

ACTIVATION PROCEDURE

1. Task demo request

Go to www.task.einnel.com and click “Request Demo” to fill the contact form. Once you submit the demo request you will find a pop-up box along with the **License Request Form (LRF)** and **End User License Agreement (EULA)** and TASK Activation Guidelines. Download and save the documents in your local folder.

2. Create a TASK Email ID

Create a TASK email ID exclusively for TASK Admin (**Eg**) `<taskadmin@companyname.com>` (or) `<taskadmin_xx@privateemail.com>`

3. Submitting License Request Form (LRF) and End User License Agreement (EULA)

Fill the License Request Form (LRF) and along with your company seal, sign the End User License Agreement (EULA) and send it to license@einnel.com

4. License key and Login Credentials

You will receive your account license key and login credentials either through mail or a phone call from the EinNel’s TASK support team.

5. Activating license key

- Using the login credentials provided, login to your Admin Account.
- Enter the license key received from the task support team and activate your TASK Account.

6. Adding Company

- Click the **Admin Menu** in the side bar and click the company page. Under the **Company Details Tab**, ensure if the provided details are correct, if not edit it.
- Under the **Department Tab** add all the departments in your company.
- Below the **Designation Tab** add all the designations available in your company.

- Under **Mail Settings**, provide the outgoing server name and the port number. These details can be obtained from your mail service provider or your outlook express mail settings. If you are using google mail server, then the outgoing server name is **smtp.gmail.com** and the port number is **587**. Also sign into your **Google account** and enter the **Sign In & Security** option and turn on the “**less secure apps**” for efficient usage of TASK
- Under mail settings provide the general **Task Admin Mail ID** created by your company exclusively for TASK communications <(eg)taskadmin@companyname.com>. Also enter its password and save the details.

6. Client Details

- Under the submenu **Client Details**, add all you client / branch details by clicking the green colored **Plus (+) symbol** on the right corner.

7. User Details

- Below the submenu **User**, add appropriate user details for each user in the **Add User Form** and **save** the details

(or)

- To add multiple users (N number of user), go to **Admin → User → List User** and click the instruction icon (ⓘ) and follow the instructions provided.
- A sample downloadable CSV file is provided for your reference
- Based on the instructions prepare the zip file and upload it in the **Import User** option.

NOTE : By clicking the mail icon under **Action**, the user's Login Credentials could be shared automatically to the user via email.

8. Distribute the task launcher icon to all the employees / users

Task support team will provide a task executable desktop icon. Distribute it to all individual end users and get started with TASK.

You may also add the TASK URL with your web domain to ease your access (eg) www.company.com/task

9. Installing TASK on Android mobile

Go to Google play store and browse “EinNel TASK”. Install it to access the TASK Application.

10. Installing TASK on iOS mobile

Go to the app store and search for “EinNel TASK” and Install it to access the TASK Application.

11. Getting CIN number from the task support team

To start accessing the mobile version of TASK get the CIN number from the task support team and get started with TASK.

12. For further details contact

E-mail: taskassigner@einnel.com

Number: +91-44-22782028 (or) +91-44-22780826