



# TASK MANAGEMENT SOFTWARE

**Fast Task Management is the process of managing a task through its life cycle.**

**It involves planning, testing, tracking and reporting. Fast Task management can help either individuals achieve goals, or groups of individuals collaborate and share knowledge for the accomplishment of collective goals. Tasks are also differentiated by complexity, from low to high.**

**Fast effective task management requires managing all aspects of a task, including its status, priority, time, human and financial resources assignments, recurrence, notifications and so on. These can be lumped together broadly into the basic activities of task management.**



## CALENDAR VIEW :

Glance at your tasks spreaded on an intuitive Calendar view to help you organize tasks in an effective



## TASK UPDATION :

Update tasks activities in a jiffy with details such as start and end date and time you can also attach files related to the activities done



## ACTIVITY HISTORY :

Every activity in show my task is captured and recorded in overview . User can filter by date, status, priority etc



## CREATE AND UPDATE TASK :

Create and update tasks from your android app synced with the software



## MARK DAILY ATTENDANCE :

Mark your daily attendance with just tapping on the buttons



## DAILY TASK REPORTING :

Send your daily task report with a single tap get free from lengthy procedures of report preparation

## FEATURES OF FAST TASK MANAGEMENT SOFTWARE



### CREATE TASK

Easily create tasks for yourself or assign tasks to others.



### DEFINE DUE DATE

Ensure every task every task gets completed on time.



### DECIDE PRIORITY

Set priorities to tasks as per the urgency of work.



### SEND ALERTS

Get timely alerts for tasks and never forget a task!



### EMPLOYEE CALENDAR

Plan your day with a prioritized to-do list.



### EMPLOYEE WORK STATUS

With day, week, month and list view of tasks on a calendar.



### CONFIDENTIALITY

User can have Private tasks visible only to him or the person user assigns them to



### VIEW ATTACHMENT

View or download the files attached to tasks.



### FILTERS AND EASY SEARCH

Get access to tasks using filter features



### MANAGE AND ATTACH DOCUMENTS

Add files from your computer for a task.



### TASK ACTIVITY HISTORY

Record activities done on tasks as the task progresses, to clarify the progress.



### DAILY TASK REPORTS

Send your daily task reports with single click and eliminate time required for report preparation



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