**improsys** improvement in systems

# Task Management Software from Improsys

## A STEP CLOSER TO DIGITALISATION OF YOUR TASK DIARY AND TASK MANAGEMENT.

# IMPROSYS
## Improvement in Systems

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**One of Key player in the Global Manufacturing and Inventory Software Market**

| Software Experience | Software Installations | Training Sessions | Support Hours |
| --- | --- | --- | --- |
| **10+ Years** | **100+** | **1500+** | **2500+** |

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**IMPROVE**

- Cashflow
- Quality
- Productivity
- Value
- Delivery

www.improsys.in

Information Security Management — ISO 27001 Certified

Quality Management — ISO 9001:2015 Certified

ESC MEMBER

NASSCOM MEMBER

# IMPROSYS


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## Systems Management Processes and International Standards

Improsys firmly believes in system-oriented working and the company philosophy, missions, business objectives, and quality objectives are defined resulting into appropriate operational, security and business continuity policies.

Improsys is certified with Quality management standards ISO 9001:2015 and Information Security Management standards ISO 27001:2013. All systems and procedures are periodically audited for compliance of standards

**ISO 27001:2013 Certificate**



**ISO 9001:2015 Certificate**

# Task Management Software - Features

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Web based multi-user software. Can be accessed through internet as well as intranet.

Latest technology of Visual Studio 2017 & .net framework 4.0 used.

Simplicity and User friendliness.

Compatibility with Excel, Word and PDF.

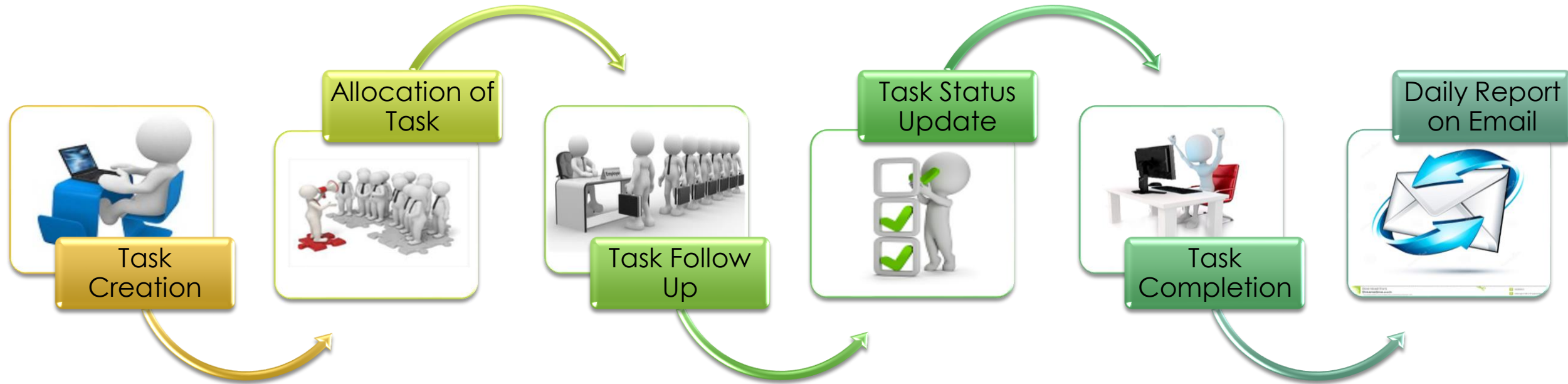Software is secured at an access level and data view level.

Helps to improve your daily routine work and pending task.

# Task management on mobile



❖ **Stay connected -** Receive notifications any time your attention is required.

❖ **Mobile tasks –** Create new tasks and work with existing ones right from your favourite mobile device.

❖ **Mobile documents –** View supporting documents along with the tasks.

❖ **Real Time Communications –** Update tasks regardless of wherever you are.

❖ **Track your schedule -** mobile calendar lets you keep track of your scheduled events.

❖ **Daily Task Reports –** Send daily reports on a lick of a button.

# Task Management Software

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# Everything else you need from a task manager

Allocation of Task

Task Status Update

Daily Report on Email

Task Creation

Task Follow Up

Task Completion

# Task Management Software - Features

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- Organize, assign and prioritize tasks.

- Timely reminders to make employees more productive.

- Manage tasks more effectively.

- Communicate tasks with employees and take follow up.

- Share and manage documents centrally.

- Get instant reports for all employees on a single screen.

- Monitor the work completion and balance work.

ATTACHMENT

PRIORITIES
1.
2.
3.

# Task Management Software - Benefits



- ✔ **Increase employee and employer satisfaction.**

- ✔ **Save time on routine work.**

- ✔ **Boost management effectiveness.**

- ✔ **Ease communication between colleagues.**

- ✔ **Improve productivity of workforce.**

- ✔ **Faster delivery of desired tasks.**

- ✔ **Minimize employee's idle time.**

# Task Management Software – Progress at a glance

With tasks, task calendars, dashboard and task activity history log, see progress of any task without scheduling a meeting or sending an email.

| DRAFT | IN-PROGRESS |
| HOLD | CONTINUE |
| CANCELLED | COMPLETED |
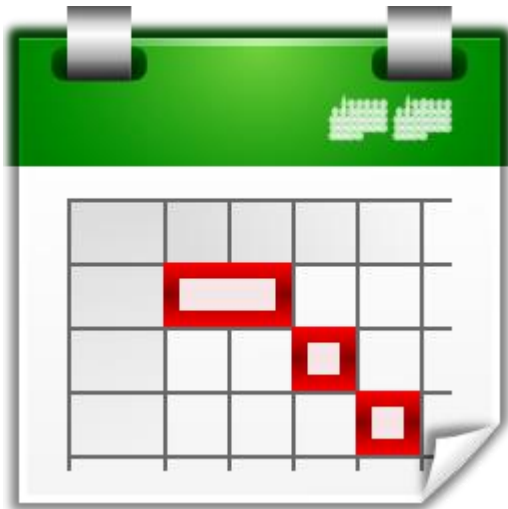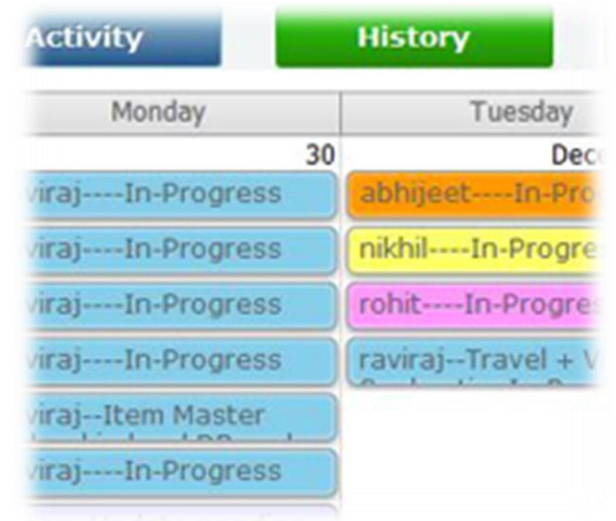
**CALENDAR VIEW**
Intuitive calendar view for better task management

**TASK STATUS MONITORING**
Update tasks and provide suitable status to them.

**Activity** **History**

| Monday | Tuesday |
| --- | --- |
| 30 | Dec |
| viraj----In-Progress | abhijeet----In-Pro |
| viraj----In-Progress | nikhil----In-Progre |
| viraj----In-Progress | rohit----In-Progre |
| viraj----In-Progress | raviraj--Travel + V |
| viraj--Item Master | |
| viraj----In-Progress | |

**ACTIVITY HISTORY**
Every activity in show my task is captured and recorded.

# Task Management Software - Mobile

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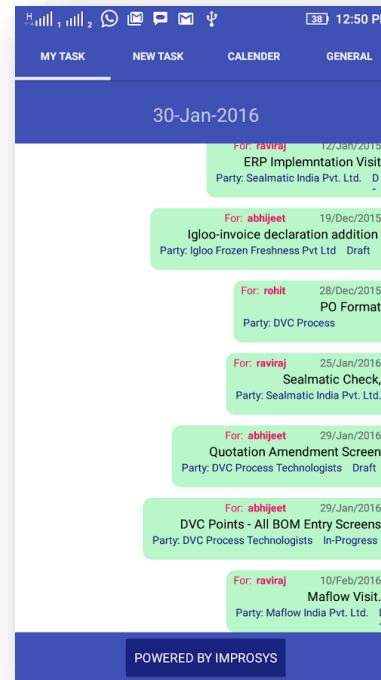improvement in systems

Manage your to-do list, assign tasks and get real-time updates on your work — anywhere, anytime. On your mobile device. You'll never lose track of your tasks again
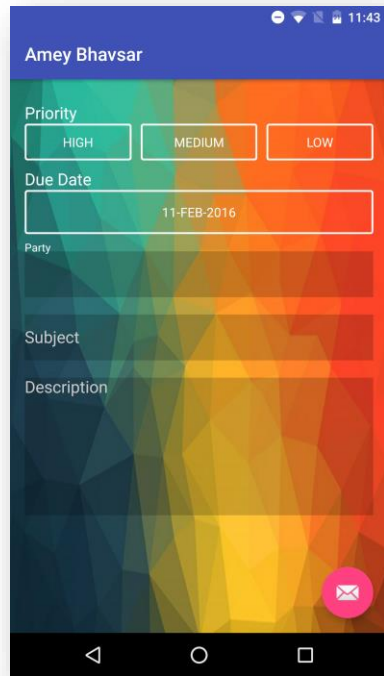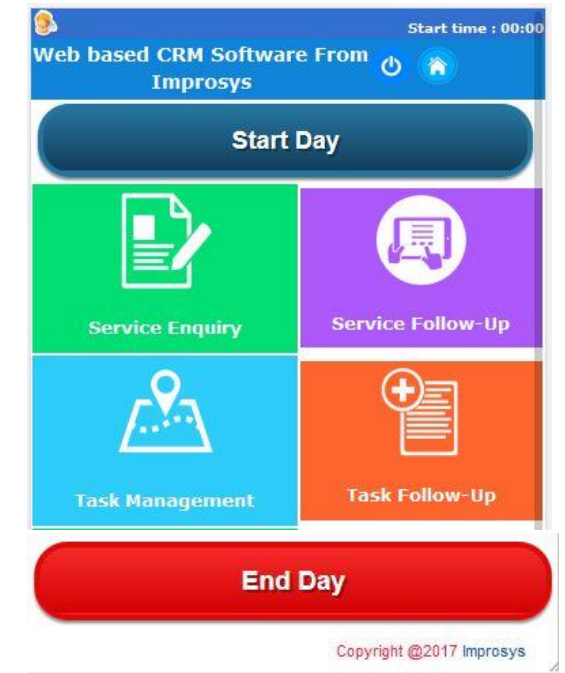


## CREATE TASKS
Create tasks from your mobile



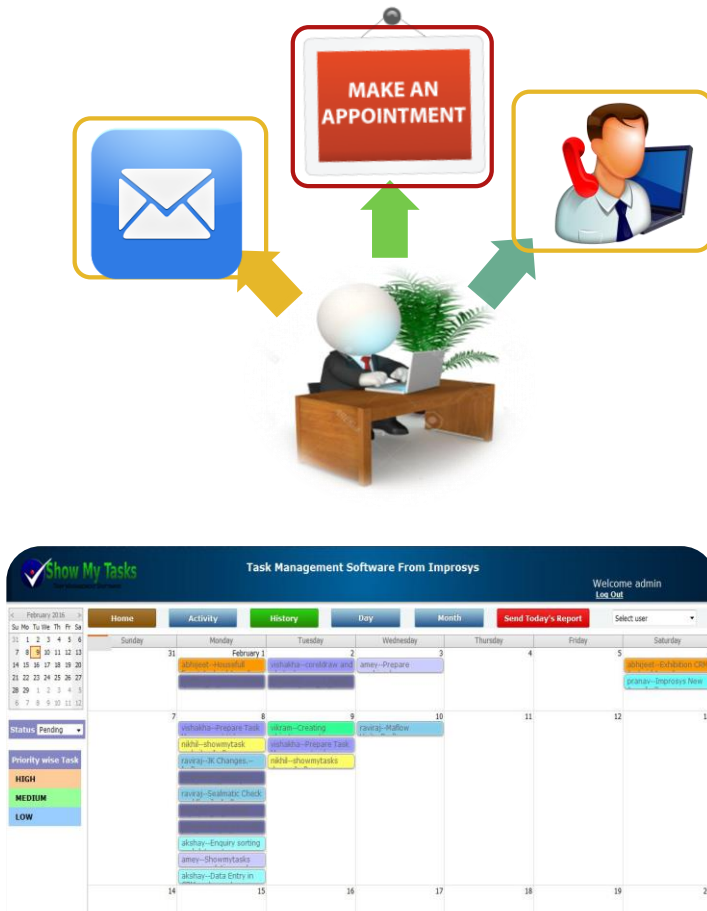## UPDATE TASKS
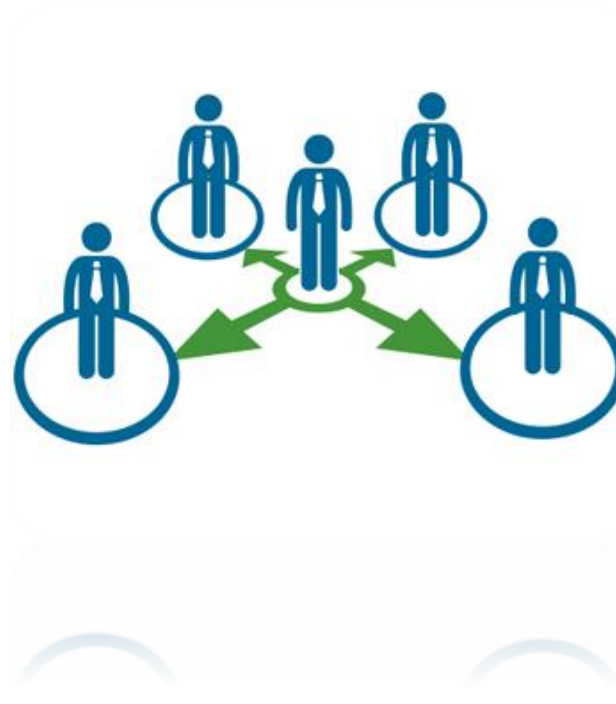Update tasks even when you are not on your PC.



## MARK ATTENDANCE
Start Day and End Day option available on mobile

# Task Management Software - Planning

## PLAN TASKS WITH CALENDAR VIEW

## CREATE AND DELEGATE TASKS

## PROVIDE SUPPORTING DOCUMENTS AGAINST THE TASKS

# Task Management Software - Execution

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## MOBILE ALERTS OF TASKS

## VIEWING SUPPORTING DOCUMENTS

## TASK UPDATIONS ON THE MOVE

# Task Management Software - Reports

- ❖ Party wise total hours required for user

- ❖ Periodic Task Report

- ❖ User wise Daily Tasks

- ❖ Party wise daily Tasks

- ❖ Party wise Task Time Report

- ❖ Task group wise report

- ❖ Task type wise report

- ❖ Daily Comp/Not Comp Task Report

- ❖ User wise Expenses

- ❖ Graphical Task Report

# Start working on tasks today!

If you can make a list or send an email, you can use task management software.

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