

# Delegation Tool

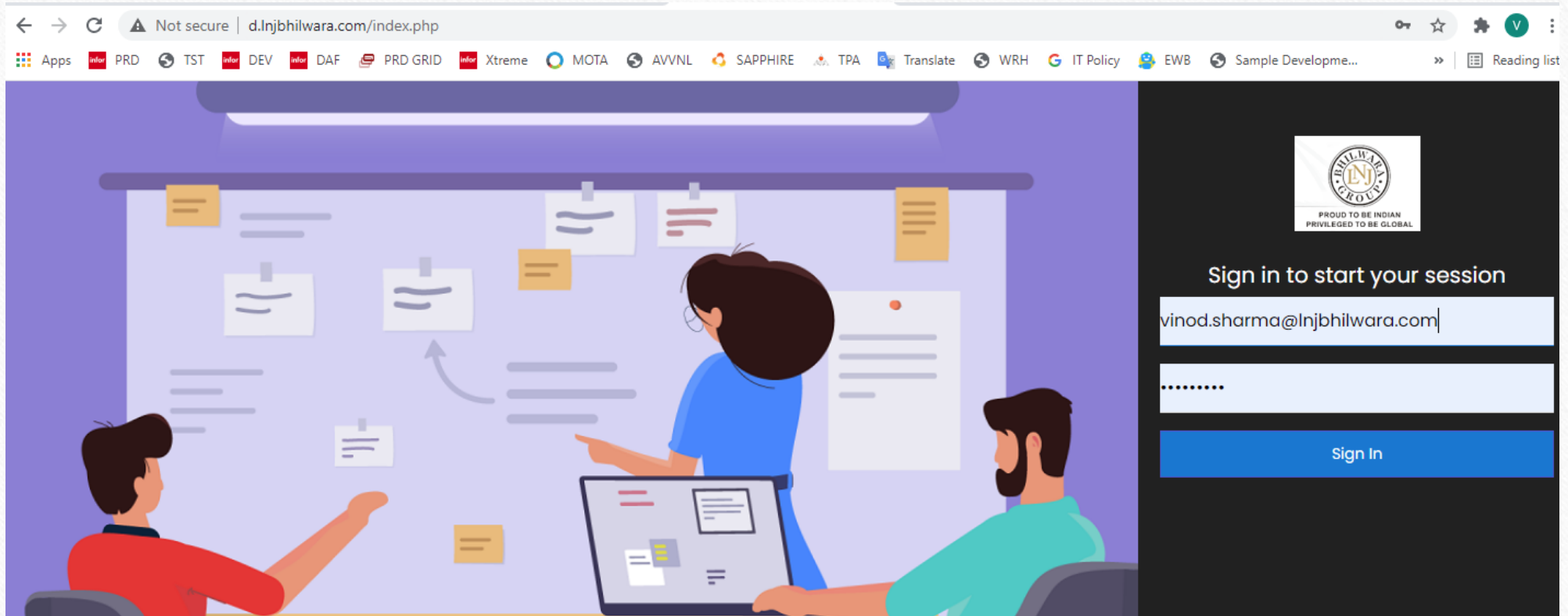
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RSWM Limited,



Go to web site : <http://d.Injbhilwara.com/>

Enter your email id : \*\*\*\*@Injbhilwara.com with password



It will open a dashboard which will show you the task “given to me” and “given by me”

The screenshot shows a web application dashboard for task tracking. On the left is a dark sidebar with navigation options: Dashboard, Create New Task, Tasks Assigned To Me, Tasks Assigned By Me, Reports, Change Password, and Logout. The main content area is titled 'Dashboard' and features two sections: 'Assigned To Me' and 'Assigned By Me'. The 'Assigned To Me' section contains four colored cards: Total Task (6), Open Task (2), Completed Task (3), and Closed Task (1). The 'Assigned By Me' section includes a search bar and a table with columns for S.No, Employee, Assigned Task, Open, and Closed. The table lists four employees: Girish Grover, Jagdish Joshi, Naresh, and Prashant, each with 1 assigned task, 1 open task, and 0 closed tasks.

S.No	Employee	Assigned Task	Open	Closed
1.	Girish Grover	1	1	0
2.	Jagdish Joshi	1	1	0
3.	Naresh	1	1	0
4.	Prashant	1	1	0

You can create a Task as per form given below



Dashboard [Add Task](#) Home > Tasks > Add Task

[Create New Task](#)

[Tasks Assigned To Me](#)

[Tasks Assigned By Me](#)

[Reports](#)

[Change Password](#)

[Logout](#)

**Task**

**Start Date**  **Due Date**  **Priority**

**Assigned To**

Girish Grover - girish.grover@lnjbhilwara.com - Admin  
 Jagdish Joshi - joshijagdish201385@gmail.com - IT Support HO  
 Lata Rani - lata.rani@lnjbhilwara.com - CS  
 N K Jain - heg.investor@lnjbhilwara.com - Sect

[Save](#)

Please fill the Due date ( Target date)

Once you fill the form email will be generated to both sender and receiver

You can always check task assigned to me

[Tasks Assigned By Me](#) Home > Tasks Assigned By

Search:

S.No	Task	Assigned By	Start Date	Due Date	Next Target Date	Completed Date	Priority	Status
1.	We discussed about your KRA sheet. I yet to receive the same. Please submit.	Naresh	16/03/2021	25/03/2021			High	Open
2.	create email id for Tarun Saxena	Sheikh Fahimuddin	15/03/2021	15/03/2021			Low	Open

Showing 1 to 2 of 2 entries

Task receiver has to fill the status and update the form accordingly  
Once the task is completed you will get the email to close the task

**Task**

Insurance documents

Start Date: 17/03/2021      Due Date: 20/03/2021      Priority: High

Status: Completed

Search:

S.No	Employee	Completed Date	Task Completed	Next Target Date	Time Taken	Comments	Status
1.	Puja Bai	20/03/2021	100%			Duplicate entry.	Completed

Showing 1 to 1 of 1 entries

If the task is not closed you will keep getting the mail and need to close



**Advantage:**

- 1) Moving towards digital
- 2) Complete track of the task given
- 3) Auto mail will be generated if task is not completed on time
- 4) Score card for the individual performance



Thanks

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