ComplyRelax's Updates



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 \Rightarrow Assignments \Rightarrow Task \Rightarrow Click on the title of task

| Secretarial Practice | Title | Start | Deadline | Company name | Assignment | Price | Assigned to | Approver | Status |
|--|---|----------------|----------|--------------|--------------------------|-------|-------------|----------|------------------------------------|
| Resolution > | | date | | • • | 5 | | Ū | | |
| Master | Sharetransfer docs including GIft Deed and ND Resolution for FY 2020-20 and 2019-20 | | | | Miscellaneous | | | | Under Review |
| • Tasks • Gantt | Share transfer working | 06-07- 2021 | | | Miscellaneous | | | | In progress |
| Timesheets | Task info Share transfer | +5363 | - | | Statutory Compliances | | | | Under Review |
| HRMS Business | Share transfer | - | | | Miscellaneous | | | | Pending for Signed documents |

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

| Relax | Kegiste | Task info #3913 🖸 | × | | Kaku | in progress |
|--------------------|---------|--|----|-----|-----------------|------------------------------------|
| Dashboard | | | | | Deeksha | |
| 🚔 Clients | RD Rep | Timesheet | | | Deeksha Kaku | Under Review |
| Professionals | RBI con | Team Member Start Time End Time Comment added | | | Deeksha | |
| * Masters | manage | 28-06-2021 11:55 28-06-2021 12:08 CFO appointment form mailed | | | Kaku | Under Review |
| Secretarial | paymer | 23-06-2021 17:40 24-06-2021 20:02 REQUIREMENTS MAILED | | | Deeksha Kaku | Under Review |
| | | 19-06-2021 17:40 19-06-2021 18:08 in process | | | Sandeep Jain | Under Review |
| Resolution Kaster | NBFC R | 19-06-2021 10:24 19-06-2021 13:42 in process | | | | |
| Assignments | NAME (| 28-05-2021 14:03 28-05-2021 17:49 | | agi | Deeksha Kaku | Pending for Signed documents |
| • Tasks | | 27-05-2021 14:29 28-05-2021 19:24 | | | | |
| • Gantt | Minute | 27-05-2021 11:35 27-05-2021 13:18 | | | Deeksha | In progress |
| | | 26-05-2021 15:12 26-05-2021 17:06 | | 1 | Kaku | |
| Timesheets | INTAP_ | 26-05-2021 11:29 26-05-2021 14:00 | | | Deeksha Kaku | In progress |
| 😁 HRMS 🔷 | | 1 06-05-2021 13:45 06-05-2021 15:21 documents mailed | | | Deeksha | |
| 🗄 Business > | Form D | | | 1 | Kaku | Under Review |
| Manager | Form D | Activity | | | Deeksha | Pending for |
| Finance | Sharma | Brenomeranku 28-06-2021 12:08 | | 1 | Kaku | Approval |
| 😧 Help & Support 💛 | стс | Updated Task: #3913 - RBI compliance for change of management Status: in progress Under Review | a | agi | Deeksha Kaku | Pending for Approval |
| Announcements | BSE Co: | | se | | Deeksha Kaku | In progress |

Private Circulation only