Task Management

Task Management Featured list Document
Version 1.0

Overview :

Task management is a tool for managing projects, tasks and subtasks. Using task management module you can create and edit Projects, tasks and subtasks. users can also search for projects and tasks. Email are through SMTP configuration of the portal.

Feature List :

1. User can Add /Edit Projects assign tasks and subtasks to that Project
   - The user is provided with the option where he can add and assign projects as well as its subtasks to others.
2. User can add independent tasks and then assign it to a specific project
   - Add independent task option is for user where user can add a tasks which then can be assigned to any particular project.
3. Users can also search for the projects, tasks and subtasks by their status or priority
   - Search option is used to search for particular project based on Project name, Project status priority end date and assigned to
4. There is an email workflow when a task is assigned or completed
   - Ones the project tasks/subtasks or independent task are assigned to the user the user will be receiving the email notification for same.

Screen shots and details :

Manage Tasks