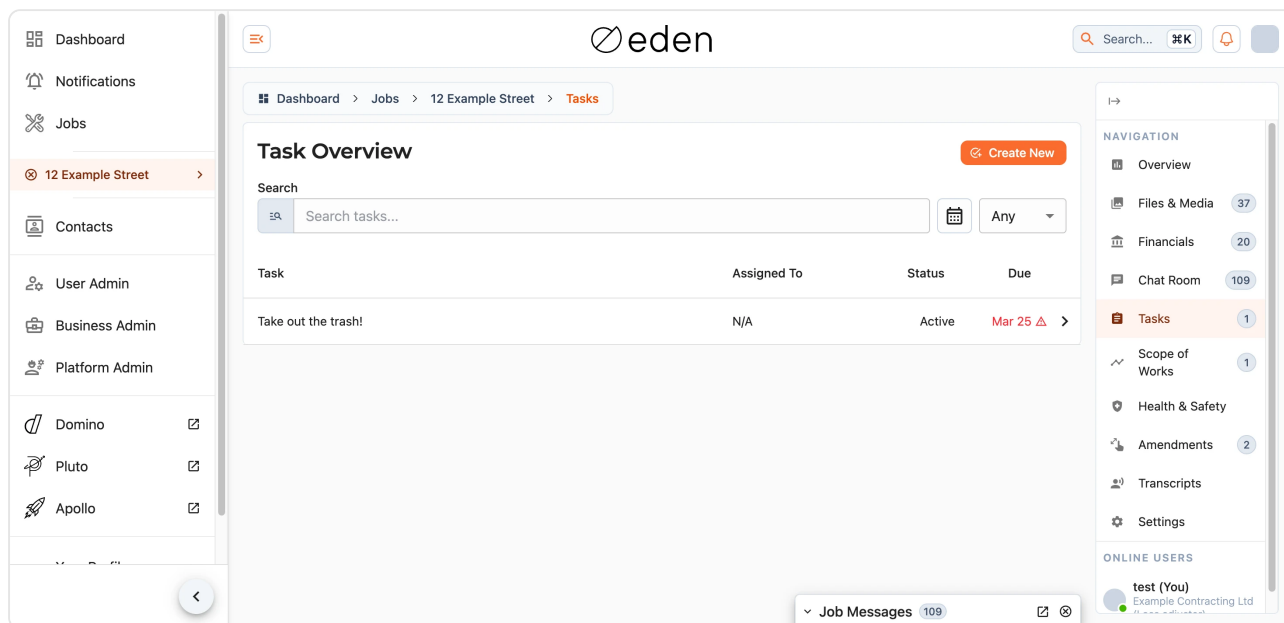


Ngaahi Ngāue

🕒 EST. 6 MINUTE READING TIME

Fakatokanga: Na'e liliu faka'otometiki 'a e peesi ko 'ení mei he tatau totonu faka-Pālangí, 'a ia ko e tatau fakamafai'i iá. [Lau ia 'i he lea faka-Pālangí](#)

'Oku tauhi 'e he ngaahi ngāué ke laka ki mu'a ha ngāue 'aki hono fakamahino'i 'a e me'a 'oku kei totonu ke faí, ko hai 'okú ne tokanga'i iá, pea mo e taimi 'oku totonu ke kakato aí. Te ke ma'u kinautolu 'i he konga **Tasks** 'o e [navigation menu](#) (lisi fakahinohino) 'o ha ngāue.



Ko e lisi 'o e ngaahi ngāué ki ha ngāue.

'Oku fakahā 'e he ngāue takitaha pe ko hai kuo vahe'i ki aí, pe 'oku kei lolotonga fai pe kuo kakato, pea mo e taimi 'oku totonu ke kakato aí. 'Oku fakaava kakato ia 'i hono fili ha ngāue. Kapau 'oku te'eki ai ke 'i ai ha ngaahi ngāue ki ha ngāue, 'e fakahā atu pē ia 'e he lisí kiate koe.

Kumi ha Ngāue

'Oku sivi'i 'e he puha kumi 'i he 'olunga 'o e lisí ho'o ngaahi ngāué 'i ho'o taipeé, 'o kumi 'i he ngaahi hingoa 'o e ngāué, kakai kuo vahe'i ki aí, ngaahi fakamatalá, pea mo e ngaahi fiema'u 'i loto 'i he ngāue takitaha.



'I he tafa'aki 'o e puha kumí, te ke lava 'o toe fakasi'isi'i ange 'a e lisí 'o fakatatau ki ha vaha'ataimi 'o e 'ahó, pe ko e tu'unga mahu'ingá - **Low**, **Normal**, pe **High**. Fili ha tu'unga mahu'inga 'e taha pe lahi ange 'i he taimi tatau kapau 'okú ke loto ki aí, pe tuku pē ia 'i he **Any** ke fakahā 'a e me'a kotoa. 'Oku fakanounou 'i lalo 'i he puha kumí 'a ha me'a pē kuó ke ngāue'aki.

Te ke lava foki 'o fakahokohoko 'a e lisí 'o fakatatau ki ha fa'ahinga kōlomu pē - hingoa 'o e ngāué, ko hai kuo vahe'i ki aí, tu'unga (status), pe ko e 'aho 'oku totonu ke kakato aí - 'aki hono fili 'a e kaveinga 'o e kōlomu ko iá.

Ngaahi 'Aho Kakato 'i ha Sio Pē 'e Taha

‘Oku fakae’a ‘e he kolomu **Due** (‘Aho Faka’osi) ‘a e ngaahi ngāue ‘oku fiema’u ke tokanga ki ai. Ko ha ngāue ‘oku totonu ke kakato ‘i he uike ka hoko mai ‘oku faka’ali’ali lanu pulū, pea ko ha ngāue kuo fakalaka hono ‘aho faka’osi ‘oku liliu ‘o kulokula fakataha mo ha faka’ilonga fakatokanga, koe’uhí ke faingofua hono faka’ilonga’i ‘a e ngaahi me’a ‘oku mahu’inga tahá.

Fa’u ha Ngāue

Kapau ‘oku ‘i ai ha’o ngofua ke tātaki atu ha ngaahi ngāue, ‘oku tu’u ha patoni **Create New** (Fa’u Fo’ou) ‘i he funga ‘o e lisí. Kapau ‘oku ‘ikai ke ke sio ki ai, kuo te’eki ai ke foaki atu ha ngofua ke ke fa’u ha ngaahi ngāue ‘i he ngāue ko ení.

‘Oku fiema’u pē ki ha ngāue ha hingoa kae lava ke fa’u – ko e toenga kotoa ‘oku fa’iteliha pē pea ‘oku ‘i ai ke tātaki atu ha fakakiiki lahi pe si’isi’i ‘o fakatautu ki he fiema’u ‘a e ngāué:

- **Title** (Hingoa) – ko ha hingoa nounou ki he ngāué. Ko e mala’e pē eni ‘oku fiema’u paú.
- **Due Date** (‘Aho Faka’osi) – ko ha ‘aho mo ha taimi fa’iteliha ‘oku totonu ke kakato ki ai ‘a e ngāué.
- **Description** (Fakamatala) – ko ha fakamatala kakato ange ki he me’a ‘oku fiema’u. Te ke lava ‘o fokotu’utu’u ‘a e tohi pea fakapipiki fakahangatonu ki ai ha ngaahi ‘imisi.
- **Users** (Kau Faka’aonga’i) – ko e kakai ‘okú ke ‘amanaki te nau fatongia’aki ‘a e ngāué. Ko hono vahe’i ha taha ‘oku ‘ikai ke ne tāpuni’i ha toe taha kehe ki tu’a; ko ha taha pē ‘oku ‘i ai ha’ane ngofua ki he ngāué ‘e kei lava pē ke ne sio mo fakakakato ‘a e ngāué. ‘Oku faka’ilonga’i pē ai pe ko hai ‘oku fatongia’akí pea ko hai ‘oku totonu ke fakamanatu ki ai ‘e he EDEN. Te ke lava pē ‘o tuku maha eni.
- **Requirements** (Ngaahi Fiema’u) – ko ha lisi faka’ilonga’i (checklist) fa’iteliha ‘o ha fanga ki’i sitepu iiki ange ‘oku fa’u’aki ‘a e ngāué. Toho kinautolu ke toe fokotu’utu’u honau fakahokohokó, pea foaki ki ha taha pē ‘o kinautolu hono ‘aho faka’osi pē ‘o’ona kapau ‘e tokoni.
- **Attachments** (Ngaahi Me’a Fakapipiki) – ko ha ngaahi faile pe ngaahi tā te nau tokoni ke fakakakato ‘a e ngāué. Faka’ilonga’i faka-tiki ‘a e fili ke tātaki atu foki kinautolu ki he konga [Ngaahi Faile mo e Mītia](#) ‘a e ngāué kapau ‘okú ke loto ke nau ala ma’u foki mo ‘i ai.

‘Oku fakahaofi pē ho’o fakalakalaká ‘i ho’o fai iá, koe’uhí ke ke lava ‘o foki mai ‘o fakakakato ha ngāue ki mui ange. Ngāue’aki ‘a e **Reset Form** (Fakafoki Foomu) ke fakama’a ‘a e me’a kotoa pea toe kamata fo’ou, pea mo e **Create Task** (Fa’u Ngāue) ‘i he taimi pē kuó ke fiemālie ai. ‘Oku kei ta’engāue pē ‘a e patoní kae ‘oua kuo ‘i ai ha hingoa ‘o e ngāué.

Vakai ki ha Ngāue

Ko hono fakaaava ha ngāue ‘oku faka’ali’ali ai hono fakakiiki kakató ‘i ha ngaahi tēpu (tabs).

The screenshot shows the 'eden' application interface. On the left is a sidebar with 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 includes tabs for DETAILS, REQUIREMENTS, FILES, MESSAGES, and SETTINGS. The task details show a title 'Take out the trash!', current status 'Active', and a start date of '10:44am Monday March 25th, 2024 (2 years ago)'. The task creator is 'Test User (You)' from 'Example Contracting Ltd' with contact information. A description states: '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. On the right, a 'NAVIGATION' sidebar lists various categories with counts, and an 'ONLINE USERS' section shows 'test (You)' is online.

‘Oku tĀnaki mai ‘e he tab (lauci) ko e **Details** ‘a e ngaahi tefito‘i me‘a mahu‘inga: ko e hingoa ‘o e ngāue mo hono tu‘unga lolotongá, ko hono ngaahi ‘aho kamata mo e ‘aho ke ‘osi aí (fakataha mo e faka‘ilonga‘i lanu pulū mo kulokula tataau pē ki he ngāue ‘oku teu hoko maí mo ia kuo tōmuí), ko hai na‘á ne fa‘u iá, ko e fakamatala kakatō, ko hai kuo vahe ki aí, pea mo ha lēkooti ‘o e ngaahi ngāue kuo fakahoko ki he ngāué.

‘Oku lisi mai ‘e he tab ko e **Requirements** ‘a e ngaahi sitepu iiki ange ‘oku fa‘u‘aki ‘a e ngāué, ‘o takitaha ma‘u pē hono tu‘unga mo hono ngaahi ‘aho. Fili ha ‘otu ke fakalahi mai ia ki ha fakaikiiki lahi ange. Kapau ‘oku ‘ikai ha ngaahi fiema‘u pau ki ha ngāue, te ke sio ki ha fakamatala ‘oku ‘ikai ha ngaahi taumu‘a mahu‘inga (milestones) ke a‘usia.

The screenshot shows the 'eden' application interface with the 'Requirements' tab selected. It displays a table with columns: Title, Description, Status, Start, and End. The first requirement is 'Empty truck at tip' with status 'Active', start 'Mar 18', and end 'Mar 25'. Below the table, details for the task 'Empty truck at tip' are shown, including the start date '10:44am Monday March 18th, 2024 (2 years ago)' and end date '4:44am Monday March 25th, 2024 (2 years ago)'. The task creator is 'Test User (You)' from 'Example Contracting Ltd'. Below the details, two more requirements are listed: 'Put bag in truck' and 'Put trash in bag', both with status 'Active' and end dates 'Mar 18' and 'Mar 24' respectively.

Fakatokanga: ‘oku lolotonga teuteu‘i mai ‘a e ngaahi tab ko e **Files**, **Messages**, mo e **Settings** pea ‘oku te‘eki ai ke ala ma‘u.