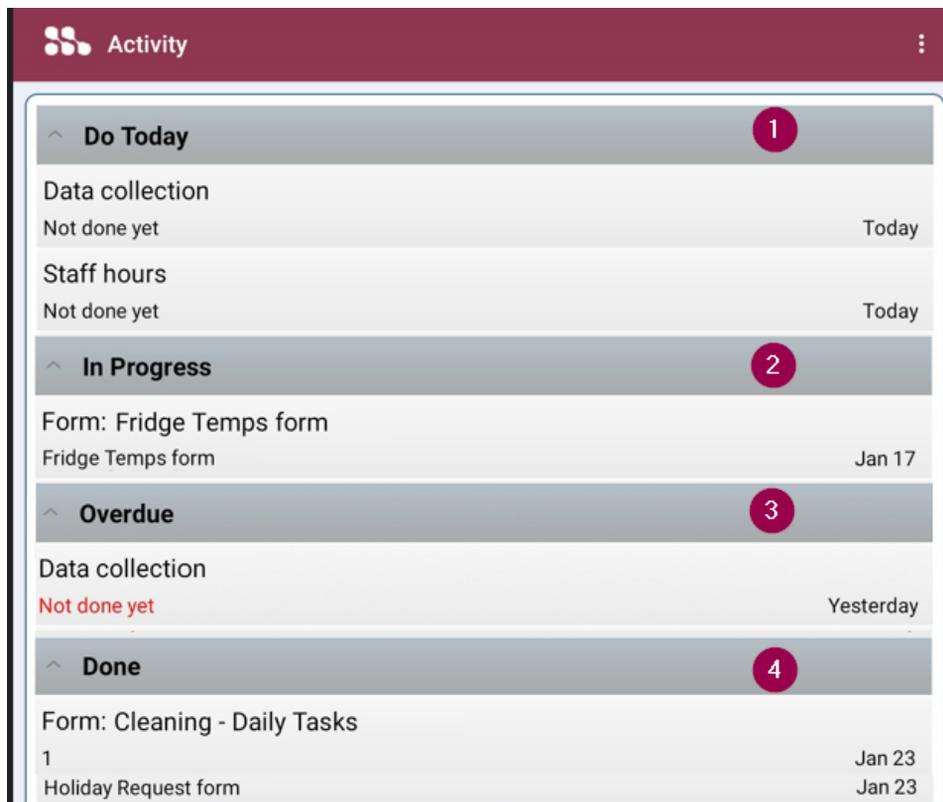


How to complete tasks in the 'Activity' app

Quick reference sheet



1. **'Activity'** screen will be the first thing you see on the screen when you log in in the morning. Alternatively, you can open it by tapping the 'Activity' app on the home screen.
2. Tasks which should be completed today will be in **'Do today'** [1] section.
3. Tasks which you started completing but have not finished can be found in the **'In Progress'** [2] section.
4. Any tasks with missed deadlines will be in the **'Overdue'** [3] section.
5. All tasks which have been completed and signed off can be found in the **'Done'** [4] section.

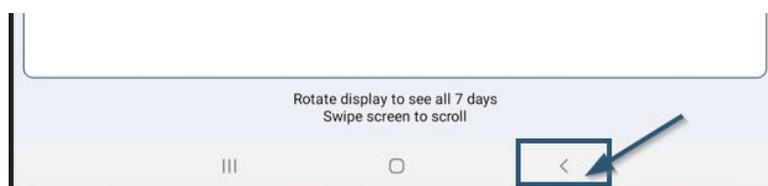


How to complete tasks in the 'Activity' app

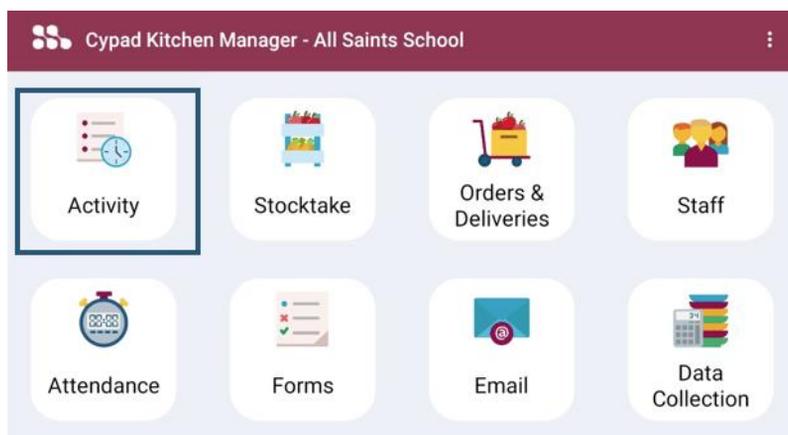
Quick reference sheet



6. Open any task by **tapping it**. To get back to the activity screen – press the '**back button**'.



7. You can also open the '**Activity**' app from the home screen.



For further information, please visit the Cypad support page by clicking [here](#)



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