

If you are fed up writing reminders on 'post-it notes' and finding they go missing when you most need them, then Intact's new 'Task Manager' module is just the solution for you.












No need for post-it notes !

Intact's task manager will help you keep track of anything you need to do or want to remember. Whether tracking a short list of tasks or managing large collaborative projects, Intact's task manager will make your life easier. Every time you think of something you have to do just enter it into the task manager and you will no longer lose track of any chore.

The module allows the assignment of tasks to any user and to associate these tasks with a range of objects within Intact. The user will be able to assign tasks to themselves or to a specific user. These tasks can be general user tasks or can be associated with an object within Intact, which could range from a customer to a purchase order. When logged in, the user will be able to view a list of tasks assigned to them or go to a particular object and see all tasks added for it.

The module will allow you to be more proactive by allowing you to track tasks, store notes and remember deadlines. The module has a powerful reminder feature which allows you to set dates and deadlines for certain tasks to be completed by. It also allows you to sign attributes to your notes so to distinguish between the priority of each task. This means you can easily view what tasks are most urgent to you or the project you are organising. By setting such reminders, certain tasks like re-ordering individual stock items will now never be forgotten.

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client		Low	2008-02-02	10:10	25	Contract	Letter	Letter to client		Low	2008-02-02	10:10	26	Contract	Letter	Letter to client		Low	2008-02-02	10:10	27	Contract	Letter	Letter to client		Low	2008-02-02	10:10	28	Contract	Letter	Letter to client		Low	2008-02-02	10:10	29	Contract	Letter	Letter to client		Low	2008-02-02	10:10	30	Contract	Letter	Letter to client		Low	2008-02-02	10:10	31	Contract	Letter	Letter to client		Low	2008-02-02	10:10	32	Contract	Letter	Letter to client		Low	2008-02-02	10:10	33	Contract	Letter	Letter to client		Low	2008-02-02	10:10	34	Contract	Letter	Letter to client		Low	2008-02-02	10:10	35	Contract	Letter	Letter to client		Low	2008-02-02	10:10	36	Contract	Letter	Letter to client		Low	2008-02-02	10:10	37	Contract	Letter	Letter to client		Low	2008-02-02	10:10	38	Contract	Letter	Letter to client		Low	2008-02-02	10:10	39	Contract	Letter	Letter to client		Low	2008-02-02	10:10	40	Contract	Letter	Letter to client		Low	2008-02-02	10:10	41	Contract	Letter	Letter to client		Low	2008-02-02	10:10	42	Contract	Letter	Letter to client		Low	2008-02-02	10:10	43	Contract	Letter	Letter to client		Low	2008-02-02	10:10	44	Contract	Letter	Letter to client		Low	2008-02-02	10:10	45	Contract	Letter	Letter to client		Low	2008-02-02	10:10	46	Contract	Letter	Letter to client		Low	2008-02-02	10:10	47	Contract	Letter	Letter to client		Low	2008-02-02	10:10	48	Contract	Letter	Letter to client		Low	2008-02-02	10:10	49	Contract	Letter	Letter to client		Low	2008-02-02	10:10	50	Contract	Letter	Letter to client		Low	2008-02-02	10:10	51	Contract	Letter	Letter to client		Low	2008-02-02	10:10	52	Contract	Letter	Letter to client		Low	2008-02-02	10:10	53	Contract	Letter	Letter to client		Low	2008-02-02	10:10	54	Contract	Letter	Letter to client		Low	2008-02-02	10:10	55	Contract	Letter	Letter to client		Low	2008-02-02	10:10	56	Contract	Letter	Letter to client		Low	2008-02-02	10:10	57	Contract	Letter	Letter to client		Low	2008-02-02	10:10	58	Contract	Letter	Letter to client		Low	2008-02-02	10:10	59	Contract	Letter	Letter to client		Low	2008-02-02	10:10	60	Contract	Letter	Letter to client		Low	2008-02-02	10:10	61	Contract	Letter	Letter to client		Low	2008-02-02	10:10	62	Contract	Letter	Letter to client		Low	2008-02-02	10:10	63	Contract	Letter	Letter to client		Low	2008-02-02	10:10	64	Contract	Letter	Letter to client		Low	2008-02-02	10:10	65	Contract	Letter	Letter to client		Low	2008-02-02	10:10	66	Contract	Letter	Letter to client		Low	2008-02-02	10:10	67	Contract	Letter	Letter to client		Low	2008-02-02	10:10	68	Contract	Letter	Letter to client		Low	2008-02-02	10:10	69	Contract	Letter	Letter to client		Low	2008-02-02	10:10	70	Contract	Letter	Letter to client		Low	2008-02-02	10:10	71	Contract	Letter	Letter to client		Low	2008-02-02	10:10	72	Contract	Letter	Letter to client		Low	2008-02-02	10:10	73	Contract	Letter	Letter to client		Low	2008-02-02	10:10	74	Contract	Letter	Letter to client		Low	2008-02-02	10:10	75	Contract	Letter	Letter to 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client		Low	2008-02-02	10:10	93	Contract	Letter	Letter to client		Low	2008-02-02	10:10	94	Contract	Letter	Letter to client		Low	2008-02-02	10:10	95	Contract	Letter	Letter to client		Low	2008-02-02	10:10	96	Contract	Letter	Letter to client		Low	2008-02-02	10:10	97	Contract	Letter	Letter to client		Low	2008-02-02	10:10	98	Contract	Letter	Letter to client		Low	2008-02-02	10:10	99	Contract	Letter	Letter to client		Low	2008-02-02	10:10	100	Contract	Letter	Letter to client		Low	2008-02-02	10:10
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The screenshot shows the 'Task Reminders' application window. It contains a table with the following data:

Type	ID	Subject	Date	Time
Sales Order	127101005	Needs shipping	11/04/2009	12:24

Below the table, there is a 'Snooze for...' dropdown menu set to '5 Minutes' and a 'Complete' button. A 'Product Task' dialog box is open in the bottom right corner, showing a table with the following data:

Product	Task
CALL SUPPLIER AND CHECK	
Product Name	SERVICE

Product Task

Subject: CALL SUPPLIER AND CHECK STOCK AND PRICING

For User: SERVICE

Status: Pending

Priority: Normal

Due Date: 28/04/2009 12:39

Add Reminder?: No

Reminder Date: 28/04/2009 12:39


Notes:


TALKING TO GERRY AND MENTIONED SPECIAL PRICING AVAILABLE FOR JULY


Task Origin Save Cancel

Purchase Order Task

Subject: Update Pricing

For User: X  Guest

Status: Pending 

Priority: Normal 

Due Date: 04/04/2006

Add Reminder ? No

Reminder Date: 04/04/2006

Reminder Time: 11:22

Notes

Call Quick Office Supplies to discuss March Offers and see what discount we are entitled to.

Save Cancel

Whether a task is linked to an invoice or a customer or indeed any other item or document, the relevant document can be immediately accessed through the alert.

