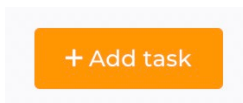# Getting started with Fonn

Creating a Task

Tasks can be used for personal 'To Do' lists and for Project Managers to communicate actions needing to be done on site.

Creating a Task on desktop

1. Go to your project

2. On the left-hand menu, select Tasks

3. Click the 'Add Task' button

   + Add task

4. A screen will slide open from the right-hand side.

   Fill out your task details:
   Description = Task Title
   Comment = Task Description/Additional Comments
   Responsible = Assign the person responsible for this Task
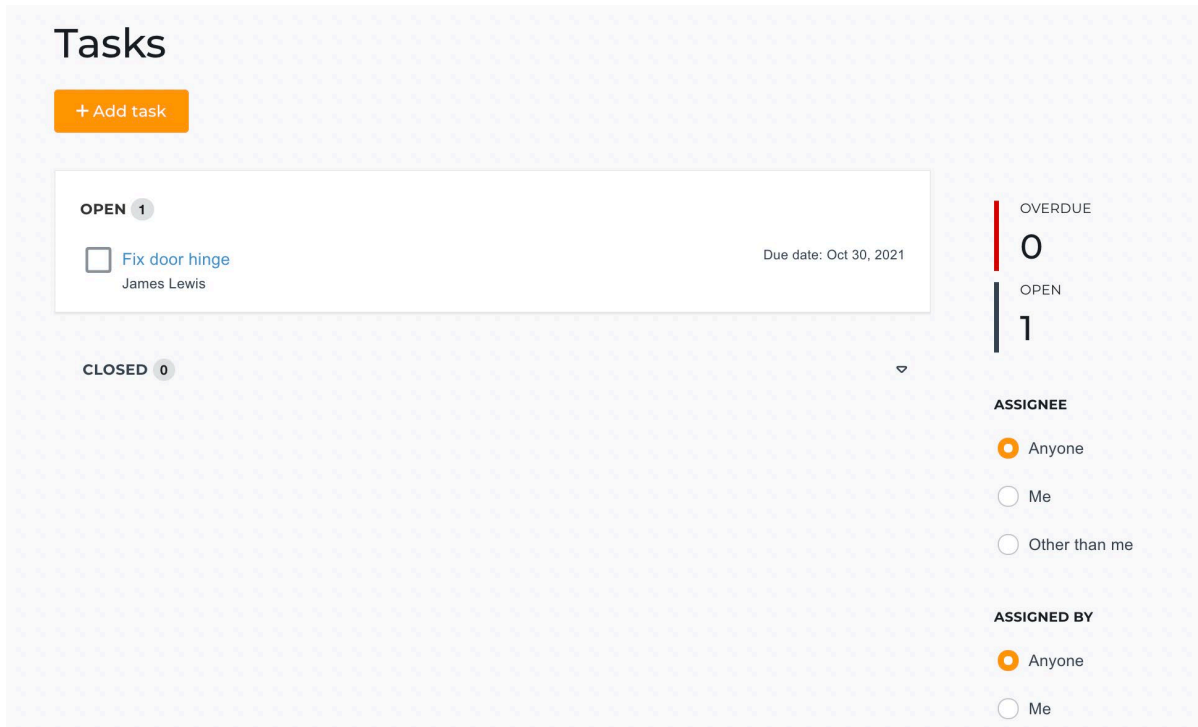   Due Date = Add a date you would like this to be completed by

New Task

DESCRIPTION		RESPONSIBLE ✎ Edit
Fix door hinge	*	JL James Lewis

COMMENT	DUE DATE ✎ Edit 🗑
Please fix the hinge on the door within GF - Room 3	🗓 Oct 30, 2021

Save Cancel

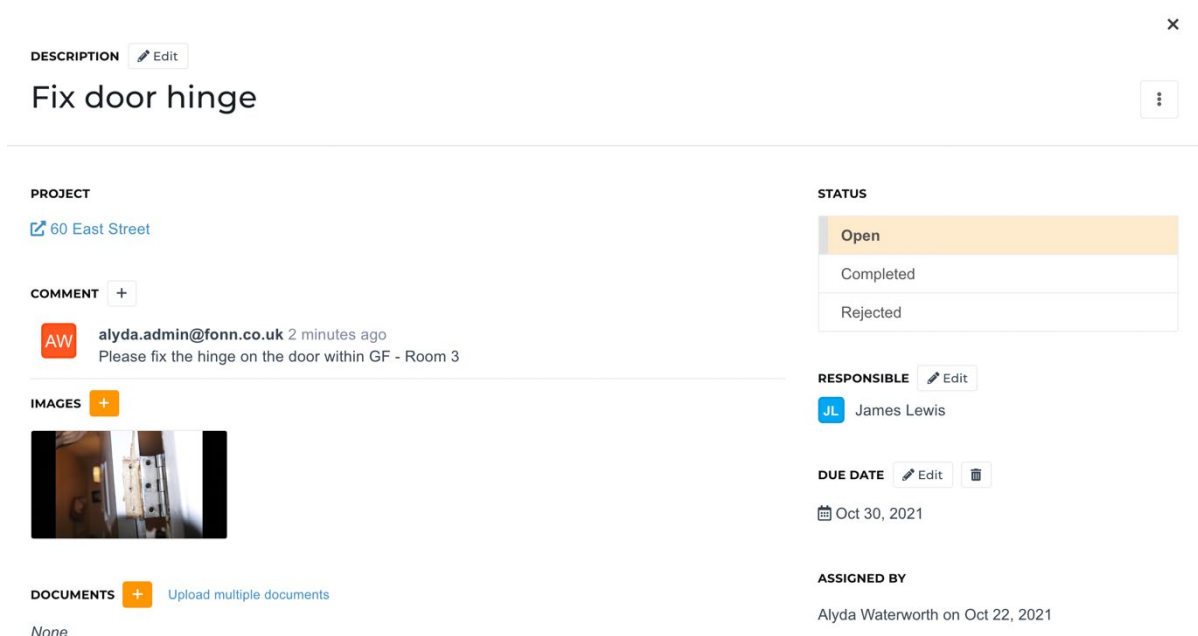5. Your task is now added, you can view it within the Task screen.
The responsible user will receive a push notification via their app to let them know a task has been assigned to them.

Tasks

+ Add task

OPEN 1	
☐ Fix door hinge	Due date: Oct 30, 2021
James Lewis	

CLOSED 0

OVERDUE
0

OPEN
1

ASSIGNEE
- ◉ Anyone
- ○ Me
- ○ Other than me

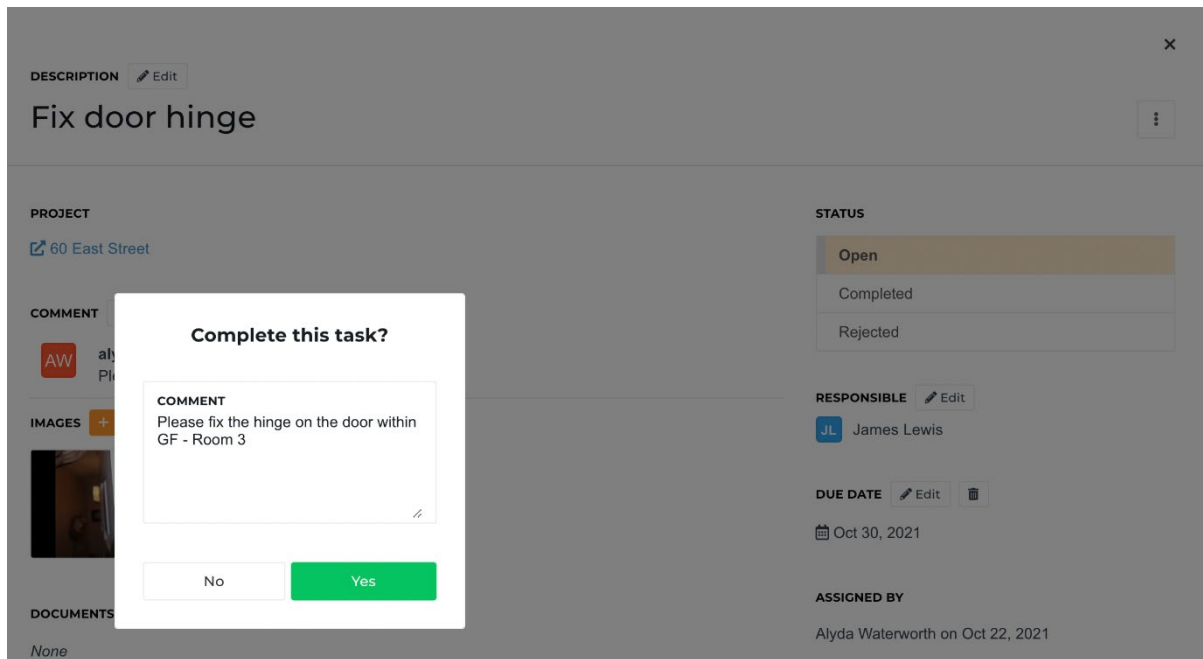**ASSIGNED BY**
- ◉ Anyone
- ○ Me

6. To add additional information, click on the blue Task title. This is a hyperlink.

The Task will expand; you will have the options to add additional information such as:
- Further comments
- Images
- Documents (Link an existing or upload a new document)

✕

DESCRIPTION 🖉 Edit

Fix door hinge

⋮

PROJECT
🔗 60 East Street

COMMENT +

AW alyda.admin@fonn.co.uk 2 minutes ago
Please fix the hinge on the door within GF - Room 3

IMAGES +

DOCUMENTS + Upload multiple documents
None

STATUS

Open
Completed
Rejected

RESPONSIBLE 🖉 Edit
JL James Lewis

DUE DATE 🖉 Edit 🗑
📅 Oct 30, 2021

ASSIGNED BY
Alyda Waterworth on Oct 22, 2021

7. Additional information will be automatically saved once added.

8. When complete, the user should change the status of the Task to Complete by clicking the status on the right-hand side.

9. A pop-up will appear to add additional comments before the Task is closed.
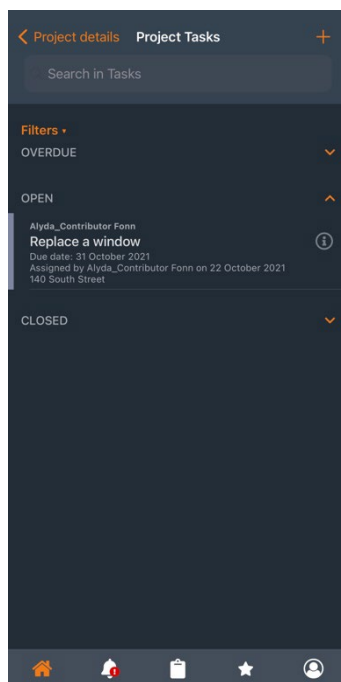

10. The Task is now complete.

Creating a Task on app
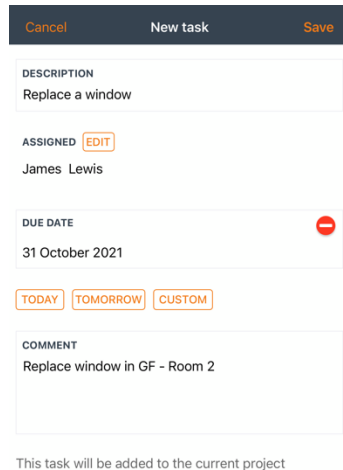
1. Go to your project

2. Select the 'Tasks' tab
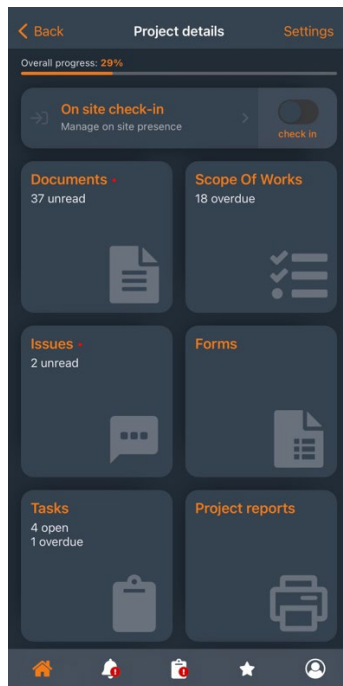
3. You will see any Tasks currently assigned to you within the following categories:

   - Overdue = Tasks not completed & due date has passed
   - Open = Tasks not completed but still within due date
   - Closed = Tasks completed

4. To add a new Task, click the + icon at the top right of the screen
Fill out the Task details, then click Save.

5. The responsible user will receive a push notification via their app to let them know a task has been assigned to them.

6. To view your Tasks, click the 'Clipboard' Icon on your bottom menu
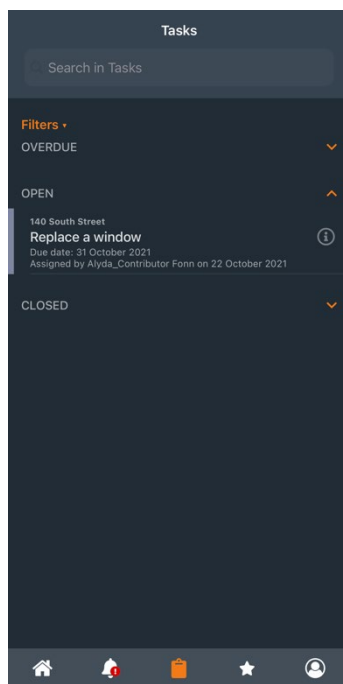
7. To edit a Task or add additional information, tap the Task, then click the edit icon.
   - To view additional comments, click the speech bubble icon next to 'Comments'
   - To add related documents, click the + icon
   - To add images, click the gallery or camera icon.
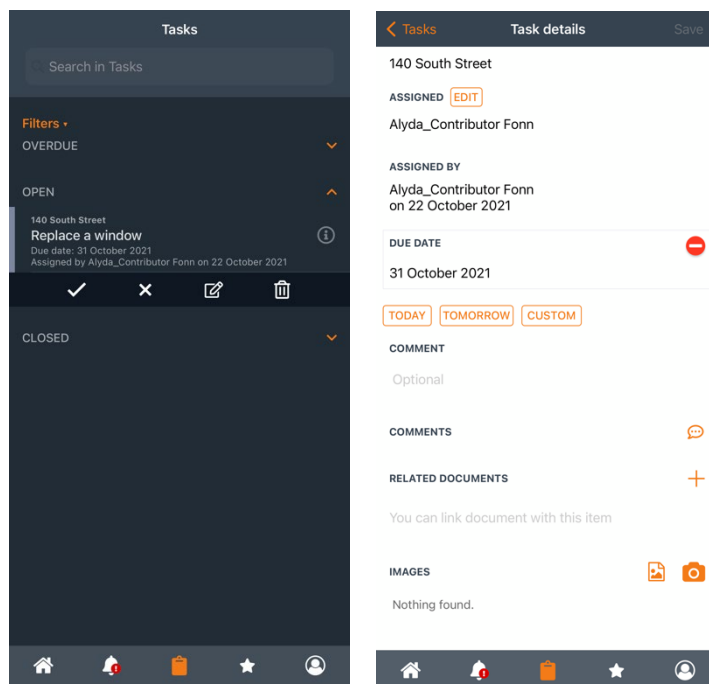
8. To mark a Task as complete, simply click the tick icon
   You will have the option to add a comment before completing the task.

9. Your task is now complete.
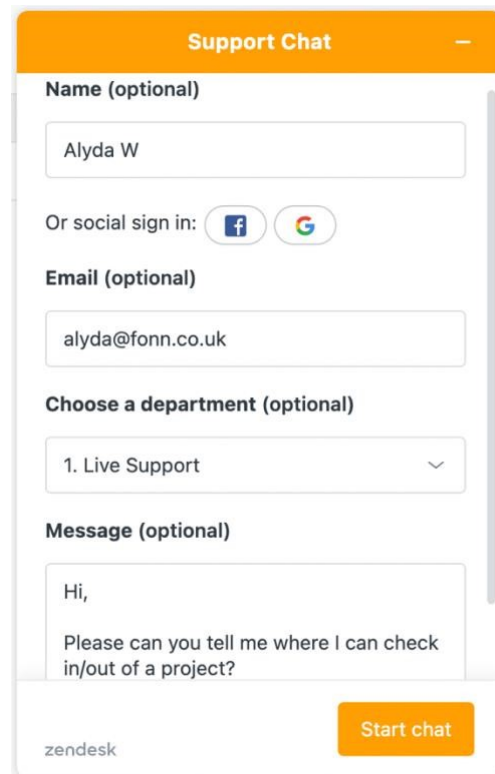
Need Help / Support

If you need help or have a question regarding Fonn, you can get in touch through the following:

1. **24/7 Chat**
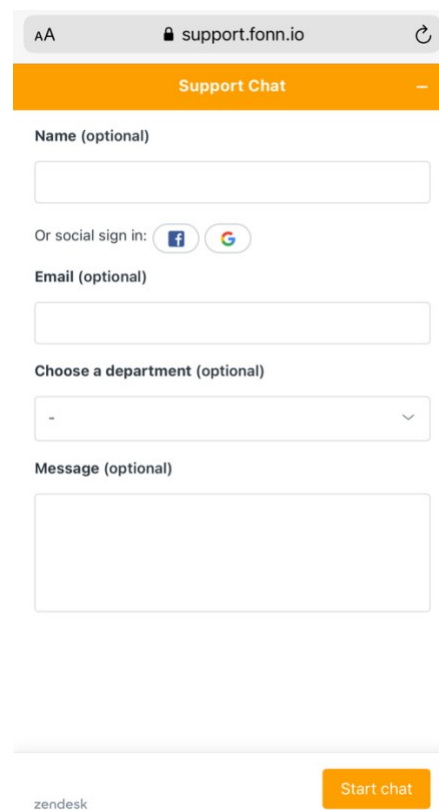
You can click the Chat icon on any screen whilst using Fonn on the web browser. Simply fill out a few details like below > then click 'Start Chat' > a member of support will then assist you as necessary.

For help via the app:

1. Click the icon

2. Select 'Help'

3. Click the icon

4. Fill out the chat information as above

2. Email

E-mail: support@fonn.co.uk

3. Freephone

Fonn Support UK: **+44 (0)800 520 016**