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**
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.


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