EseFlow Office Task Management App - Feature Overview & UI Design

EseFlow is a productivity-focused office management application designed to simplify task handling, boost staff engagement, and enhance overall workflow efficiency. This document outlines the key features and a preview of the initial UI design.

# 1. Key Features

## Core Task Management

* - Task Board
* - Daily Task Reminder
* - File/Message Notification Popup
* - Add to Task Board
* - Smart Deadline Alerts
* - Priority Levels
* - Subtasks & Checklists
* - Recurring Tasks
* - Task Assignment & Delegation
* - Auto-Summary of Daily Tasks

## Productivity Boosters

* - In-App Chat or Comments under Tasks
* - Voice Note Feature
* - Group Tasks / Team Boards
* - Mentions and Reactions

## Document Management

* - File Version History
* - Quick Access to Recently Shared Files
* - Document Preview
* - Cloud Integration

## Insights & Reporting

* - Analytics Dashboard
* - Task Completion Rate
* - Timesheet Logging
* - Workload Balancer

## Engagement & Automation

* - Gamification
* - Automated Task Suggestions
* - Push Notifications
* - End-of-Day Recap

## Admin Features

* - Role-based Access Control
* - Audit Trail
* - Staff Availability Tracker
* - Custom Task Templates

# 2. UI Wireframe Preview

Below is a wireframe preview of the EseFlow app showing the Dashboard and Task Board layout:

