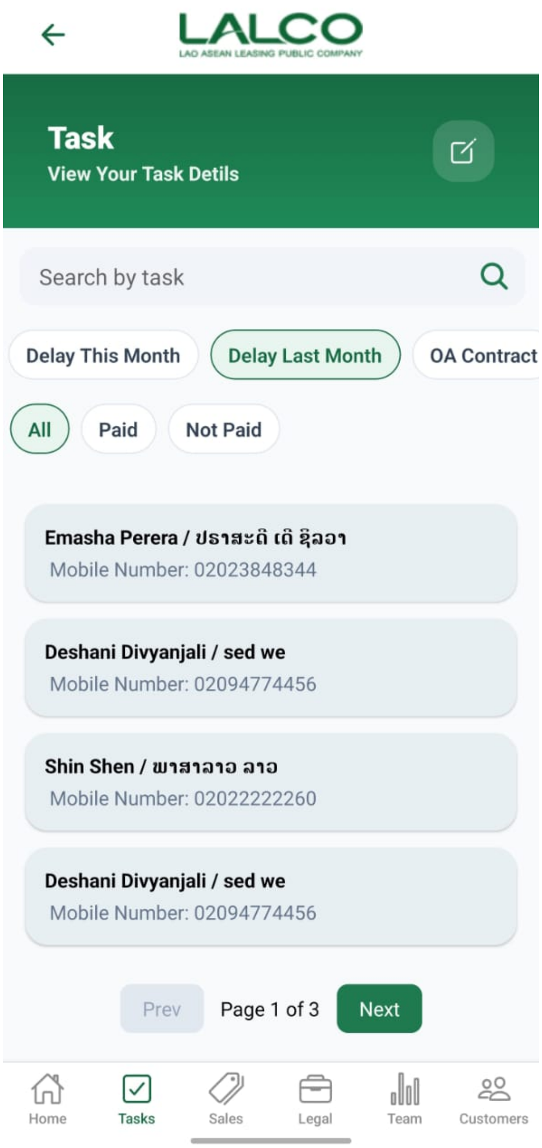
Task Screen



The **Task Screen** allows staff to view, filter, and manage assigned customer tasks related to payments and follow-ups.

Search Function

Search Bar

Search by task

Allows users to search tasks by:

- Customer name
- Task-related details

Filters

Time Filters

- **Delay This Month** → Tasks delayed in current month
- **Delay Last Month** → Tasks delayed in previous month
- **OA Contract** → Tasks related to OA contracts

Payment Filters

- **All** → Show all tasks
- **Paid** → Completed payments
- **Not Paid** → Pending payments

Task List

Each item represents a customer task.

Example:

Emasha Perera
Mobile Number: 02023848344

Information Displayed

Each record shows:

- **Customer Name**
- **Mobile Number**

Pagination

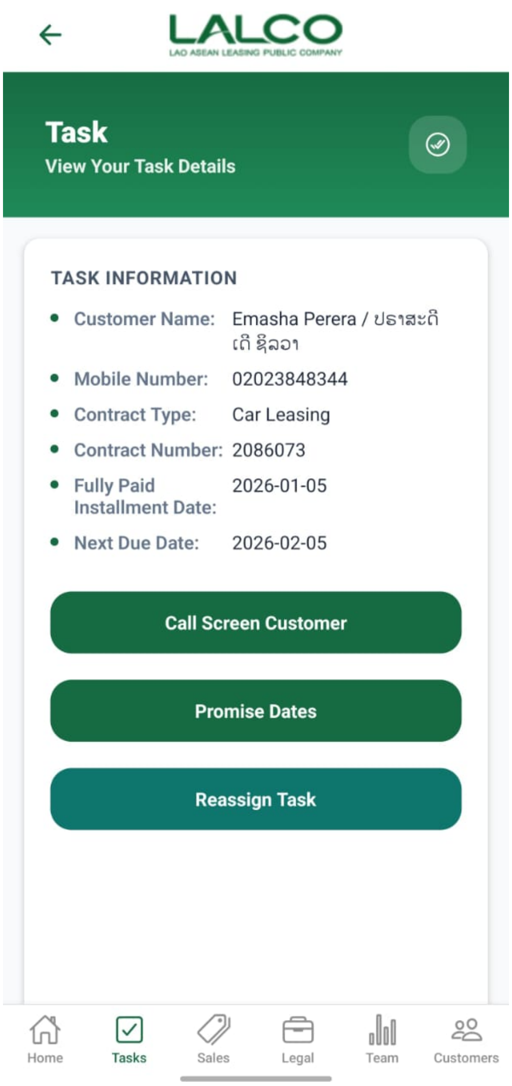
- **Prev** → Go to previous page
- **Next** → Go to next page
- Displays current page (e.g., Page 1 of 3)

How to Use

View Tasks

1. Open the **Task screen**
2. Use filters to narrow results
3. Search if needed
4. Select a task to view details

Task Details Screen



The **Task Details Screen** provides complete information about a selected task and allows staff to take follow-up actions.

Task Information

Displays:

- **Customer Name**
- **Mobile Number**
- **Contract Type**
- **Contract Number**
- **Fully Paid Installment Date**
- **Next Due Date**

Actions

Call Screen Customer

Initiates customer follow-up or call process

Promise Dates

Set or update customer promised payment dates

Reassign Task

Assign task to another staff member

How to Use

Manage Task

1. Select a task from the list
2. Review task information
3. Choose an action:
    - Call customer
    - Set promise date
    - Reassign task

Navigation

Task List → Select Task → View Details → Take Action

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