

Document Attachment Requirement

For each task, documents must be attached at the following stages:

- **In Progress Stage** → A **Solution Document** must be attached. (*Mandatory*)
- **In Testing Stage** → A **Tester Document** must be attached.

⚠ **Important:** Without attaching these documents at their respective stages, you will not be allowed to move the task forward to completion.

IN PROGRESS STAGE:

As shown in **Image 1.1**, when a task is in the **In Process** stage, you will see a **Solution Document** tab in the lower section of the task window.

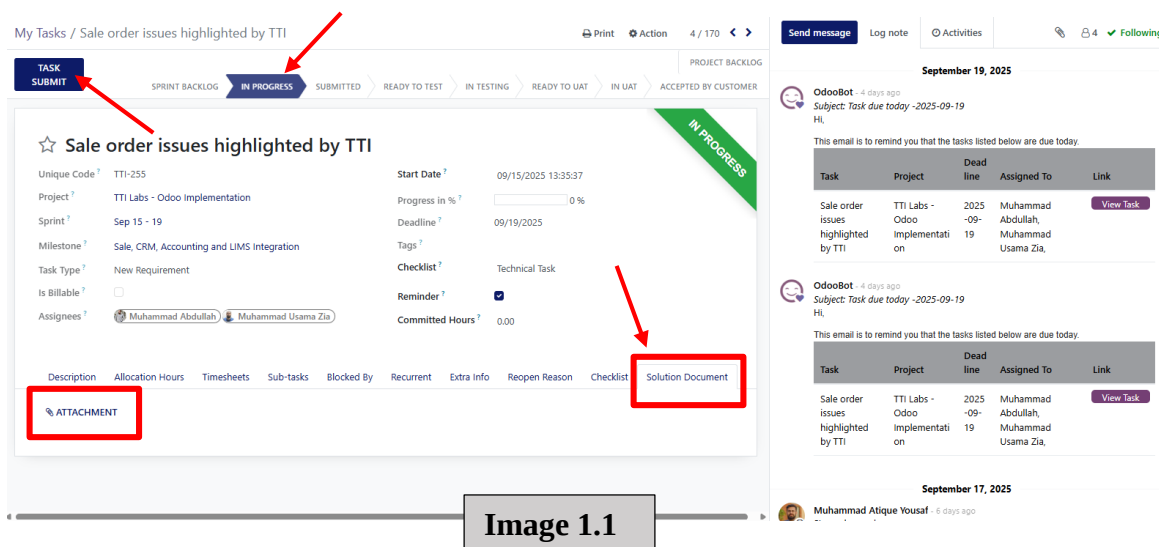


Image 1.1

- By clicking on this tab, you can attach any relevant file such as **PDF, Image, Video, or Word Document** and you can add multiple attachments.
- The attached file must be directly related to the task in progress, serving as a reference or supporting document.
- ⚠ **Important:** Without attaching this document, you **cannot move forward** towards submitting the task. This is a **mandatory field** and must be completed before proceeding.

This ensures that all necessary documentation is properly linked to the task for validation and future tracking. After that just click on Task Submit to move forward.

IN TESTING STAGE:

As shown in Image 1.2.

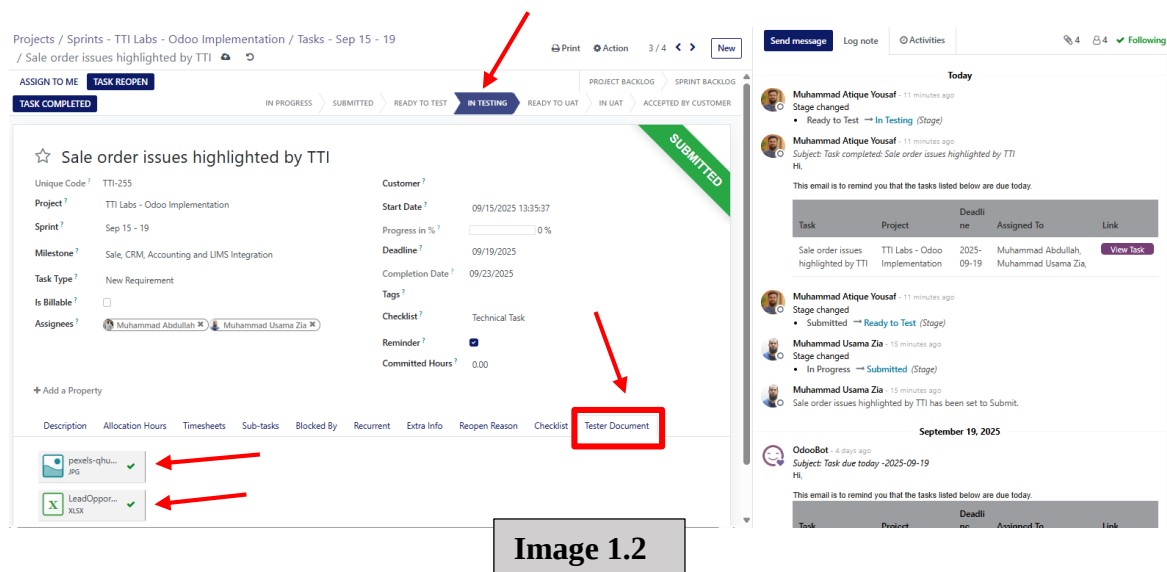


Image 1.2

- When the task moves to the **In Testing** stage, you will see a **Tester Document** tab in the lower section of the task window.
- By clicking on this tab, you can attach a document the same way as in the **In Process** stage (PDF, Word, Image, Video, etc.).
- The attached **Tester Document** should contain details of the testing performed, such as:
 - Test scenarios executed (what steps were taken to test).
 - Features or points verified as working correctly.
 - Issues found or points that did not pass testing.
- This can be a full document (Word/PDF) or simply a **snapshot/screenshot** showing the results of the testing process.
- **⚠ Mandatory:** Without attaching the **Tester Document**, you **cannot move forward** to submit or complete the task.