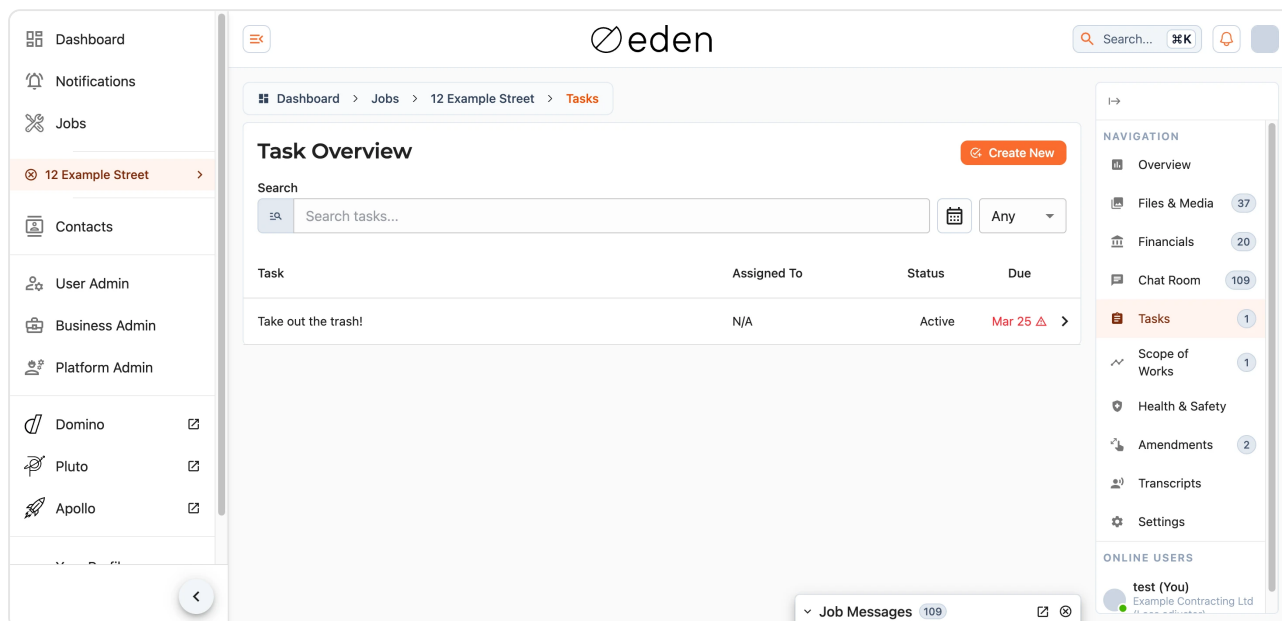


Galuega Faatino

🕒 EST. 6 MINUTE READING TIME

Faamatalaga: O lenei itulau na faaliliuina otometi mai le uluai lomiga faa-Peretania, o le lomiga aloaia lea. [Faitau i le gagana Peretania](#)

E fesoasoani galuega faatino e faaauau ai pea le gasolo i luma o se galuega e ala i le faamanino po o a mea o loo manaomia pea ona fai, o ai o loo vaaia, ma le taimi e tatau ai ona maea. E te mauaina i latou i le vaega o le **Tasks** o le [navigation menu \(lisi o faasinoala\)](#) a se galuega.



O le lisi o galuega faatino mo se galuega.

O galuega faatino taitasi e faaalai ai po o ai ua tofia i ai, pe o loo faagaoioi pea pe ua maea, ma le aso e tatau ai ona faamaea. O le filifilia o se galuega faatino e tatala atoatoa mai ai. Afai e leai lava ni galuega faatino i se galuega, o le a faigofie lava ona faailoa atu e le lisi lena tulaga ia te oe.

Sailia o se Galuega Faatino

O le pusa sailiili i le pito i luga o le lisi e faamama ai au galuega faatino a o e taina upu, e sueina suafa o galuega faatino, tagata ua tofia i ai, faamatalaga, ma manaoga o loo i totonu o galuega faatino taitasi.

Search

Search tasks...

Any

I tafatafa o le pusa sailiili, e mafai foi ona e faaititia atili le lisi i se va o aso, po o le faamuamua - **Low**, **Normal**, po o le **High**. Filifili le sili atu ma le tasi le faamuamua i le taimi e tasi pe a e manaomia, pe tuu pea i le **Any** e faaali mai ai mea uma. So o se mea ua e faaagaina e aoteleina i lalo ifo o le pusa sailiili.

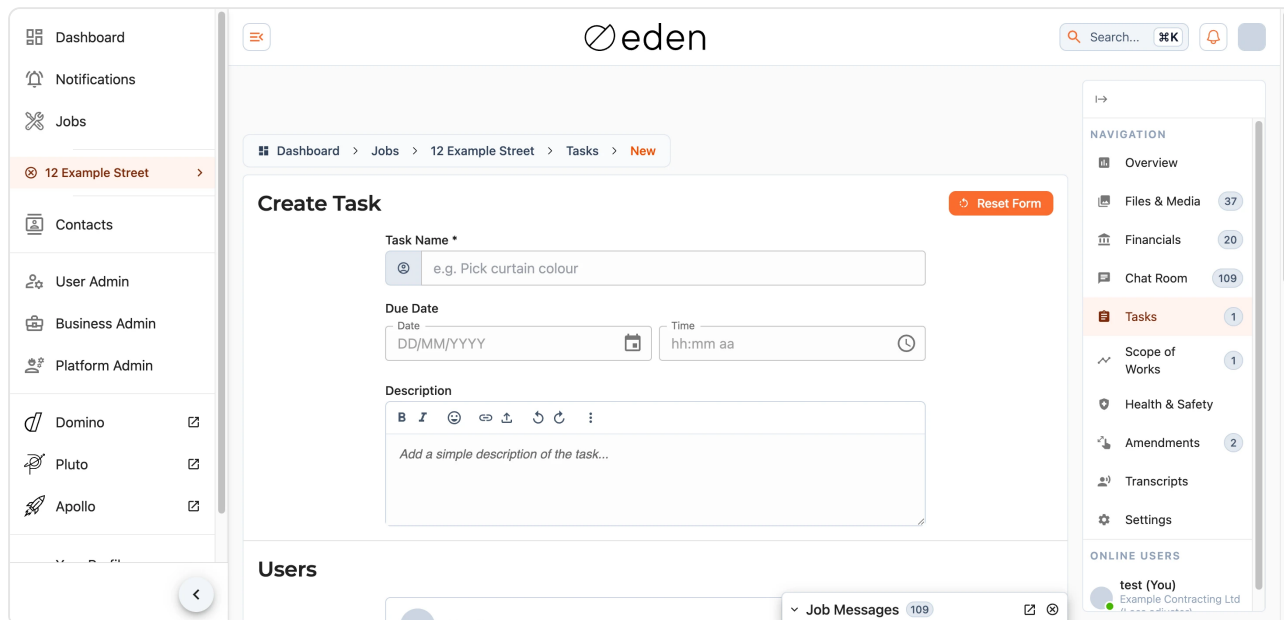
E mafai foi ona e faavasega le lisi i so o se koluma - suafa o le galuega faatino, o ai ua tofia i ai, tulaga o iai, po o le aso e tatau ona maea ai - e ala i le filifilia o le ulutala o lena koluma.

Aso Faatapulaaina i se Vaaiga Vave

O le koluma o le **Due** (Aso Faatulagaina) e faapupula mai ai galuega fai e manaomia le ua'i atu i ai. O se galuega fai e tataua ona mae'a i totonu o le vaiaso o lumanai e faaalua i le lanu moana, ma o se galuega ua mavae lona aso faatulagaina e liu lanu mumu faatasi ma se faailoga lapata'i, ina ia faigofie ai ona iloa mea e sili ona taua.

Fausiaina o se Galuega Fai

Afai e iai sau faatagaga e faaopoopo ai galuega fai, o loo iai se faamau o le **Create New** (Fausia Fou) i le pito i luga o le lisi. Afai e te lē o vaaia, e lē o tuuina atu ia te oe se faatagaga e fausia ai ni galuega fai i lenei galuega faatino.



E na o se igoa lava e manaomia e fausia ai se galuega fai - o isi mea uma e filifili faitalia ma o loo iai ina ia faaopoopo ai ni faamatalaga auiliili e tele pe itiiti e tusa ai ma le mea e manaomia mo lea galuega fai:

- **Title** (Ulutala) - se igoa puupuu mo le galuega fai. Na o le pau lenei o le vaega e manaomia ona faatumu.
- **Due Date** (Aso Faatulagaina) - se aso ma se taimi e filifili faitalia e tataua ona mae'a ai le galuega fai.
- **Description** (Faamatalaga) - se faamatalaga e sili atu ona auiliili o le mea o loo manaomia. E mafai ona e faatulagaina foliga o le tusitusiga ma faapipii sa'o i ai ni ata i totonu.
- **Users** (Tagata Faaaoga) - tagata o loo e faamoemoe e nafa ma le galuega fai. O le tofiaina o se tasi e lē taofia ai se isi tagata; so o se tasi e iai le avanoa i le galuega faatino e mafai lava ona vaai ma faamaea le galuega fai. E na ona faailoga ai lava po o ai e nafa ma le galuega ma po o ai e tataua ona faamanatu i ai e le **EDEN**. E mafai ona e tuu avanoa lenei vaega.
- **Requirements** (Manaoga) - se lisi siaki e filifili faitalia o ni laasaga laiti e fausia ai le galuega fai. Toso ina ia toe faasolosolo ai le faasologa, ma tuu atu i so o se tasi o na laasaga lona lava aso faatulagaina pe afai e fesoasoani.
- **Attachments** (Pepa Faapipii) - so o se faila po o ni ata e fesoasoani i le faamaeaina o le galuega fai. Faailoga le filifiliga ina ia faaopoopo ai foi i latou i le vaega o le [Files & Media \(Faila ma Faasalalauga\)](#) a le galuega faatino pe afai e te manao ia maua ai foi iina.

E faasaina le faagasologa o lau galuega a o e faia, ina ia mafai ai ona e toe foi mai ma faauma se galuega fai mulimuli ane. Faaaoga le **Reset Form** (Toe Seti le Pepa Faatumu) e tape ai mea uma ma toe amata ai mai le amataga, ma le **Create Task** (Fausia le Galuega Fai) pe a e malie i ai. E tumau pea ona lē mafai ona faaogaina le faamau seia vagana ua iai se igoa o le galuega fai.

Vaaia o se Galuega Fai

O le tatalaina o se galuega fai e faaalua ai ona faamatalaga auiliili atoatoa i totonu o se seti o tabs (laupepa).

The screenshot displays the 'eden' application interface. The left sidebar contains navigation links: Dashboard, Notifications, Jobs, 12 Example Street (selected), Contacts, User Admin, Business Admin, Platform Admin, Domino, Pluto, and Apollo. The main content area is titled 'Task Overview' and shows details for a task titled 'Take out the trash!'. The task creator is 'Test User (You)' from 'Example Contracting Ltd'. The current status is 'Active'. The start date is '10:44am Monday March 25th, 2024 (2 years ago)'. The description reads: 'We need you to take the trash, however we will not pay you to do so. This is included in QC thanks.' The assigned section is empty. The right sidebar shows navigation links: Overview, Files & Media (37), Financials (20), Chat Room (109), Tasks (1), Scope of Works (1), Health & Safety, Amendments (2), Transcripts, and Settings. The online users section shows 'test (You)' from 'Example Contracting Ltd'.

O le tab (vaega) o le **Details** e aofia ai mea tāua: o le ulutala o le galuega ma lona tulaga o lo'o iai nei, o ona aso amata ma aso fa'atapula'a (fa'atasi ai ma fa'ailoga lanumoana ma le mumu tutusa mo galuega o lo'o loma ma galuega ua tuai), o ai na faia, le fa'amatalaga atoa, o ai ua tofia i ai, ma se fa'amaumauga o gaoioiga i luga o le galuega.

O le tab o le **Requirements** o lo'o lisiina ai la'asaga laiti e faia a'e ai le galuega, e tofu lava ma lona tulaga ma ona aso. Filifili se laina e fa'alautele ai mo nisi fa'amatalaga au'ili'ili. Afai e leai ni mana'oga o se galuega, o le a e va'ai i se fa'amatalaga e leai ni matati'a patino (milestones) e tataua ona ausia.

The screenshot displays the 'eden' application interface. The left sidebar contains navigation links: Dashboard, Notifications, Jobs, 12 Example Street (selected), Contacts, User Admin, Business Admin, Platform Admin, Domino, Pluto, and Apollo. The main content area is titled 'Requirements' and shows a table of requirements. The table has columns: Title, Description, Status, Start, and End. The first requirement is 'Empty truck at tip' with status 'Active' and dates 'Mar 18' to 'Mar 25'. Below the table, there are task details for 'Empty truck at tip', including the task creator 'Test User (You)' from 'Example Contracting Ltd'. The current status is 'Active'. The start date is '10:44am Monday March 18th, 2024 (2 years ago)'. The end date is '4:44am Monday March 25th, 2024 (2 years ago)'. The right sidebar shows navigation links: Overview, Files & Media (37), Financials (20), Chat Room (109), Tasks (1), Scope of Works (1), Health & Safety, Amendments (2), Transcripts, and Settings. The online users section shows 'test (You)' from 'Example Contracting Ltd'.

Manatua: o tab o le **Files**, **Messages**, ma le **Settings** o lo'o fa'agasolo mai ma e le'i avanoa i le taimi nei.