

## Enterprise Task Management

### Initiator:

- He/she can be anyone from organization
- He/she can create tasks and assign to his/her reportee (up to two levels down)
- Default he/she is Reviewer. He can assign another reviewer from reportee (up to two levels down)

### Assignee:

- He/she responsible for proposed completion date
- He can delegate this task to any of his/her reportee (up to two levels down)
- Default Assignee is Doer

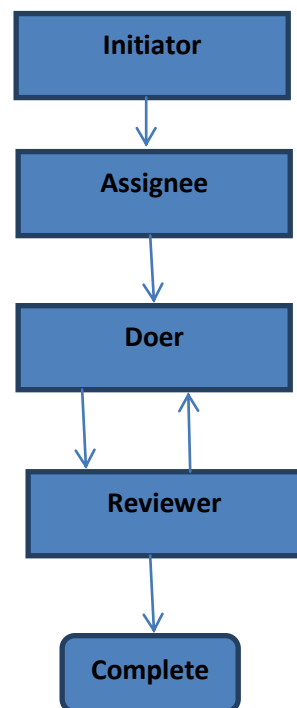
### Doer:

- He/she is doing task and responsible for completion of task

### Reviewer:

- He/she will verify task and complete in system
- He/she can un-verify request and send back to Doer for rework

### Application Flow:



### Reminder:

- Assignee will get reminder to submit Propose date on each alternate day.
- Doer will get reminder daily before 5 days.
- Doer will get reminder with CC to initiator immediate after the propose date if task is not get completed.

## Task Creation

[Task Tracking](#) [New Task](#) | [Status](#) | [Help](#)

Task Management > New Task

Task Name :

Task Description :

Expected Output :

Expected Target Date :

Assignee (Doer) :

Review By :

Remark :

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## Dashboard

[Task Tracking](#) [New Task](#) | [Status](#) | [Help](#)

Task Tracking > Status

Search By: ☐ Open ☒ Completed

Task No	Task Name	Proposed Date	Assignee Name	Pending for	Status
1700008	test	29-Aug-2017	Vikram Thorat		Completed
1700009	test2	30-Aug-2017	Vikram Thorat		Completed
1700012	test3	06-Aug-2017	Vikram Thorat		Completed
1700013	jhsdfg uysgdf uhgsd fuhgsd fu sdhfgi jshgdf ihgs fhg sdfjhgsdf jhg hhgsdf hg shdfngjg hsdg	24-Aug-2017	Ashutosh Athalye		Completed

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## Assignee

[Task Tracking](#) > Edit

Task Details ( Niteen Inamdar,09 Aug 2017)

Task No : 1700018

Assignee : Niteen Inamdar

Task Name : testing 5

Task Description : testing 5

Expected Output : testing 5

Expected Target Date : 30-Aug-2017

Review By : Niteen Inamdar

Doer : Amol Pise

Pending

Assignee

Proposed Date : 30-Aug-2017

Delegate To : Amol Pise

Remark :

Remarks

## Doer

Task Tracking > Edit

**Task Details ( Niteen Inamdar,09 Aug 2017 )**

**Task No**:1700018

**Assigneer**: Niteen Inamdar

**Assignee**: Amol Pise

**Task Name**:testing 5

**Task Description**:testing 5

**Expected Output**: testing 5

**Expected Target Date**: 30-Aug-2017

**Review By**: Niteen Inamdar

**Doer**: Amol Pise

**Proposed Date**: 30-Aug-2017

**Pending**

**Assignee**

**Select Status of Task :**

**Attachment**

**Remark :**

**Remarks**

Wednesday, August 09, 2017 apise  
Proposed Date Submitted  
testing 5

Wednesday, August 09, 2017 ninamdar  
New Task Initiate  
testing 5

## Reviewer

Task Tracking > Edit

**Task Details ( Niteen Inamdar,09 Aug 2017 )**

**Task No**:1700018

**Assigneer**: Niteen Inamdar

**Assignee**: Amol Pise

**Task Name**:testing 5

**Task Description**:testing 5

**Expected Output**: testing 5

**Expected Target Date**: 30-Aug-2017

**Review By**: Niteen Inamdar

**Doer**: Amol Pise

**Proposed Date**: 30-Aug-2017

**Verifying**

**Completed**

**Review**

**Select Status of Task :**

**Remark :**

**Remarks**

Wednesday, August 09, 2017 apise  
Task Completed by Doer  
sdf

Wednesday, August 09, 2017 apise  
Proposed Date Submitted  
testing 5

## Limitations:

- Initiator will not able to cancel task or reassign task
- Initiator will not able to Hold Task and set other priority
- Initiator will assign task for his two levels down employees only.