

TASK MANAGER – User Manual.

Computer Section,
C S R & T I, Mysore

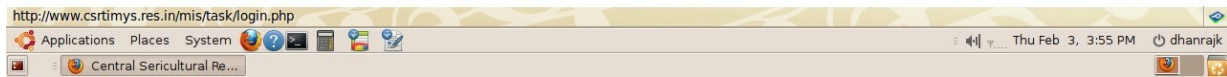
A new task manager module is added to the intranet of CSRTI web site, for use by all users to keep track of their tasks/activities. This is a simple, online web-based task manager without much frills to enable users to have ready reference to their tasks at any given time. As a web based module, it can be accessed from any where and any time.

Accessing Task Manager :

1. Open any web browser in your computer (IE or Firefox or Mozilla etc.) and type “www.csrtimys.res.in” in the address bar. Select “IIS / MIS” from the bottom of left hand column in the home page as shown below

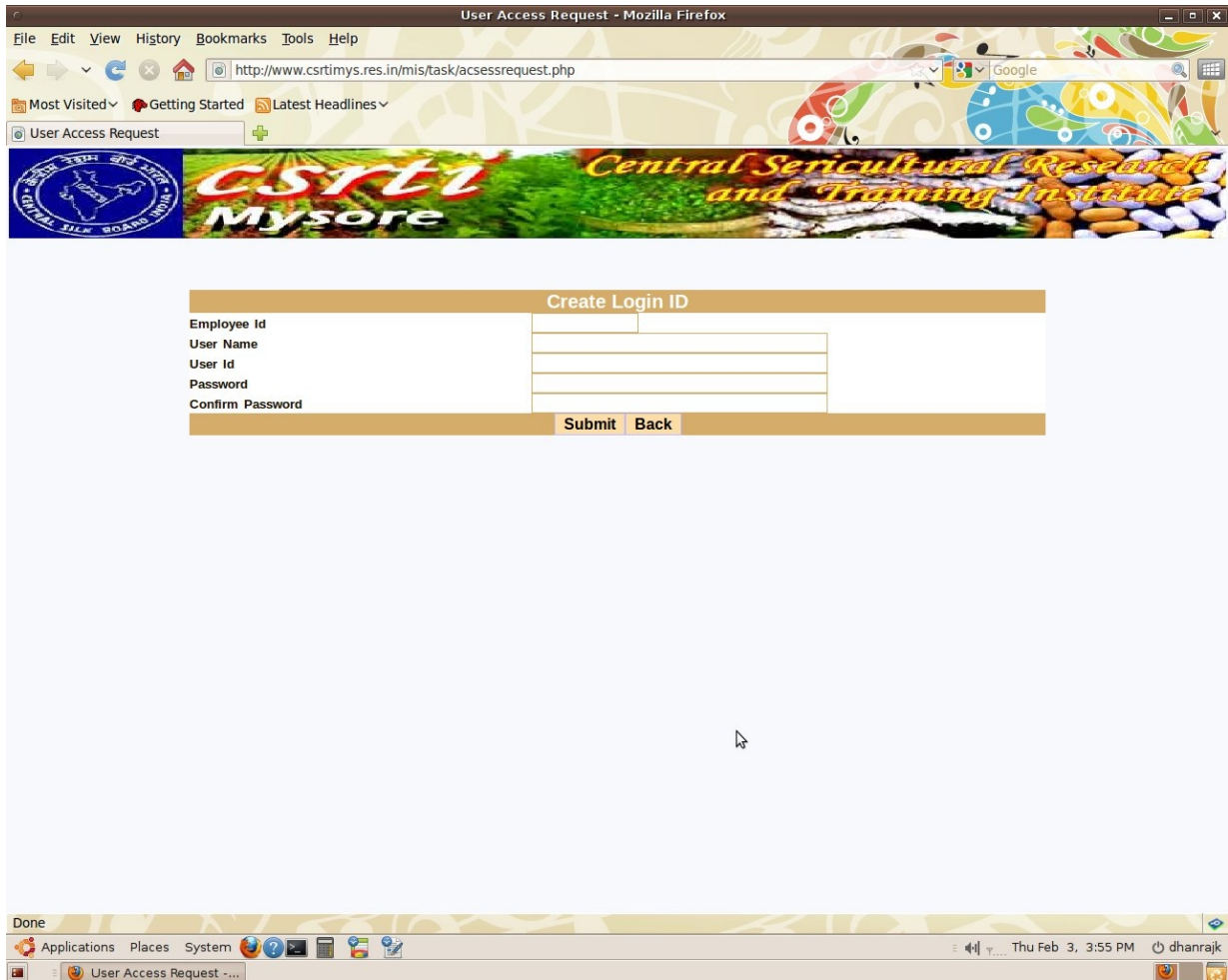
<http://www.csrtimys.res.in/mis/index.php>

2. Select “Task Manager” from the available options.



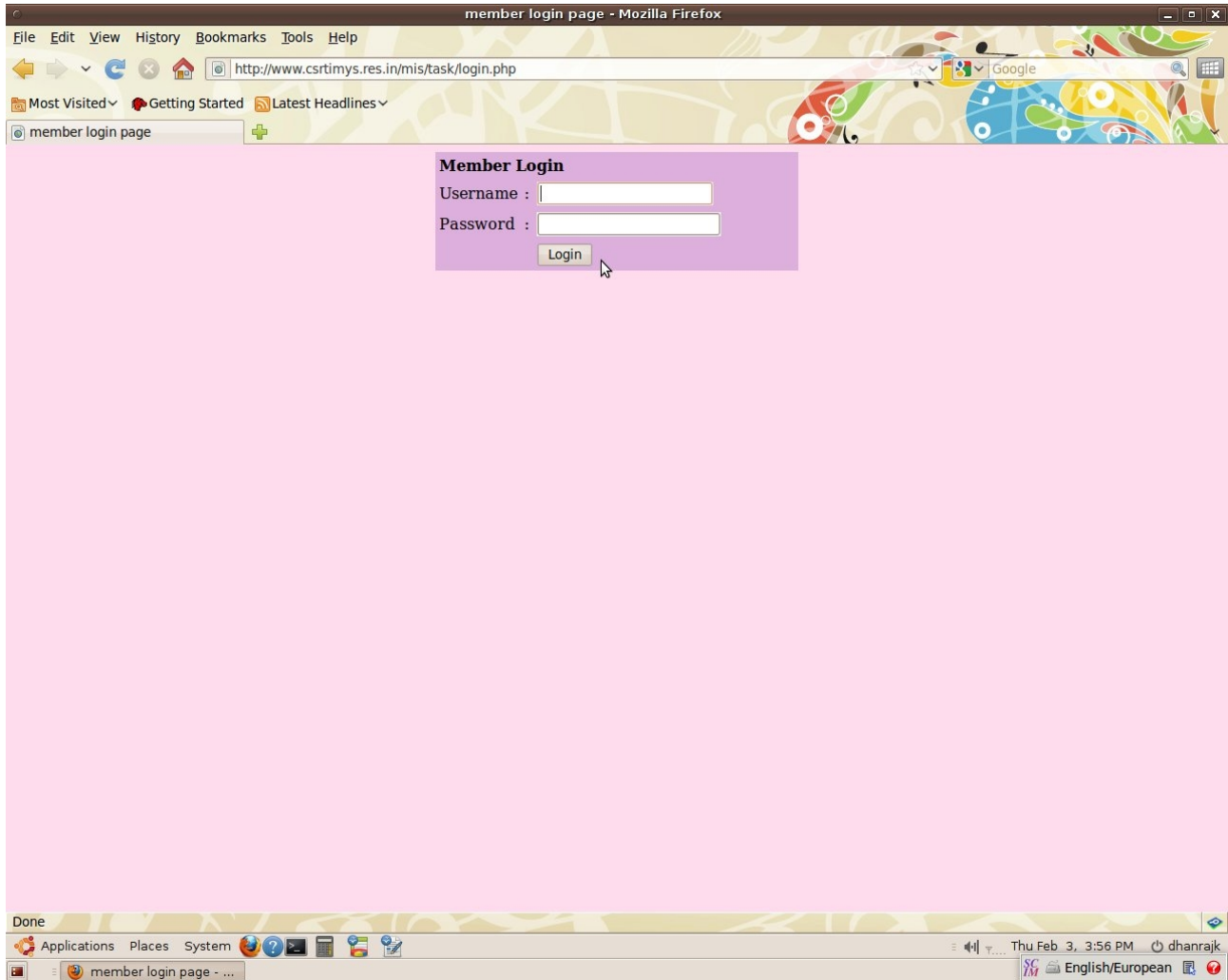
4. Select “Create Login id” to create new account.

Enter Employee id, name appears from database. Enter “user id” for logging in and password, repeat the password for confirmation, enter “Submit” to complete the creation of new user login id.



5. Select “Login” to access existing account for managing tasks.

Enter username and password, Select login.



After logging in, select “Add task” for adding new tasks and “View task” for viewing already existing tasks, as the need is and continue.

Changing password : Password may be changed whenever required by selecting the change password option on the opening screen.

In case of any assistance required, please contact

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