Instructions to create a TaskTag account

If you need help, please send an email to info@tasktag.com

1

Download the TaskTag app

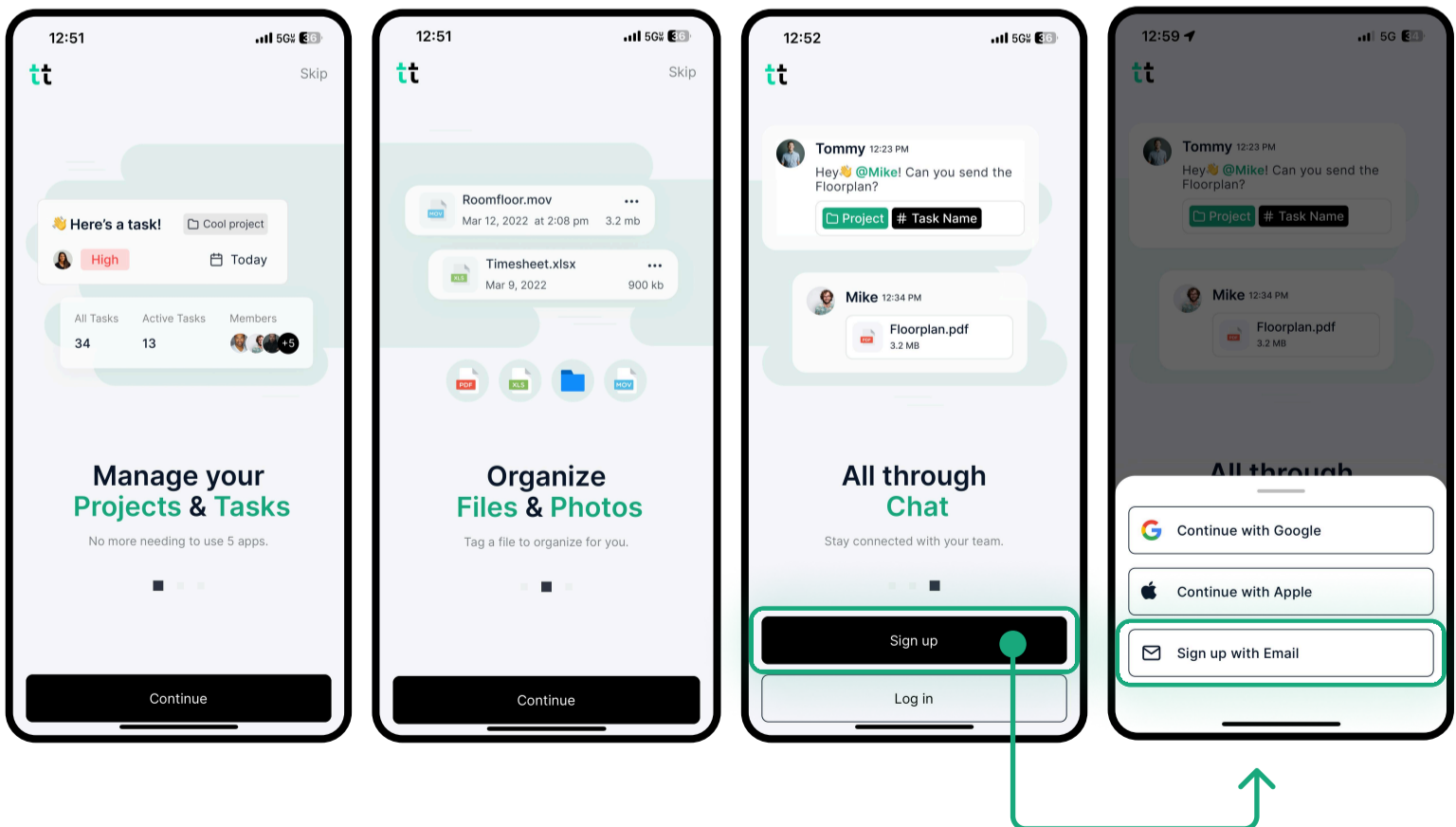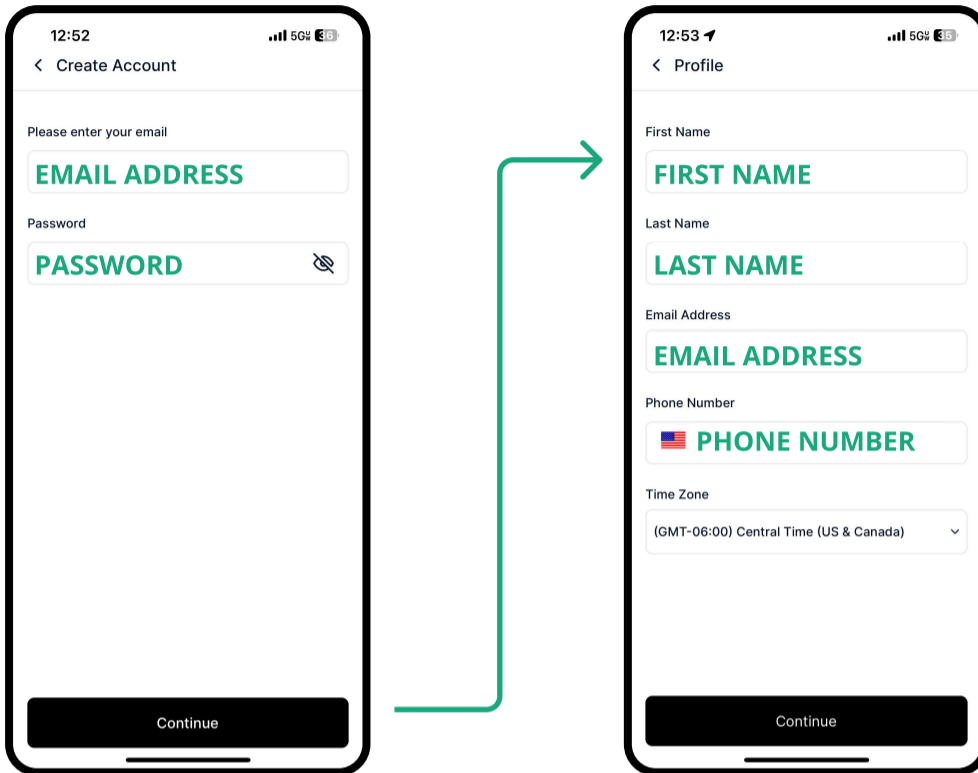Search for the app in the app store on your smartphone

Download on the App Store

GET IT ON Google Play

https://onelink.to/tasktagapp

2

Create an Account

Use the Sign Up button to create an account
Create your account using an Email address

Manage your Projects & Tasks
No more needing to use 5 apps.

Organize Files & Photos
Tag a file to organize for you.

All through Chat
Stay connected with your team.

Sign up

Log in

Continue with Google

Continue with Apple

Sign up with Email

3
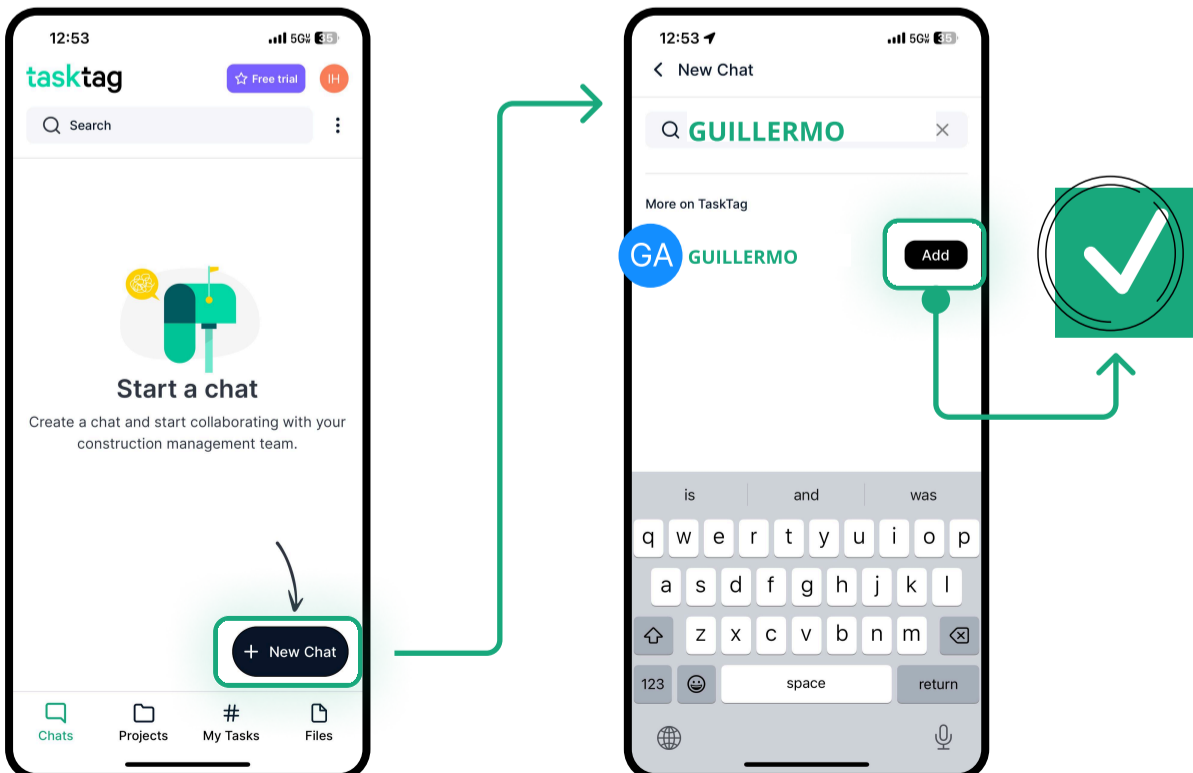
Create Your Profile

You will need your First, Last, Email address, and Cell Phone Number
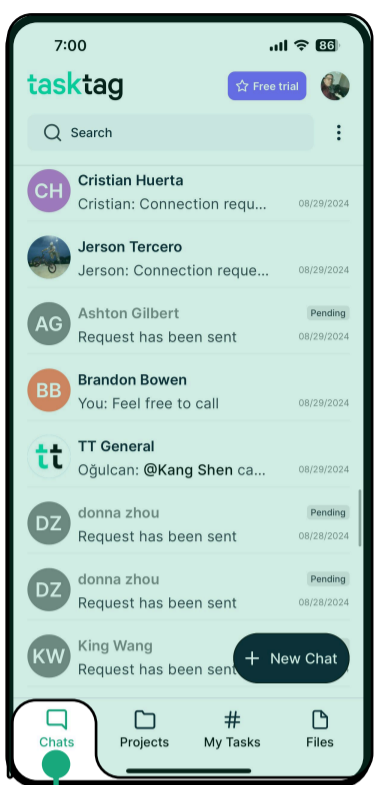

4

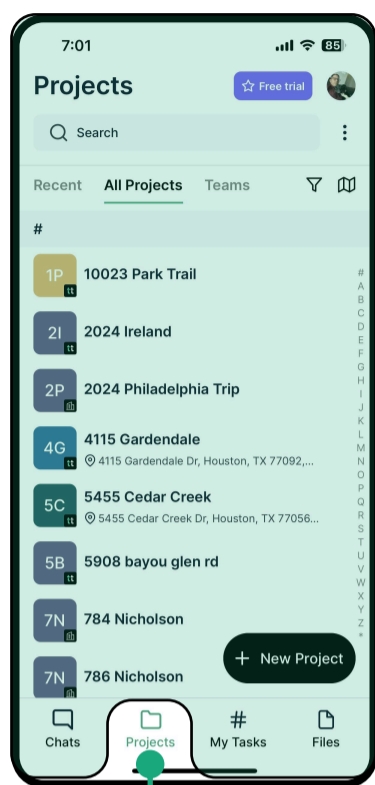# Send a Connection Request to (GA) Guillermo

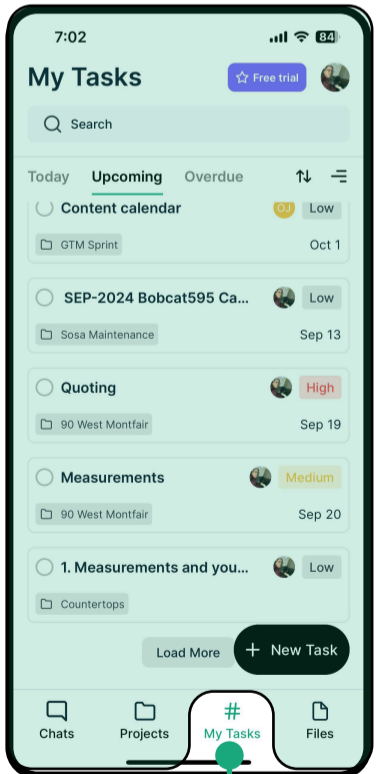Use the New Chat prompt to initiate a connection request

Overview

Chat

Projects

Tasks
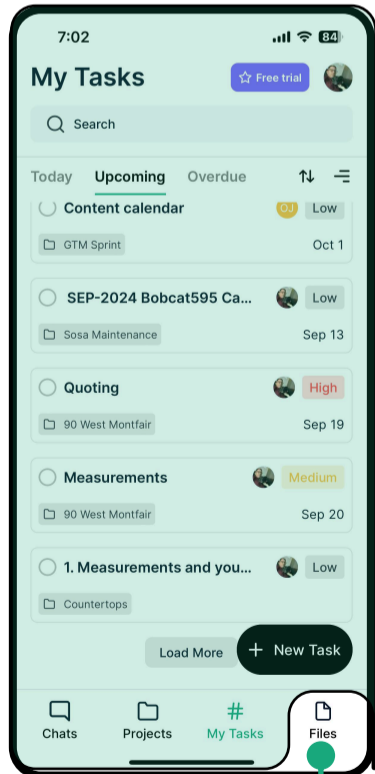
Files

tasktag

✅ How to Get the Most out of TaskTag

Chats
Send connection requests
Send chats

Chats
\# Tag a message
\# Tag a file

📁 Projects
\# Tasks

Projects
Create New Project
Add Members
Add Tasks

 # My Tasks
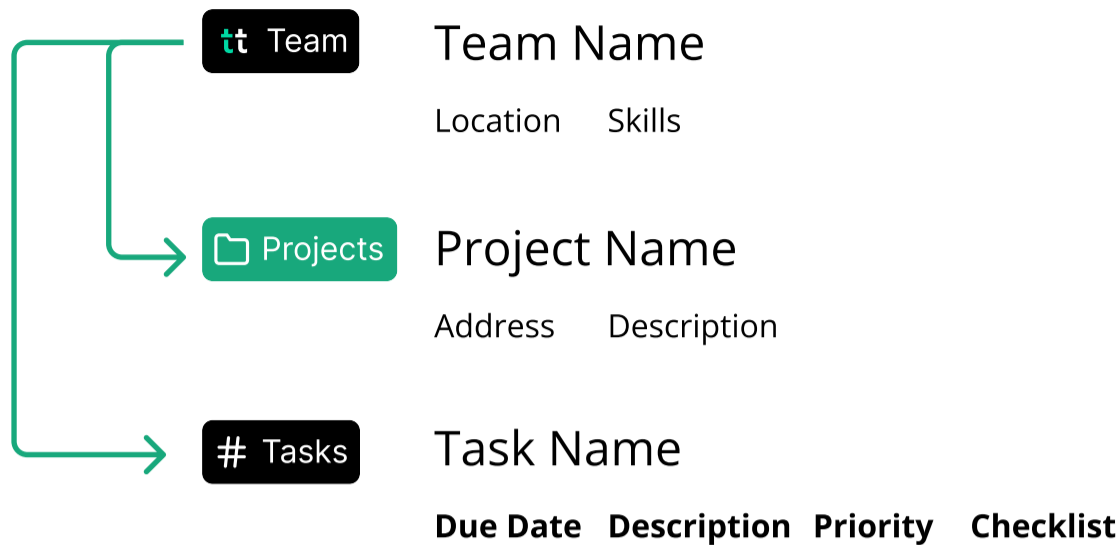Review Activity Log on a Task
Assign a Task to a colleague
Add Checklist

Chats
Assign a Task Through Chat
Complete a Task Through Chat

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ⓘ Setting Up Projects and Tasks

tt Team — Team Name

Location   Skills

☐ Projects — Project Name

Address   Description

 # Tasks — Task Name

Due Date   Description   Priority   Checklist

⚇ Access Management

Everybody in a Team has full access to all Projects and Tasks

Everybody in a Project has full access to all Tasks
but not other Projects in the Team

Everybody in a Project has full access to all Tasks
but not other Tasks in the Project

❝ The way we used to do thing, everything gets buried in email
TaskTag helps us stay organized. The key is that it's searchable and anybody I work with
can get started using it. Quickly

Rob Stewart, Grant Crossing, Trussville AL

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