

# Instructions for the DEMO TaskControl environment

2021 | ORBIT TaskControl



## ORBIT | We learn from your feedback

To get familiar with TaskControl, there are a few quick steps you need to follow, first of all:

1. Register at
2. First login
3. Opening of an ongoing managed plan
4. Implementation of the first controlled activities

Alternatively, you can try a simple supporting mobile app. Detailed instructions can be found below.

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## 1 | Registration

When you open the sent link <https://demo.taskcontrol.cloud> you will see the login window. As a new user, click on the *Register* link in the bottom left corner. Once clicked, a table will appear in which you fill in your registration details.

Fill in your first name, last name and email address. Next, enter a strong password and repeat it, then fill in your company, country and phone number (the area code is automatically selected after you select your country).

Once you have filled in all the details, please agree to the terms and conditions and click on the REGISTER button. You will see a confirmation that a verification email has been sent to your inbox.

### Registration Complete

Please check your e-mail and click the link to enable your account.

Don't forget to check your mailbox. If the email is not in your inbox or bulk mail, check your spam box. Alternatively, try signing up again and make sure your email address is correct.

In the received email, click on the link (underlined word link) that will redirect you to the first valid login to TaskControl.

Please visit this link to confirm your e-mail and enable your account.

ORBIT TaskControl

Please do not reply the message.

## 2 | Login

To log in, use your email and password and click on the LOGIN button.

An initial list of available managed plans will be displayed. We have prepared a few examples of plans that have just been started in various fields of coordination of people and tasks.

You are in the role of a single managed worker who has to perform tasks according to planned activities. Our robots Jana Nováková and Jan Novák will be active together with you in the plan.

### 2.1 View plans

To view the plans, click on the plan name or the dots and three commas on the right side of the selected plan

Status	Plan Name	Category	Managed By	Time	Progress
●	Ukázková Release management procesu (48)	Software Releasing	TaskControl Admin	Started: 26.10.2021 19:19	0/33
●	Testování Disaster Recovery (47)	IT infrastructure	TaskControl Admin	Started: 26.10.2021 19:19	0/40
●	Onboarding - nový zaměstnanec (46)	HR processes	TaskControl Admin	Started: 26.10.2021 19:19	0/11
●	Obecný projekt (45)	General Project	TaskControl Admin	Started: 26.10.2021 19:19	0/23
●	Konsolidace datacenter A+B+C (44)	IT infrastructure	TaskControl Admin	Started: 26.10.2021 19:19	0/30
●	Instalace regulačního systému (43)	Manufacturing processes	TaskControl Admin	Started: 26.10.2021 19:19	0/24

Clicking on one of these boxes will show the full plan. You will see your tasks/activities and those of your "associates"

Task Name	Managed By	Time	Progress
Zaloha produkčních databází (full dump) (9)	Jana Nováková	Est. 7:21 Est. 8:11	0%
Synchronizace datových pump (8) Batch scripty poběží i v době odstávky	Jan Novák	Est. 8:11 Est. 8:21	0%
Zaslání aktualizovaného postupu pro obnovu (13)	Jana Nováková	Est. 8:21 Est. 8:41	0%

To the right of the names you can find columns with the expected start and end of the task.

To view the properties of a task, click on any element of the task from its name to its *Progress*.

Name	Description	Executed By	Prereq.	Start	Finish	Progress	Messages
Start of DR Plan (1)	START	Vincent Ján Kovář		Est. 18.09.2021 14:28	Est. 18.09.2021 14:30	0%	

When clicked, a window with the properties of the task is displayed. However, you cannot edit any of the information in the executor role.

### Task Properties (3) ✕

Name: ⓘ  
Inform Monitoring Team

---

Parent Task Group: ⓘ  
Preparations (2) ▾

---

Executed By: ⓘ  
Kovář, Vincent Ján ▾

---

Prerequisites: ⓘ Critical: ⓘ  
1 ⋮

---

Expected Start: ⓘ  By Offset  By Date and Time  
18.09.2021 14:30

---

Expected Duration: ⓘ  
0 d      0 h      5 m

---

Description: ⓘ  
Call monitoring teamleader, contact hotline

---

Document Name: ⓘ

---

Document Link: ⓘ

---

✕ CLOSE

## 2.2 Work with tasks

You will be notified by email when a new task is scheduled for you.

If you want to try out the TaskControl task flow, select one of the sample schedules you want to work in.

<input checked="" type="checkbox"/>	Ukázka Release management procesu (48)	Software Releasing
<input checked="" type="checkbox"/>	Testování Disaster Recovery (47)	IT infrastructure
<input checked="" type="checkbox"/>	Onboarding - nový zaměstnanec (46)	HR processes
<input checked="" type="checkbox"/>	Obecný projekt (45)	General Project
<input checked="" type="checkbox"/>	Konsolidace datacenter A+B=C (44)	IT infrastructure
<input checked="" type="checkbox"/>	Instalace regálového systému (43)	Manufacturing processes

The first task of the plan is assigned directly to you. Next to it you will see the *Start* button.

▼ > Name	Description
<input type="text"/>	<input type="text"/>
▼ <input checked="" type="checkbox"/> <b>PŘÍPRAVNÁ FÁZE (1)</b>	Příprava před provedení změn
<input checked="" type="checkbox"/> <b>Start</b> Přesměrování emailů (2)	
<input type="checkbox"/> Nastavení oprávnění pro databáze (3)	
<input type="checkbox"/> Znepřístupnění produkční prostředí (4)	
<input type="checkbox"/> Potvrzení změny vlastníků aplikací (5)	
<input type="checkbox"/> Informování operátorů o zahájení akce (6)	<input checked="" type="checkbox"/> Zaslat informaci na kontaktní osoby dle dokumentu

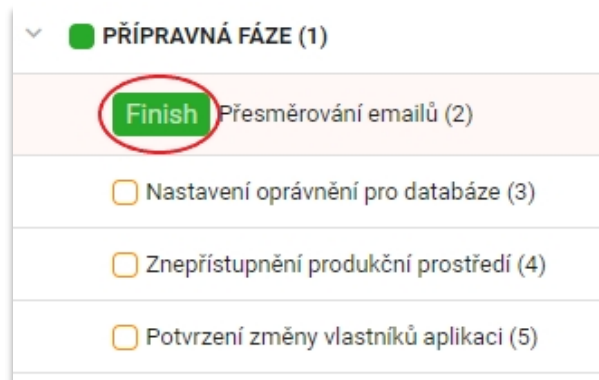
When you click on the button, a window will appear with the name of the task and a line in which you can write a message to other colleagues, e.g., "I'm just getting started!"

**Start Task (2)** ✕

Name: ⓘ  
Přesměrování emailů

Message: ⓘ

Click the **START** button in the window. Your task will start to scroll in Progress (this simulates real work where you would have limited time for the task). You can end the task at any time by clicking Finish.

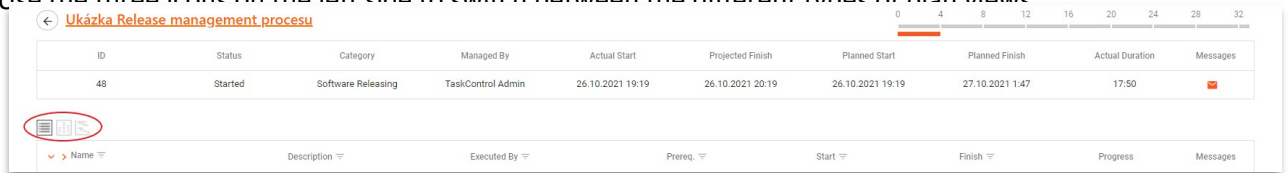


If you click on them, a window will appear (similar to the Start button) with a title and a message to your colleagues, but this time you also select the *Task Status*. You mark a completed task as *Finished*, and an incomplete task as *Failed*. If the task is not completed, you must describe the problem in the message to other colleagues.

If you can't complete the task but have completed some of it, you can choose the third option *Workarounded*, but as with an incomplete task, you must describe your problem in the report.

## 2.3 View

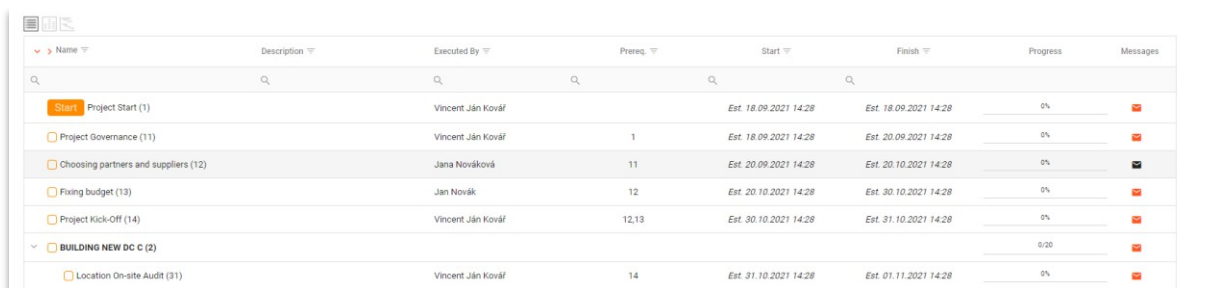
Use the three icons on the left side to switch between the different types of plan views:



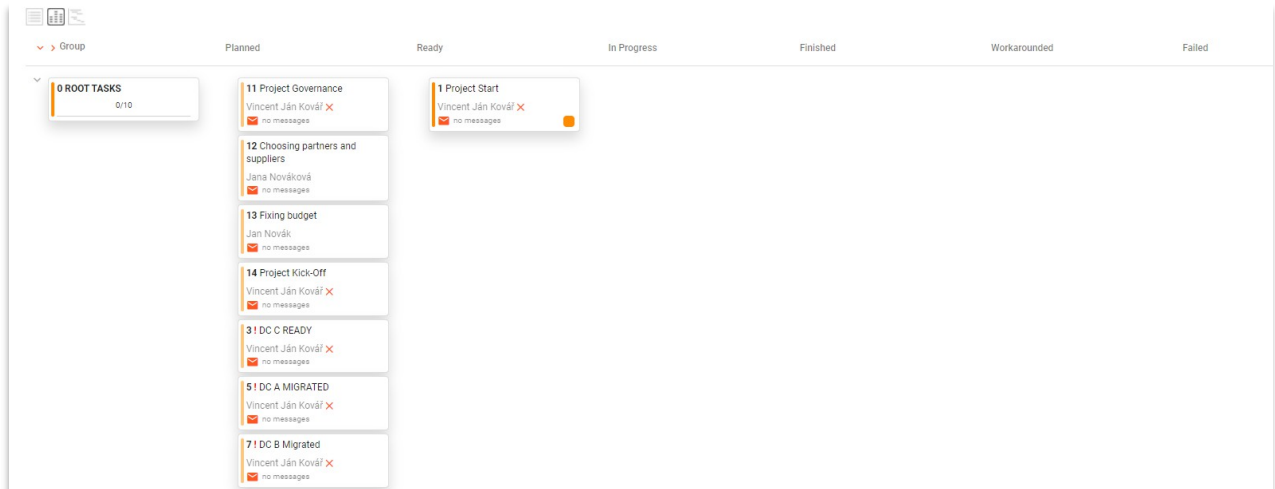
So you have a choice of three ways to view tasks: 1) the basic (tree) view, which you can already see, 2) Kanban view, 3) Gantt view (so-called preview view).

Here is a sample of each view, but you can see them better directly in TaskControl.

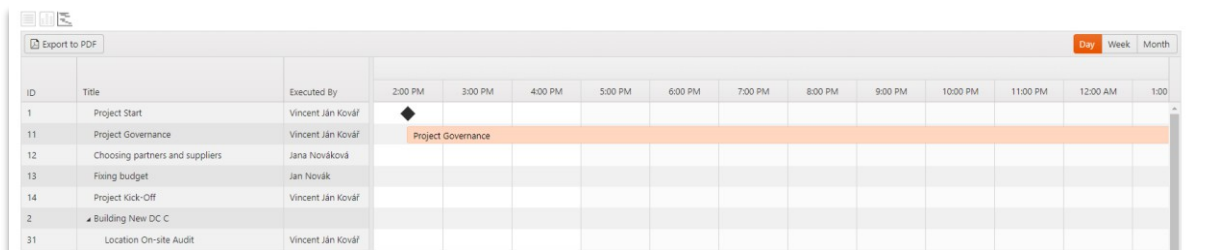
Tree view:



Kanban view:

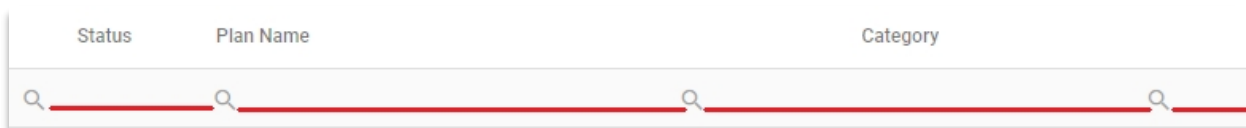


Gantt view:

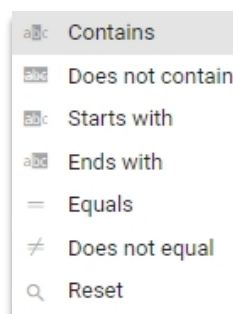


## 2.4 Search

For schedules, you can search by swiping status, title, category, boss, time or schedule progress. Just click in the magnifying glass box and type what you are looking for. You can also click on the triangle next to the time, and a small calendar will appear in which you can select the day you want.



You can still apply a filter by clicking directly on the magnifying glass icon:



## 2.5 Comments on the tasks

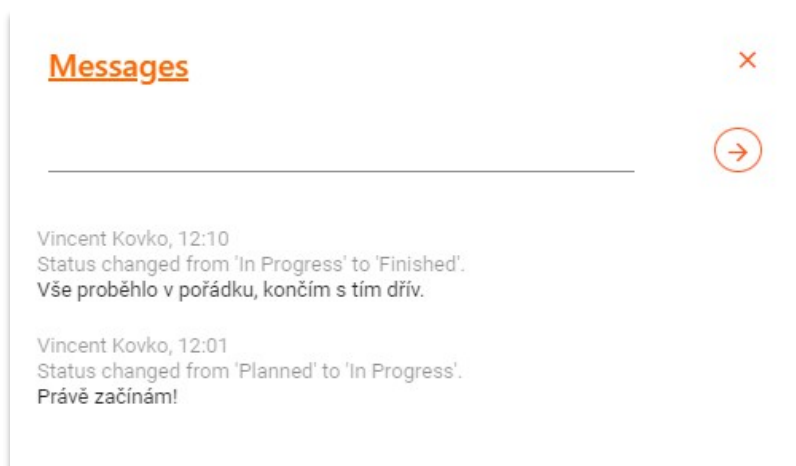
You can view your messages and those of your colleagues by clicking on the letter icon in the *Messages* box.



If you have messages in your messages, the number of messages is displayed next to the letter icon.

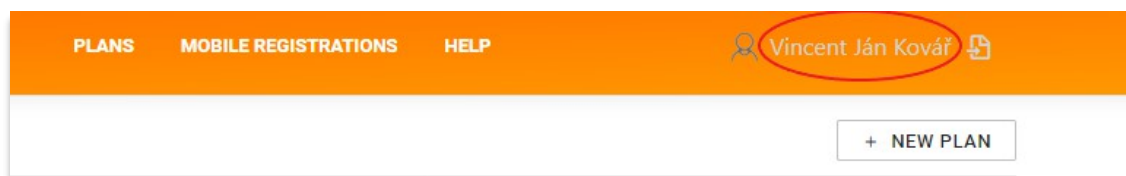


When you click on the message icon, a message window will appear. If the sender wrote the message as part of starting or ending a task, you will see the task status change above the message.



## 2.6 Personal account settings

To change your account settings, click on your name in the top right corner.



When you click on it, a window with your account details will appear. In the Demo environment, you cannot change the information provided, but you can also change your password or set up notifications about your plans via email, SMS or mobile app.

### User Properties ✕

First Name: ⓘ      Last Name: ⓘ  
Vincent Ján      Kovář

Country: ⓘ      Phone: ⓘ  
Czech Republic      +420      731943630

E-mail: ⓘ  
vincent.jan.kovar@gmail.com

Company: ⓘ  
ORBIT s.r.o.

Manager: ⓘ      Executor: ⓘ      Guest: ⓘ  
           

Team: ⓘ  
[Not Defined]

	E-mail	SMS	Mobile
Plan Published:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plan Started:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan Finished:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Task Ready:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Once you have set up your notifications or password, just click the SAVE button.

### 3 | Register for the Android mobile app

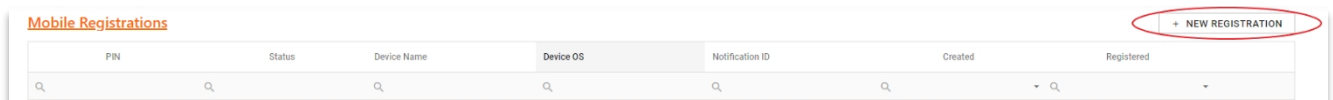
To keep track of plans and tasks on your phone, download our app in the Play Store. Type "TaskControl" or "taskcontrol" into the search box and download the ORBIT app.



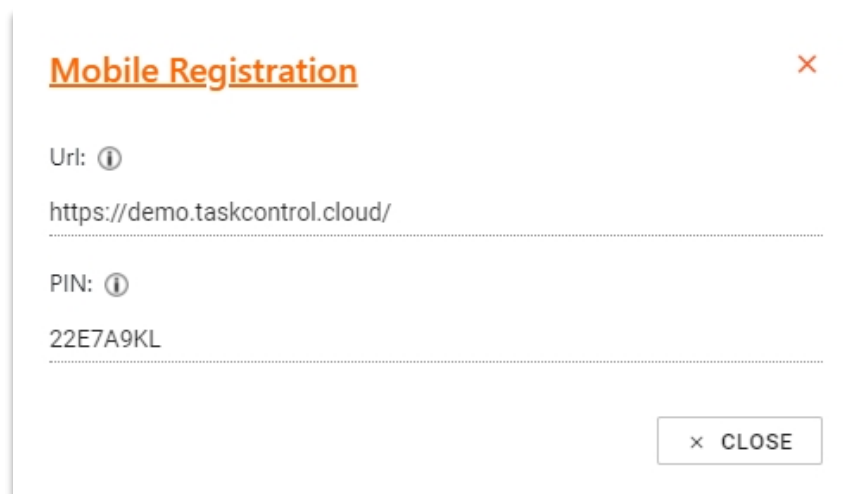
Then click on MOBILE REGISTRATIONS in the Demo, next to PLANS and HELP.



In mobile registrations, click on the + NEW REGISTRATION button.



Then enter the automatically generated URL and PIN into the app.



**Registration**

Please insert URL link and PIN copied from your Mobile registration on TaskControl website.

URL

Enter URL from TaskControl website

PIN

Enter your PIN from TaskControl website

REGISTER

**Registration**

Please insert URL link and PIN copied from your Mobile registration on TaskControl website.

URL

https://demo.taskcontrol.cloud/

Enter URL from TaskControl website

PIN

22E7A9KL

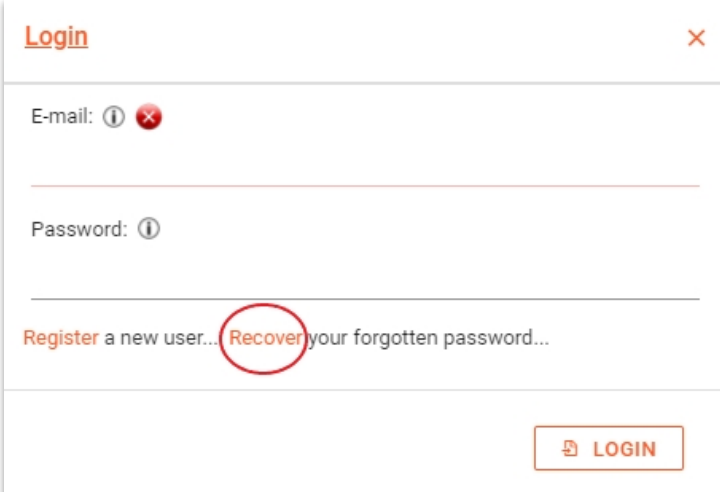
Enter your PIN from TaskControl website

REGISTER

Click on REGISTER and you're done, you have TaskControl on your mobile phone. From here, you can efficiently start and end tasks in your schedules from anywhere, without having to have a computer with you.

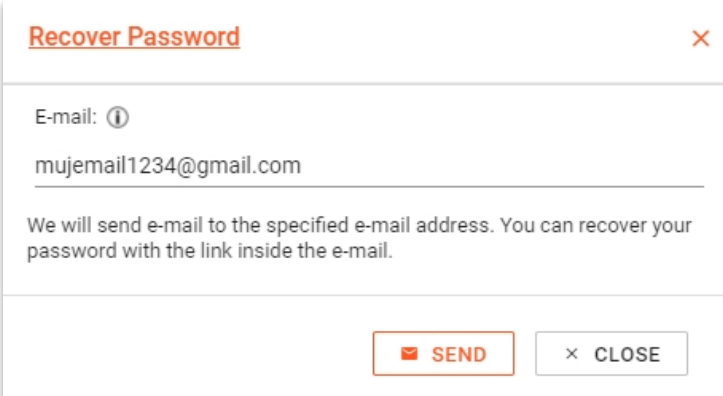
## 4 | Reset your password

If you have forgotten or lost your account password, click Recover in the login table.



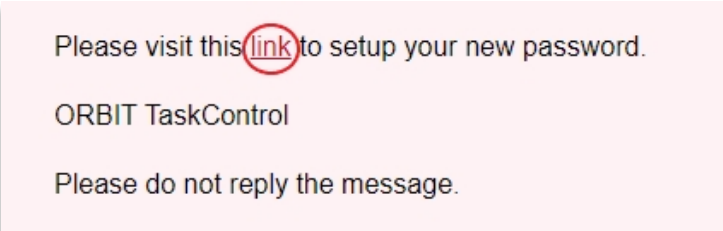
The screenshot shows a 'Login' window with a close button (X) in the top right corner. It contains two input fields: 'E-mail:' with an information icon (i) and a red error icon (x), and 'Password:' with an information icon (i). Below the fields, there are three links: 'Register a new user...', 'Recover your forgotten password...' (circled in red), and a 'LOGIN' button with a key icon.

A window will appear where you can enter the email address to which you have assigned your account. Use the SEND button to send your request.



The screenshot shows a 'Recover Password' window with a close button (X) in the top right corner. It contains an 'E-mail:' field with an information icon (i) and the email address 'mujemail1234@gmail.com'. Below the field, there is a message: 'We will send e-mail to the specified e-mail address. You can recover your password with the link inside the e-mail.' At the bottom, there are two buttons: 'SEND' with an envelope icon and 'CLOSE' with an X icon.

You will receive a *reset link* in your email inbox. Click on the underlined word link, which will redirect you to TaskControl with reset table, where you can set a new secure password.



The screenshot shows an email message with a pink background. The text reads: 'Please visit this link to setup your new password.' The word 'link' is underlined and circled in red. Below this, it says 'ORBIT TaskControl' and 'Please do not reply the message.'

After setting the password, just click the SAVE button and you are logged back into TaskControl with your account.

Reset Password ×

Password: ⓘ

---

Password Again: ⓘ

---

SAVE

## 5 | Logout

To log out of TaskControl, just click this icon in the top right corner:

