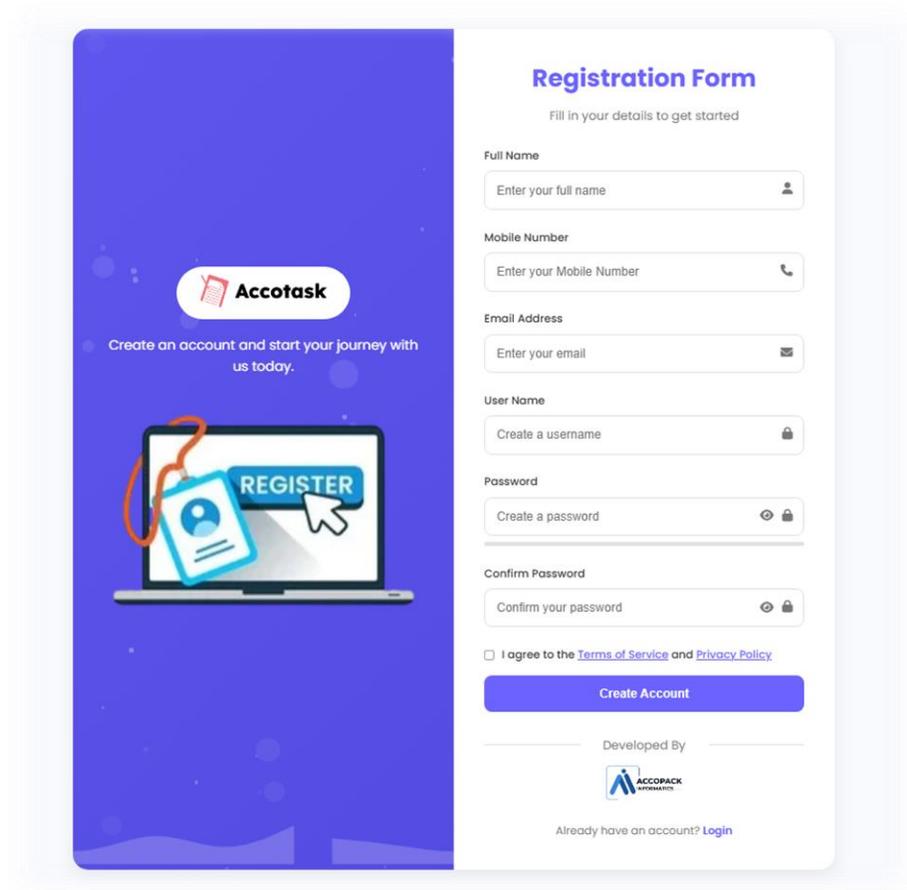




Accotask

User Manual Guide

How to Register for a New Account



Accotask

Create an account and start your journey with us today.

Registration Form

Fill in your details to get started

Full Name
Enter your full name

Mobile Number
Enter your Mobile Number

Email Address
Enter your email

User Name
Create a username

Password
Create a password

Confirm Password
Confirm your password

I agree to the [Terms of Service](#) and [Privacy Policy](#)

Create Account

Developed By

ACCOPACK solutions

Already have an account? [Login](#)

- Go to the Registration page.
- Enter your **Full Name, Mobile Number, Email, Username, and Password.**
- **Confirm your password.**
- **Agree to the Terms and Privacy Policy.**
- Click "**Create Account**".

How to Login to Your Account

Accotask

Login to Access
Access your dashboard, manage your account,
and enjoy our services.

Welcome Back!
Please login to your account

Username
Enter your username

Password
Enter your password

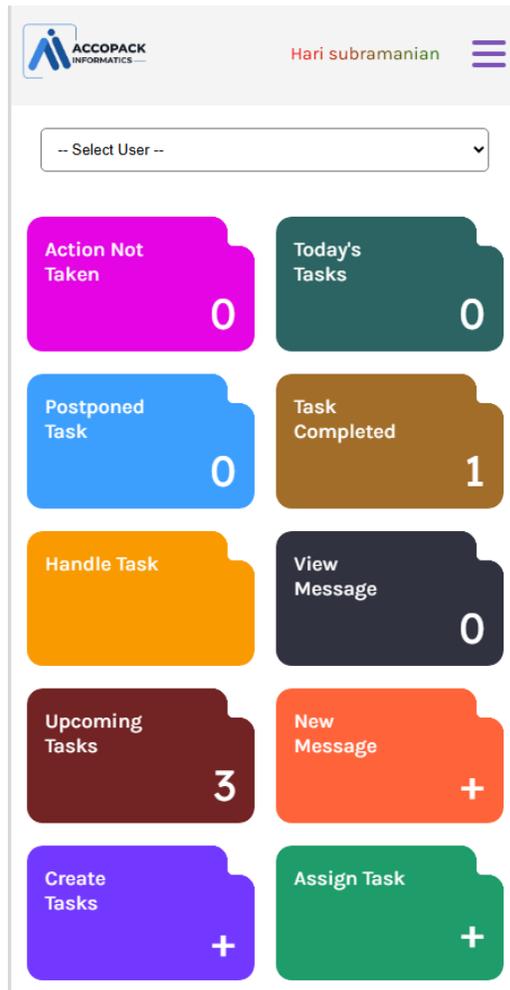
Login

Developed By
ACCOPACK
INFORMATION

Don't have an account? [Register](#)

- Go to the Login page.
- Enter your Registered Username and Password.
- Click the “**Login**” button.

Admin Home Page



➤ Overall Task History

- Shows all tasks (completed + pending + in-progress).
- Helps to understand how many tasks were created and handled over time.

➤ Pending Tasks

- Shows tasks that are not yet completed.
- Can be filtered by **deadline** (e.g., overdue, upcoming).
- Important for tracking what still needs to be done.

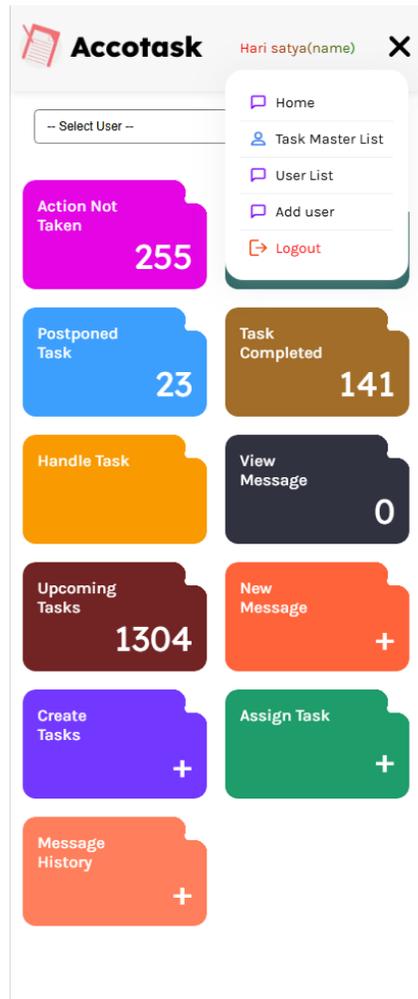
➤ Today's Tasks

- Shows tasks assigned **for today only**.
- Example: "3 tasks scheduled for 06-Sep-2025".
- Quick way to focus on daily work.

➤ Handled Tasks

- Shows tasks that are already completed (done/closed).
- Can be used to measure progress and productivity.

Home Page with Top Navbar



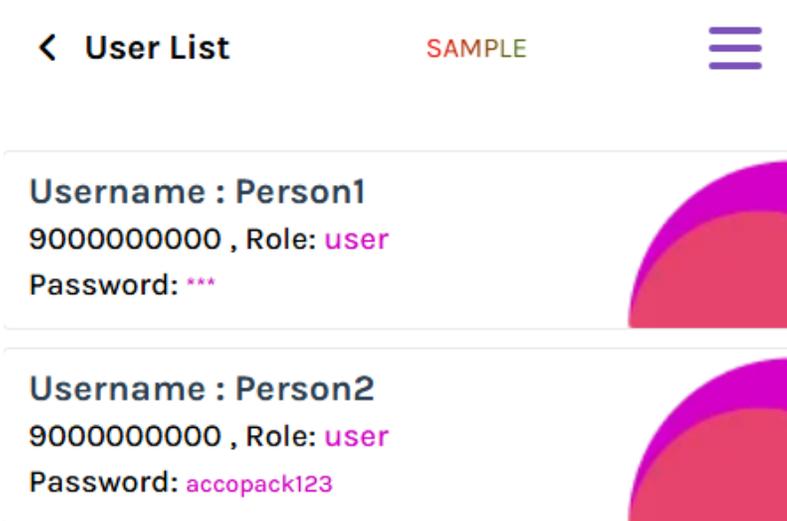
- When the menu bar clicked, it shows navigation links: [Home](#), [Task Master List](#), [User List](#), [Add User](#), and [Logout](#).

Create User

The screenshot shows a mobile application interface for creating a user. At the top, there is a header bar with a back arrow, the text 'Create Task', the word 'SAMPLE' in red, and a hamburger menu icon. Below the header, the form consists of five input fields, each with a label above it: 'Name' (containing 'Their Name'), 'Username' (containing 'username'), 'Job Role' (a dropdown menu with 'User' selected), 'Mobile' (containing '9000000000'), and 'Email' (containing 'sample@gmail.com'). At the bottom of the form is a large purple button labeled 'submit'.

- **Name** – Enter the full name of the person.
- **Username** – Provide a unique username for login/identification.
- **Job Role** – Specify the role or designation of the person.
- **Mobile** – Enter the contact mobile number.
- **Email** – Enter the official email address.

User List Page



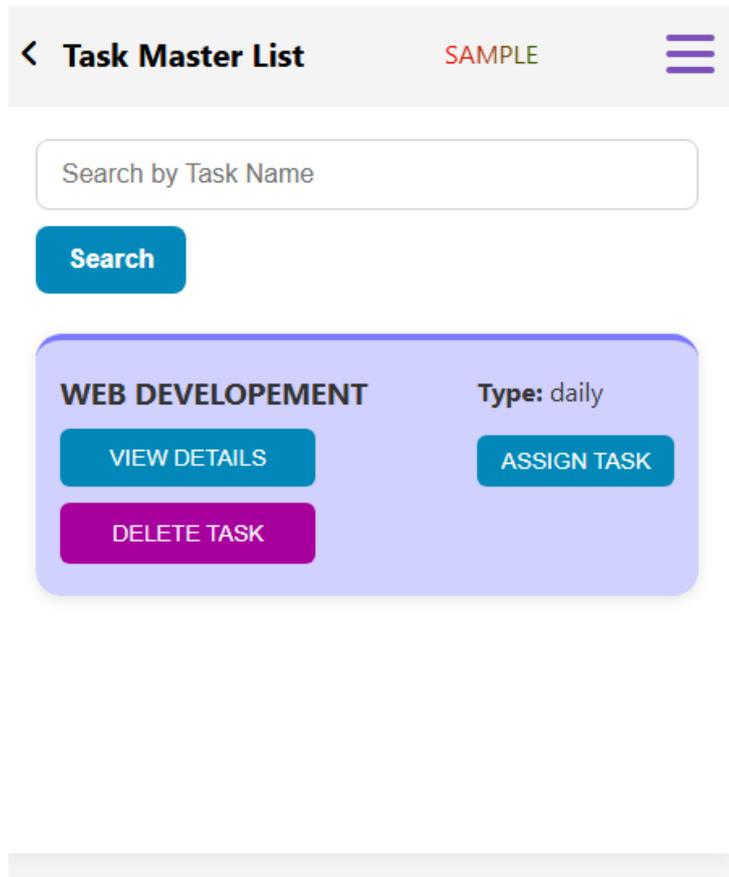
- The User List page displays all registered users along with the total count of how many users are there.

Create Master Task

The screenshot shows a mobile application interface for creating a task. At the top, there is a header bar with a back arrow, the text 'Create Task', a 'SAMPLE' label, and a hamburger menu icon. Below the header, there are three input fields: 'Task Name' with the placeholder text 'task header', 'Task Details' with the placeholder text 'task details', and 'Task Type' with a dropdown menu showing 'Select Type'. At the bottom of the form is a large purple button labeled 'Create Task'.

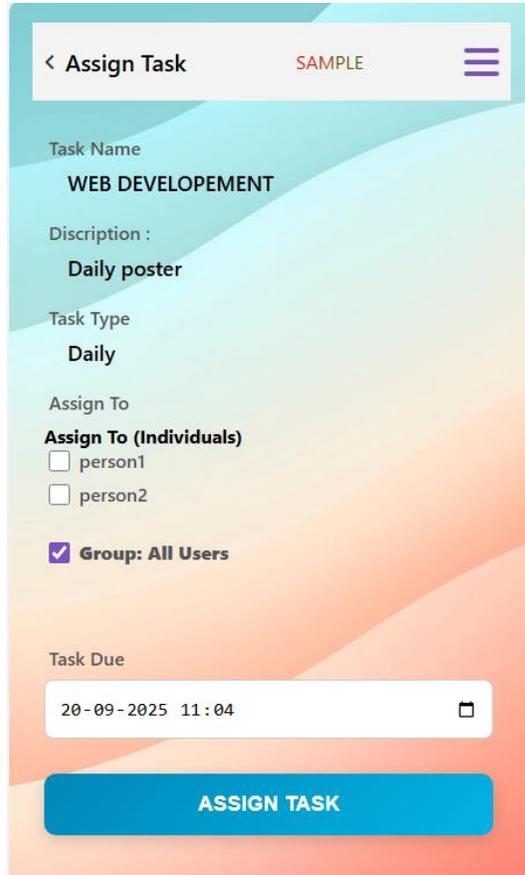
- **Task Name** – Enter the name of the task.
- **Task Type** – Specify the type or category of the task.
- **Task Details** – Select the schedule: One-time, Daily, Weekly, or Monthly.
- **Create Task Button** – Click to save and create the task.

Task Master List



- **Task Name** – Displays the name of the task.
- **Assigned To** – Shows how many users the task is assigned to.
- **View Button** – Click to see task details.
- **Delete Button** – Click to remove the task.
- **Assign Button** – Click to assign the task to users.

Assign Task



The screenshot shows a mobile application interface for assigning a task. At the top, there is a header with a back arrow, the text 'Assign Task', a 'SAMPLE' label, and a menu icon. Below the header, the form contains the following fields and options:

- Task Name:** WEB DEVELOPEMENT
- Discription :** Daily poster
- Task Type:** Daily
- Assign To:**
 - Assign To (Individuals):**
 - person1
 - person2
 - Group: All Users**
- Task Due:** 20-09-2025 11:04

At the bottom of the form is a large blue button labeled 'ASSIGN TASK'.

- **Task Name** – Enter or select the name of the task.
- **Description** – Provide details about the task.
- **Assign** – Assign task can choose all users or individual.
- **Assign To** – Select the user(s) to assign the task.
- **Task Due Date** – Set the deadline for completing the task.
- **Task Type** – For daily, weekly, and monthly tasks, select the end date up to which the task will be assigned.

Upcoming Task



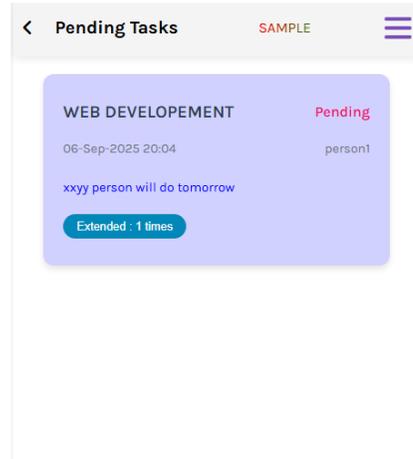
- The Upcoming Task page displays the list of tasks scheduled for future dates along with their details.

Today's Tasks



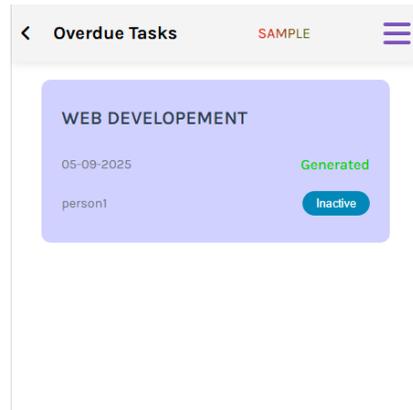
- The Today's Task page shows the task name and the name of the person it is assigned to.

Pending Tasks



- The Pending Tasks page displays all tasks that are not yet completed along with their details.

Overdue Tasks



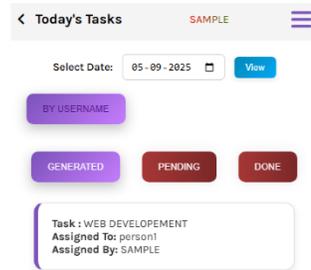
- The Overdue Task page shows all tasks whose deadlines have passed and are not yet completed.

Upcoming Task



- The Upcoming Task page displays all tasks scheduled for future dates along with their details.

Today's Task



- The Today's Task page shows tasks completed, viewable date-wise along with their details.

Task View

< Tasks View SAMPLE 

Task Viewer by User

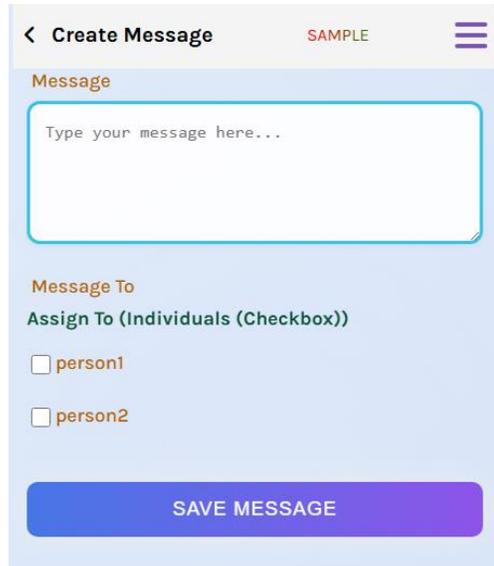
Select User:  [View](#)

Generated (Today & Upcoming)

Task: WEB DEVELOPEMENT
Due: 09-09-2025
Assigned: person1

- On the Task View by User page, you select a user to see all tasks they have generated or that are pending, along with task details.

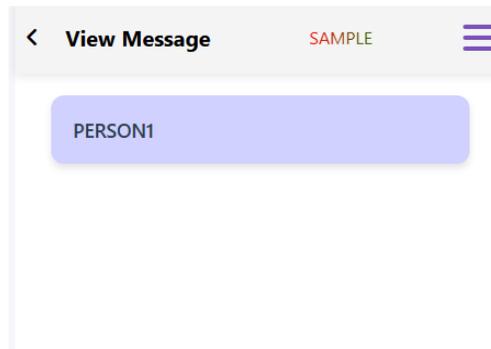
Create Message



The screenshot shows a mobile application interface for creating a message. At the top, there is a header bar with a back arrow, the text 'Create Message', a 'SAMPLE' label, and a hamburger menu icon. Below the header, the word 'Message' is displayed in a light blue section. A large text input area with a light blue border contains the placeholder text 'Type your message here...'. Underneath the text area, the section 'Message To' is shown, followed by the sub-section 'Assign To (Individuals (Checkbox))'. This section contains two checkboxes: one for 'person1' and one for 'person2'. At the bottom of the form is a prominent blue button with the text 'SAVE MESSAGE' in white capital letters.

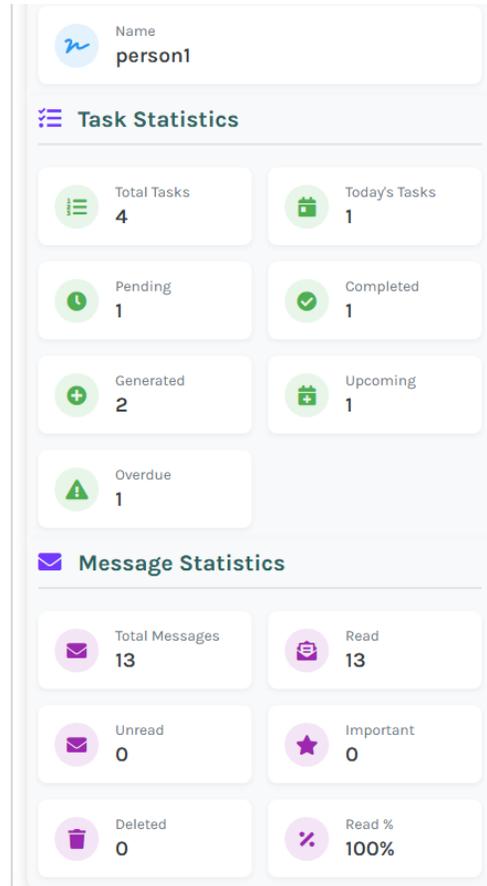
- The Create Message page contains a text area to write the message and a selection to choose the person to send the message to.

View Message



- The View Message page displays all messages sent and received, showing the sender, receiver, and message content.

View Message



- The Home Page displays the logged-in user's name along with task statistics and message statistics.

Product Developed By



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