

Tasker

powered by **servicenow**™

Simple and Secure Task Management

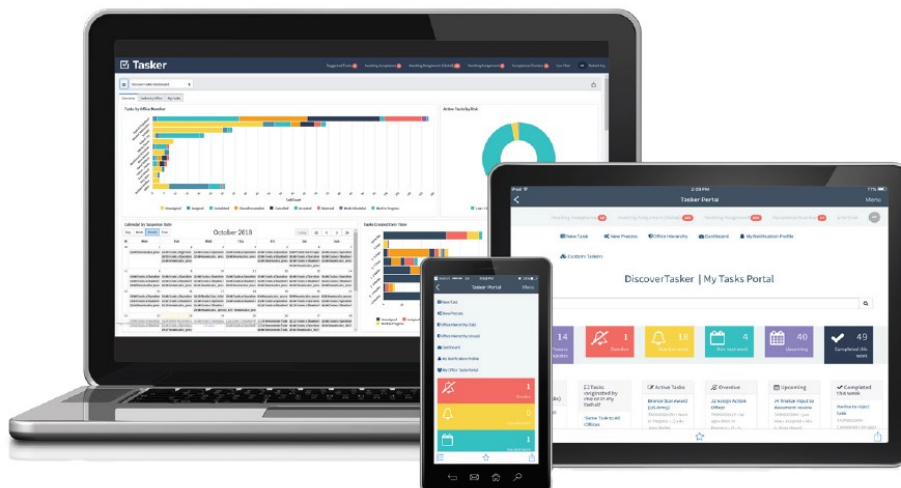
Manage everything in one place

Task across your organization and easily track statuses in real-time. Standardize and customize tasks, processes, and assignment groups. Provide total visibility and accountability with on-demand reporting for any users in any departments within the organization. Save time, collaborate better, and keep track of what matters.

- Take tasks out of email and into the application for clear task tracking and easy task review and approval.
- Create daily, weekly, monthly scheduled tasks and processes for yourself or an entire department.
- Add attachments and team members for complete situational awareness and collaboration.
- Save task and process templates for reuse and standardization.

Plug and play without leaving the Platform

- Powered by ServiceNow, Tasker is certified and available in the ServiceNow App Store.
- Download, deploy, and maximize your ServiceNow technology investment with configuration, not code.



- Get out of email and the shared drive
- Make better decisions and keep track of what matters
- Support on-premise, hybrid, and cloud environments
- Receive automated status notifications in the app and email
- Affordable, configurable alternative to TMT and other legacy tools

Tasker

Simple and secure end-to-end task management

Tasker Portal

Navigation: New Task, New Process, Office Hierarchy, Dashboard, My Notification Profile, Custom Taskers

Search: [Search] 🔍

Summary Cards:

- Process Templates: 9
- Overdue: 19
- Due this week: 7
- Due next week: 2
- Upcoming: 52
- Completed this week: 57

Task Lists:

- My Active Processes (based on tasks)**
 - Same Task to All Offices (14 • J00 • Evan Howell)
 - SAR Reporting (20 • J00 •)
- Tasks originated by me or in my behalf**
 - Same Task to All Offices (J5 • just now • Unassigned)
 - Same Task to All Offices (J8 • just now • Unassigned)
 - Same Task to All Offices (J022 • just now • Unassigned)
 - Same Task to All Offices (J6 • just now • Unassigned)
- Active Tasks**
 - Bronze Star Award (US Army) (J2 • 4 • John Martin)
 - J2 Guidance Document Review (Streamlined) (J2 • 6 • Evan Howell)
 - Bronze Star Award (US Army) (J2 • 4 • John Martin)
 - Site Visit (J4 • 7 • System Administrator)
- Overdue**
 - J2 Assign Action Officer (J2 • 0 • Evan Howell)
 - Define the action officer responsible for performing the review (J2 • 0 • Evan Howell)
 - Routing template to handle the process required by J2 to review documents (J1 • 0 • Karina Torres)
- Upcoming**
 - Same Task to All Offices (J2 • 0 •)
 - Same Task to All Offices (J2 • 0 • Karina Torres)
 - Upload completed Documents (J2 • 0 • Evan Howell)
 - Brief commander (or designee) for Approval (J2 • 0 •)
- Completed this week**
 - Same Task to All Offices (Cancelled • 3h ago •)
 - Same Task to All Offices (Cancelled • 3h ago •)
 - Same Task to All Offices (Closed Incomplete • 3h ago •)
 - Same Task to All Offices (Closed Incomplete • 3h ago •)
 - Same Task to All Offices (Completed • 4h ago •)

Tasker Dashboard

Navigation: Overview, My Office, My Tasks

My Tasks by State

State	Count
J1	1
J5	1
J00	4
(empty)	1

My Tasks by Status

Status	Count	Percentage
Projected on time	21	36.21%
Warning	19	32.76%
Critical	18	31.03%

My Tasks by State Awaiting for my review

State	Count
(empty)	38
Avyanan Altrouba	2
Karina Torres	1
Alejandro MacCall	1
Abel Troner	1
Aleena Modern	1
Alyson Ellispale	1
Robert Joy	1

My Tasks by State Owned by Me

State	Count
(empty)	38
Avyanan Altrouba	2
Karina Torres	1
Alejandro MacCall	1
Abel Troner	1
Aleena Modern	1
Alyson Ellispale	1
Robert Joy	1

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