

The TaskTrak® Jobs/Tasks Form

The **Jobs/Tasks** form used with the **TaskTrak®** system has an enhanced **Task Status** section an example of which is shown below.

Each time a scan is made, the scan information is compiled for the **Task Status** section. Depending on how your system is configured, the status could show the date/time IN and OUT and the department and employee names, for example.

Task Status				
In Date/Time	Dept.	Last Name	First Name	Out Date/Time
10/15/1999 11:31 am	Administration	Lovelace	Linda	11/6/2005 3:20 pm

Task Status Category: **Checking** (Right-click to select Status from list)

Task Status Remarks: **Comments concerning the selected atatus** (Right-click to open text editor)

To delete task, check the box and save

Do not allow charges to task

Note that the illustrated status line shows **In Date and Time; Department; Employee; and Out Date and Time**. A specific **Status Category** may be attached (e.g., “field”, “checking”, “drafting”) if desired. You may also enter custom **Remarks** for each status if required.

To view the complete history of the Task, simply drop down the status list.

Task Status				
In Date/Time	Dept.	Last Name	First Name	Out Date/Time
8/18/1998 12:17 pm	Calculation	Platapuss	Hortense	8/19/1998 12:23 pm
8/18/1998 12:17 pm	Calculation	Platapuss	Hortense	8/19/1998 12:23 pm
8/19/1998 12:20 pm	Computer Support	Woods	Fred	8/19/1998 12:29 pm
8/19/1998 12:21 pm	Managment	Dennis	Paul	8/19/1998 12:30 pm
8/21/1998 12:22 pm	Computer Support	Woods	Fred	8/21/1998 4:22 pm
8/22/1998 8:00 am	Computer Support	Woods	Fred	8/22/1998 10:00 am

Do not allow charges to task

You may scroll through this list to view the entire workflow history an clicking on a particular item brings up any status category and/or remarks associated with the status.

The Task Status section of the Jobs/Tasks form gives you instant information on the current status and prior workflow for the selected Task.

Status Reports

Various reports are available in the **TaskTrak®** system to show, for example, individual task history, individual employee history, time per task work phase, average time for given work phases over various Tasks, current Task status summaries, etc.

The exact configuration of the reports depends on your particular requirements.

SRVAlync The Professional Surveyor's Business System
printed: 5/11/2007
page 1 of 1

Job No. 97100006
AS ARCHITECTURAL SURVEY
34567 I-94 SERVICES DRIVE CITY: Oche COUNTY: Wayne
SUB: RYLAND PROPERTIES (SECTIONS 1123 AND LOT(S): 1
1123 AND 5678) and 2 MAPSCO: 7987

Task No. 2000

STATUS: **Active**

STATUS	RESPONSIBLE:	IN:	OUT:
Active	Loveland, Linda	2/27/2007 3:51	2/27/2007 3:41
	Woods, Fred	11/6/2005 3:17	3/31/2003 11:21
	Woods, Fred	3/31/2003 11:21	3/31/2003 10:59
Delivered	Dennis, Paul	10/15/1999 12:00	10/15/1999 11:31
Checking	Loveland, Linda	10/15/1999 11:31	10/12/1999 3:00
Redo	Fishbottom, Honer	10/12/1999 3:00	10/9/1999 10:00
Zapped	Peterson, Ron	10/9/1999 10:00	8/23/1998 12:29
Active	Platapus, Hortense	8/23/1998 12:29	8/22/1998 8:00
Hold	Woods, Fred	8/22/1998 8:00	8/21/1998 12:22
Hold	Woods, Fred	8/21/1998 12:22	8/19/1998 12:21
Hold	Dennis, Paul	8/19/1998 12:21	8/19/1998 12:20
	Woods, Fred	8/19/1998 12:20	8/18/1998 12:17
In Process	Platapus, Hortense	8/18/1998 12:17	

SRVAlync The Professional Surveyor's Business System
printed: 5/11/2007
page 2 of 8

Job Status Summary
by Employee

Employee: ADMN1 Loveland, Linda

STATUS:
IN: 10/15/1999 11:31 am OUT: 11/6/2005 3:20 pm

Job No. 97100006 Task No. 2000
AS ARCHITECTURAL SURVEY
34567 I-94 SERVICES DRIVE CITY: Oche COUNTY: Wayne
SUB: RYLAND PROPERTIES (SECTIONS 1123 AND LOT(S): 1 and MAPSCO: 7987 RANGE: 456
Due Date: Balance Due: \$16,619.98

IN: 11/6/2005 3:17 pm OUT: 11/6/2005 3:22 pm

Job No. 97100006 Task No. 2000
AS ARCHITECTURAL SURVEY
34567 I-94 SERVICES DRIVE CITY: Oche COUNTY: Wayne
SUB: RYLAND PROPERTIES (SECTIONS 1123 AND LOT(S): 1 and MAPSCO: 7987 RANGE: 456
Due Date: Balance Due: \$16,619.98

Status Summary

IN:	OUT:
2/27/2007 3:51 pm	OUT:
2/27/2007 3:41 pm	OUT:
11/6/2005 3:17 pm	OUT: 11/6/2005 3:22 pm
3/31/2003 11:21 am	OUT:
3/31/2003 11:21 am	OUT: 3/31/2003 11:20 am
3/31/2003 10:59 am	OUT: 3/31/2003 11:04 am
10/15/1999 12:00 pm	OUT:
10/15/1999 11:31 am	OUT: 11/6/2005 3:20 pm
10/12/1999 3:00 pm	OUT:
10/9/1999 10:00 pm	OUT:
8/23/1998 12:29 pm	OUT:
8/22/1998 8:00 am	OUT: 8/22/1998 10:00 am
8/21/1998 12:22 pm	OUT: 8/21/1998 4:22 pm
8/19/1998 12:21 pm	OUT: 8/19/1998 12:29 pm
8/19/1998 12:20 pm	OUT: 8/19/1998 12:29 pm
8/18/1998 12:17 pm	OUT: 8/19/1998 12:23 pm

Using the TaskTrak® System








Scanning of the Task Order is accomplished at any workstation(s) capable of connecting to SRVAlync and having a barcode scanner attached. Most of our customers that use the TaskTrak® system use the "KaneScan" barcode scanner (approximately \$80 or less in quantity). The cost is very reasonable and it has proven to be a reliable and rugged scanner based on our and our customer's several years of experience with the model. The scanner simply plugs into a USB port on your workstation and can be installed and configured in a matter of moments using our setup instructions.



When a Task Order is scanned, the scanning employee also scans a "report" sheet available at the workstation (printed by SRVAlync) that lists all employees and/or departments. This scan combined with the scan of the Task Order establishes the Task Number, responsible Employee/Department, and Date/Time In or Out and automatically posts the information to the Task Status record.



An example of an employee/department "report" sheet is illustrated at the right. This information is automatically generated from your Employee and or Department list already contained within SRVAlync.

You simply print these lists as you would any SRVAlync report to be available at each scanning workstation.

Dept Administration	INVOICE Mary Ann Dennis	
Dept Management	MGMT Paul R. Dennis	
Dept CADD	CADD1 Honer X. Fishbottom	
Dept Administration	ADMN1 Linda V. Lovelace	
Dept Field	FLD1 Ron J. Peterson	
Dept Calculation	CALC Hortense E. Platapuss	
Dept CADD	CADD2 John H. Windmill	
Dept Computer Support		

To create a status record, scan in order:

1. "Check in" or "Check out" status bar code
2. The bar code on the Task or Survey Order
3. The "Emp" bar code

Check in		Check out	
----------	---	-----------	---