

Click Up Guide

Login & Profile Setup

The candidate can join through the invite link provided in the welcome Email or you can also through the invite on your gmail. You'll be easily able to join as your gmail i'd have been added to the company workspace.

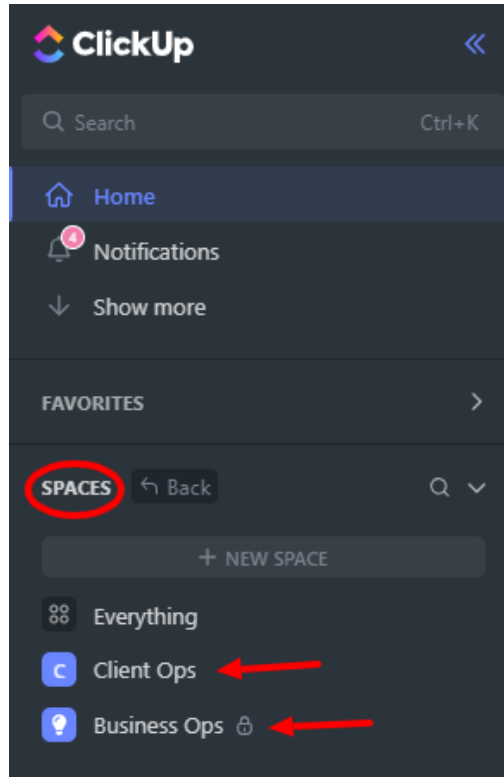
The screenshot displays the 'My Settings' interface. On the left, a sidebar contains a '< BACK' button and a list of menu items: Upgrade, Trash, Security & Permissions, HINA USMAN, My Settings (highlighted), Workspaces, Notifications, Apps, Cloud Storage, Calendar, and a profile icon. The main area is titled 'My Settings' and features a profile card for Hina Usman with a circular profile picture. Below the name, there are input fields for 'Full Name' (Hina Usman), 'Email' (hina.usman@stratigia.com), and 'Password' (with a placeholder 'Enter New Password'). A section for 'Two-factor authentication (2FA)' follows, with a descriptive text: 'Keep your account secure by enabling 2FA via SMS or using a temporary one-time passcode (TOTP) from an authenticator app.' Two toggle switches are present: 'Text Message (SMS)' and 'Authenticator App (TOTP)', both currently turned off. A 'Save changes' button is located at the bottom right of the settings area.

You must add your details and add your professional picture to setup your profile.

Spaces

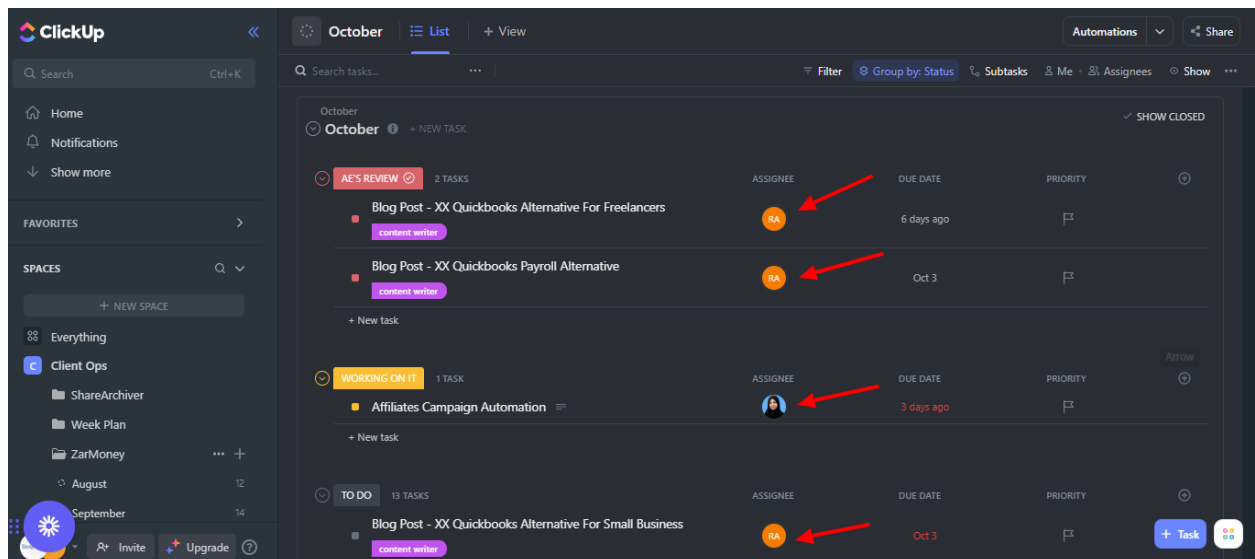
We have 2 spaces

- **Client Ops**
All the operation related to clients of the company will be in the client Ops.
- **Business Ops**
Business operations includes sales, marketing, HR, finance etc departments.



Loom Video: <https://www.loom.com/share/6e2ee2f11ac84934a11d060eb05f2f72>

Task Assigned

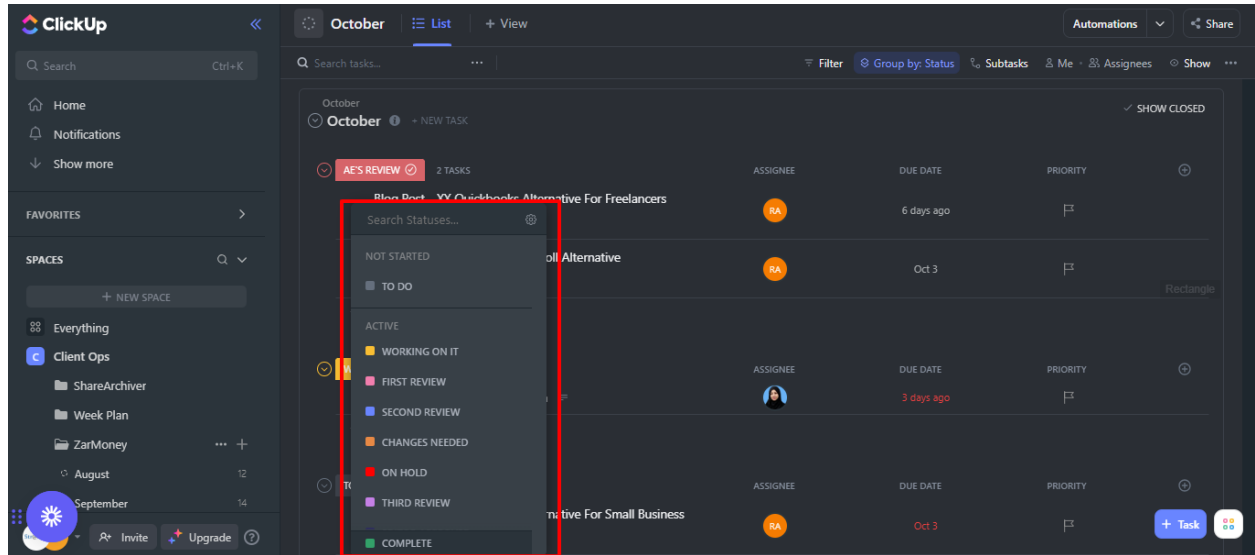


Loom Video: <https://www.loom.com/share/563390be033242c8be3b512cff594f15>

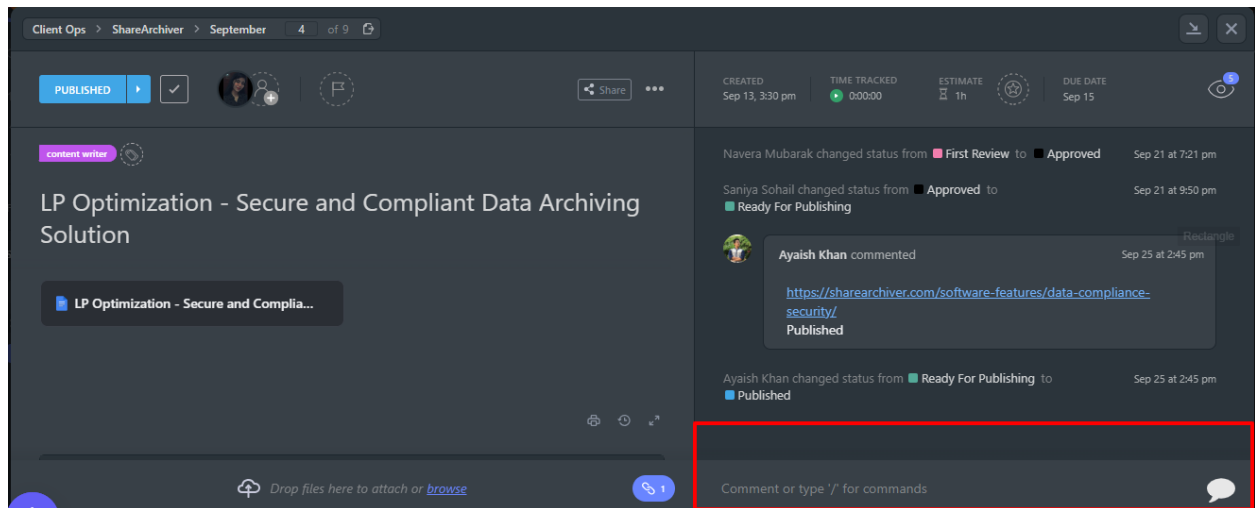
Task Status (In progress - Completed)

Loom Video:

<https://www.loom.com/share/42d89do34b04abf943e6bd580302e2b?sid=6fb4cc48-f40e-4114-93dc-bo8acd20143c>

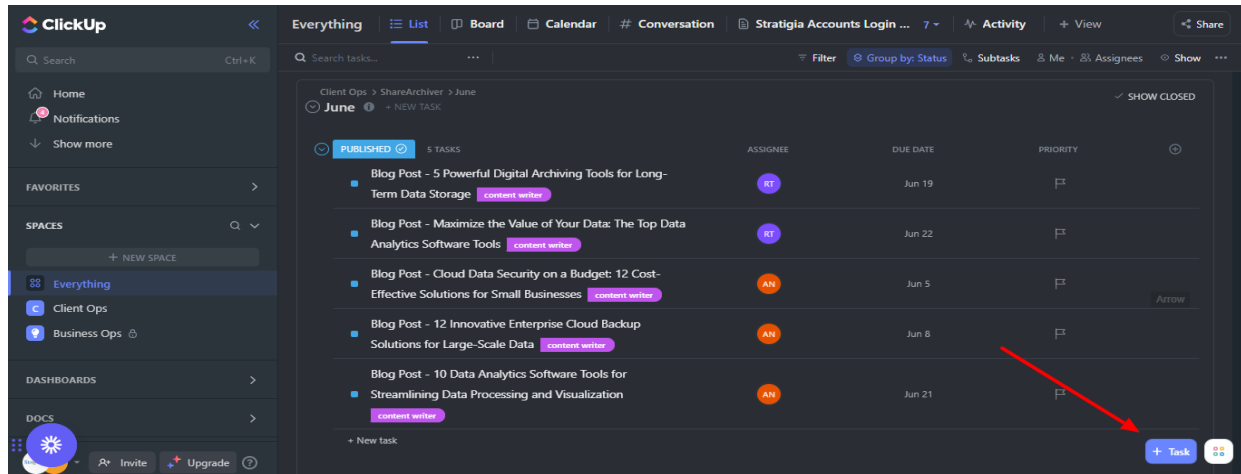


In task comments usage



Loom Video: <https://www.loom.com/share/6e2ee2f11ac84934a11do60e605f2f72>

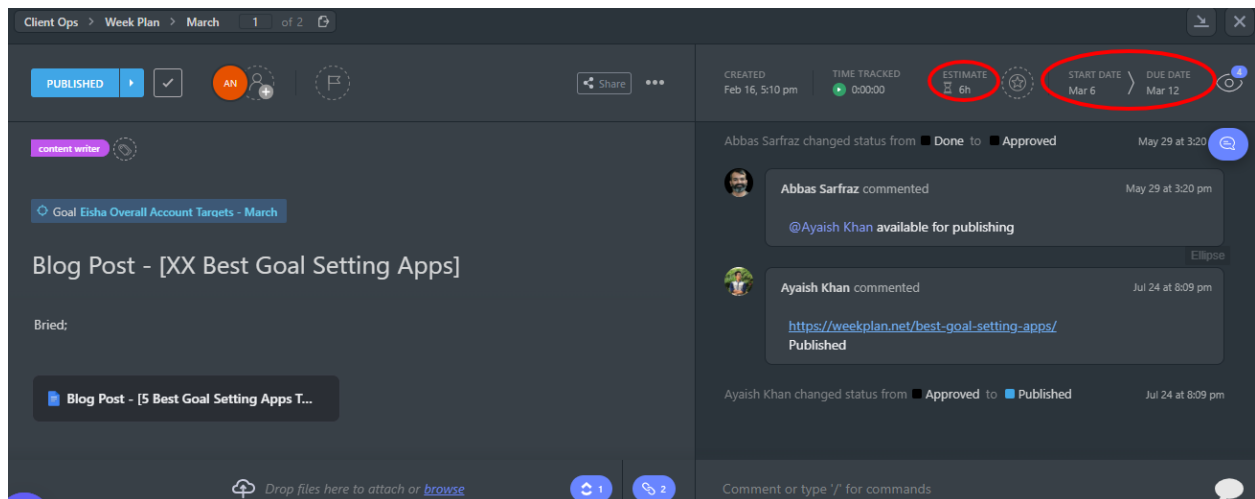
New task Creation:



Loom video:

<https://www.loom.com/share/24b1ac7cb282465286a6bd77d09a0508?sid=6ff13odd-bc07-4b53-80a9-7049ce9a9fb3>

Deadlines and Time Estimation



Above mentioned loom video and screenshot are for your reference to understand how stratigia is using clickup for project and task management. Please go through each on them before consulting and if you still have confusion, please ask HR to help you.