Task Tracker System

The Task Tracker system allows you to enter, and maintain, business and personal tasks. The system will track one-time tasks, as well as recurring tasks (daily, weekly, monthly, and yearly). The system will remind you when tasks are due, and when you’ve finished a task you can add any comments you’d like describing what you did to complete the task. When you’d like to see everything you’ve worked on for the year (e.g. to aide in filling out your EMS), you can run a report that will show you every task you’ve completed using the Task Tracker system.

The Task Tracker system is a B-Edit application which runs in Windows. For more information about B-Edit, see the B-Edit Overview and User’s Guide documentation.