



**When you assign a task to your employees, you expect it completed by a certain date. What happens if it is not?**

Deliver faster task completion – Improve collaboration between employees - Eliminate unnecessary meetings – Hold your employees accountable

**Prevent Major Disasters before they occur.  
Don't let important tasks fall through the cracks...**

All tasks in one area for easy access - Add attachment and files for any task – Take action 24/7/365 anywhere in the world - Detailed management reports on each step in the process.



**Manage any task in the organization!  
Corporate Action Systems by HGI**

## FEATURES:

Web Based Multi User Applications  
Outlook Integration  
Electronic Signatures  
Automatic Email Notifications  
Anytime – Anywhere Access  
Robust Security  
Instant Reporting  
Trend & History Analysis  
Fast Specific Searching  
Collaboration at all levels  
ISO 9001:2015 Compliant  
Internal or Hosted Access

## Task Reports

Task List  
Task Aging  
Task Pareto  
Task Trend  
Task Summary  
CA Request  
Task Detail  
Planning Chart

## User Reports

User Detail  
User List

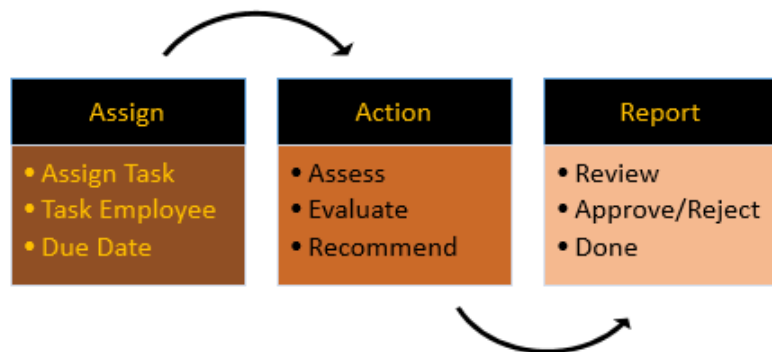
# caWeb5 Simplify Task Management

## Assign a Task – **Send an email** – Expect Action

As the boss, Have you sent an email asking for something with no response and no action? If you use email to manage tasks or assignments, you already know it doesn't work, does not track immediate action and does not hold employees accountable.

## Don't let important tasks fall through the cracks...

### Easy Steps for Task Assignment - Completion



**DELEGATE TASKS SYSTEMATICALLY** - Maintain documentation of activities required to contain, isolate, and correct a problem or deficiency through task management.

**ENSURE THAT ACTION IS TAKEN ON ASSIGNED TASKS** - Managers are assured that there is data collection, approved process, and review prior to action being taken on assigned tasks.

**ADD ATTACHMENTS TO ACTION STEP** - Include and attach any other information relevant to the task at hand by the relevant employee.

**OUTLOOK INTEGRATION** - Raises the visibility of actions assigned to users by making them tasks or appointments inside Outlook. Originators are reminded with tasks so they can follow-up with responsible parties before records become overdue.

**DETAILED REPORTS ON EACH TASK** - Task List Report – Aging task Report – Pareto Report – Trend Report – Summary Report – Detail Report - Charts

**INCREASE TEAM PRODUCTIVITY AND EFFICIENCY** by streamlining your processes for identifying critical tasks, tracking resolution, enhancing internal communications, and making employees accountable.

**PARTICIPATE ANYTIME – ANYWHERE** - Take action on assigned tasks 24/7/365 anywhere in the world