on the right, you **mark the action as done**. In some tasks, numerical information is also entered. If necessary, you can **write a comment** in the speech bubble. For example, if the cleaning task could not be completed because the detergent ran out, you can write it in the comment field.

If some of the actions are done later, select "**Save as unfinished**". The task is continued by selecting it again from the list. Please note that the following action can also be performed by another person.

The success of the task (**thumbs up approved, deviation corrected or deviation**) is marked when all actions of the task have been completed. If the task has mandatory actions, it cannot be acknowledged as approved until all entries have been made.

Editing or deleting entries

Open the task you want edit. Click “Previous Task Entries” and select the entry you want to edit from the list. Select edit or delete.

Calendar view

Tasks are also conveniently visible within the calendar. The calendar view provides an overview of tasks scheduled for each day, including those that have already been completed. To access the details of tasks for a specific day, simply click on that day in the calendar. A list of tasks will be presented, allowing you to choose which task you’d like to review or mark as completed.