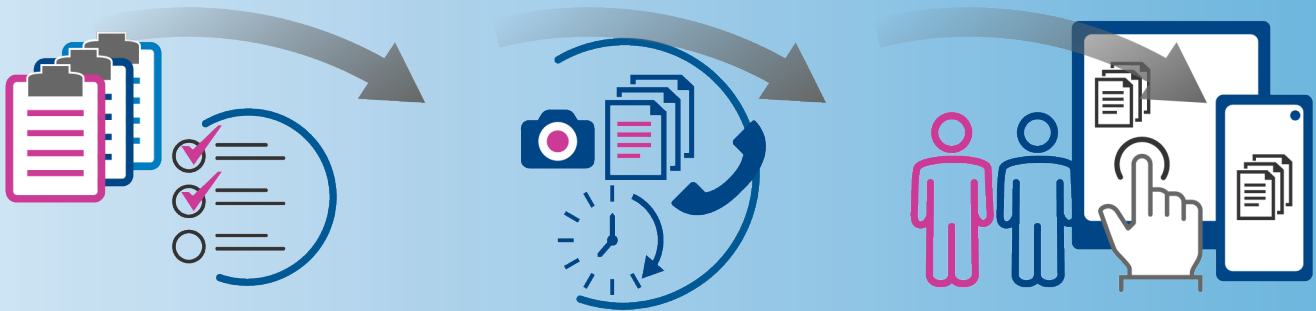


Tasks



Are you looking for a more efficient way to manage all your tasks to increase productivity and quality?

With a number of different tasks every day, each unique with their own information, customer details, documents, deadlines and priorities, task management can be very complex and time consuming with an ongoing challenge to share the right information with the right employees, and to meet deadlines and quality demands.

With Microbizz you can manage all your tasks being ad hoc tasks and repeated tasks. You can attach all task related information and documents to the task, making it available to your staff 24/7 via PC or app, to ensure real time data sharing and overview.

When executing the task, your employees can register task related information and documentation – i.e. documents, photos, notes, hours spent.

With the forms functionality, you can create task related forms, that will make the task execution even easier, with a minimized need for typing. Can be used for task creation, checklists, deviation forms etc. And of course, you can connect relevant quality forms to the tasks. (Read more about forms in our separate factsheet.)

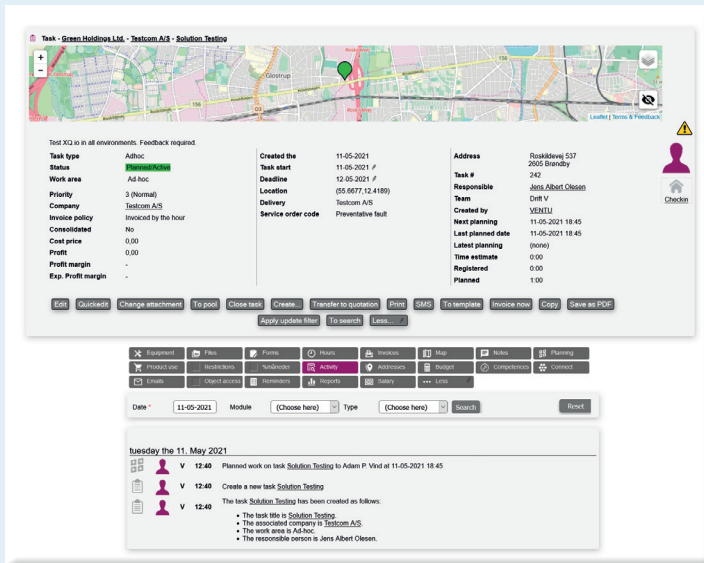
With the Microbizz task module, you achieve optimal task management thereby increasing your productivity and quality.

Functionality

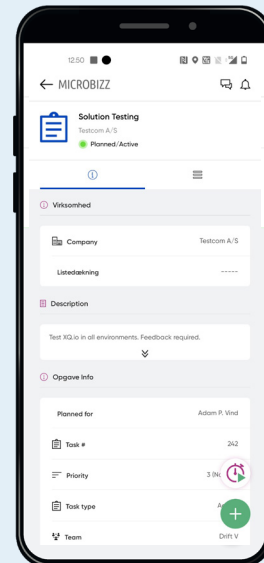
- Creation and processing of ad-hoc and repeated tasks
- Indication of scope, documents and other task-related information
- Indication of invoicing method, requisitions etc
- Management of tasks based on status, managers and teams
- Assignments can be sent to subcontractors by email or via the Microbizz Extranet

Use the Microbizz Project Module (Add on) for managing projects integrated with your task flows

Tasks



Front page of a task in the web application



Front page of a task in the app

Benefits



Increase Productivity

Save administration on task management and increase your productivity.



Ensure quality and documentation

Quality demands, photos, documentation and forms etc can be connected to the task. New tasks can be created based on deviations.



Increase rentability

With a digital task workflow you save a lot of administration and with the complete record of all tasks, you make sure all task information is used for invoicing – with positive impact on your earnings.



Achieve transparency

Get a complete real time overview of tasks, details and documentation to ensure transparency.

For more information, please contact:

info@ventu.dk

Visit our knowledge base in **Micropedia** to find detailed information and documentation on functionality and usage of Microbizz modules
LINK