

# Take Control! with The Total Program

# Task Manager

Health and Safety related tasks are flagged using web forms

Public Web forms allow for anyone in the district to report health and safety issues, while admin personnel can create more detailed flags including project numbers, priority levels etc...

Flagged tasks are easily tracked, filtered, reassigned and finished!

Once flags are entered into the system, designated employees have the ability to filter and reassign them to the appropriate people.

Email updates are generated, making sure that everyone is aware of their individual duties while giving system administrators a bird eye view of overall progress!

The image shows two overlapping web forms. The 'Create Flag' form on the left includes fields for Project Number (Snow Removal-2010), Building (Administration), Room Number (Loading dock), Issue Type (General), Description (Clear the ice off...), Priority (1), Due Date (02/05/2010), and Assign to (Bill Jones). The 'Service Request Form' on the right includes a message about the form's purpose, fields for Building (Administration), Location of Concern (Loading Dock Sidewalk), Your Name (Joe Pollock), and an Issue Description (The sidewalk to the loading dock door is VERY slippery. Can someone take care of it please?). A green arrow points from the 'Submit' button of the Service Request Form down to the 'Flag Manager' section below.

The 'Flag Manager' interface features a 'Filter: All' section with a message: 'This form is designed to show you the flags assigned to you. Select the criteria below to filter the flags. You can select the flags you want to assign to others or you can update the flag response.' Below this are several filter dropdowns: User (All), HandiForms™ (Task Manager), Question (All), Response (Open), Project (All), Building (All), and Area Number (All). At the bottom, there are buttons for 'Apply Filter', 'Reset Filter', 'Update Response', 'Reassign', and 'Export to Excel...'.