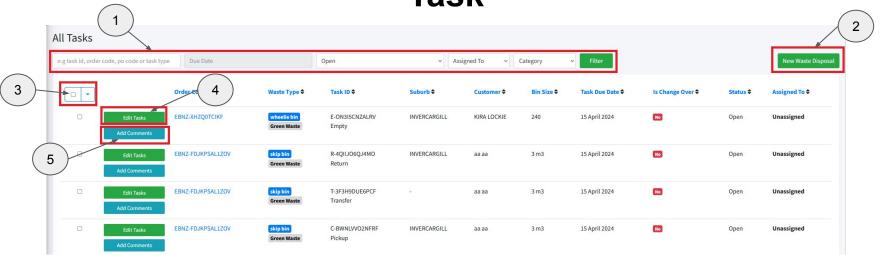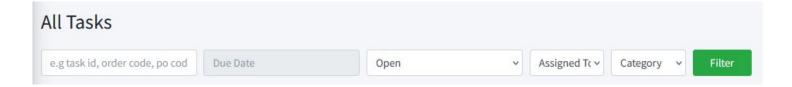# USER MANUAL ALL TASK

Task

Task

All Tasks

This is the "All Task" menu. In the menu there are several actions including :

1. Filter by task id, order code, Due date, Open, Assigned To, Category
2. New waste disposal
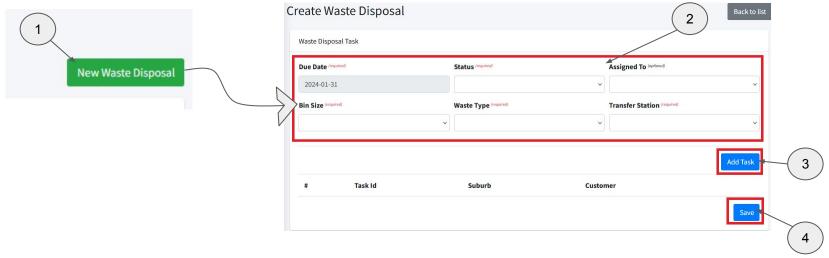3. Assign to and change status
4. Edit Task
5. Add Comments

| 1 | **Filter** |

Filter Options:

1. Filter by task ID
2. Filter by Order Code
3. Filter by Due Date
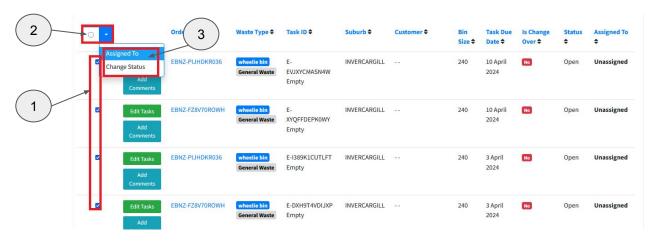4. Filter by status
5. Filter by Assigned to
6. Filter by Category

2 New Waste Disposal

New Waste Disposal Steps:

1. Click this action to create a new task specifically for waste disposal
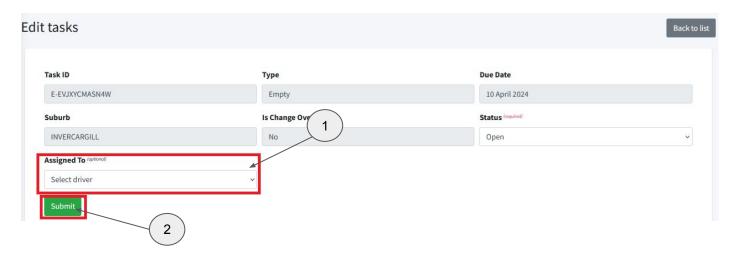2. Fill in the form for the Waste Disposal Task
3. Add task
4. Save

3 **Assign to and Change Status**

Assign to and Change Status Steps:

1. Thick the task that you want to assign to the driver or change the task status
2. Click the drop down button
3. Choose between "Assign to" or "Change Status"

4   Edit Task

Edit task:

1. You can assign the task to the selected driver by click "assigned to"

2. After you finish edit the task you can submit it by click on "Submit" button