ZZOOTA

CREATE AND COMPLETE A TASK

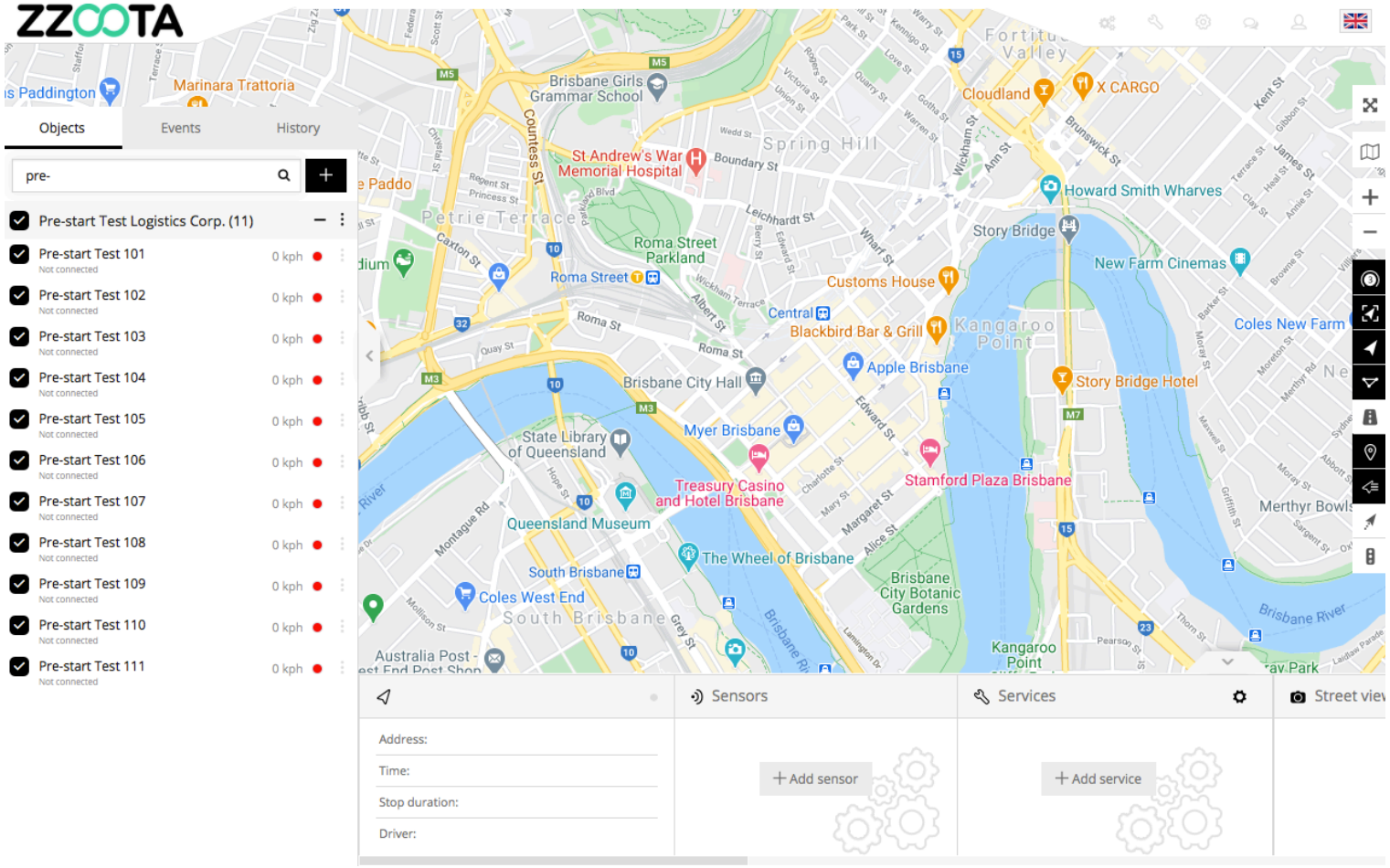
Tasks is designed to help you organise your jobs/deliveries using the [zzoota-V](#) smart device app.

You can either use the Task function directly or we can integrate with your existing job/delivery management software via our API.

The Task is created on the zzootaLink platform.

STEP 1

Log into the zzootaLink platform and navigate to the Main page.



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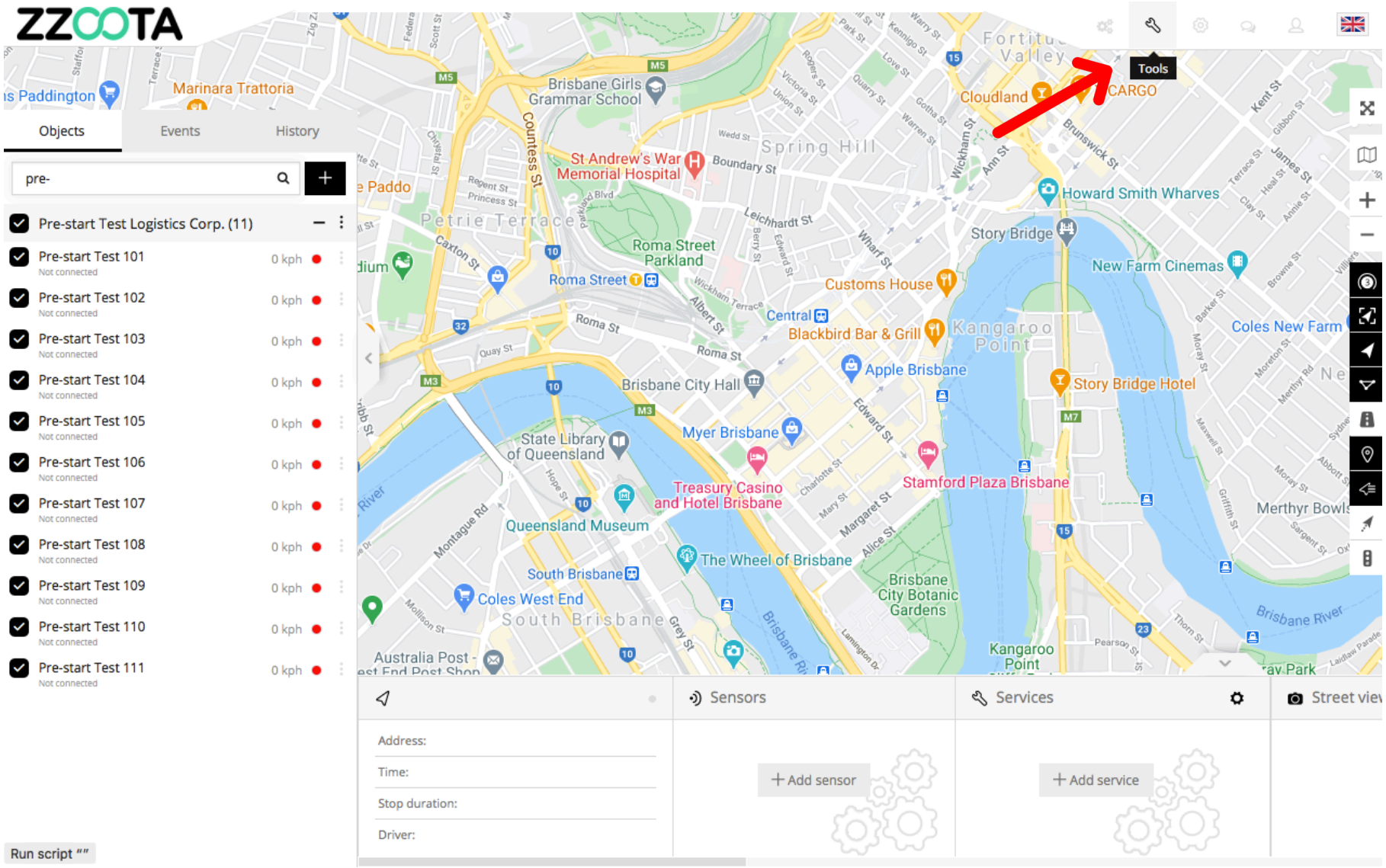
STEP 2

From the Main menu select “Tools”



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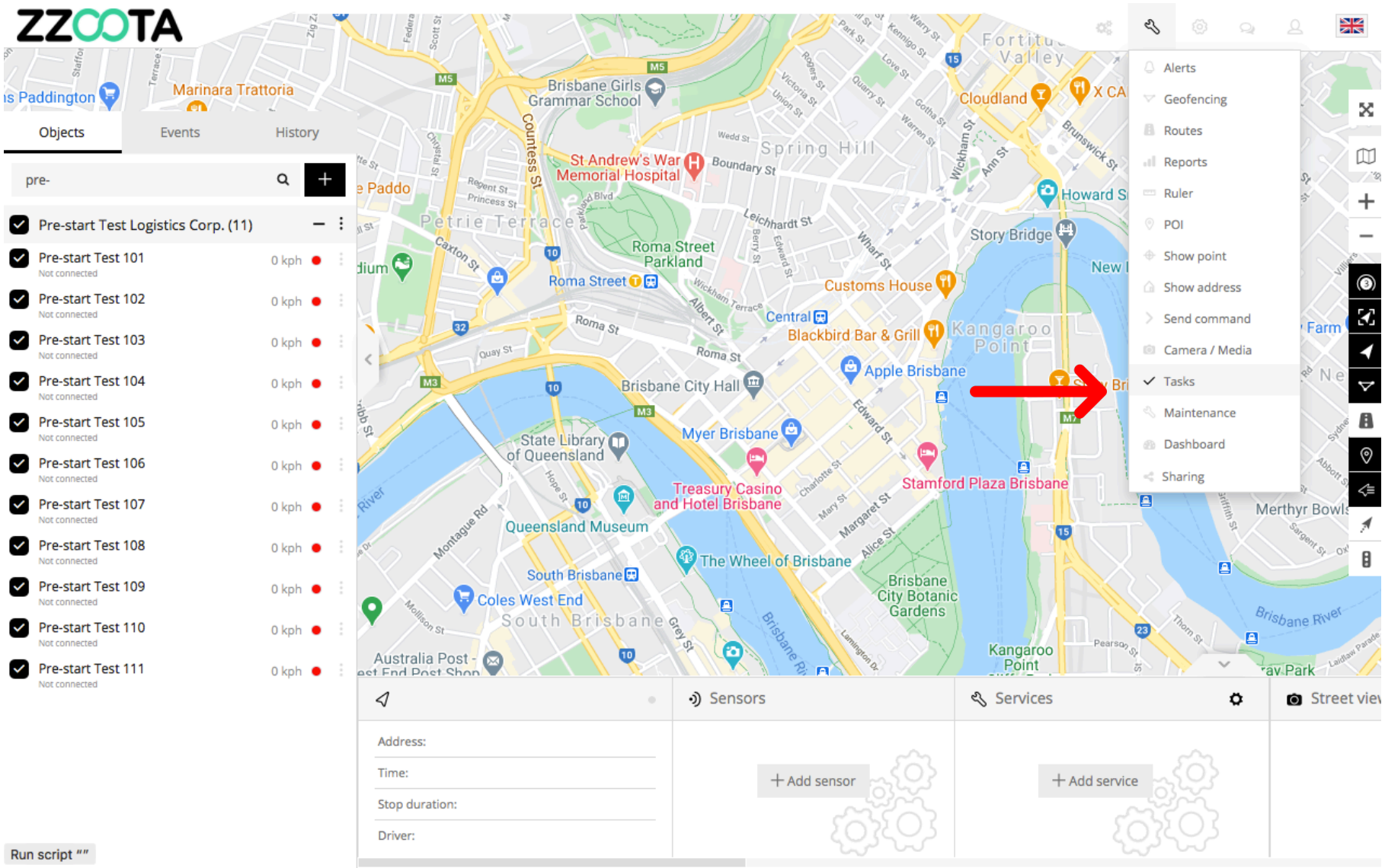
STEP 3

Select “Tasks”.



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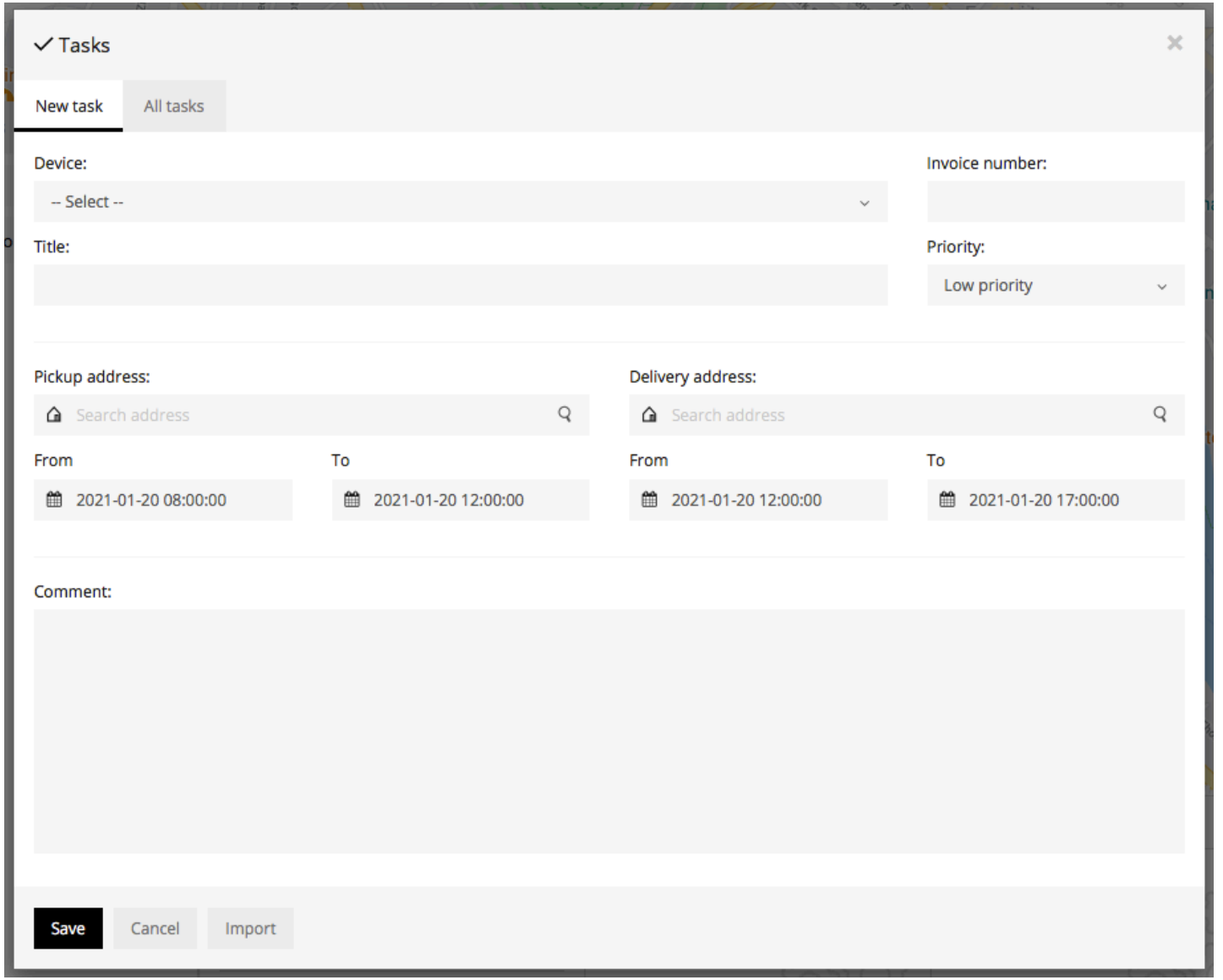
STEP 4

Set up a new Task:

1. Select the zzoota-V device you want the Task sent to
2. Give your Task a title
3. Add an invoice number (not required)
4. Enter a Pick up address and time window
5. Enter a Delivery address and time window
6. Add general comments to your job - these will appear in zzoota-V on the smart device
7. To send the Task select Save

NOTE : You can view all Tasks in the “All tasks” tab and filter by different parameters

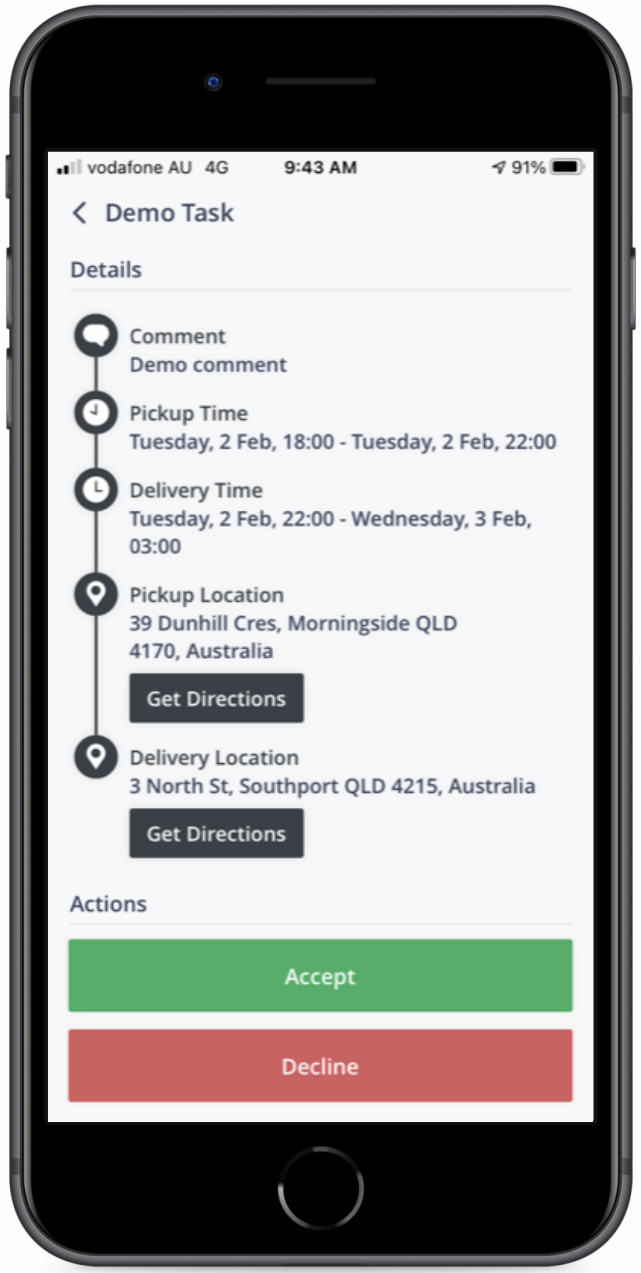


Tasks entered via the zzootaLink platform on your desktop will be sent to a smart phone/tablet with a linked zzoota-V app.

Team members can

- Accept or
- Decline

each task.



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Directions to the

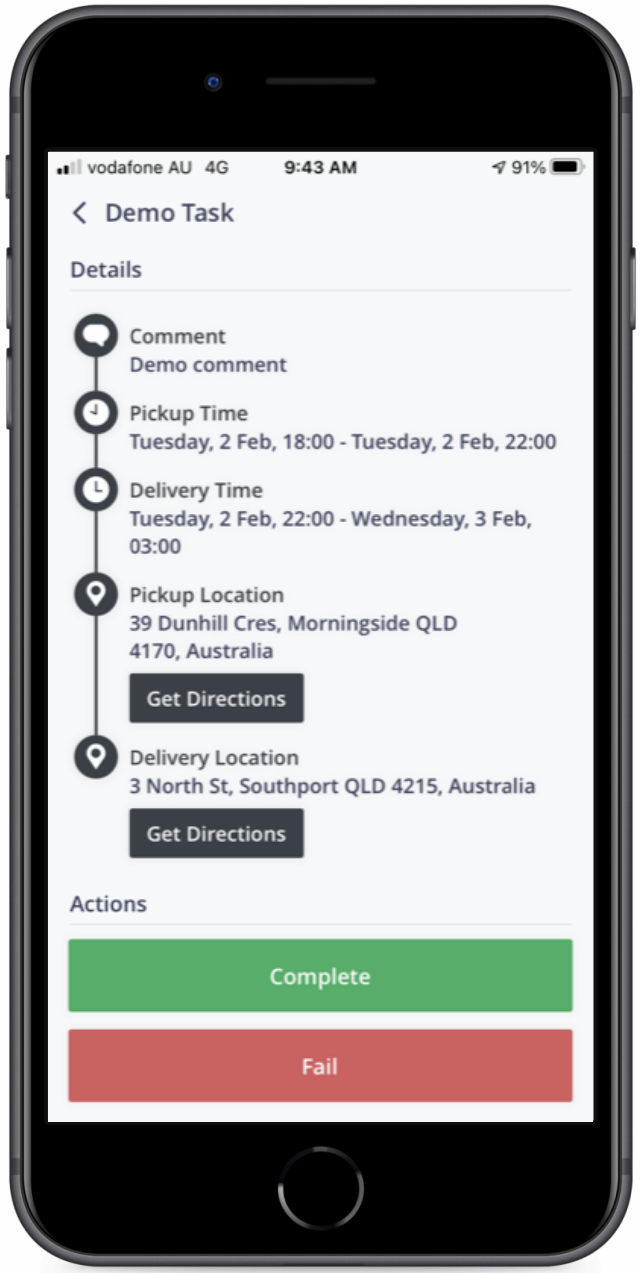
- Pickup location or
- Delivery location

Are easily accessed by selecting

“Get Directions”

The Task can be Actioned as

- Complete or
- Fail



When Complete has been selected the signature page will appear.

Once signed select Submit.

The Task is now finished and you are ready for another one.

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END OF PRESENTATION