

### Task report generation

We have added new features in task report. Now you can see all the time sheets and comments added for each task on a single screen. It helps in reviewing the working and real time status of each task.

Dashboard ⇒ Assignments ⇒ Task ⇒ Click on the title of task

Title	Start date	Deadline	Company name	Assignment	Price	Assigned to	Approver	Status
Sharetransfer docs including Gift Deed and ND Resolution for FY 2020-20 and 2019-20	-	-		Miscellaneous				Under Review
Share transfer working	06-07-2021	-		Miscellaneous				In progress
Share transfer	-	-		Statutory Compliances				Under Review
Share transfer	-	-		Miscellaneous				Pending for Signed documents

This window will be opened on your screen showing all relevant details of selected task.

Task info #3913
✕

Timesheet			
Team Member	Start Time	End Time	Comment added
	28-06-2021 11:55	28-06-2021 12:08	CFO appointment form mailed
	23-06-2021 17:40	24-06-2021 20:02	REQUIREMENTS MAILED
	19-06-2021 17:40	19-06-2021 18:08	in process
	19-06-2021 10:24	19-06-2021 13:42	in process
	28-05-2021 14:03	28-05-2021 17:49	
	27-05-2021 14:29	28-05-2021 19:24	
	27-05-2021 11:35	27-05-2021 13:18	
	26-05-2021 15:12	26-05-2021 17:06	
	26-05-2021 11:29	26-05-2021 14:00	
	06-05-2021 13:45	06-05-2021 15:21	documents mailed

**Activity**

28-06-2021 12:08

Updated Task: #3913 - RBI compliance for change of management

• Status: in progress Under Review

Clone task
Edit task
Close