# CHECKBEE

**Checkbee - get started guide.**

*Checkbee is a task manager for anyone enabling you to create and assign tasks to everyone in your task group. Aditionally you can create and control checklists.*

**DOWNLOAD**

The app is available for both iOS and Android. Download the iOS version from the Apple App Store. Download the Android version from the Google Play Store. Search for 'Checkbee'.



**LOGIN**

Once you open the app you'll be greeted by the login screen. As long as you've been added as a member to a workgroup you'll be able to request a OTP (One-time password).

Enter you e-mail and press «Sign in». If you're unable to get a OTP – request your workgroup administrator to add you to the group and retry.

Check your e-mail for the OTP. It's a 4-digit passcode sent from support@checkbee.app. Check your spam folder if you don't receive it within a couple of minutes.

After you log in Checkbee will ask for permission to send notifications. Choose 'Allow'.

You're now ready to create, assign and complete tasks.

**USING THE APP**

**- MAIN SCREEN**

The first screen you see is the overview screen. This is where you get a glimpse of all tasks at hand and what needs to be done.

At the top you can choose to sort tasks by **All** or **Supervisor**.

The next four squares show a overview of all tasks at hand:

**Today** – **My Tasks** – **All** – **Critical**.

Choose one to show all *active* tasks for that category.

Under **My priorities** you'll get an overview of all active tasks sorted by importance. There are three levels of priority:

**!!!**      High priority
**!!**       Medium Priority
**!**        Low priority

Choosing one will show you all active tasks for the chosen priority level.

Further down you'll see your **Categories**. Here you can sort your tasks by different categories. *If you for example manage properties you can sort by individual buildings and that way get a more detailed look on the tasks at hand for the specific property.*

**MENUBAR**

At the bottom of the screen you'll always see the menubar. This menu is always ready at hand no matter which screen you're using at the moment. It gives you quick access to four options: **Home** – **New** – **Tasks** – **Archive**.

Home: Home takes you back to the main screen.
New: This is where you create new tasks.
Tasks: Displays all active tasks.
Archive: Displays all completed tasks.

**NEW FEEDBACK (New task)**

This is where you create and assign new tasks.
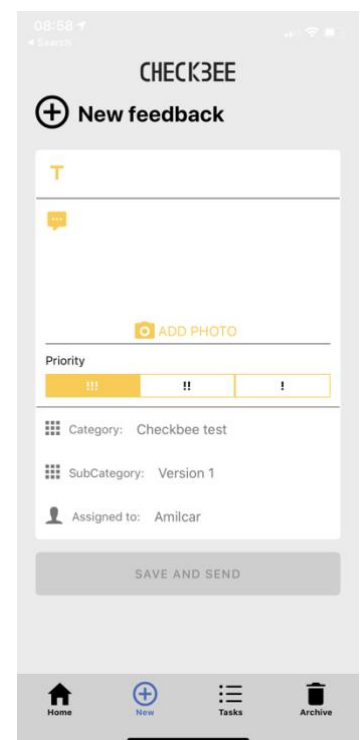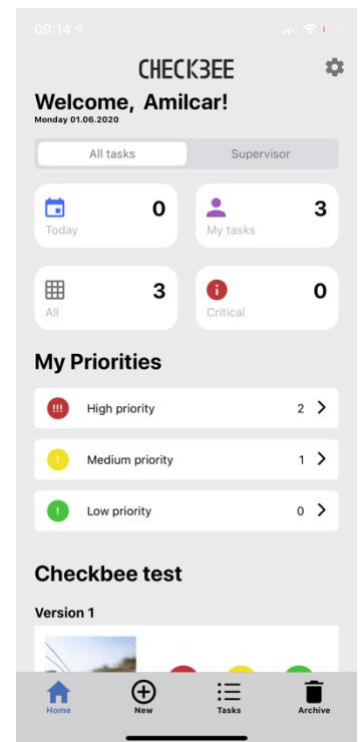
Choose a **title**.
Add a **description** and **photos** (if necessary).
Choose **priority**.
Choose the **category** the task belongs to and a **subcategory** if applicable.
**Assign** the task.
That's it – **Save and send.**

The person you assigned the task to will get a notification and you'll be notified when the user completes the task and if he/she edits the task.

**EDIT TASK**

When assigned a task you can edit the task. Choose **Edit task** and edit. Mainly you'll change the **Status** of the task: **In Progress** or **Completed.** Press **Update and Send**. The creator of the task will be notified about the change.

**ARCHIVE**

Under **Archive** you get a complete overview of all *completed* tasks. For archival reasons it is not possible to delete tasks.