

Task Management

Planning and implementing tasks efficiently



Keep track of all tasks, even in complex projects and distributed teams. Using OMNITRACKER Task Management you can manage, coordinate and monitor tasks efficiently within your organisation. The application integrates seamlessly into your business operations and other OMNITRACKER applications and facilitates overall task management across task and organisational boundaries.

Key Benefits

Efficient task management

- Creation, processing and monitoring of tasks
- Task delegation
- Prioritisation and categorisation
- Define automated escalations
- Define task threads
- Define templates for tasks and task threads

Quick overview

- Easy status and schedule monitoring
- Clear status displays of individual and delegated tasks
- Transparent reports and views

Mature permissions concept

- Detailed definition of responsible, participating and authorised persons
- Fully configurable permissions
- Precise definition of visibilities

Full integration

- Full integration with other OMNITRACKER applications
- Integration with Microsoft® Outlook®

Challenges

The tasks undertaken by employees and work groups are becoming increasingly more complex. Often, they extend across various task areas or organisational boundaries.

Efficient task management

Meticulous task management is the basic prerequisite for the successful, efficient and target-oriented implementation of your work.

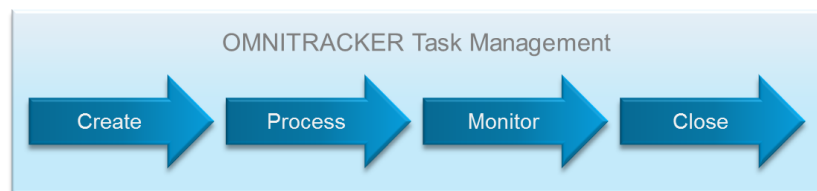
How can OMNITRACKER help you?

OMNITRACKER Task Management helps you plan, create, administer and monitor tasks efficiently. This allows you to keep track of all tasks within your organisation, even if members of a team are at different locations.

You can use OMNITRACKER for all your business processes and thus reduce your costs considerably. OMNITRACKER Task Management can be used out-of-the-box and easily adapted to your needs. The application integrates seamlessly into your OMNITRACKER installation, so that you can use all data across all processes.



Hard to believe? Let us prove it!



Task Management

OMNITRACKER Task Management enables you to manage, coordinate and monitor all tasks and task threads within your organisation, for significantly higher efficiency.

Up-to-date reports and views give you the necessary transparency. You can process your projects using the OMNITRACKER web client, regardless of location.

Support for all processes

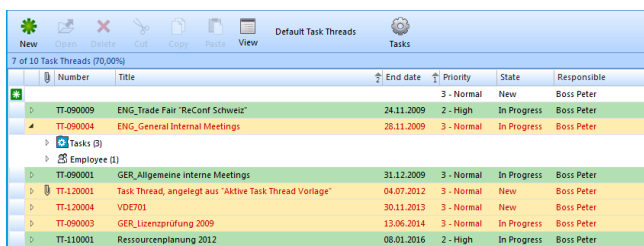
OMNITRACKER Task Management supports the whole workflow for tasks and task threads:

- Creation
- Processing
- Monitoring
- Closure

You can create your own tasks and delegate tasks to other employees. You can prioritise tasks precisely and according to your requirements, assign the tasks to a specific project, process or customer. Classifying tasks by type further simplifies processing and coordination.

Combine tasks that belong together in task threads, thus bundling all tasks for a subject area together.

You can define processing times, the participating and responsible employees as well as due dates with great precision and in this way, control your tasks effectively.



Number	Title	End date	Priority	State	Responsible
TT-090009	ENG_Trade Fair 'ReConf Schweiz'	24.11.2009	3 - Normal	New	Boss Peter
TT-090004	ENG_General Internal Meetings	28.11.2009	3 - Normal	In Progress	Boss Peter
Tasks (2)					
Employee (1)					
TT-090001	GER_Allgemeine interne Meetings	31.12.2009	3 - Normal	In Progress	Boss Peter
TT-120001	Task Thread, angelegt aus 'Aktive Task Thread Vorlage'	04.07.2012	3 - Normal	New	Boss Peter
TT-120004	VDEF01	30.11.2013	3 - Normal	New	Boss Peter
TT-090003	GER_Lizenzprüfung 2009	13.06.2014	3 - Normal	In Progress	Boss Peter
TT-110001	Ressourcenplanung 2012	08.01.2016	2 - High	In Progress	Boss Peter

Clear views give a better overview.

Efficient processing

OMNITRACKER Task Management integrates seamlessly into your business operations and supports efficient task processing. You can define whether the person responsible for a task is informed automatically by email and whether the task should be synchronised with Microsoft® Outlook®, so that it can be processed, administered and completed in Outlook®'s task management. This allows you to process tasks at home or on the move using a smartphone or tablet.

You can create templates for recurring or similar tasks and task threads.

You can add any kind of file attachment to each task and task thread, for example in order to share and exchange important documents or emails for processing the task.

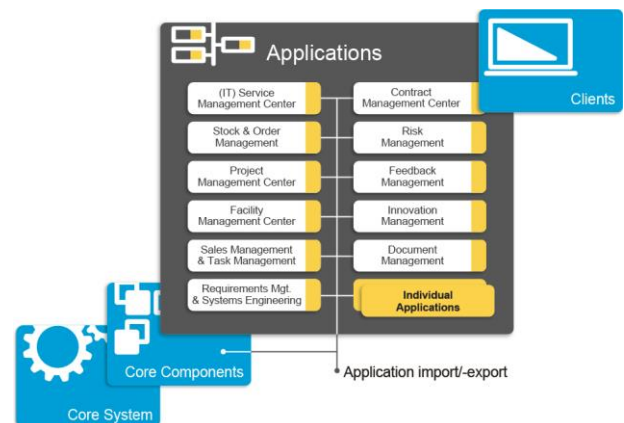
The mature permissions concept ensures that all employees can access the tasks that are relevant to them.

Effective monitoring

Using OMNITRACKER Task Management you can get a quick status overview of all tasks at any time. Colour-coded tasks and task threads provide a quick overview, and for regular assessments, there are preconfigured management reports that can be easily adapted to your needs. The transparent and up-to-date information allows you to keep constant track of upcoming tasks.







Continuous integration

OMNITRACKER grows with your requirements. You can very easily integrate more OMNITRACKER applications on the OMNITRACKER platform, in order to fully support additional business processes. All OMNITRACKER applications are linked in such a way that you can access information in other processes at any time. This means your business processes are continuously supported and you benefit from redundancy-free data.



What is OMNITRACKER?

OMNITRACKER is a universal platform for business processes on which all OMNITRACKER applications are based. OMNITRACKER is a powerful tool for adapting processes to your needs:

-  **Save time** *OMNITRACKER offers solutions which you can implement quickly and adapt easily.*
-  **Cut costs** *After only a few days of training, you will be able to independently implement and configure OMNITRACKER applications.*
-  **Flexibility** *All OMNITRACKER applications are out-of-the-box solutions that are easily adapted to your needs – with no programming required.*
-  **Maintainability** *You can easily maintain your OMNITRACKER applications yourself.*
-  **Release compatibility** *Guaranteed release compatibility with future versions of the OMNITRACKER platform.*
-  **Customer-centered development** *Further development is geared towards the needs of the customers.*



 **OMNITRACKER supports all your business processes – regardless of company size.**



OMNINET

SOFTWARE SOLUTIONS



As an owner-managed company, we answer solely to our customers. Our top objective is to offer our customers high-quality products and first-class service. To achieve this, we consistently fulfil the wishes and requirements of our customers regarding product content, quality and schedule. Our commitment to a customer does not end with the signing of the contract; but rather, that is when it begins.

Would you like to know more about OMNINET and OMNITRACKER solutions? Then please get in touch with us!



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