



Tracking time against tasks

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A task is a many-times work item. For example a carpenter may have a task setup as **RUBBISH CLEANUP**. This task is performed multiple times on different worksites. **Tasks** are different to **Activities** in that many employees can be working on the same task but each can be performing a different **Activity** at the same time. For example on our construction site we are all working on the task **RUBBISH CLEANUP** but only one person was doing the activity **SWEEPING** while the rest of us were performing activity **FILLING BIN**.

To gain access to a Task and begin assigning workers to it, scan the task card (refer to [PROJECTS: Printing project/task cards](#) for more details) and then tap either **Scan in worker** or **Re-assign worker** if the worker is already clocked in on that device.

Once you have gained access to the Task it will appear within the **TASKS** screen in the mobile app. Next time you wish to assign workers simply tap the task within this screen to view task details and options to scan in workers or re-assign them.