Staff Guide

How to use the Task System

A simple step-by-step guide for the Staff role.

Easy English · Numbered steps · Real screenshots with red circles.

How to read the pictures: A **red circle** means “look here” or “click here.” The **red numbers** (1, 2, 3…) match the numbered steps.

Your work

The Task System

1 Sign in to the portal

First you need to log in with your work email and password.

1 Type your **email address** in the first box.

2 Type your **password** in the second box.

3 Click the blue **SIGN IN** button.



1 Email · 2 Password · 3 Sign In

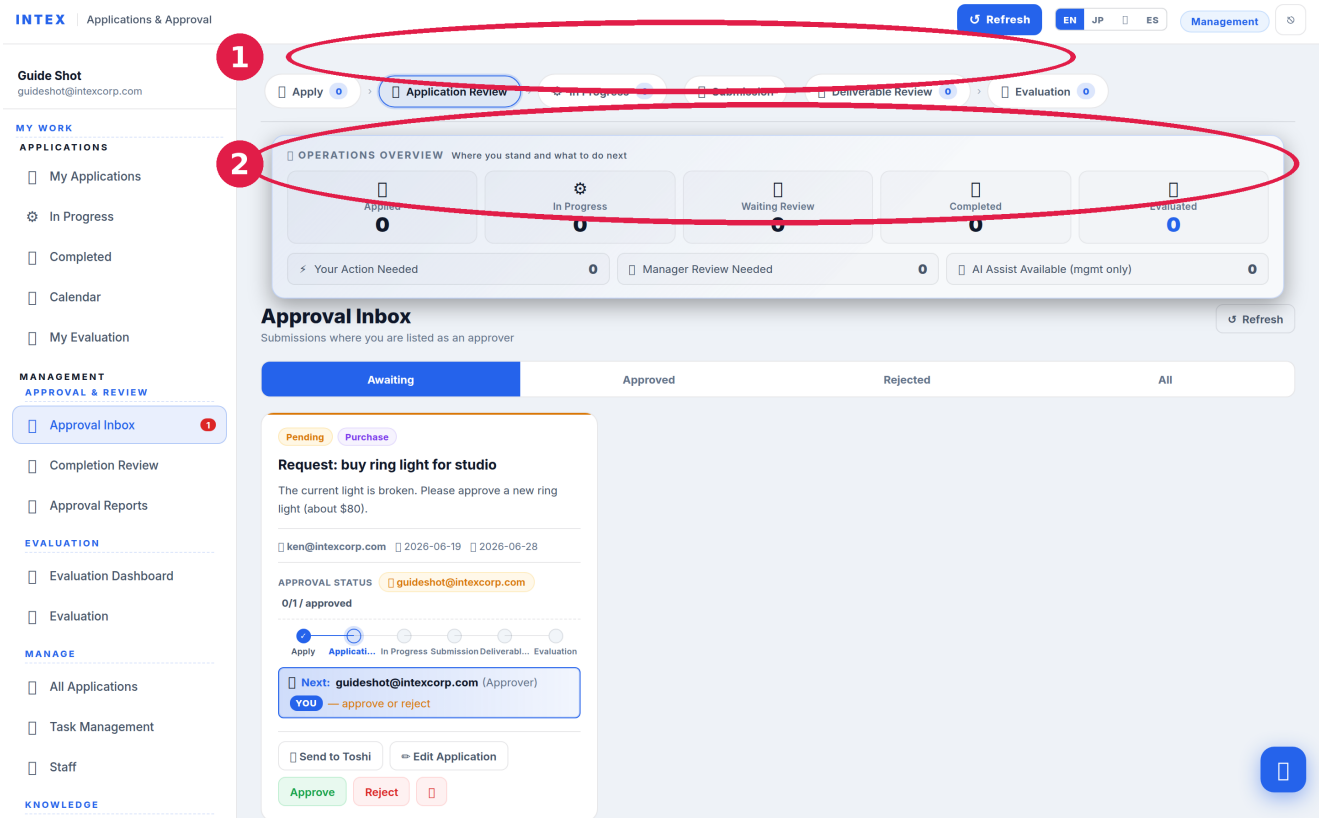
Tip: If this is your first time, click **“Set up your password”** on the login page first.

2 Read the Task page

After you log in, open **Task System**. The top of the page shows your work at a glance.

1 The **number cards** show how many items are Applied, In Progress, Waiting Review, Completed, and Evaluated.

2 The **flow line** shows the steps of work: Apply → Application Review → In Progress → Submission → Deliverable Review → Evaluation.



1 Number cards · 2 Work flow steps

3 Understand your left menu

The menu on the left has a **My Work** group. As staff, this is where you do everything.

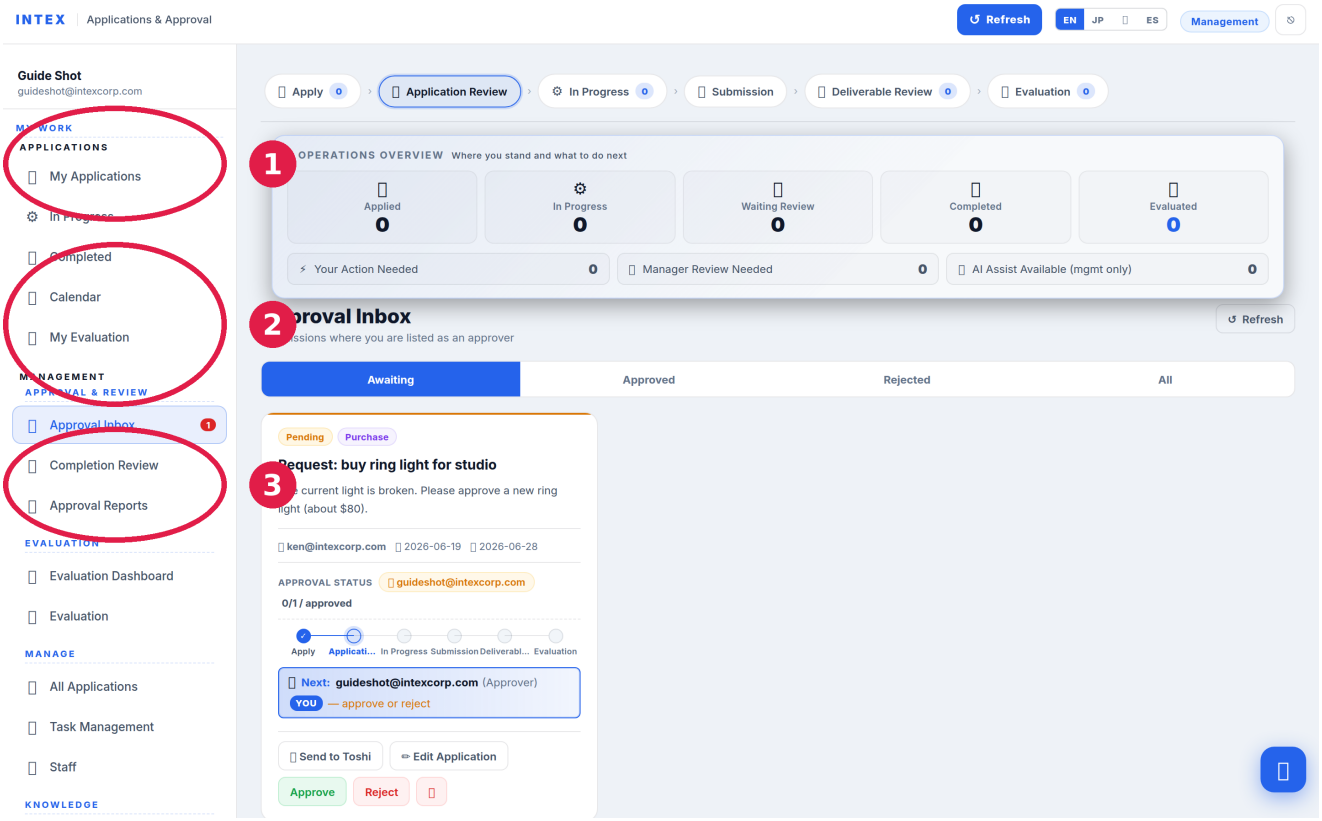
1 **My Applications** — the requests you made. See if they are approved or rejected.

2 **In Progress** — the tasks you are working on now.

3 **Completed Box** — your finished tasks.

4 **Calendar** — your tasks shown by date.

5 **My Evaluation** — the scores your manager gave your work.



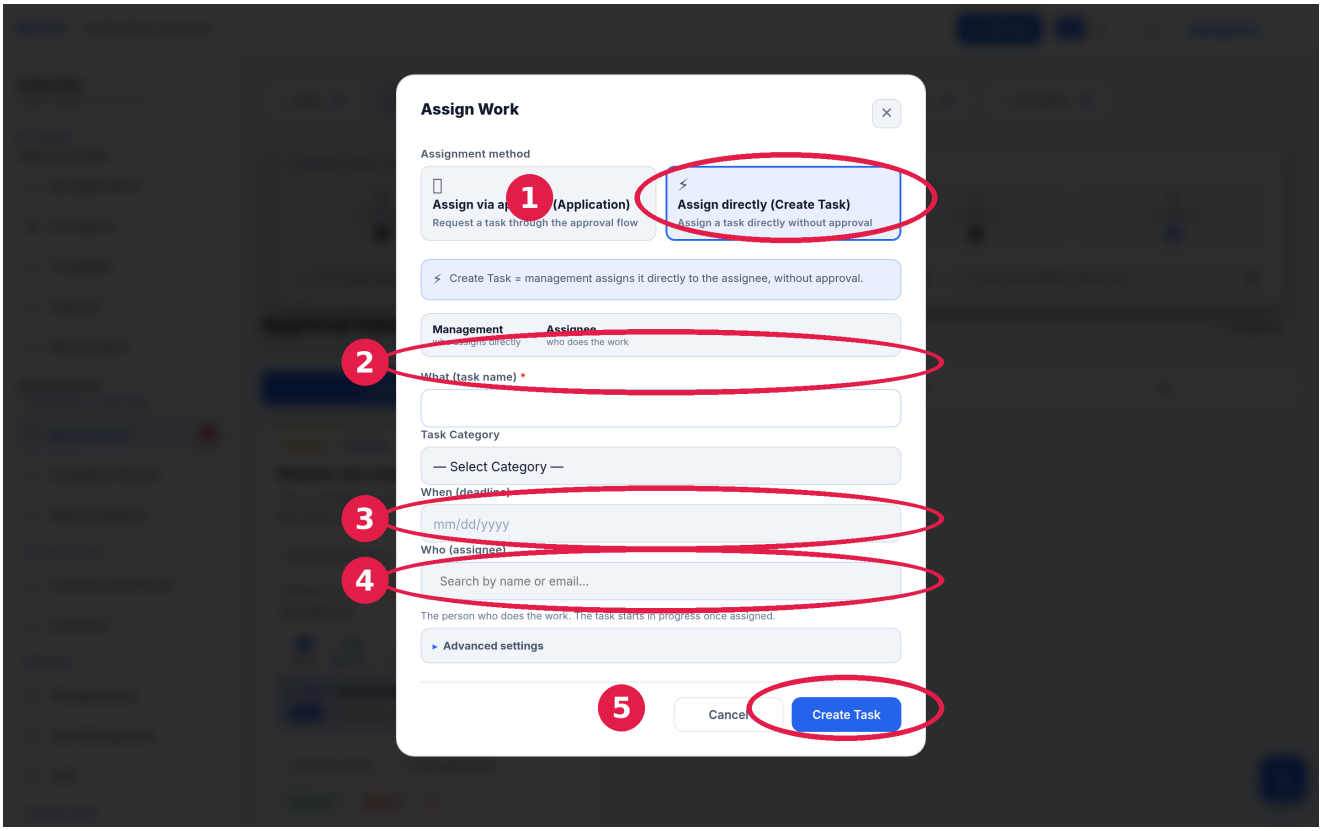
1 The My Work group is at the top — that is your area

Note: The Management and Admin parts of the menu are only for managers, so you will not see them.

4 Apply for work

To ask for a new task, click the round blue **+** button at the bottom right. A box will open.

1. Choose **“Apply (with approval)”**. Your request goes to a manager to approve.
2. Type what you want to do in the **“What”** box.
3. Pick a **deadline** (the day it should be done).
4. Check that the **applicant** is you, then click the blue **Send** button.



1 Apply (with approval) · 2 What · 3 Deadline · 4 Applicant · 5 Send

After a manager approves your request, it becomes an **In Progress** task for you.

5 Do the work and submit it

When you have a task to do, you will find it under **In Progress**. When you finish, you send a completion report.

1. Click **In Progress** in the left menu to see your active tasks.
2. Open the task and do the work it asks for.
3. When you are done, click **“Submit completion report”**.
4. Write a short note about what you did, then send it. Your manager will review it.

Note: After you submit, the task moves to **Waiting Review**. Your manager will accept it or send it back with comments.

6 See your evaluation

After your manager scores your finished work, you can read the result.

1. Click **My Evaluation** in the left menu.
2. Read your **scores** and your **grade** (A, B, C…). Use the feedback to do even better next time.

Only you and your managers can see your evaluation. It is private.