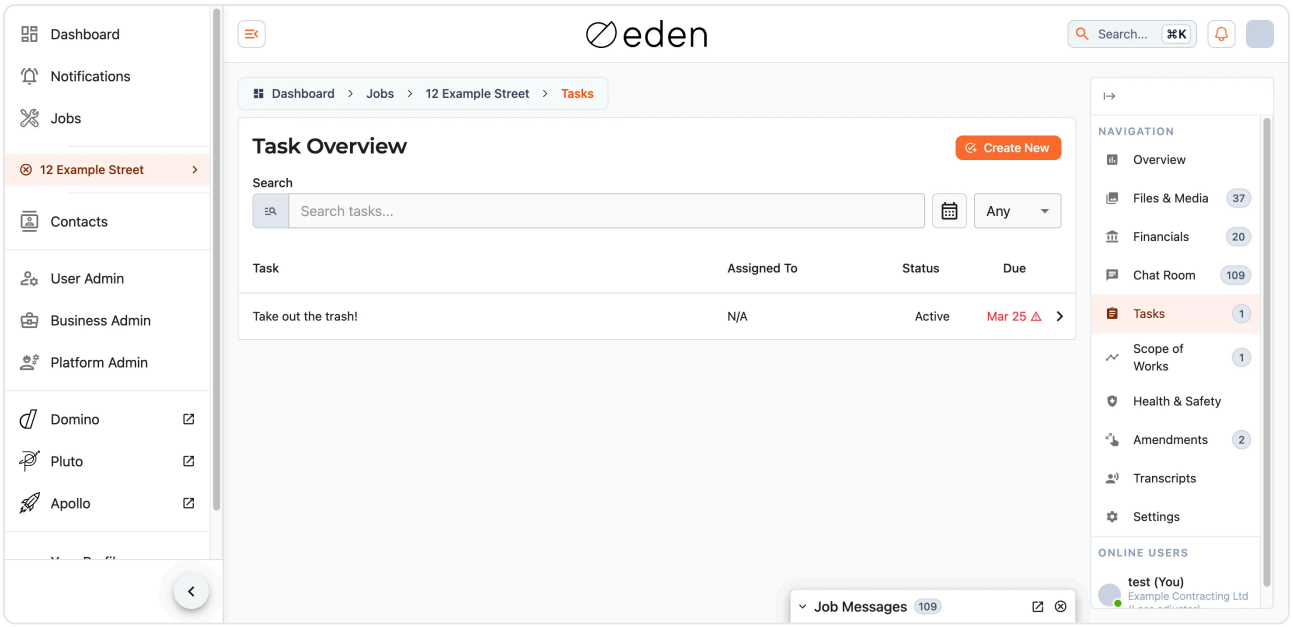
Ngā Tūmahi

EST. 5 MINUTE READING TIME

Kia mōhio mai: I whakamāoritia aunoatia tēnei whārangi mai i te reo Ingarihi taketake, koia tonu te putanga whaimana. Pānuitia ki te reo Ingarihi

Mā ngā tūmahi e koke tonu ai tētahi mahi mā te whakamārama he aha tonu ngā mea hei mahi, ko wai kei te tiaki, ā, ko āhea me oti. Ka kitea aua mea e koe i te wāhanga **Tasks** o te tahua whakatere o tētahi mahi.



Te rārangi tūmahi mō tētahi mahi.

Kei ia tūmahi e whakaatu ana ko wai kua whakaritea mōna, mēnā kei te haere tonu, kua oti rānei, ā, ko āhea hoki me oti. Mā te kōwhiri i tētahi tūmahi ka tuwhera katoa mai. Mēnā kāore anō kia whai tūmahi tētahi mahi, ka whakamōhiotia noatia koe e te rārangi.

Te Kimi i tētahi Tūmahi

Ka tātarihia ō tūmahi e te pouaka rapu kei runga ake o te rārangi i a koe e patopato ana, mā te rapu puta noa i ngā ingoa tūmahi, ngā tāngata kua tohua, ngā whakamārama, me ngā whakaritenga kei roto i ia tūmahi.



I te taha o te pouaka rapu ka taea e koe te whakawhāiti ake i te rārangi mā te awhe rā, mā te whakaarotau rānei - `Low`, `Normal`, `High` rānei. Kōwhiria kia nui ake i te kotahi te whakaarotau i te wā kotahi ki te hiahia koe, waiho rānei ki runga i te `Any` kia whakaaturia ngā mea katoa. Ko ngā mea katoa kua whakamahia e koe ka whakarāpopotongia ki raro iho i te pouaka rapu.

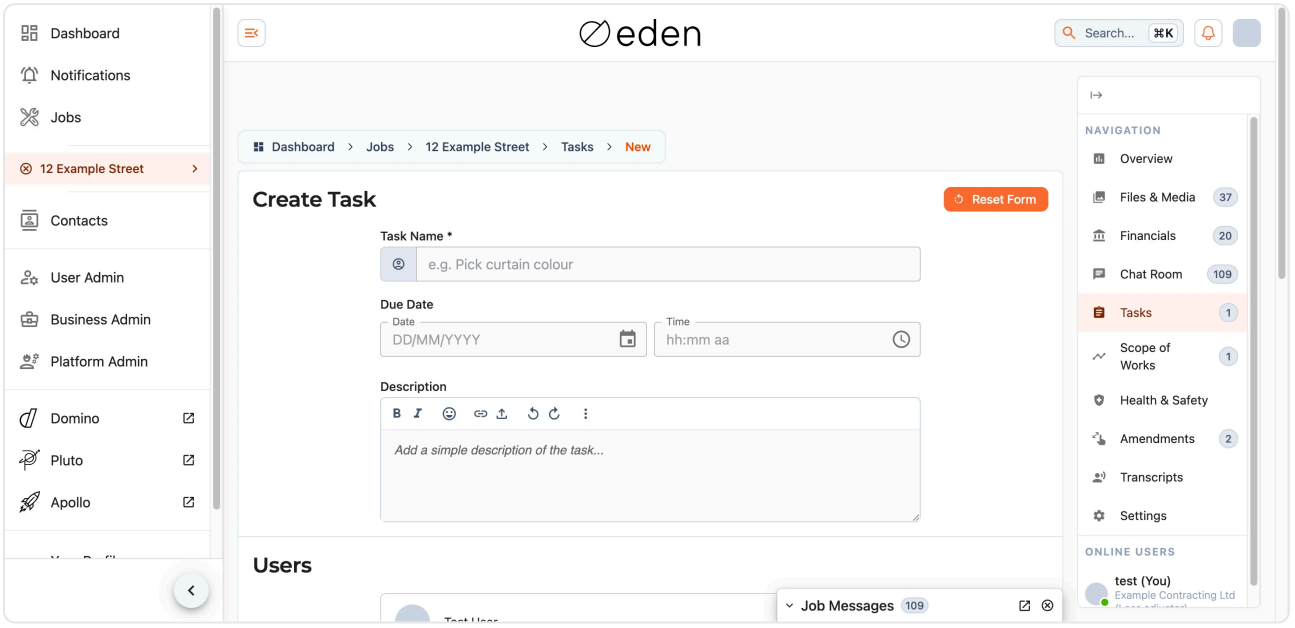
Ka taea hoki e koe te kōmaka i te rārangi mā tētahi tīwae ahakoa ko tēhea - te ingoa tūmahi, ko wai kua tohua, te tūnga, te rā whakaoti rānei - mā te kōwhiri i te upoko o taua tīwae.

Ngā Rā Whakaoti i te Tirohanga Tere

Ka miramirahia e te tīwae **Due** (Wā Whakaoti) ngā mahi me aro atu. Ka whakaatuhia ki te kikorangi he mahi hei whakaoti i roto i te wiki e haere mai ana, ā, ko tētahi mahi kua tōmuri ka huri hei whero me tētahi tohu whakatūpato, kia māmā ai te tohu i ngā mea tino hira rawa.

Te Waihanga i tētahi Mahi

Me he whakaaetanga tāu ki te tāpiri mahi, kei runga ake o te rārangi he pātene **Create New** (Waihanga Hou). Ki te kore koe e kite i tēnā, kāore anō koe kia whakawhiwhia ki te whakaaetanga ki te waihanga mahi i tēnei tūmahi.



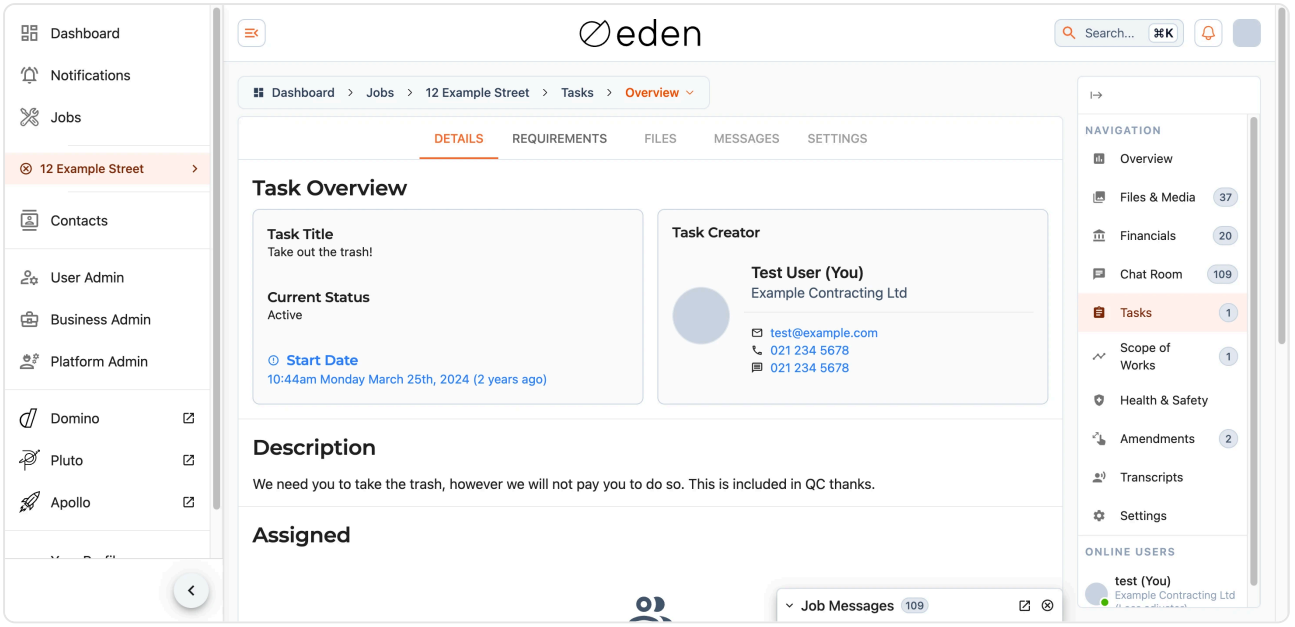
He ingoa anake e hiahiatia ana hei waihanga i tētahi mahi - he kōwhiringa noa iho ngā mea katoa kē atu, ā, kei reira hei tāpiri taipitopito ahakoa te nui, te iti rānei i runga anō i te hiahia o te mahi:

- **Title** (Taitara) - he ingoa poto mō te mahi. Koinei anake te āpure e hiahiatia ana.
- **Due Date** (Rā Whakaoti) - he rā me te wā kōwhiringa hei whakaotinga i te mahi.
- **Description** (Whakaahuatanga) - he whakamāramatanga whānui ake mō ngā mea e hiahiatia ana. Ka taea e koe te whakahōputu i te tuhinga me te tāpiri whakaahua tika tonu ki roto.
- **Users** (Kaiwhakamahi) - ngā tāngata e tūmanakohia ana e koe hei kawe i te mahi. Mā te tohu i tētahi tangata e kore tētahi atu e tutakina ki waho; ka taea tonu e te hunga katoa e whai urunga ana ki te tūmahi te kite me te whakaoti i te mahi. He tohu noa iho i te tangata whai kawenga me te tangata hei whakamahara mā *EDEN*. Ka taea e koe tēnei te waiho kia wātea.
- **Requirements** (Ngā Whakaritenga) - he rārangi arowhai kōwhiringa o ngā mahi ririki hei hanga i te mahi. Tōia aua mea hei whakaraupapa anō, ā, hoatu he rā whakaoti ake ki ērā mēnā ka āwhina.
- **Attachments** (Ngā Āpitihanga) - he kōnae, whakaahua rānei hei āwhina i te mahi kia oti. Tohua te kōwhiringa kia tāpirihia hoki aua mea ki te wāhanga Ngā Kōnae me ngā Rongorau o te tūmahi mēnā e hiahia ana koe kia wātea hoki ki reira.

Ka tiakina tō ahunga whakamua i a koe e mahi ana, kia taea ai e koe te hoki mai ki te whakaoti i tētahi mahi ā muri ake. Whakamahia te **Reset Form** (Tautuhi Anō i te Puka) hei whakawātea i ngā mea katoa me te tīmata anō, ā, ko te **Create Task** (Waihanga Mahi) ina makona koe. Ka noho monokia te pātene kia whai ingoa rā anō te mahi.

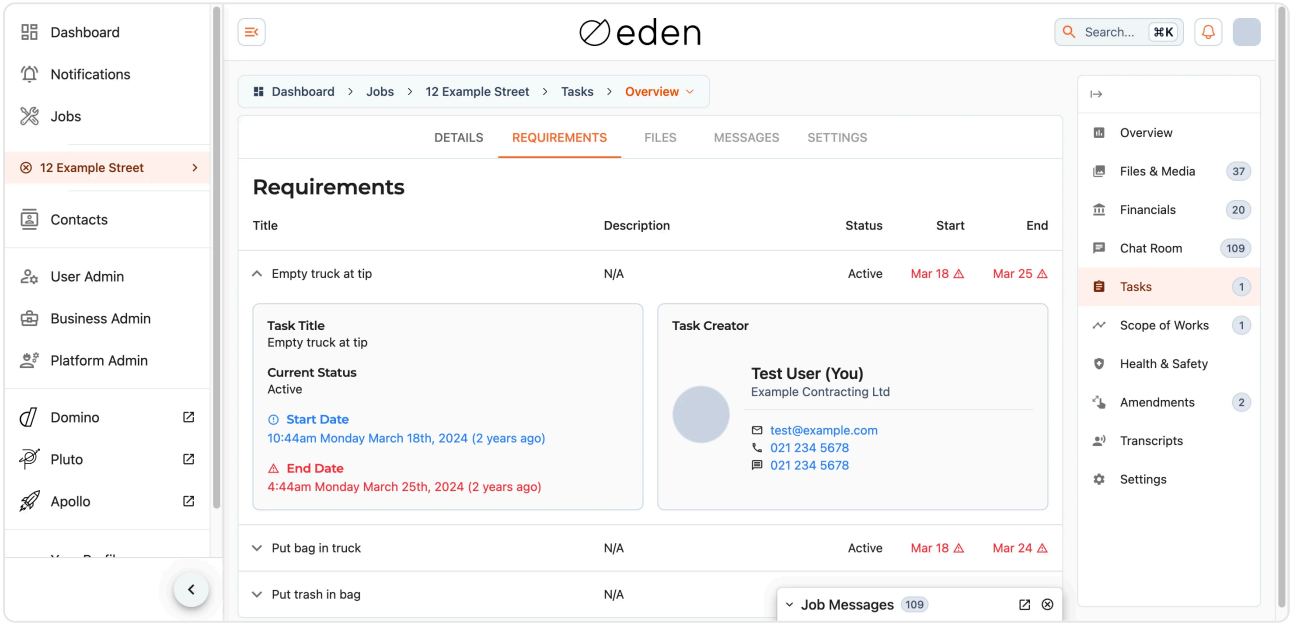
Te Tiro i tētahi Mahi

Mā te whakatuwhera i tētahi mahi ka whakaaturia ōna taipitopito katoa puta noa i tētahi huinga ripa.



Ka kohia e te ripa **Details** ngā mea matua: te taitara o te mahi me tōna tūnga o nāianei, ōna rā tīmata me ngā rā whakaoti (me te miramira kikorangi me te miramira whero ōrite mō ngā mahi e heke mai ana me ngā mahi kua tōmuri), nā wai i hanga, te whakaahuatanga katoa, kua tautapahia ki a wai, me tētahi pūkete o ngā ngohe i runga i te mahi.

Ka whakarārangihia e te ripa **Requirements** ngā hikoinga nohinohi e hanga ana i te mahi, me tōna ake tūnga me ōna ake rā mō ia hikoinga. Kōwhiria tētahi rārangi hei whakawhānui ake mō ētahi atu taipitopito. Mēnā kāore he whakaritenga o tētahi mahi, ka kite koe i tētahi tuhipoka e kī ana kāore he whāinga motuhake hei whakatutuki.



Tuhipoka: kei te haere mai ngā ripa **Files**, **Messages**, me **Settings**, ā, kāore anō kia wātea mai.