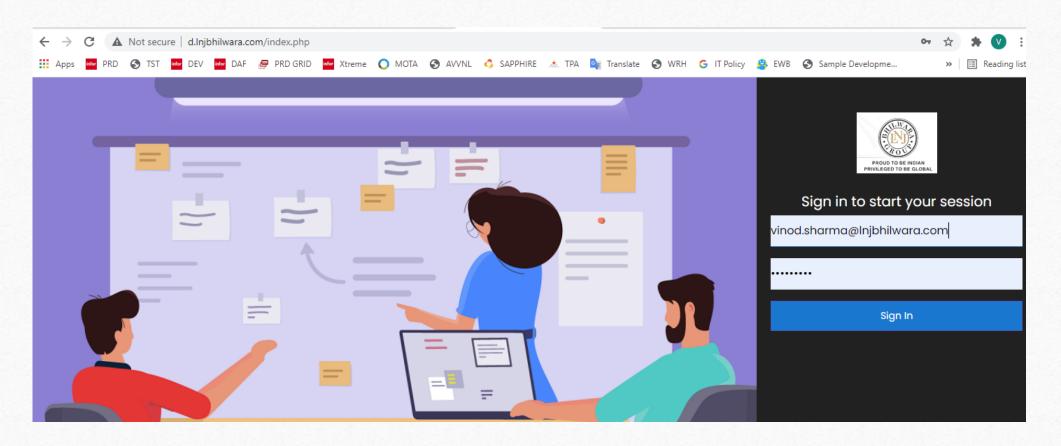# Delegation Tool

RSWM Limited,

Go to web site : http://d.lnjbhilwara.com/

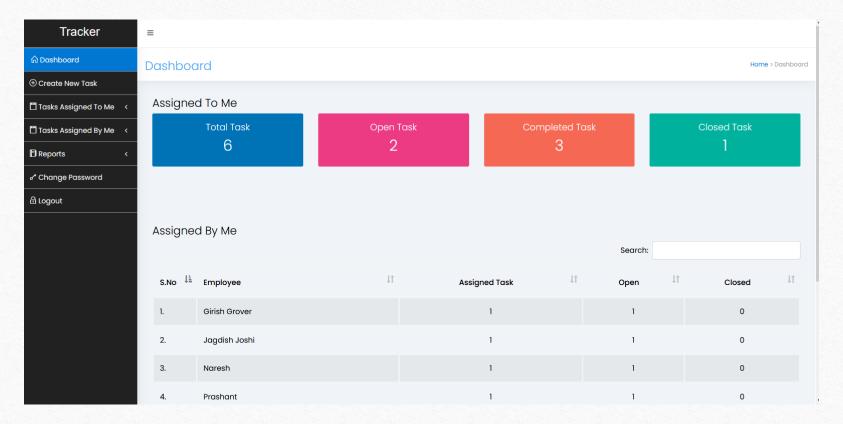Enter your email id : ****@lnjbhilwara.com with password

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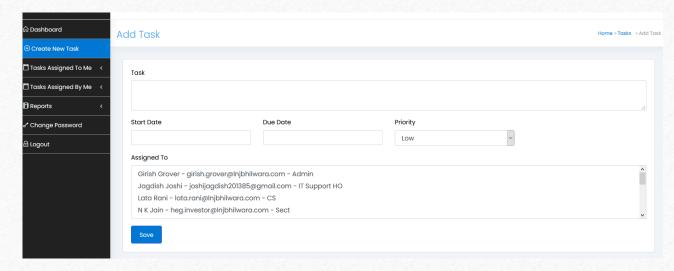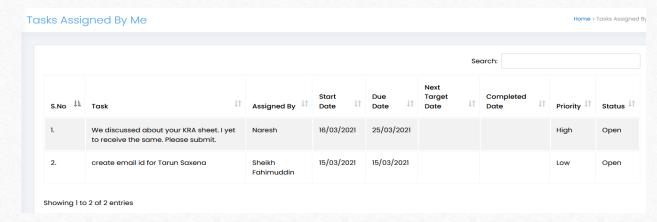

You can create a Task as per form given below

Add Task

- Dashboard
- ⊕ Create New Task
- ▤ Tasks Assigned To Me ‹
- ▤ Tasks Assigned By Me ‹
- ▣ Reports ‹
- ✎ Change Password
- 🔒 Logout

Task

Start Date

Due Date

Priority

Low

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

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

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