DTech Apps

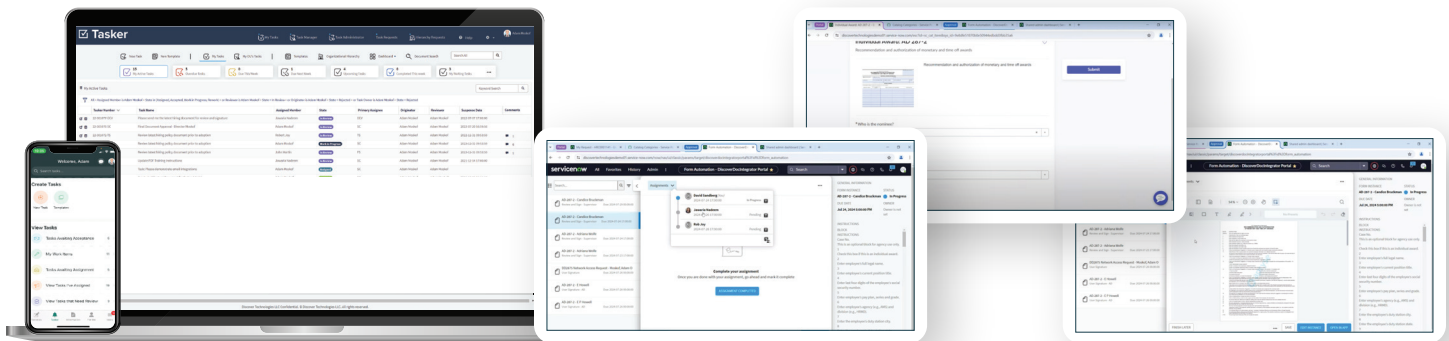## Tasker Suite by DTech Apps: Simplified Secure Enterprise Correspondence, Task Management, and Form/Signature Approvals with servicenow®

The DTech Apps Tasker Suite adds value to every ServiceNow implementation by enhancing the management of dynamic assignments and automating signature approvals in one comprehensive COTS (Commercial-Off-the-Shelf) product suite, from ServiceNow's leading certified "Build" partner for Government solutions, ensuring no matter what version of ServiceNow you use Tasker will always work with the latest and greatest features and enhancement. The Tasker Suite significantly improves how federal government agencies manage routine daily assignments, complex dynamic assignments, authorizations, and approvals. As a ServiceNow FedRamp Store offering, it adheres to the highest security standards, providing a cost-effective, scalable solution that can be quickly deployed within any ServiceNow environment. This allows agencies of all sizes to realize the full value of their ServiceNow investment in days or weeks, instead of spending months or years implementing new technology.

FR™
FedRAMP
HIGH

U.S. Department *of* **Defense**
IL5 IMPACT LEVEL 5

FISMA
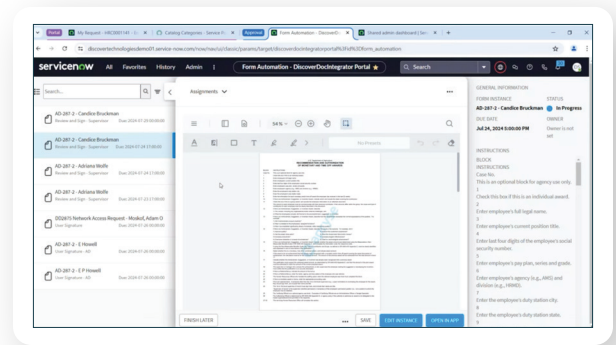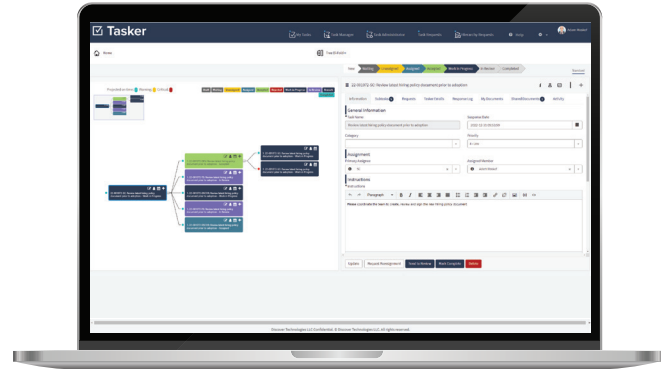FEDERAL INFORMATION SECURITY MANAGEMENT ACT

FEATURES

- Built on ServiceNow, ensuring streamlined implementation and affordability.
- Responsive WorkUI™ User Interface engineered to maximize team and individual productivity.
- Create simple or complex assignments with just a few clicks.
- Form/signature approvals made easy with minimal effort.
- Empower all users to quickly build dynamic processes, save templates, deploy, and modify them easily using the innovative TaskFlow™ Builder .
- Delegate, reassign, reject, rework, and revise assignments without interrupting or halting dependent or concurrent assignments already in progress.
- No matter the location, Tasker is engineered to boost productivity for on-premise, remote, and hybrid work teams.
- Easily track progress of assignments (simple or complex).
- Quickly identify bottlenecks before delays hinder progress.
- Designed for a fast return on investment.
- Audit trails for transparency and accountability.
- Efficient management of stakeholder feedback during policy development or modification.

- Real-time notifications and alerts for assignments, deadlines, and more.
- Simplify document management and version control, eliminating duplicates or outdated records.
- Easy integration of ServiceNow with leading ECM and storage platforms including Microsoft SharePoint, Teams, Google Drive, and more.
- Seamlessly populate PDF and Microsoft Office files with ServiceNow data for dynamic form and signature approvals (both digital and electronic), built and deployed rapidly.
- Facilitate collaboration across multiple agencies by centralizing assignments and input in one location.
- Enhanced data security for deployment on-premise or in secure cloud environments, ensuring that unauthorized users do not access confidential files and data.
- Standardized and custom reports and dashboards enable leaders to easily monitor assignments at risk of missing deadlines. This allows for proactive management, ensuring that all work (assignments, approvals, etc.) is completed accurately and on time.

☑ Tasker Suite

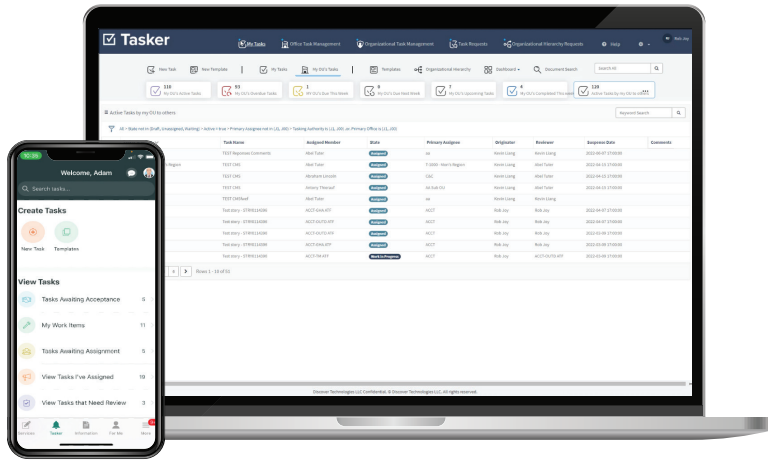## Common Applications Built with DTech Apps and ServiceNow

- Correspondence Management
- Case Management
- Policy Development and Management
- Compliance and Regulatory Oversight Management
- Requests for Records
- Records Declassification
- Activity Reporting & Notification
- Application Decommission and Archival
- Interdepartmental Requests
- Major Defense Acquisition Program (MDAP)
- Freedom of Information Act (FOIA)
- Memorandum/Official Letters Generation
- Award(s) Processing & Notifications
- Executive Testimony/Inquiry Requests
- Legislative Testimony/Inquiry Requests
- And many more!

Current Forms Automated with DTech Apps and ServiceNow

- DD2875 - System Authorization Access Request (SAAR)
- DD448 - Military Interdepartmental Purchase Request
- DD67 - Processing Action Request
- DD2977 - Deliberate Risk Assessment Worksheet
- DD1348-1A - Receipt for Property
- DD214 - Certificate of Release or Discharge from Active Duty
- DD2841 - PKI Certificate of Acceptance and Acknowledgement of Responsibilities
- DD2656 - Data for Payment of Retired Personnel
- DD1750 - Packing List
- DD2058 - State of Legal Residence Certificate
- DD1172-2 - Used to Enroll in DEERS Modification Form
- DD3005 - Application for Surrogate Association for DoD Self-Service (DS) Logon

- DD1618 - Transportation Agreement: Transfer of Civilian Employees to and Within Continental United States (CONUS)
- DD0165 – Shipment of Funds
- DD3032 – DOD Pathways Recent Graduates Program Participant Agreement
- GSA6100 - Facility Access Card Authorization
- GSA1996 - Telework Agreement
- GSA1029 - Merit Promotion Referral
- GSA6102 - Passing Visit Authorization Letter/Request
- GSA3703A - Remote Work Agreement
- OF306 - Declaration for Federal Employment
- OPM71 - Request for Leave or Approved Absence
- SF2801 - Application for Immediate Retirement
- SF182 - Authorization, Agreement, and Certification of Training Form
- CD541 - Performance Appraisal and Position Review

DTech Apps

servicenow PREMIER Partner — Reseller

servicenow PLATFORM Partner — Build

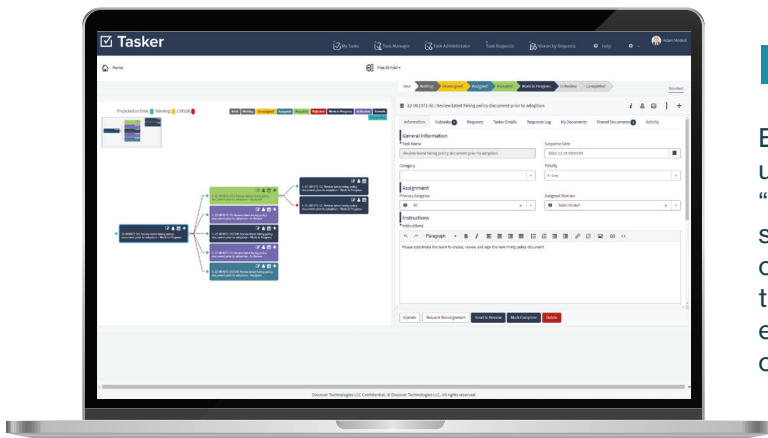dtechapps.com | info@dtechapps.com
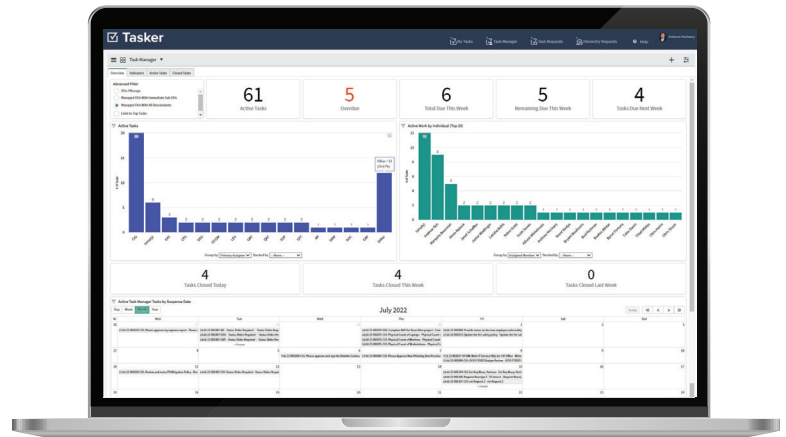
☑ Tasker Suite

Tasker WorkUI™

Manage your assignments easily all in one place with the Tasker WorkUI™. Designed with enterprise task/assignment 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 and delegated assignments, tasks, projects, and work. Access each assignment, all attachments, approve, complete, or delegate with ease.

Reports & Dashboards

Robust and dynamic standard and custom dashboards capture the state of work across the organization. Executives can review overall performance, while business unit and team leaders can identify who is completing assignments and where bottlenecks are affecting productivity. All dashboard data can be easily exported with one click to .csv and .xlsx formats for further analysis or review.

Intuitive TaskFlow™ Designer

Easily build complex assignments or tasks using Tasker's unique TaskFlow Designer. Build and review templates in "task-tree" views. Quickly make assignments 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 all work is completed and nothing is lost when changes impact the market, business, or workforce.
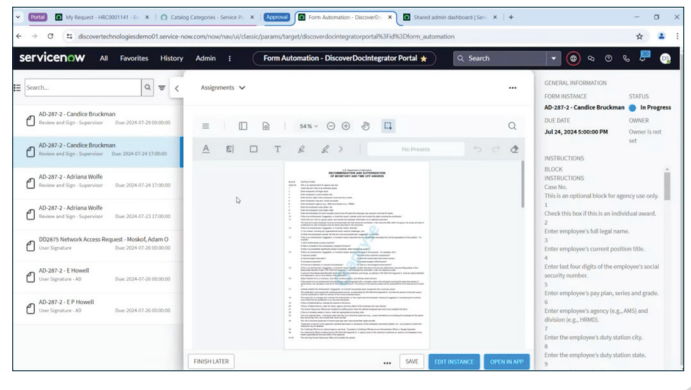
☑ Tasker Suite

Approval Wizard

Build approval requests without coding with the Approval Wizard. Easily assign approvers, attach documents, auto-populate form fields with data from ServiceNow, and provide approver instructions with ease. Eliminate unnecessary emails and form attachments with instructions. Keep your approvals in ServiceNow and simplify the user experience.

Document Viewer

View all documents and forms awaiting approval or already processed in the Document Viewer. Review instructions in prescriptive manner and easily confirm all fields on the form are accurate and relevant information is provided. Then digitally or electronically sign using the electronic signature tool of choice by the user or organization.

Progress Tracker

Within the same screen, users can easily identify the stage of each assignment, form, or document in their respective workflow for approval. They can edit and adjust due dates effortlessly and change approvers when the chain of command changes, without disrupting the file's progress towards final approval or electronic/digital signature.

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