

# Tasks Pro Online Task Management

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Created by:

Code: MainFrame

Presented by:

Mike Eckelkamp

# Tasks Pro

What will this presentation cover?

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- Key Features
- Example Walkthrough of Adding a Task
- Discussion and Questions

# Tasks Pro

## Key Features

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- Customizable
  - Labels, Colors, Logos, and more
  - Fields, Forms, Reports, etc
  - Printed View
- Easy to Use

# Tasks Pro

## Walkthrough of a Task's Life Cycle

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- Login Screen
- My List Screen
- Add Task
- Assign Task
- Update Task
- Complete Task


# Tasks Pro Login Screen

Code: MainFrame | Intranet | Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Web Services

Address <http://www.eckelkamp.com/tasks/>



Login Page

Username (Email Address):

Password:

Keep me logged in on this computer.

# Tasks Pro - My List Screen

Code: MainFrame Intranet



- Project & Co Info ▾
- Task List Info ▾
- FTP/DB Info
- Contacts
- My List
- Logout
- Admin

**In This Section:**

- > [View All Projects](#)
- > [Search for Project or Task](#)

Welcome Back, Mike Eckelkamp! ([Update](#))

'In Progress' Task(s): **1** 'New' Task(s): **1**

Total Task(s) you are CCed on: **6**

Last Login Date: 10/10/2005 9:28:44 AM

Jobs Assigned to Me:

Task ID	Project Number	Initiator	Action Person(s) <small>Sort By Date</small>	Action Explanation	Status
<a href="#">51</a>	JOB001-9995	Mike Eckelkamp	Mike Hotmail - Due: 08/04/2005 Mike Eckelkamp - Due: 10/01/2005 Kevin Parker - Due: 10/05/2005	Add New Project Form	In Progress
<a href="#">189</a>	CODE3-1	Mike Eckelkamp	Demo Account - Due: 10/10/2005 Mike Eckelkamp - Due: 10/25/2005	Program Website with E-Commerce Engine	New

Jobs Needing Me to Provide Direction:

Task ID	Project Number	Initiator	Action Explanation	Status
<a href="#">176</a>	CODE9-10	Mike Eckelkamp	Meet with Anheuser Busch	Submit to Traffic

Jobs I'm CC'ed on:

Task ID	Project Number	Action Explanation	Action Person	Status
<a href="#">126</a>	CODE3-1	Request to design Logo	Kevin Parker - Due: 07/11/2005	In Progress
<a href="#">128</a>	CLIENT-5	Create Design for Client-5	Kevin Parker - Due: 09/08/2005	In Progress
<a href="#">188</a>	CODE3-1	Reskin the forum for Code: MainFrame	Jason Yahoo - Due: 10/12/2005	In Progress
			Mike Hotmail	

# Tasks Pro – Add Task Screen

Code: MainFrame Intranet



- Project & Co Info ▾
- Task List Info ▾
- FTP/DB Info
- Contacts
- My List
- Logout
- Admin

**In This Section:**  
 > [View All Projects](#)  
 > [Search for Project or T](#)

- Add e-Job Update
- Direct Traffic
- All Outstanding Tasks
- All Over Due Tasks
- All Completed Tasks
- All Completed Tasks (By Project)
- \* Archive Job Update
- Search For Job Update/Task



Welcome Back, Mike Eckelkamp! ([Update](#))

'In Progress' Task(s): **1**                      'New' Task(s): **1**

---

Total Task(s) you are CCed on: **6**

Last Login Date: 10/10/2005 9:28:44 AM

Jobs Assigned to Me:

Task ID	Project Number	Initiator	Action Person(s) <small>Sort By Date</small>	Action Explanation	Status
<a href="#">51</a>	JOB001-9	Mike Eckelkamp	Mike Hotmail - Due: 08/04/2005 Mike Eckelkamp - Due: 10/01/2005 Kevin Parker - Due: 10/05/2005	Add New Project Form	In Progress
<a href="#">189</a>	CODE3-1 ?	Mike Eckelkamp	Demo Account - Due: 10/10/2005 Mike Eckelkamp - Due: 10/25/2005	Program Website with E-Commerce Engine	New

Jobs Needing Me to Provide Direction:

Task ID	Project Number	Initiator	Action Explanation	Status
<a href="#">176</a>	CODE9-10 ?	Mike Eckelkamp	Meet with Anheuser Busch	Submit to Traffic

Jobs I'm CC'ed on:

Task ID	Project Number	Action Explanation	Action Person	Status
<a href="#">126</a>	CODE3-1 ?	Request to design Logo	Kevin Parker - Due: 07/11/2005	In Progress
<a href="#">128</a>	CLIENT-5 ?	Create Design for Client-5	Kevin Parker - Due: 09/08/2005	In Progress
<a href="#">188</a>	CODE3-1 ?	Reskin the forum for Code: MainFrame	Jason Yahoo - Due: 10/12/2005	In Progress
			Mike Hotmail - Due: 08/04/2005	

# Tasks Pro – Select Project Screen

Code: MainFrame Intranet



Project & Co Info▼ Task List Info▼ FTP/DB Info Contacts My List Logout Admin

**In This Section:**

- > [Search For Project](#)
- > [View My Job List](#)

Welcome Back, Mike Eckelkamp! ([Update](#))

'In Progress' Task(s): **1**

'New' Task(s): **1**

Total Task(s) you are CCed on: **6**

Last Login Date: 10/10/2005 9:28:44 AM

To Add a new task, you must first choose a project that the task relates to.

Click on the Project Number below.

Project Number	Initiator Name	Project Start Date	Description
<a href="#">CLIENT-5</a>	Mike Eckelkamp	07/07/2005	Name of Client Contact person email phone  important information about this project <a href="http://www.eckelkamp.com/tasks">http://www.eckelkamp.com/tasks</a>
<a href="#">CODE1-2</a>	Mike Eckelkamp	07/07/2005	General Project for Misc tasks. <a href="http://www.eckelkamp.com/">http://www.eckelkamp.com/</a>
<a href="#">CODE3-1</a>	Mike Eckelkamp	07/07/2005	Project to be used for Updates of Tasks Pro.  WIP and Other Ideas. <a href="http://www.eckelkamp.com/tasks">www.eckelkamp.com/tasks</a>
<a href="#">JOB001-9995</a>	Michael Smith	05/17/2005	Timeline: October - November 2005 - Completed First Draft December 15, 2005 - First Roll out December 31, 2005 - Launch Party  Key factors: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed ut mi ac risus rutrum luctus. Pellentesque tincidunt pretium metus. Donec nec lacus suscipit sem pretium faucibus. Suspendisse sit amet sem nec nisi tristique ullamcorper. Aenean nibh. Fusce massa elit, dictum ac, dapibus et, tristique eget, turpis.
<a href="#">JOB002-1</a>	Michael Smith	05/16/2005	Other Company Contact Person: John Smith 1122 Drive Rd.

# Tasks Pro –Submit to Traffic Screen

Create a New Job for **CODE1-2**

Status/Next Step:

Project ID: 132  
Client/Job Number: CODE1-2  
Initiator: Mike Hotmail

Department:  
 Broadcast  Interactive  Promotions  
 Direct Mail  Print

## \* Update e-Job's Title:

## Previous Notes on this Job:

### Description of Change:

Description of change - this can be as long as needed.

Background on this topic.

Links Important to this task: <http://www.google.com>

## Upload File(s):

Attachment 1:

- [Add Second Attachment](#)
- [Add Third Attachment](#)
- [Add Fourth Attachment](#)

# Tasks Pro – Confirm Job Screen

Code: MainFrame | Intranet | Add New Job Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help



Address http://www.eckelkamp.com/tasks/AddJob.aspx?Task\_ID=132&Mode=Add\_Job

Code: MainFrame Intranet



Project & Co Info ▾ Task List Info ▾ FTP/DB Info Contacts My List Logout

#### In This Section:

- » [All Outstanding Tasks](#)
- » [View My Job List](#)
- » [Search for Project or Task](#)

Welcome Back, Mike Hotmail! ([Update](#))

'In Progress' Task(s): 1

Total Task(s) you are CCed on: 4

Last Login Date: 10/3/2005 8:06:52 PM

**Your job has been updated.**

**[Click here to return to Project Listing.](#)**

**[Click here to return to Job Listing for - CODE1-2.](#)**

# Tasks Pro – My List 2 Screen

Code: MainFrame Intranet



Project & Co Info ▾ Task List Info ▾ FTP/DB Info Contacts My List Logout Admin

## In This Section:

- » [View All Projects](#)
- » [Search for Project or Task](#)

Welcome Back, Mike Eckelkamp! ([Update](#))

'In Progress' Task(s): 1

'New' Task(s): 1

'Submit to Traffic' Task(s): 1

Total Task(s) you are CCed on: 7

Last Login Date: 10/10/2005 11:41:17 AM

## Jobs Assigned to Me:

Task ID	Project Number	Initiator	Action Person(s) <small>Sort By Date</small>	Action Explanation	Status
<a href="#">51</a>	JOB001-9995 <span>?</span>	Mike Eckelkamp	Mike Hotmail - Due: 08/04/2005 Mike Eckelkamp - Due: 10/01/2005 Kevin Parker - Due: 10/05/2005	Add New Project Form	In Progress
<a href="#">189</a>	CODE3-1 <span>?</span>	Mike Eckelkamp	Demo Account - Due: 10/10/2005 Mike Eckelkamp - Due: 10/25/2005	Program Website with E-Commerce Engine	New

## Jobs Needing Me to Provide Direction:

Task ID	Project Number	Initiator	Action Explanation	Status
<a href="#">176</a>	CODE9-10 <span>?</span>	Mike Eckelkamp	Meet with Anheuser Busch	Submit to Traffic
<a href="#">208</a>	CODE1-2 <span>?</span>	Mike Hotmail	Test	Submit to Traffic

## Jobs I'm CC'ed on:

Task ID	Project Number	Action Explanation	Action Person	Status
			Kevin Parker	

# Tasks Pro – Assign Task Screen

**Client/Job Number: CODE1-2**

**Add/Edit Mode:** While in this mode you are only able to see the Job Update you are editing.

**Title: Test**

Project ID: 208  
Client/Job Number: CODE1-2  
Initiator: Mike Hotmail

**Your Current Action:** You currently do not have an action on this e-Job

Due Date: *n/a*

Status/Next Step:

Department:

- Broadcast  Interactive  Promotions  
 Direct Mail  Print

## Distribution:

AE: <input type="text" value="Mike Eckelkamp"/>	Acct Supervisor: <input type="text"/>	Art Director: <input type="text"/>
Dir Acct Services: <input type="text"/>	Other: <input type="text" value="Adam G"/>	Writer: <input type="text"/>
Creative Director: <input type="text"/>	Other: <input type="text"/>	Prod. Mngr: <input type="text"/>
Traffic: <input type="text" value="Kevin Parker"/>		Other: <input type="text"/>

## \* Update e-Job's Title:

## Previous Notes on this Job:

Created: 10/10/2005 1:22:16 PM  
Description of change - this can be as long as needed.

Background on this topic.

Links Important to this task: <http://www.google.com>

- Adam\_G
- Brad\_Test
- Dan\_Brungard
- Demo\_Account
- Jason\_Yahoo
- Kevin\_Parker
- Michael\_Smith
- Mike\_Eckelkamp
- Mike\_Hotmail

Description of Change:

# Tasks Pro – Assign Task 2 Screen

Background on this topic.

Links Important to this task: <http://www.google.com>

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Description of Change:

More Details to explain for this person to full understand task.

Next Step:

Due Date:



Action Person:

Next Step (For New Action 2):

Due Date:



Action Person:

[Add Third Action Step](#)

[Add Fourth Action Step](#)

-

## Upload

Attachment 1:

Attachment 2:

Attachment 3:

[Add Fourth Attachment](#)

# Tasks Pro – Assign Confirm Screen

Code: MainFrame Intranet



Project & Co Info▼ Task List Info▼ FTP/DB Info Contacts My List Logout Admin

## In This Section:

- » [View My Job List](#)
- » [Print This Job](#)
- » [Search For Task](#)

Welcome Back, Mike Eckelkamp! ([Update](#))

'In Progress' Task(s): **1**

'New' Task(s): **1**

Total Task(s) you are CCed on: **6**

Last Login Date: 10/10/2005 11:41:17 AM

**Your job has been updated.**

**[Click here to return to Project Listing.](#)**

**[Click here to return to Job Listing for - CODE1-2.](#)**

# Tasks Pro – My List 3 Screen

Code: MainFrame Intranet



Project & Co Info▼ Task List Info▼ FTP/DB Info Contacts My List Logout Admin

### In This Section:

- > [View All Projects](#)
- > [Search for Project or Task](#)

Welcome Back, Mike Eckelkamp! ([Update](#))

'In Progress' Task(s): 2

'New' Task(s): 1

Total Task(s) you are CCed on: 7

Last Login Date: 10/10/2005 11:41:17 AM

### Jobs Assigned to Me:

Task ID	Project Number	Initiator	Action Person(s) <small>Sort By Date</small>	Action Explanation	Status
<a href="#">51</a>	JOB001-9995 ?	Mike Eckelkamp	Mike Hotmail - Due: 08/04/2005 Mike Eckelkamp - Due: 10/01/2005 Kevin Parker - Due: 10/05/2005	Add New Project Form	In Progress
<a href="#">208</a>	CODE1-2 ?	Mike Hotmail	Mike Eckelkamp - Due: 10/14/2005	Test	In Progress
<a href="#">189</a>	CODE3-1 ?	Mike Eckelkamp	Demo Account - Due: 10/10/2005 Mike Eckelkamp - Due: 10/25/2005	Program Website with E-Commerce Engine	New

### Jobs Needing Me to Provide Direction:

Task ID	Project Number	Initiator	Action Explanation	Status
<a href="#">176</a>	CODE9-10 ?	Mike Eckelkamp	Meet with Anheuser Busch	Submit to Traffic

### Jobs I'm CC'ed on:

Task ID	Project Number	Action Explanation	Action Person	Status
<a href="#">126</a>	CODE3-1 ?	Request to design Logo	Kevin Parker - Due: 07/11/2005	In Progress
<a href="#">128</a>	CLIENT-5 ?	Create Design for Client-5	Kevin Parker - Due: 07/11/2005	In Progress

# Tasks Pro – Complete Task Screen

Code: MainFrame Intranet



Project & Co Info ▾ Task List Info ▾ FTP/DB Info Contacts My List Logout Admin

### In This Section:

- > [View My Job List](#)
- > [Print This Job](#)
- > [Search For Task](#)

Welcome Back, Mike Eckelkamp! ([Update](#))

'In Progress' Task(s): 2

'New' Task(s): 1

Total Task(s) you are CCed on: 7

Last Login Date: 10/10/2005 11:41:17 AM

## Client/Job Number: CODE1-2

**Add/Edit Mode:** While in this mode you are only able to see the Job Update you are editing.

### Title: Test

### Your Current Action: Complete testing

Status/Next Step:

Department:

- Broadcast  Interactive  Promotions  
 Direct Mail  Print

### Distribution:

AE:   
Dir Acct Services:   
Creative Director:   
Traffic:

Acct Supervisor:   
Other:   
Other:

Art Director:   
Writer:   
Prod. Mngr:   
Other:

Project ID: 208  
Client/Job Number: CODE1-2  
Initiator: Mike Hotmail

Due Date: [10/14/2005](#)

### \* Update e-Job's Title:

# Tasks Pro – My List 4 Screen

Code: MainFrame Intranet



- Project & Co Info ▾
- Task List Info ▾
- FTP/DB Info
- Contacts
- My List
- Logout
- Admin

**In This Section:**

- > [View All Projects](#)
- > [Search for Project or Task](#)

Welcome Back, Mike Eckelkamp! ([Update](#))

'In Progress' Task(s): 1

'New' Task(s): 1

Total Task(s) you are CCed on: 6

Last Login Date: 10/10/2005 11:41:17 AM

Jobs Assigned to Me:

Task ID	Project Number	Initiator	Action Person(s) <small>Sort By Date</small>	Action Explanation	Status
<a href="#">51</a>	JOB001-9995 ?	Mike Eckelkamp	Mike Hotmail - Due: 08/04/2005 Mike Eckelkamp - Due: 10/01/2005 Kevin Parker - Due: 10/05/2005	Add New Project Form	In Progress
<a href="#">189</a>	CODE3-1 ?	Mike Eckelkamp	Demo Account - Due: 10/10/2005 Mike Eckelkamp - Due: 10/25/2005	Program Website with E-Commerce Engine	New

Jobs Needing Me to Provide Direction:

Task ID	Project Number	Initiator	Action Explanation	Status
<a href="#">176</a>	CODE9-10 ?	Mike Eckelkamp	Meet with Anheuser Busch	Submit to Traffic

Jobs I'm CC'ed on:

Task ID	Project Number	Action Explanation	Action Person	Status
<a href="#">126</a>	CODE3-1 ?	Request to design Logo	Kevin Parker - Due: 07/11/2005	In Progress
<a href="#">128</a>	CLIENT-5 ?	Create Design for Client-5	Kevin Parker - Due: 09/08/2005	In Progress
<a href="#">188</a>	CODE3-1 ?	Reskin the forum for Code: MainFrame	Jason Yahoo - Due: 10/12/2005	In Progress
			Mike Hotmail - Due: 08/04/2005	

# Tasks Pro

## Email Examples

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- Traffic Email
- Completed Task Email

# Tasks Pro – Traffic Email Screen



Code MainFrame <code.mainframe@gmail.com>

## Tasks awaiting direction in the project: CODE1-2

1 message

Mike Eckelkamp <MEckelkamp@kupperparker.com>

Mon, Oct 10, 2005 at 1:29 PM

To: code.mainframe@gmail.com

Mike Eckelkamp, the following task needs your attention.

### Description of Action Item

This task needs traffic directed

**Due Date** 10/10/2005 9:21:06 AM

**Project** CODE1-2

**Task ID** [208](#)

Please [login to view the details](#) of this e-Job.

# Tasks Pro – Complete Email Screen

**Task has been completed in the project: CODE1-2** [Inbox](#)

★ **Mike Eckelkamp** <MEckelkamp@kupperparker.com> to me

Mike Eckelkamp, the following task needs your attention.

## Description of Action Item

This Task (Number [208](#)) has been completed.

All active parties have been emailed of this task's closing status.

The following notes were provided upon closing of this task:

No notes entered when this task was closed.

Recipients of this email: Mike Eckelkamp, Adam G, Demo Account, Kevin Parker

**Due Date** Mike Eckelkamp's task was due on 10/10/05

**Project** CODE1-2

**Task ID** [208](#)

Please [login to view the details](#) of this e-Job.

# Tasks Pro

## Summary

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- Tasks Pro is easy to use
- Tasks Pro is very flexible
- Built in reporting makes it easy to track projects

# Tasks Pro

## Discussion and Questions

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- Q & A