

Correspondence Management

Record, Track, Manage, and Review Inbound and Outbound Correspondences with Tasker

All organizations engage in correspondence to perform critical daily functions. Correspondence is often how work is assigned, initiated, and completed. Correspondence Management is about managing a request from an external source through a collaborative process and tracking it to completion. With industry standards and government regulations regarding response time requirements, organizations need to streamline and automate how these requests are processed and completed. Governments have congressional, citizen and inter-agency requests, as well as the Freedom of Information Act and some industries are processing appeals, claims or complaints. Others are processing internal and external compliance inquiries and audits.

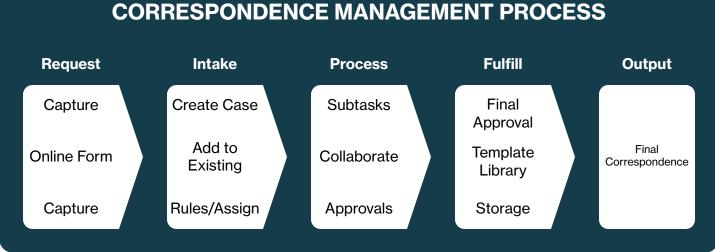
Tasker is built to handle the volume of data and content in the case folder within the unique requirements for any industry or agency. While other solutions are difficult to manage and lack the level of security found in Tasker. The platform's flexibility allows for different requests to be easily updated to accommodate different processes while maintaining document security protecting confidential information and personal identifiable information.





APPLICATIONS

- Correspondence Management
- Freedom of Information Act (FOIA)
- Interdepartmental Requests
- Claims Processing
- Executive/Judicial Commitments
- Right to Know
- Appeals Process
- Legislative Inquiries
- Complaints Processing
- Background Document Requests for Press/Media



CORRESPONDENCE MANAGEMENT PROCESS

Tasker, Built for Today's Technology-Forward Organizations

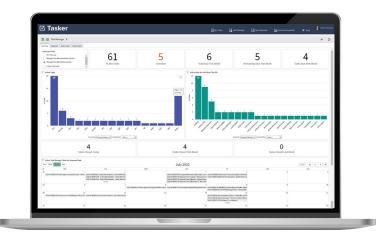
(
☑ Tasker	(Certain	Collice Task Hanagement	😨 Organizational Task Ma	anagement 🛃 Tank Resp	en +6 0mm	lational Hierarchy Req	xenta O Halip	• • • • • • • • • • • •	
G 100 1	ak 🔯 teres templates 📔 🕑 193 ta	eka 🔝 my coris tanka	Templatas	of Organizational Herarchy	88 custourd -	Q Document Sea	di faach H	٩	
☑ 318 Ny 1	UTLACING TANKS	I NY DU'S Due This News	Ny DV's Due Head I	mek V Ny CO'L Upcom		OU's Completed This week	128 Active Table by my Circle		
E Active Tasks by my OU to othe	5						feyvort	Search Q.	
Y AL > State real in Single, Union	igned, Watting) > Judive I line > Primary Assignee red in (J), .	AND) - Tasking Authority is (21, 200) an Pr	rimary Office is (21, 200)						
	Task Name	Ausgood Member	204a	Printary Assignee	Originator	Interest	Bargemon Outs	Comments	
(C+)	TEST Reporties Comments	Abel Table	(1111)	10	Kiwin Liang	Kevin Liang	2022-00-07 \$7:00:30		
	gies TEST CMS	Abel Taler	(Religion)	T-3000 - March Region	Kevin Liang	Abel Tater	2022-04-15 1700-00		
Welcome, Adam 💿 🂮	TISTON	Abraham Lincoln	(1111)	CAG	Kevin Liang	Abel Tutor	2022-04-05 17:00:98		
Q. Search tasks	TEST CMS	Justicery Thread	(Religion)	ALC: NO	Keele Liang	Abel Tatler	2022-04-13 17:00-00		
	TEST Childred	Abel Taler	(1111)		Kevin Liang	Revin Liang			
reate Tasks	Test story - STRME14006	ACCE-GRA.RDF	(Reigned)	ACCT	Rob Joy	Rob Joy	2022-04-07 \$7:00:30		
	Test slovy - STERELL4304	ACCE OUTD ATV	(1111)	ACCT	Role Jury	Bob Jay	2022-04-07 31:00-00		
 Image: Image: Ima	Test #597 - \$7498114096	ACCE-OUTD ATE	(Religion)	ACCT	Rob Joy	Rob Joy	2022-03-09 17:02:90		
New Task Templates	Tesi siwy - 178/0114308	ACCT-ONA.87P	(COLUMN)	ACC7	Rob July	Bob Joy	3022-03-09 11:00-00		
	Test story - \$7898154090	ACCE-THE ATT	Ret11Augure	ACCT	Role Joy	ACCT-0UT0 ATF	2022-03-09 17:00:90		
/iew Tasks	 Rows 1 - 18 of 55 								
Tasks Awaiting Acceptance 5									
asks relating roceptance a 2									
My Work Items 11 >									
Tasks Availing Assignment 5 > 1									
I View Tasks I've Assigned 19 >									
		Diseaser Technologies		echnologies U.C. All rights reserved.					
YINW TASKS I'VE ASSigned 10									
View Tasks that Need Review 3									

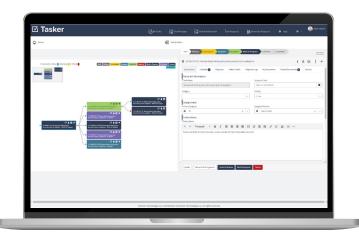
Tasker WorkUI[™]

Manage your work easily all in one place with the Tasker WorkUI[™]. Designed with collaborative work management best practices in mind so your critical, ad-hoc, and routine work is completed regardless of location or device. Quickly find all your assigned work or have delegated. Access each assignment, access attachments, approve, complete or delegate with ease.

Reports & Dashboards

Robust and dynamic standard and custom dashboards capture the state of work being performed throughout the organization. Executives can review organizational performance while business unit and team leaders can see who is getting work done and where bottlenecks are impacting productivity. All dashboard data can be easily exported in one-click to .csv and .xlsx formats for further analysis or review.





Intuitive TaskFlow[™] Designer

Easily build complex tasks and projects using Tasker's unique TaskFlow Designer. Build and review templates in "task-tree" views. Quickly make tasks and subtasks, adjust assignments, or make ad-hoc changes on the fly to adjust for unexpected challenges or staff turnover. The flexibility and proactive features of Tasker ensure work is completed and nothing is lost when changes impact the market, business, or workforce.



