Task Management

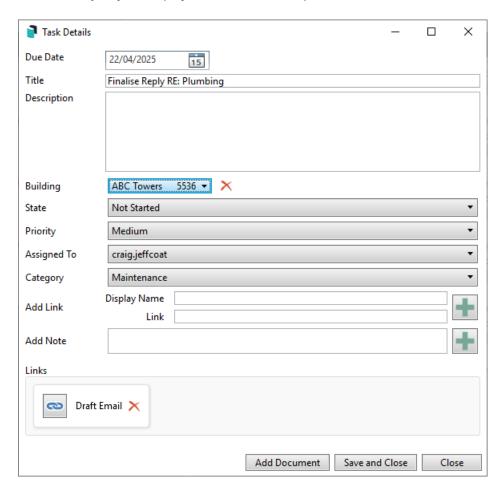
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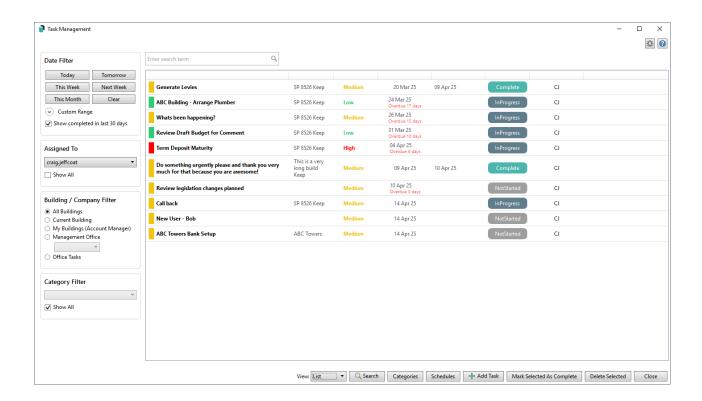
This page contains information relating to the Task Management module being added to the StrataMax application. The Task Management module will provide team members with the tools to efficiently manage the varying tasks associated with strata management ensuring nothing is missed.

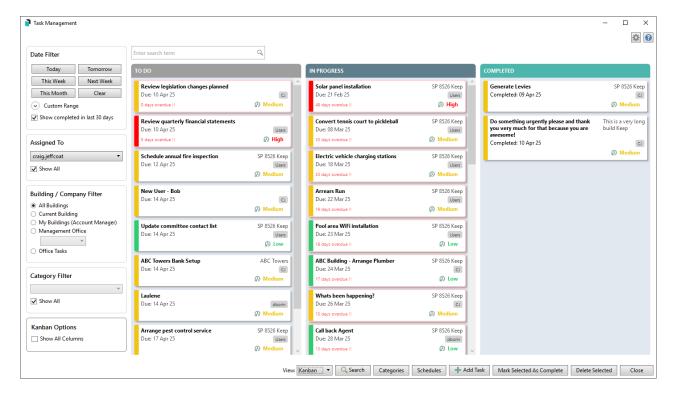
Some of the functions initially planned for the Task Management module include:

- · Ability to create one off & recurring tasks
- Ability to create tasks specific to buildings & recurring office tasks
- · Ability for tasks to be created based on data from StrataMax
- · Assign tasks & / or view your tasks as an Account Manager or Assistant Account Manager
- Manage priority of tasks based on due dates & the priority field
- Create tasks from shortcut icons in various StrataMax interfaces such as Building Information, Office Bearers, Invoice Hub etc
- Link documents, files & URL links to tasks such as help pages, draft emails or company procedures
- · Various task interfaces including list view, board view & search style
- Use Search Tasks to create reports based on any fields, date ranges & create dashboards for a quick overview

Screenshots & functions may vary as the project remains in development.







Recurring Office Tasks will automatically be created based on start and end dates and frequency. These style of tasks will help ensure no recurring processes are missed; instructions & help links can be included in the task description to assist users.

