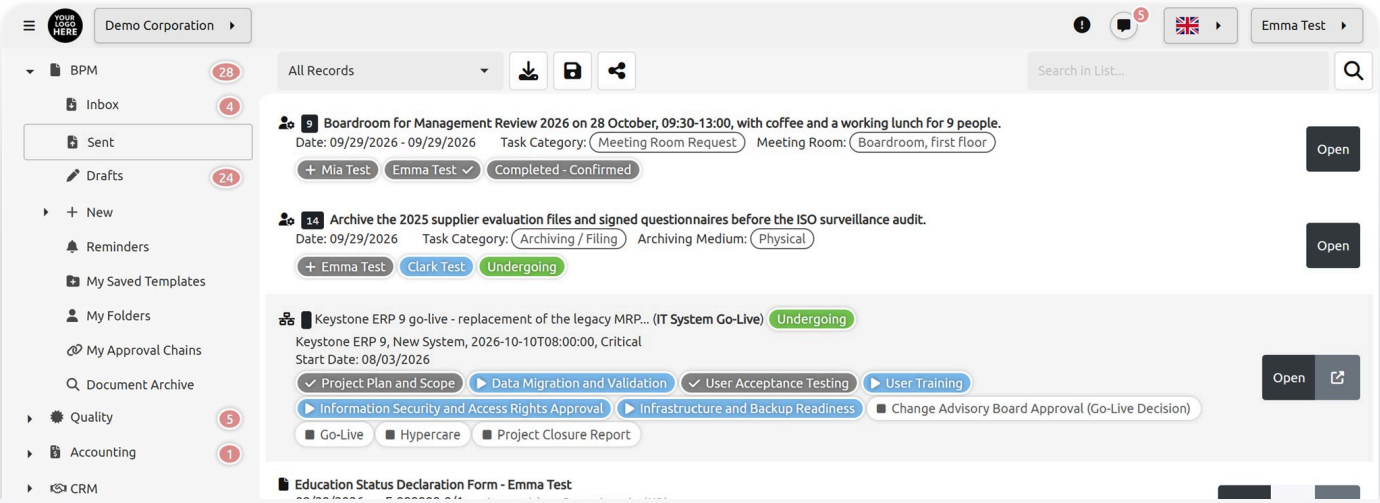
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MODULE

Task Management System

Easy Task Definition | Advanced Tracking Tools | Performance Management | Task Templates



Discover Documenos® Task Management.

In a busy work environment, every task matters. Task management has never been this simple, flexible, secure and measurable. Simplify your tasks and increase your productivity with Documenos®.

- Simple, flexible and secure management.
- Tracking business processes and tasks from a central point.
- Task assignment and authorisation across different users.
- Running tasks integrated with the process management and workflow modules.
- Planning tasks and tracking them with reminders.
- Managing tasks integrated with documents and processes.
- Sending notifications to the parties involved.
- Secure task management through authorisation and access controls.

Where Does a Task Come From?

A task isn't only opened with the "New Task" button; it can start anywhere the work passes through.

New Task

Open a new task record in a single step from the task list or the document inbox.

From Draft to Task

Save the draft you prepared in the document editor with "Save as task" and hand it over to someone else to complete.

From a Process or Workflow Step

A step in a process or workflow can automatically generate tasks for the people involved.

From a Contact Form

A request submitted through the contact form on your website can be turned directly into a task.

Features

Our customers' favourite features

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Easy Task Definition

Based on permissions, you can edit tasks and easily create and assign them.

Advanced Tracking Tools

You can track task progress in real time and send reminders for unfinished tasks.

Performance Management

You can analyse productivity on a per-task basis. Define unlimited BI dashboards for task-based analytics.

Office Files Integration

You can easily attach Office documents to task records and request that the files be completed.

Data and System Integration

Reading from and writing to datasets, running queries or commands on databases, HTTP, SOAP and SAP service calls, writing files and running programs.

Notifications

Send email, SMS or in-app notifications to users, groups or unit managers, so everyone knows what they need to know, right when they need to.

User and Permission Operations

As a result of a task, add or remove group members, activate or deactivate user accounts, and assign or remove delegations. For example, when an onboarding task is completed, the new employee's account can be opened automatically.

20 Ready-Made Task Classes

Each class comes ready with its own fields and rules. Use it as is, copy and adapt it, or build your own class from scratch. Classes can be moved to other installations by exporting and importing them.

Purchasing
Purchase Request

Administrative Affairs
Office Equipment Request
Stationery Request
Vehicle Request
Shipping Request
Document / Paperwork Request
Archiving / Filing

IT
Access / Permission Request
Computer, Printer or Network Issue
Printer / Scanner Issue
Technical Service Request

Facilities
Electrical Fault Report
Lighting Fault
Air Conditioning / Heating Request
Cleaning Request
Meeting Room Request

Events
Event / Organisation Preparation

HR
New Employee Preparation

General
Form / Survey Completion
Interdepartmental Work Request

Download for Free

See the full module and its screenshots on our website.

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Partner with us to make your business shine!

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