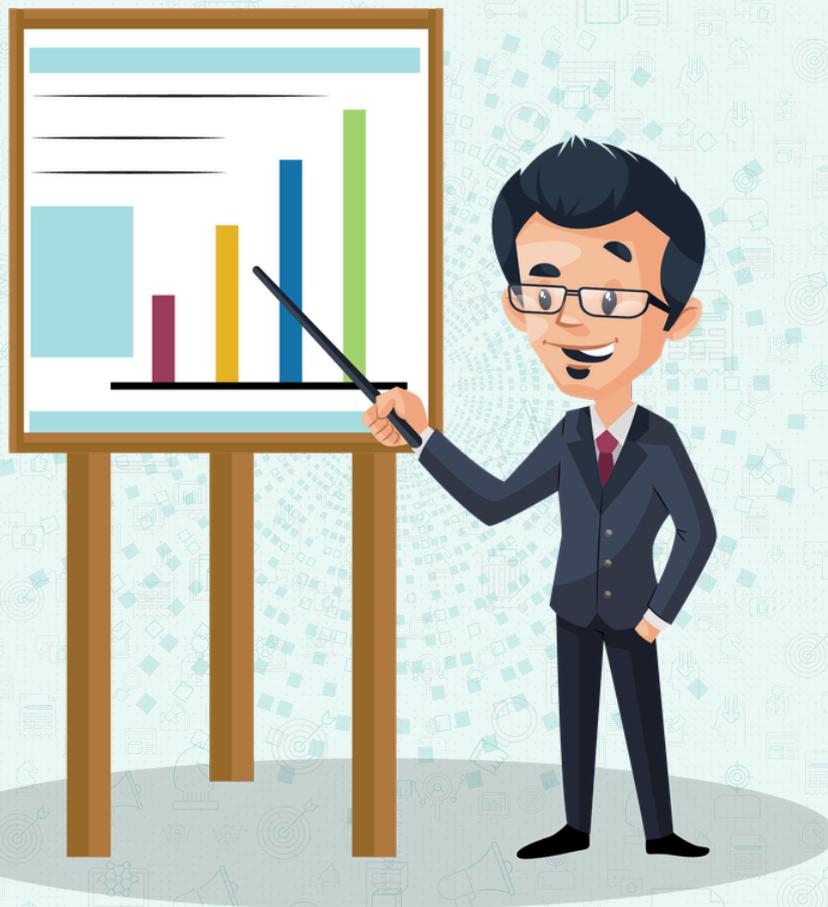




Infographic

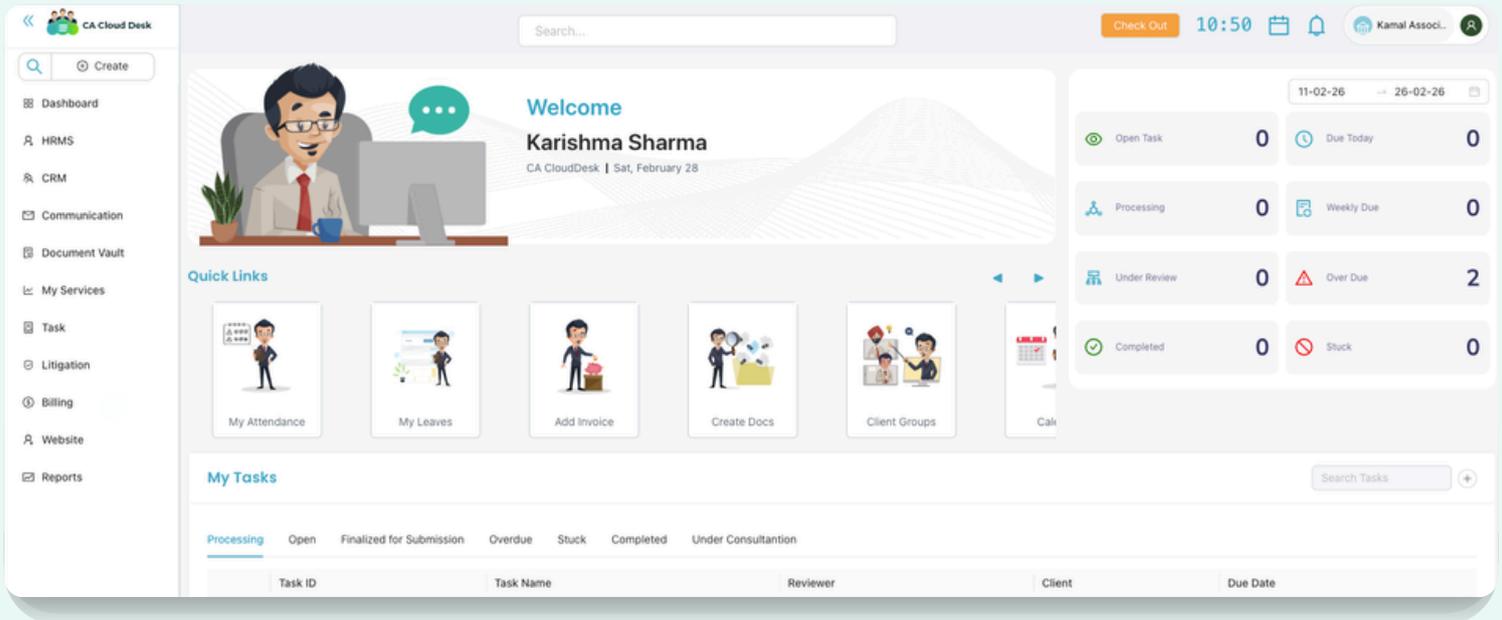
CA CloudDesk



Step 1: Login



Log in to your CA CloudDesk account using your credentials.



The screenshot shows the CA CloudDesk dashboard for user Karishma Sharma. The dashboard includes a search bar, a navigation menu on the left, a welcome message, quick links, and a task management section.

Quick Links:

- My Attendance
- My Leaves
- Add Invoice
- Create Docs
- Client Groups
- Cal

My Tasks:

Task ID	Task Name	Reviewer	Client	Due Date

Task Status Summary:

Status	Count
Open Task	0
Processing	0
Under Review	0
Completed	0
Due Today	0
Weekly Due	0
Over Due	2
Stuck	0

Step 2: Open Tools.

After logging in, scroll to the footer section of the dashboard and click on Tools.



Step 3: Select Infographics.

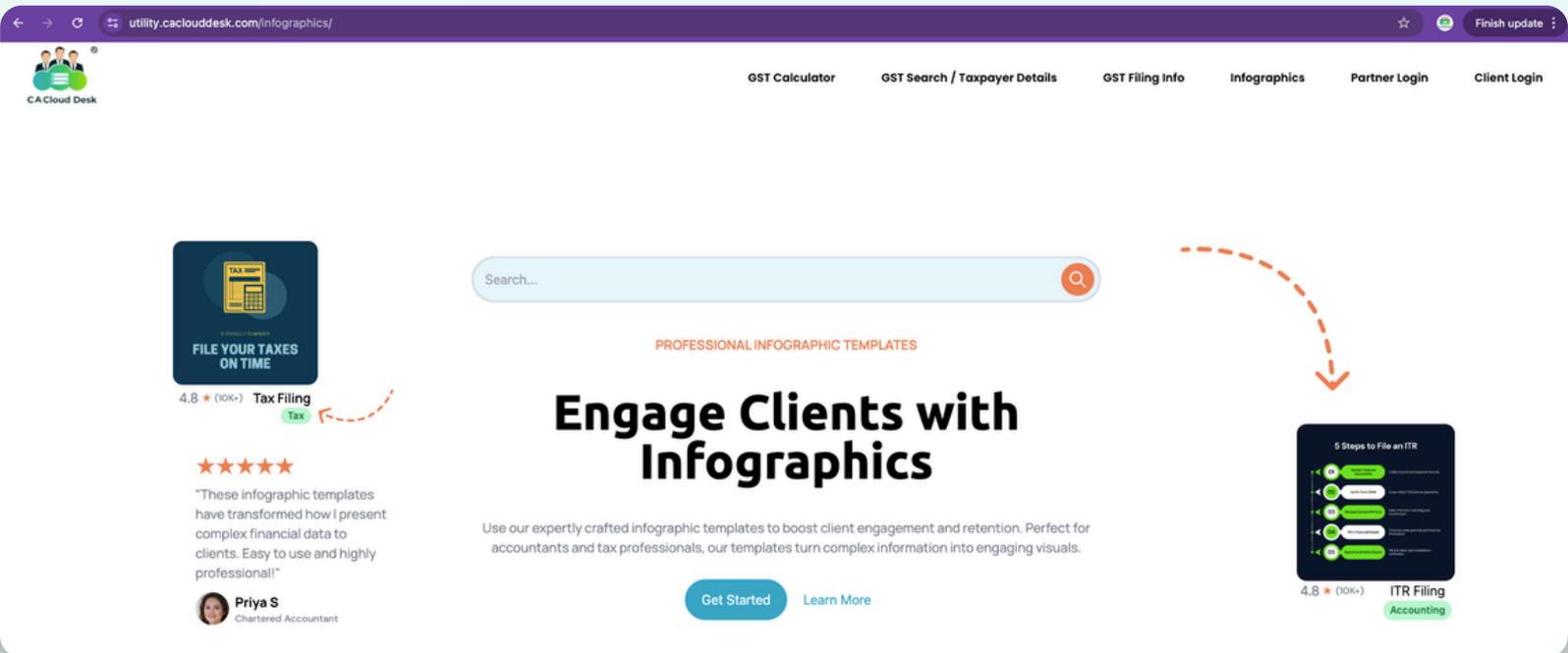
From the Tools section, select Infographics.

- GST Calculator
- GST Search / Taxpayer
- GST Filing
- Infographic**
- HSN
- IFSC
- Links

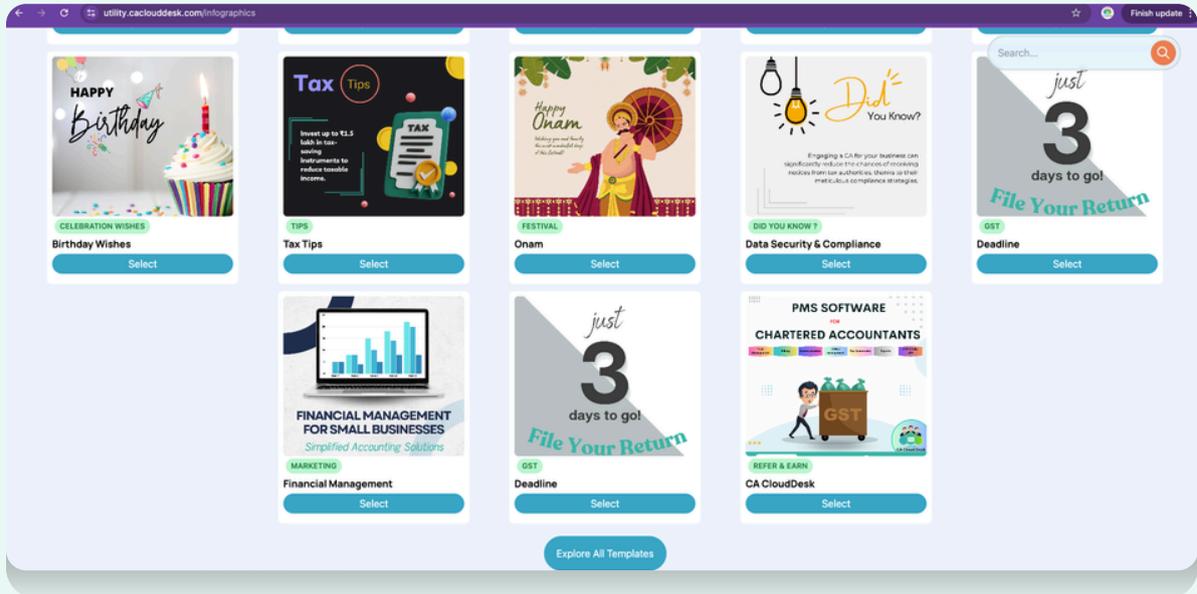


Step 4: Choose a Template

Search or Select the infographic template you want to use.



The screenshot shows the CA CloudDesk website interface. At the top, there is a navigation bar with links for GST Calculator, GST Search / Taxpayer Details, GST Filing Info, Infographics, Partner Login, and Client Login. Below the navigation bar, there is a search bar and a section titled "PROFESSIONAL INFOGRAPHIC TEMPLATES". The main heading is "Engage Clients with Infographics". Below this, there is a testimonial from Priya S, a Chartered Accountant, who says: "These infographic templates have transformed how I present complex financial data to clients. Easy to use and highly professional!". There are two infographic templates displayed: "FILE YOUR TAXES ON TIME" with a 4.8 star rating and "5 Steps to File an ITR" with a 4.8 star rating. A dashed orange arrow points from the search bar to the "5 Steps to File an ITR" template.



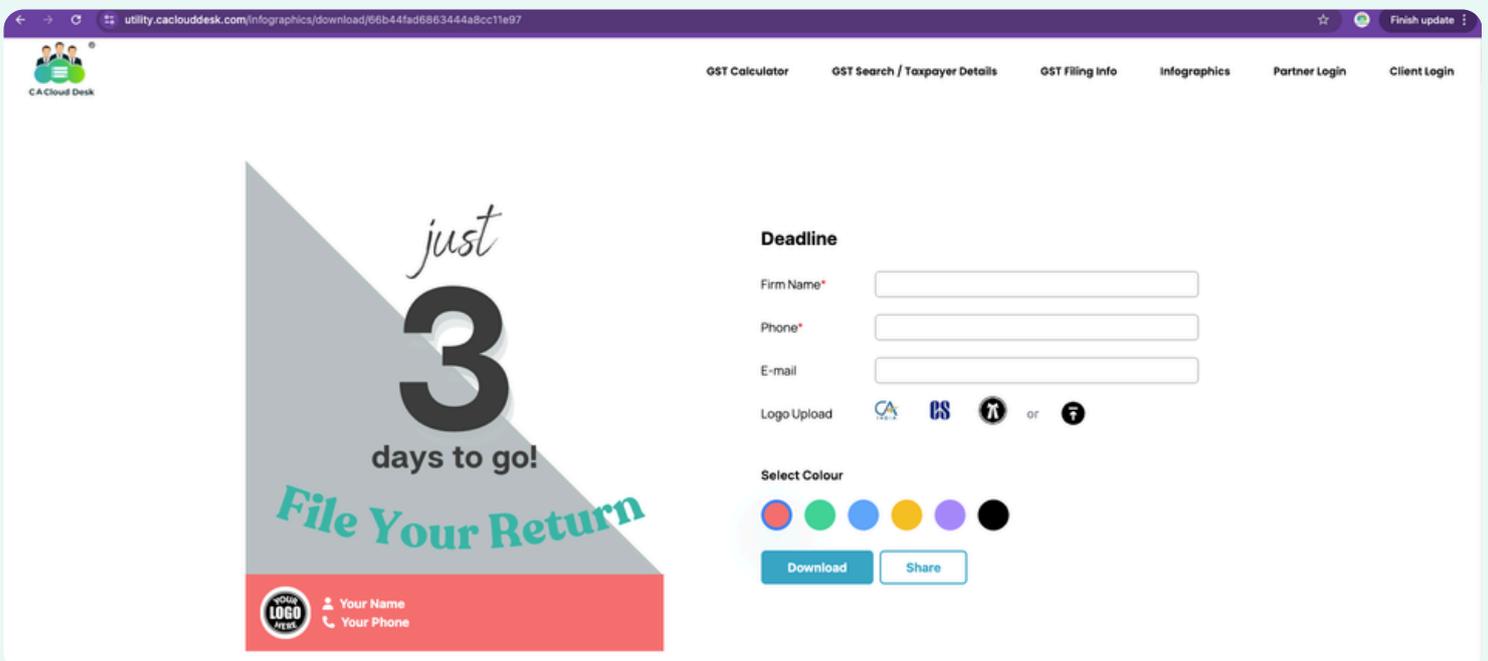
Step 5: Enter Details

Fill in the required details such as:

- Firm Name
- Phone Number
- Email ID
- Upload Logo (if required)
- Select Colour



After entering all the details, the infographic will be automatically generated.



Step 7: Download or Share

You can then:

- Download the infographic
- Share it directly with your clients or on social media.



COMPLETED

