



**We are not just another software company,
we are business consultants, we are your partner!**

Advanced Task Management

The Advanced Task Management software is packed full of features designed to help you organise and manage project tasks. It also helps you to effectively track key milestones, to accomplish tasks on time, to successfully work with your team to get things done, thus enhancing your productivity. Tasks and projects are therefore finished faster, with less stress and all from a central place.

FEATURES



Employee management

- › Manage employees details
- › Automatic user account creation for each employee added
- › Create teams by defining team members



Client Management

- › Add basic client info, assign VAT category to client, assign the account manager, and define the services provided to him
- › Connect contacts, files and bank accounts associated with the client
- › Connect processes templates with the client
- › Manage bearer cheques



Process setup

- › Create your own process templates (choosing the activities related to the process)
- › Define whether or not the process is recurring and the recurrence period (e.g. monthly, yearly, semester, and quarterly)
- › Define task priority and set reminders



VAT Categories

- › The current VAT categories (A, B, C) and the starting and ending months are included
- › Ability to add new categories or modify existing ones
- › Process recurrence based on the VAT category of the client



Process management

- › Assign employees, deadlines, fees, estimated fees and priority
- › View assigned pending process activities
- › Set activity action (pending, ignore, cancel, done)
- › Set priorities on activities
- › Assign priorities for activities on employees



Reporting

- › Accounting report: view the completed, uncompleted processes per account manager per year
- › Uncompleted processes: view processes that have started but not yet finished
- › Pending processes: view processes assigned to employees that have not yet started
- › Deadlines: view processes that have exceeded or are about to exceed the deadline date



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Management of processes of each service as you wish

BENEFITS



Saves time on routine work



Improves office efficiency, never missing deadlines again



Get an instant view of all tasks and projects



Helps you organise, assign and prioritise tasks, all from a central place



Simple and friendly user interface



Breaking down complex projects into many related activities - ensures clarity of tasks

Customers that have Trusted us

