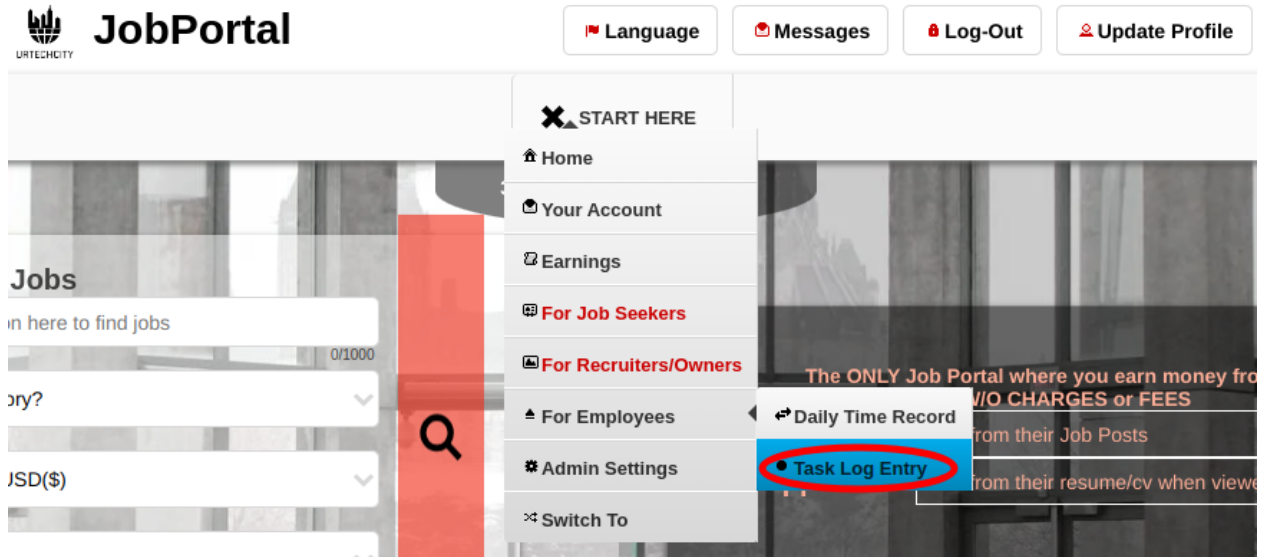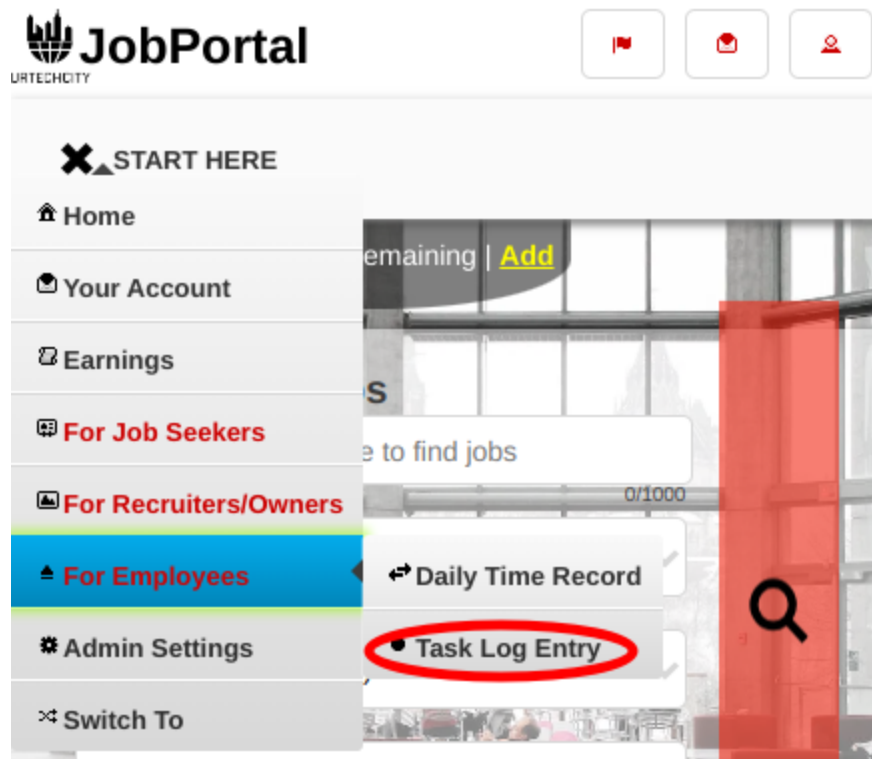1. Click **Task Log Entry** from the menu. Note that this menu item is not accessible by employers/clients:

   a. **Desktop**

   a. **Mobile Devices**

2. Inside the **Task Log Entry** page, the employee can view, add, edit, or delete your task within the date selected. This is the page where you can add your task from a selected Client.

a. <u>Desktop</u>

b. <u>Mobile Devices</u>

3. Once you click the add button it will take you to this page. Fill in the entries then click save to add a task log

    a. **Desktop**

Task Log Entry

359 Points Remaining | Add

+ Read me first(click to show/hide information which can guide you in this area)

Business:
UrTechCity IT Solutions

Task Name*

Please input a new task name here or select from the list by clicking enter

0/300

Task Date*

mm/dd/yyyy

Hours*

0/2

Back   Save

    b. **Mobile Devices**

359 Points Remaining | Add

Task Log Entry

+ Read me first(click to show/hide information which can guide you in this area)

Business:
UrTechCity IT Solutions

Task Name*

Please input a new task name here or select from the list by clickin

0/300

Task Date*

mm/dd/yyyy

Hours*

0/2

Back   Save

4. After the employees have logged their tasks, the employer or client can overview all the employees tasks by clicking the **Employee Task Log** menu item. Note that this menu item is not accessible by employees

   a. **Desktop**

Task Log Entry

+ Read me first(click to show/hide information which can g

Task Name ↕

Business*

UrTechCity IT Solutions

Task Name

0/100

☐ Your Account

☐ Earnings

☐ **For Job Seekers**

☐ **For Recruiters/Owners** ◄   ☐ Business Profile   Add

☐ For Employees   ☐ Find Profile

☐ Admin Settings   ☐ Post Jobs   Clear

☐ Switch To   ^ Employees   Search

☐ **Employee Task Log**

Right click to update the tran

b. Mobile Devices

ψ **JobPortal**
URTECHCITY

☐ **START HERE**

⌂ Home

☐ Your Account

☐ Earnings

☐ **For Job Seekers**

☐ **For Recruiters/Owners** ◄

☐ For Employees

☐ Admin Settings

☐ Switch To

emaining | **Add**

ow/hide information which can guide you

☐ Business Profile

☐ Find Profile

☐ Post Jobs

^ Employees

☐ **Employee Task Log**

Task Name*

Please input a new task n   he list by clickir

5. In the **Employee Task Log** page, the employer/client can view all the employees log tasks. This is to monitor what activities the employees do per day. The employer/client can also search for previous date tasks by selecting the date.

a. Desktop

359 Points Remaining | Add

Task Log Entry

+ Read me first(click to show/hide information which can guide you in this area)

Full Name ↕		Task Name ↕	Task Date ↕	Hours ↕	
Business* UrTechCity IT Solutions ⌄ **Task Date** mm/dd/yyyy 📅					Clear Search

b. Mobile Devices

359 Points Remaining | Add

Task Log Entry

+ Read me first(click to show/hide information which can guide you in this area)

Full Name ↕	Task Name ↕	
Business* UrTechCity IT Solutions ⌄ **Task Date** mm/dd/yyyy 📅		Clear Search