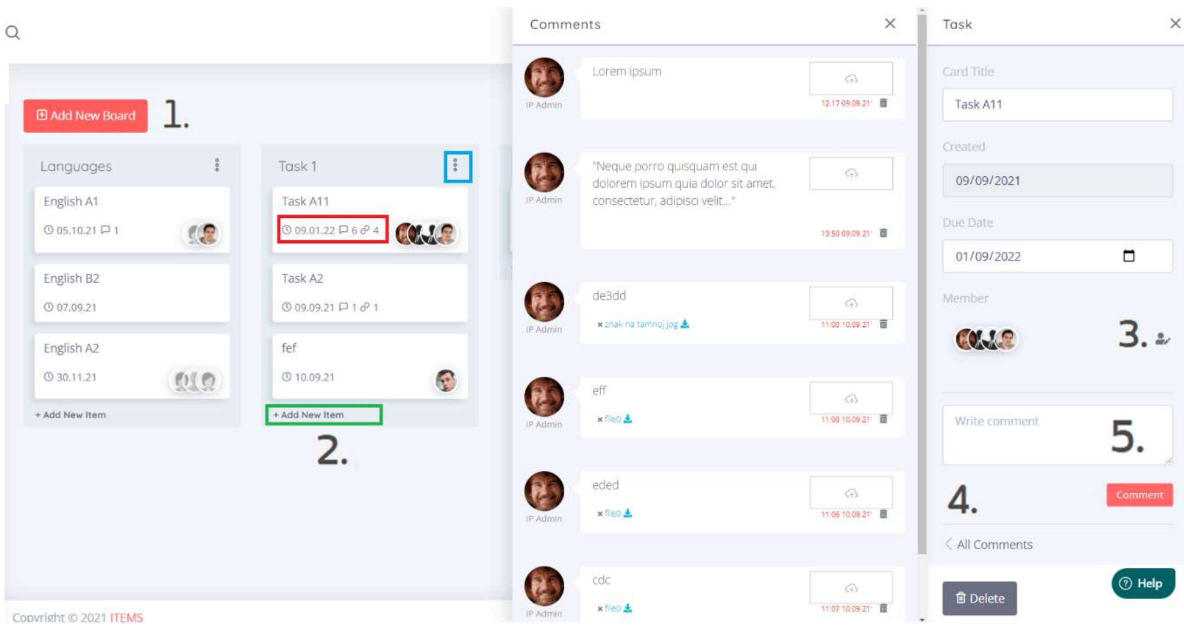
Task management

This module is available to premium users only, and it enables the creation of teams, delegation of tasks, communication within the team, and the exchange of documents related to these tasks. This way, you can make tasks more visual, easier to track and understand, thus maximizing efficiency. To access this page, you need to visit the **Tasks** page in the main menu. You will get a page as in the picture below, with the following options:



1 The "Add New Board" button, allows you to create a **new group of tasks**. This option is available to users with the **administrator or assistant** role.

2 Each group of tasks consists of one or more items. New items are inserted using the "**Add New Item**" option (green box in the picture). For each item, a deadline by which the task should be completed is set. In the picture, this information, as well as information on the number of comments and attachments, is marked with a red box. If you want to delete a group of tasks, click on the menu in the upper right corner (blue box in the picture).

3 By clicking on the task (Item), a new menu opens on the right side, in which you can **edit the employees** whom the task refers to (Members).

4 **Comments** - this link is used to display all existing comments. With the comment, the name of the person who wrote it will be displayed (it can be any team member or administrator / assistant), the time when the comment was written and, if there is one, the document attached to the comment.

5 Number **5** indicates the space in which you can enter a comment. In addition to comments, it is possible to attach a document using the **Choose files** option.