# Enterprise Task Management Software

# Admin Manual - Global Autotech
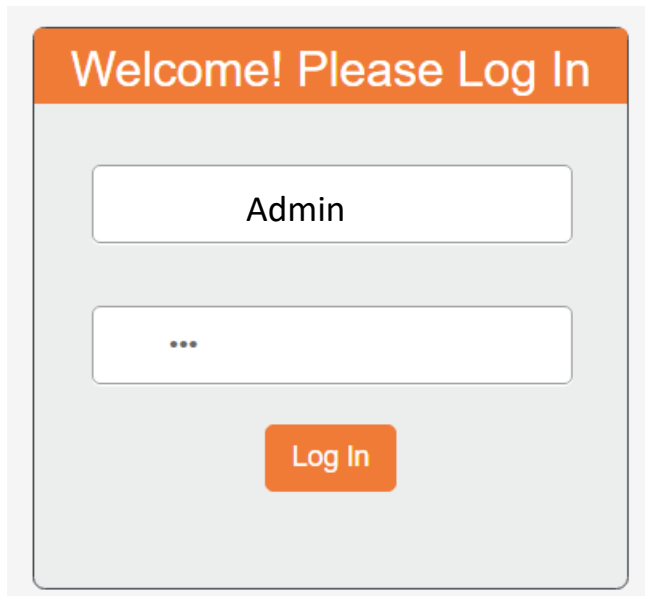
Date:23-07-2020

Ver:1.0
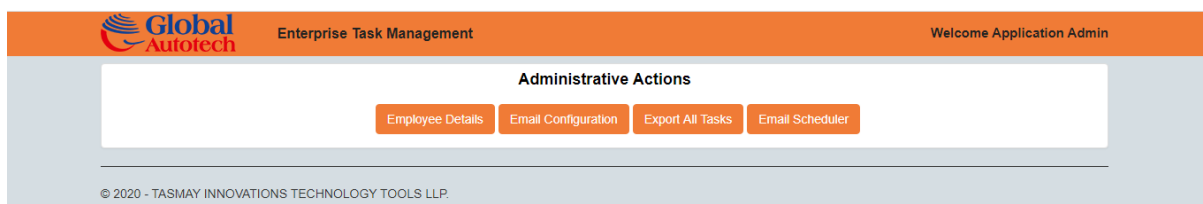
# Few Screenshots for better visualization

Login to Enterprise Task Management Application using user name **Admin**

http://eTask



# Administrative Tasks



Admin User can carry out following Actions from here

- Employee Details related Admin Activities - We will see this in more detail in next section
- Email Configuration – Email Server Integration is done from section. Once we configure this setup for Global Autotech, we will capture more details here.
- Export All Task – Admin user can download all Tasks from this button in xls format
- Email Schedular – Email Reminder Schedule can be setup from this section. Once we configure this setup for Global Autotech, we will capture more details here.

# Employee Details Section

This functionality help admin to see list of employees having access to Enterprise Task Management Application.

| Sr.No | Emp Code | Name | Department | Mobile No | Reporting Manager | Email | Disabled | Actions |
|-------|----------|------|------------|-----------|-------------------|-------|----------|---------|
| 1 | S1476 | N Tarle | SVP | 9785643702 | - | datta@tasmay.in | No | |
| 2 | 879 | Amit Malik | Production | 9810826825 | N Tarle | datta@tasmay.in | No | |
| 3 | S1117 | Ravinder Singh | Production | 9818172989 | Amit Malik | datta@tasmay.in | No | |
| 4 | S1053 | Ajay Sharma | Production | 9718973000 | Amit Malik | datta@tasmay.in | No | |
| 5 | S1163 | Vikash Chaudhry | Production | 9015387941 | Amit Malik | datta@tasmay.in | No | |
| 6 | S1094 | Bhoopendra Singh | Production | 7065430303 | Amit Malik | datta@tasmay.in | No | |
| 7 | S1147 | Diwakar kukreja | Production | 9811275574 | N Tarle | datta@tasmay.in | No | |
| 8 | 369 | Ajay Rana | Production | 9990646006 | Diwakar kukreja | datta@tasmay.in | No | |
| 9 | 322 | Pankaj Srivastav | Production | 8506005333 | Diwakar kukreja | datta@tasmay.in | No | |
| 10 | S1569 | R S Chauhan | CQF | 8826737545 | N Tarle | datta@tasmay.in | No | |
| 11 | 723 | Rajneesh Kumar | CQF | 9971224353 | R S Chauhan | datta@tasmay.in | No | |
| 12 | 12 | Atul Singh | CQF | 9717195626 | R S Chauhan | datta@tasmay.in | No | |
| 13 | S1145 | Sudhir Dubey | CQF | 9818172816 | R S Chauhan | datta@tasmay.in | No | |

- From this screen, Admin can upload New Employee Details by clicking **Blue arrow** (it has Mouse Hover Label).

- Admin can add individual employee details using plus (**+**) sign

- Excel file icon will help Admin to download all employee details in xls file.

- Admin user can perform Edit, Delete (Disable) and Reset Password actions from Action column for individual employee.

- If Employee is Deleted, then he/she will not be able to login to system and Reviewer needs to assigned his/her tasks to some other employee.

- If Admin resets password for user, new **One-time password (OTP)** will be delivered to employee's email address. Employee will need to login and change his/her password before start using system.