

COVUM TASK

TASK MANAGEMENT

LIST OF FUNCTIONS

General Functions

- Web-based
- Multitenant
- Multilingual (User Interface and Contents as well)
- Fast adaptation of the system front-end according to the CI/CD (Corporate Identity, Corporate Design)
- Flexible, simple to use and to configure

List of Functions

- Different categorisation possibilities for tasks (tree structure, categories, subcategories)
- Specification of responsibilities
- Automatic transfer of tasks to the responsible user, like:
 - Persons
 - Persons with specific abilities
 - Teams, Departments, Groups
- Individual task lists for each user
 - Customizable list views: Either centrally for all involved users or individually per user
 - Tasks are sorted into different categories “Incoming, Sent, Watchlist, All”
 - Definition of protection domains for individuals or groups
 - Filter functions
 - Search functions
 - Sorting functions
 - „Traffic light“ view, State monitoring, Time management
- Basic-, advanced and compact view on the task data
- State workflow for the completion of tasks (i.e. „Open – In Process – Finished“)
- Custom state definition
- All necessary data at a glance, i.e.:
 - State of completion
 - Escalation
 - Subject, Category, Date of Receipt/Creation

- Historization of all activities:
 - Change of state
 - Comments (similar to Wiki/Forum)
 - Attachment of documents (all types of files, links, paper documents)
 - Priority changes
 - Changes of responsibility
 - Work instructions for the subsequent responsible
- Definition of subtasks
- Definition of links between tasks
- Clearly specified responsibilities
- Manual transfer of a task by the user is possible
- Historization of all process changes
- Database Reports
- Escalation scenarios
 - Responsibilities
 - Alert date
 - Alert messages
 - „Traffic light“ view
- Individually adjustable notification options, i.e. concerning
 - Change of state
 - New comments
 - New documents
 - Change of responsibility
- Optional: One-time e-mail notification for the designated user
- Adding of tasks to the watchlists of other users
- Collection of time estimates/working hours
- Function E-Mail2Task
 - E-mails are retrieved from the server and posted as entries in the task list
 - Can be moved to any category
 - Direct reply of e-mails out of the task
- Function E-MailfromTask: sending e-mails directly out of the task
- Customizable notification text
- Customizable text for standard e-mails

- Excel-Export
 - Export of tasks
 - Export of the complete or filtered list
- Help functions
 - Context sensitive help
 - Comprehensive online-help

User Management

- Role management for users and groups
 - Standard roles (system roles)
 - Free definable roles
- Any number of protection domains possible
- Organizational structures
 - Definition of primary-, project-, and skill oriented organizational structures
- Display of the users' online status
- Usage list between all elements of the user management-module
- Flexible language settings, currently available in German, English and Russian
- Colour settings:
 - Several colour schemata available
 - Custom colour schemata on request

Administration

- Administration of categories
- State workflows
 - Free definition of state workflows
 - State workflow pre-determines the processing steps for tasks
- Form templates
 - Administration of form templates
 - Creation of form templates without programming
- Document management: Storage of all used documents in the database
- Administration of folder templates and document templates

Software- and Hardware Requirements

- Server requirements:
 - Windows Server 2003 32bit
 - Microsoft SQL Server 2005 (min Standard Edition)
 - .NET Framework 2.0
 - Internet Information Server 6.0
 - Storage requirements : about 100 MB
- Client requirements:
 - Webbrowser (i.e. Firefox, IE)

Contact and Information

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