

WHAT DO I NEED TO GET STARTED WITH TASKS?

1. Activate Tasks in TracMap Online (TMO) by clicking **ACTIVATE** from the pop-up announcement window when you log in to TMO. You'll only need to do this once
2. Download the TMA app from either the App Store or Google Play onto a device
3. Obtain the Sync code in TMO from the TMA Devices page and enter it into the TMA App
4. You're all ready to go! Tasks can either be assigned to devices from TMO or created on a device itself

UNDERSTANDING YOUR TMA DEVICES PAGE IN TMO

All devices using TMA that have at some time been synced to your organisation are found here:

Labels in the screenshot:

- Current sync code: world opinion farmer
- Generate new sync code: Generate New Sync Code
- Active/synced device (green): Aaron Phone Galaxy 9, Aidan, Alistair, Anna (with sync icon), anna active, Colin B
- Inactive/unsynced device (grey): Anna

UNDERSTANDING YOUR TASKS PAGE IN TMO

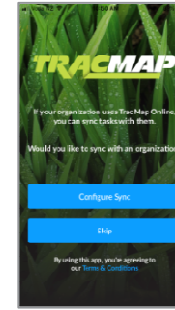
Labels in the screenshot:

- Create a new task: New Task
- Change how the list is sorted: Sort
- The task is assigned to this device: Assigned To
- Task Title: Title
- Task Description: Description
- Task ID: Task ID
- Tabs showing tasks by status: Unassigned, Assigned, Started, Completed, All

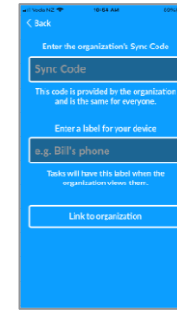
USING TMA ON A DEVICE

Syncing to Your Organization

Syncing your device to your organization will allow all your task information to be captured in TMO

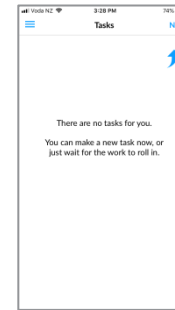


① Tap Configure Sync

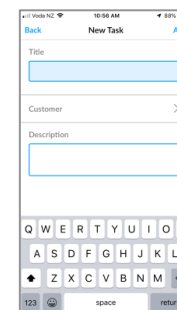


- ② Enter the Organisation Sync Code (whoever uses TMO in your organization will be able to provide this to you.)
- ③ Enter a name for your device

Creating a New Task



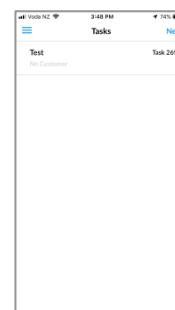
① Tap New



- ② Enter a title
- ③ Select a customer, if applicable
- ④ Add a description
- ⑤ Tap Add

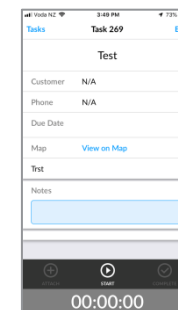
The task will appear in the list of tasks, ready to be started

Starting a Task



From the Tasks list

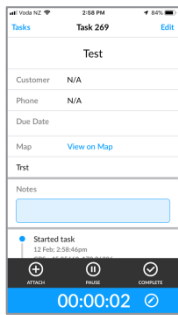
- ① Tap the task you want to start



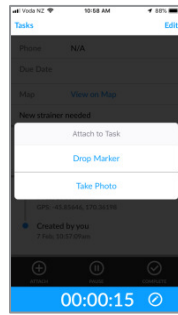
- ② Amend any task details, if necessary
- ③ Tap Start

Adding a Marker or Photo

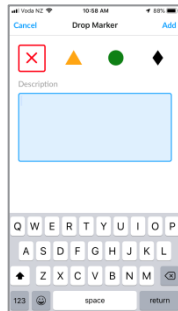
When a task is started



① Click Attach



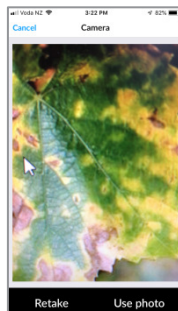
② Select either drop marker or take photo



③ If adding a marker, select the marker style (X, ▲, ●, ◆)

④ Add a description

⑤ Tap Add to drop the marker



If adding a photo, click the ○ symbol on the screen to take the photo

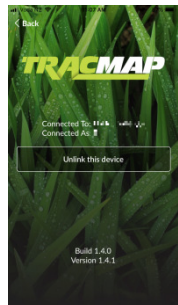
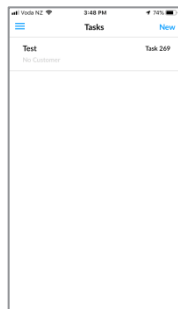
⑥ To use the photo, tap Use photo, add a description and tap Add

⑦ Or else tap Retake to take another photo

Unlinking your Device from your Organization

To stop sending tasks to TMO, unlink your device. Any existing tasks will remain in TMO and won't be deleted.

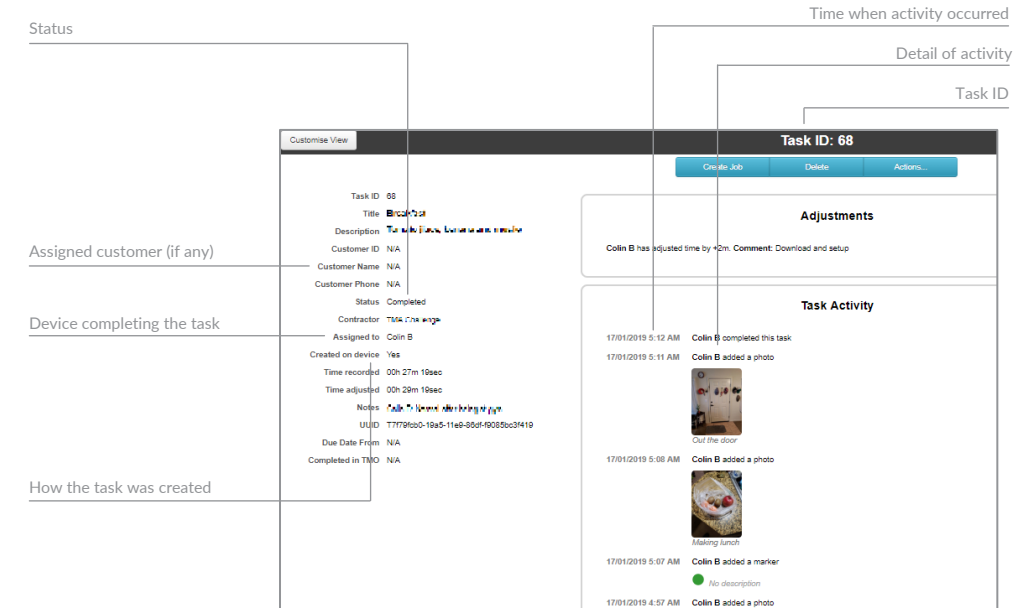
① From the main Task menu, tap the three horizontal blue lines ☰ in the top left of the screen



② Tap Unlink the device

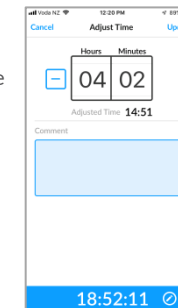
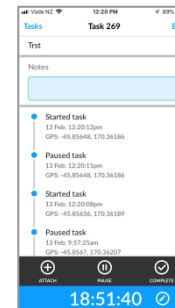
TIPS AND TRICKS

Understanding the Task Information in TMO



I FORGOT TO PAUSE A TASK. CAN I ADJUST THE TASK TIME?

① When the task is started, tap the pencil icon beside the task time at the bottom of the screen



② Select - to deduct time or + to add time to the task time

③ Tap in Hours field and adjust time

④ Tap in Minutes field and adjust time

⑤ Tap Update in the top right