

### Task Management

Create, manage, and schedule tasks for users with the myStaffingPro<sup>®</sup> Task Management module.

#### Features

- ▼ **Task Quick Tool** – Enjoy one click one click access to Task Manager with the Task quick tool.
- ▼ **Add Task Features**
  - Define the task's title
  - Set the task's deadline with the calendar selection tool
  - Select the date for the task to appear on the task list
  - Functionality to reassign the task
  - Opportunity to send a task email notification
  - Ability to insert task specific comments
  - Capability to send an email reminder
- ▼ **View and Edit a Task** – Update a task at anytime by selecting the task's view/edit link.
- ▼ **Complete a Task** – Select the completed checkbox to update the task's status to complete.
- ▼ **Task Manager Tab** – Access, review, and edit tasks from the myMenu Task Manager tab.
- ▼ **Task Type Quick Link** – Quickly return to the task's reference list, applicant, or requisition by selecting the task type link.
- ▼ **Add to Outlook** – Select the Outlook icon to quickly transfer the task to your Outlook calendar.
- ▼ **Task Reminder** – Receive an automatic task reminder in myStaffingPro on the task's due date.

Please contact your Sales Representative for additional functionality and pricing information.

### Task Management

Add Task

Task	Deadline	Adm To	Assigned To	Created By	Adm To	Comments	Task Type	Status
Call to Schedule Interview	12/15/2008	Admin	Any	Horvath	Any	Horvath	Applicant Recl	Active
Interview call of Applicants	12/17/2008	Admin	Any	Horvath	Any	Horvath	Rec	Active

Task Manager Tab

Task Reminder