

How to check Work Order/Manual Task (Portal)

Site Admins will be able to view task on the portal: https://portal.getforsite.com/users/sign_in
Activity Feed and Attendance Records

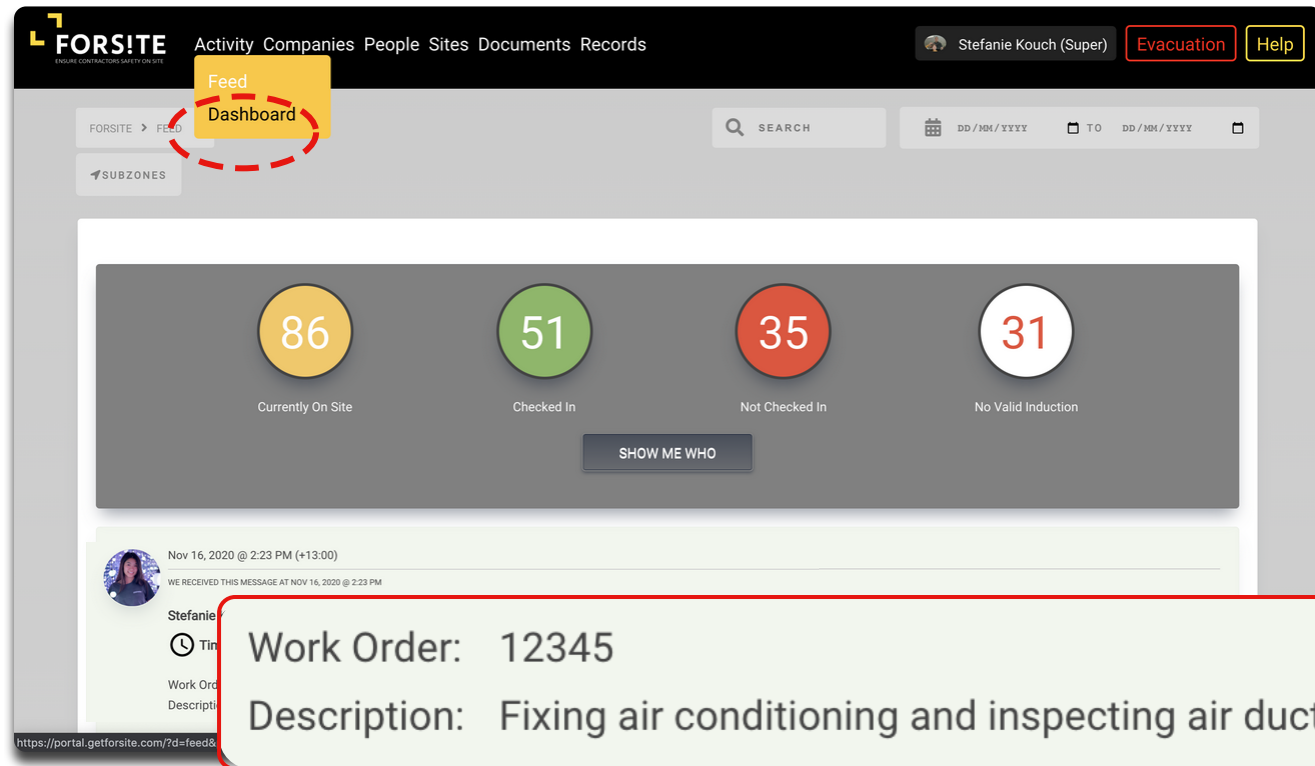
Viewing tasks

Activity Feed

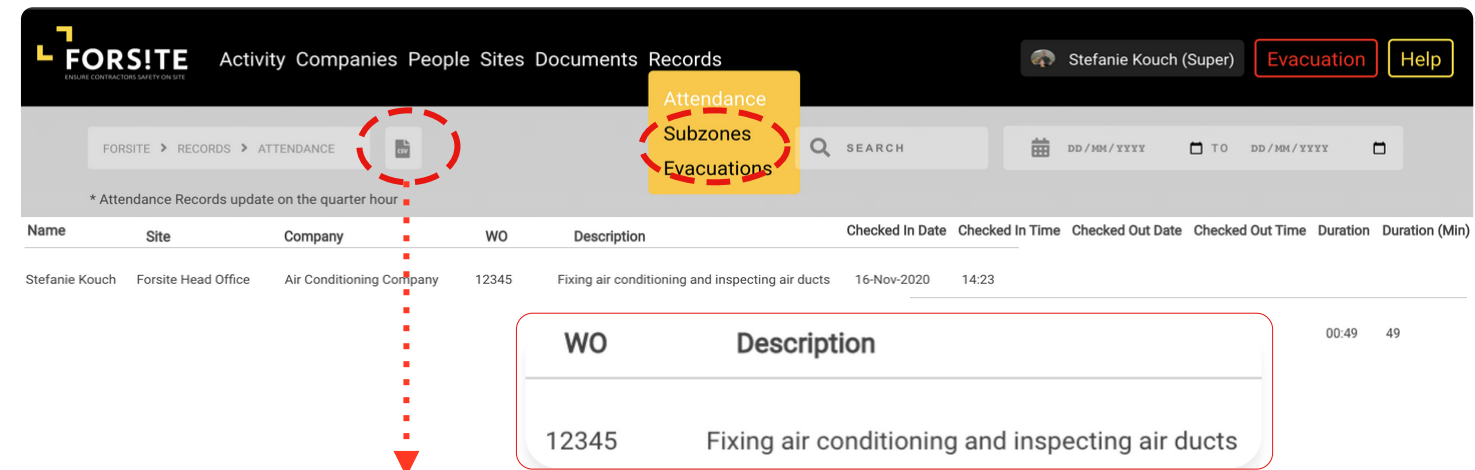
- Work order and description of work are logged against users attendance on site, per check-in

Site Admins can view tasks:

- Under the user attendance records



Work Order: 12345
Description: Fixing air conditioning and inspecting air ducts



| Name | Site | Company | WO | Description | Checked In Date | Checked In Time | Checked Out Date | Checked Out Time | Duration | Duration (Min) |
|----------------|---------------------|--------------------------|-------|--|-----------------|-----------------|------------------|------------------|----------|----------------|
| Stefanie Kouch | Forsite Head Office | Air Conditioning Company | 12345 | Fixing air conditioning and inspecting air ducts | 16-Nov-2020 | 14:23 | | | 00:49 | 49 |

Data can be exported as a CSV file for indepth reporting.

| L | Name | Site | Company | PO | Description | Checked In D | Checked In T | Checked Out | Checked Out | Duration | Duration (min) |
|---|---------------------------|--------------|---------|--------------|-------------|--------------|--------------|-------------|-------------|----------|----------------|
| 2 | Sarah Yock (Forsite Dev L | Yock Develop | 12395 | Working from | 15-Oct-20 | 11:41 | null | null | null | null | null |
| 3 | Sarah Yock (Forsite Dev L | Yock Develop | 1234 | Working tod | 13-Oct-20 | 20:47 | 14-Oct-20 | 8:22 | 11:34 | 694 | |
| 1 | Sarah Yock (Forsite Dev L | Yock Develop | 1234 | Working tod | 13-Oct-20 | 17:49 | 13-Oct-20 | 20:47 | 2:58 | 178 | |
| 5 | Sarah Yock (Forsite Head | Yock Develop | 1234 | Working tod | 13-Oct-20 | 11:23 | 13-Oct-20 | 17:21 | 5:57 | 357 | |
| 5 | Sarah Yock (Forsite Head | null | 1234 | Working at n | 6-Oct-20 | 14:53 | 6-Oct-20 | 15:47 | 0:53 | 53 | |
| 7 | Sarah Yock (Forsite Head | null | 1234 | Working at n | 6-Oct-20 | 13:40 | 6-Oct-20 | 14:44 | 1:04 | 64 | |
| 3 | Sarah Yock (Forsite Head | null | 1234 | Working at n | 6-Oct-20 | 13:12 | 6-Oct-20 | 13:40 | 0:28 | 28 | |
| 3 | Sarah Yock (Forsite Head | null | 1234 | Working at n | 6-Oct-20 | 13:11 | 6-Oct-20 | 13:11 | 0:00 | 0 | |

Want to learn how to raise
a Work order/Manual
Task on the app?

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Find our HELP/FAQs through our knowledge base:
<https://support.getforsite.com/portal/en/kb>