



Task Manager

Task Manager keeps the store's to-do list on the Clover POS, and the same list opens in a browser. Add a task in a couple of taps, sort tasks by category, and set an alarm for the ones that must not be forgotten.

\$1.99 / month

Free trial: 30 days

Clover POS (United States and Canada)

OVERVIEW

How it works

1 Tasks are stored in your PayPlaxe account

They are tied to your Clover merchant id, so the same list opens on every Clover device in the store and in the browser. There is no offline copy, so the app needs an internet connection.

2 Categories keep the list short

Create your own in [Manage categories](#). The side menu switches between them.

3 Alarms do the reminding

A task with an alarm raises an Android notification on the Clover device. Tapping it opens the task. Alarms are re-armed when the app opens, when an employee logs in and after the device restarts.

4 Finished tasks move aside

Ticking a task moves it to [Completed](#), so the active list stays readable.

The app never replaces the Clover Register — it adds to it. Payments, taxes and reporting stay in Clover.

FEATURES

What it does

01

Fast task creation

Tap **+**, type a title, save. Description, alarm and employee are optional.

02

Categories

Group tasks by area. You create the categories in **Manage categories**. Every category has a colour, and that colour is the strip down the left edge of its tasks.

03

Completed list

Finished tasks go to **Completed**, reachable from the side menu.

04

Alarms and notifications

Set an alarm on a task. At that time the Clover device raises a notification, and tapping it opens the task. The **Done** button on the notification ticks the task off and moves it to **Completed**.

05

Assign an employee

Attach a task to the person who has to do it, so shift handovers are clear.

06

Charge an amount

A task can carry an amount. A short tap on the amount chip opens the dialog that changes it. A long press creates a Clover order with one line named after the task and opens Clover Pay. That is a real payment, so do not long-press the amount just to read it.

07

Same list on every device

The list is shared across every Clover device in the store, and the browser version shows the same tasks.

08

Web version

taskmanager.payplaxe.com (<https://taskmanager.payplaxe.com>) opens the same list in a browser: **Tasks**, **Categories** and **Settings**. Sign in with **Login via Clover**, your Clover account, no password. Notifications and the payment for an amount happen on the Clover device only. It is the same app, not a separate product: the browser is where it is set up, with the same Clover account and nothing extra to buy.

INSTALL

Price & installation

\$1.99 / month

↓ **Install on Clover App Market** (<https://www.clover.com/appmarket/apps/T0K5X3QFHYC70>)

Every app has a 30-day free trial. Clover bills the subscription with your monthly Clover invoice.

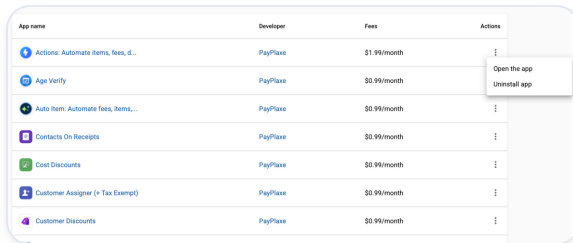
How to install

1. Open the **Clover App Market** — on the device, or at `clover.com/appmarket` in your web dashboard.
2. Find the app by name, or open its direct link from the button above.
3. Tap `Connect` / `Install` and accept the permissions the app requests.
4. The 30-day free trial starts automatically. The subscription then appears on your monthly Clover invoice.
5. Open the app on the Clover device and sign in with a **Manager** or **Admin** employee account to configure it.
6. To cancel later, uninstall the app from the App Market — the steps are right below.

How to cancel the subscription

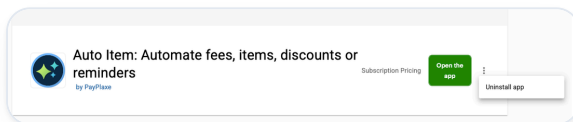
Cancelling means uninstalling the app — there is no separate billing screen.

1. Open the **App Market** — on the Clover device, or in the web dashboard.
2. Open **My Apps**. Every app you pay for is listed there with its monthly fee.



App name	Developer	Fee	Actions
Actions: Automate items, fees, d...	PayFlaxx	\$1.99/month	⋮
Age Verify	PayFlaxx	\$0.99/month	⋮
Auto Item: Automate fees, items, ...	PayFlaxx	\$0.99/month	⋮
Contacts On Receipts	PayFlaxx	\$0.99/month	⋮
Cost Discounts	PayFlaxx	\$0.99/month	⋮
Customer Assigner (+ Tax Exempt)	PayFlaxx	\$0.99/month	⋮
Customer Discounts	PayFlaxx	\$0.99/month	⋮

3. Tap the ⋮ button on the app's row and choose **Uninstall app**.
4. The app's own page works too: ⋮ next to the green **Open the app** button → **Uninstall app**.



5. Confirm. The subscription stops there and then — the app is off your next Clover invoice.

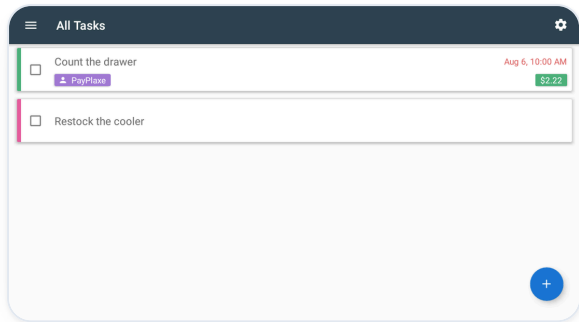
Install and cancel any time from the Clover App Market.

START HERE

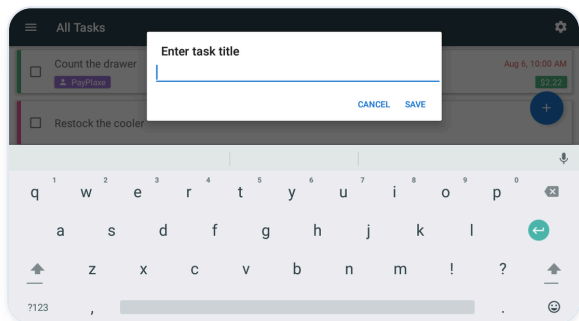
First setup

Do this once, in this order. It takes a few minutes and the app is then ready for the shift.

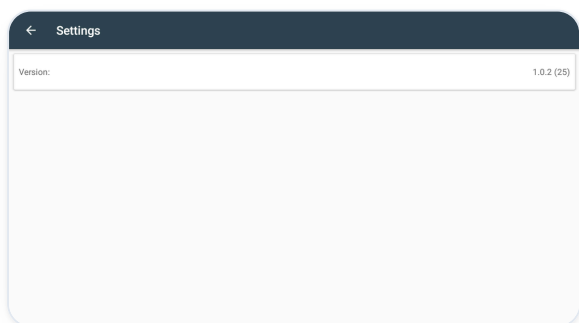
1. Open **Task Manager**; it starts on **All Tasks** .



2. Open the side menu (≡) → **Manage categories** and create the categories your store needs.
3. Tap **+** , type a task title and save — that is enough to create a task.



4. Open the task to add a description, an alarm and the employee responsible, then tap **Save** — changes are only kept once you save.
5. Check **Settings** if you need the app version for support. In the EU the screen also carries a **Do not track me** switch, which turns off anonymous crash reporting.



Deleting a category removes the category only. Its tasks stay in **All Tasks** , without a colour strip.

CONFIGURATION

Setup scenarios

Each scenario is a complete configuration — follow the steps in order.

Most configuration screens require the Clover employee role of Manager or Admin.

1 Opening and closing checklist

The same steps every day — and they should not depend on who is on shift.

1. Open the side menu → **Manage categories** and create **Opening** and **Closing**.
2. Switch to the **Opening** category and add the tasks one by one with **+**.
3. Open any task that needs detail and fill the **Add a description** field.
4. Add an alarm on the time-critical ones, e.g. the cash count.
5. During the shift the team ticks tasks off; they move to **Completed**.

Deleting a category removes the category only. Its tasks stay in **All Tasks** and lose their colour strip.

2 Assign work to a specific employee

So a job has an owner instead of being everybody's problem.

1. Create the task and open it.
2. Pick the employee in the task details — the name appears on the task card in the list.
3. Add an amount if the task involves money (a supplier payment, a deposit to bank).
4. Set an alarm for the deadline.
5. Tap **Save** — the employee, the amount and the alarm are stored only when you save.
6. When the notification fires, the employee taps it to open the task, then ticks the task off in **All Tasks**.

A short tap on the amount edits it. A long press charges it: the app creates a Clover order and opens Clover Pay for a real payment.

3 Supplier and warehouse follow-ups

Orders to place, deliveries to chase, stock to count — separate from daily floor work.

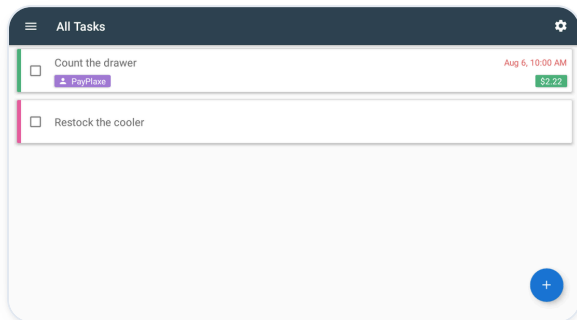
1. Create **Suppliers** and **Warehouse** categories in **Manage categories**.
2. Create a task per supplier with the description holding the contact details and what to order.
3. Set the alarm for the day you normally place the order.
4. Check **All Tasks** at the start of the shift to see what is due across every category.
5. Review **Completed** at the end of the week to confirm nothing was skipped.

REFERENCE

Screens and settings

Every screen of the app and what each setting does. (4)

All Tasks



Checkbox

Completes the task and moves it to Completed.

Task row

Title, the assigned employee, an optional amount and the alarm time.

Colour strip

The colour of the task's category, down the left edge of the card. A task with no category has no strip.

≡ menu

All Tasks · Completed · Manage categories.

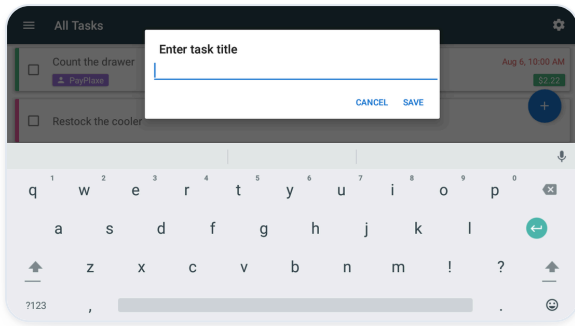
Gear

Opens Settings.

+ button

Creates a task. It is hidden while **Completed** is open.

New task



Enter task title

The only required field.

SAVE / CANCEL

Creates the task or discards it.

Description

Added later from the task details.

Alarm

Set in the task details; raises a notification.

Edit task

Opens when you tap a task. Nothing is saved until you tap **Save**.

Title

The task title, at the top of the screen. Type over it to change it.

Category chips

One chip per category; tap one to move the task. With no categories yet, **No category** is shown.

Add a description

Free text under the title.

Add an alarm

Opens a date picker, then a time picker. Once set, the chip shows the time and its X clears the alarm.

No employee

Opens **Select employee** with your Clover employees. Tapping the chip again clears the employee.

No amount

Opens **Enter amount** with **Ok**, **Clear** and **Cancel**. A long press on the chip charges the amount through Clover Pay.

Save

Stores the changes. Leaving the screen without it discards them.

Manage categories

Side menu → **Manage categories** . Categories can be created and removed, not renamed and not recoloured.

Category card

One card per category, two per row, with a circle in the category colour.

: → Remove

Removes the category after a confirmation. Its tasks stay in All Tasks.

+ button

Opens the new category screen.

Category name

The name of the new category. It cannot be changed later.

Colour row

Seven colours: blue, green, purple, pink, red, orange, yellow. The colour is the strip on the task card.

ADD

Creates the category.

AT THE REGISTER

Everyday use

What the cashier does after the app is configured.

1. At the start of the shift open **All Tasks** and read what is due.
2. Tick tasks as they are finished — they move to the Completed list.
3. When a notification appears, tap it to open the task, then tick the task off in the list.
4. At the end of the week review **Completed** .

IF SOMETHING IS WRONG

Troubleshooting

Symptom on the left, what to do on the right.

A task disappeared.

It was completed — open **Completed** in the side menu. If it is not there, it was deleted: a long press on a task card offers **Remove**, which deletes the task for good on every device.

All tasks of a category are gone.

They are not gone. Deleting a category deletes the category only: open **All Tasks** and the tasks are still listed, without their colour strip. Only the category itself has gone from the side menu.

No notification appears.

The task has no alarm, or notifications are blocked for the app in Android settings. After a restart the device re-arms its alarms by itself. If an alarm still does not ring, open Task Manager once. An alarm whose time passed while the device was off does not fire later.

The alarm or employee I set did not stick.

The task detail screen keeps changes only after you tap **Save**. Leaving the screen without saving discards them.

The app says "Your Clover token is invalid", or the list is empty.

Every task is read from the PayPlaxe server, so the Clover device has to be online. Check the internet connection and tap **Retry**.

The app's dialog never appears on the payment screen; Clover shows "Customer is choosing payment method".

Open the Clover **Setup** app → **Payments** and uncheck **Automatically take payment on Connected Device**, so payment is taken on the primary device.

Settings cannot be opened or changed.

Sign in with an employee whose Clover role is **Manager** or **Admin**. Some apps also have their own **Restrict access** switch that locks the configuration.

The app works erratically, or stops reacting after the device has been idle.

Turn off Battery Saver in the device's Android settings and keep the device online.

A change made on one device is not visible on another.

Settings sync through the cloud; give it a minute and make sure both devices have a network connection.

QUESTIONS

FAQ

Do tasks sync between devices?

Yes — the task list is shared across all your Clover devices.

Can I get a reminder without opening the app?

Yes. A task with an alarm raises an Android notification on the Clover device. Tapping the notification opens the task. The **Done** button on the notification completes the task.

What happens when I delete a category?

The category is removed, its tasks are not. They stay in **All Tasks** and show no colour strip. The confirmation dialog says the tasks go with it, but they do not.

Is there a completed-tasks history?

Yes — the **Completed** screen in the side menu. To bring a task back, open **Completed** and untick its checkbox.

Can I do this from a computer?

Yes. taskmanager.payplaxe.com (<https://taskmanager.payplaxe.com>) opens the same list in any browser, with **Tasks**, **Categories** and **Settings**. Sign in with **Login via Clover**: your Clover account, no password. The browser raises no notifications, an alarm set there is raised by the Clover device, and an amount can only be charged on the Clover device. If the employee list is empty, install the app on the Clover device and sign in through Clover once.

How much does it cost?

\$1.99 per month, with a 30-day free trial.

SUPPORT

Contacts

EMAIL

contact@payplaxe.com

TEXT MESSAGE

743-800-4077

WEBSITE

payplaxe.com (https://payplaxe.com)

IN-APP SUPPORT

Settings → Contact us

ANSWER TIME

5–15 minutes

Unofficial documentation set generated for PayPlaxe Clover POS apps. Prices and features follow the published product pages.

contact@payplaxe.com payplaxe.com (https://payplaxe.com)

[Clover Apps \(US\)](https://www.clover.com/appmarket/developer/851YWYC4PW440) (https://www.clover.com/appmarket/developer/851YWYC4PW440)

[Clover Apps \(EU\)](https://www.eu.clover.com/appmarket/developer/FBG7E8TY6C95W) (https://www.eu.clover.com/appmarket/developer/FBG7E8TY6C95W)