

## **JOB AID SMSA Easy Task**

### **Introduction**

Easy task is a System developed by SMSA Express Information Technology Department in order to cater the requirement of managing the day-to-day activities/Task

The Easy Task system will enable the staff and manager to monitor the activities and status of the activity belong to a project and the tracking of whole project

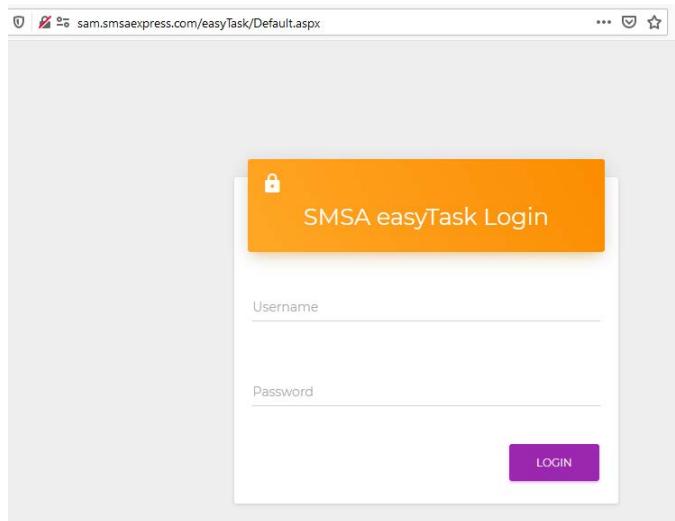
### **Login Screen**

The weblink for the system is as follows

<http://sam.smsaexpress.com/easyTask/Default.aspx>

User name - Email ID (example – john)

Password – same as windows

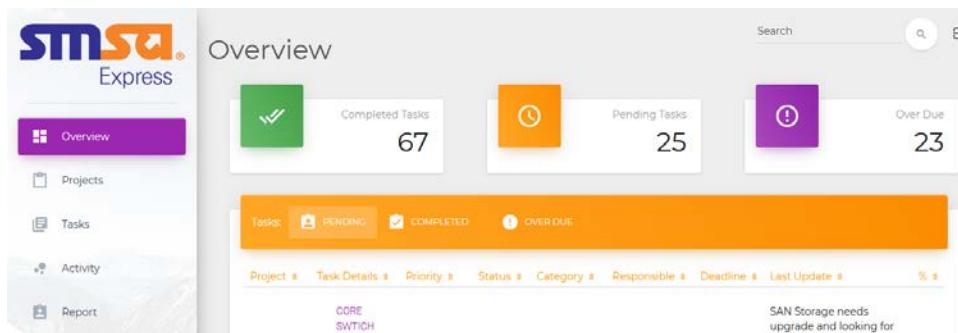


User's will be created by the ITD based on the requests received, if you wish to create a user you may forward the below details to [ithelpdesk@smsaexpress.com](mailto:ithelpdesk@smsaexpress.com)

Email	Name	Department	Role	Manager Email
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## Main Page

The main page will provide the summary of the task with status of completed, in progress and overdue project wise, you may click on status to filter



## Project

Project screen will display the existing project with the summary of details such as owner of the project, status, Deadline etc

The screenshot shows a table of 'Existing Projects' with columns: Title, Description, Owner, Status, Deadline, and Completed Date.

Title	Description	Owner	Status	Deadline	Completed Date
Test Project 3	Test project	mmukhtar	Not Started	12/31/2018	
IT Dept Meeting		irshad	Ongoing	2/1/2018	
Riyad Bank MRM		irshad	Ongoing	4/15/2018	
IT Monthly		irshad	Ongoing	3/31/2020	

In order to proceed further First and foremost, a project needs to be created, a project may have multiple tasks assigned to multiple staff

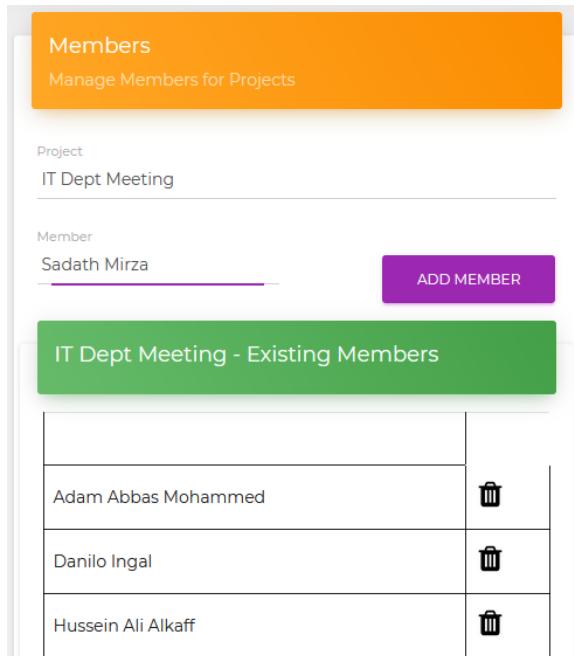
You may use the option Add project and provide the required information such as the title of the project, owner of the project, deadline & status etc to create a new project

The screenshot shows the 'Add Project' form. It includes fields for Title, Owner (M. A. M. Zawahir), Deadline (2/25/2021), Status (Not Started), Department (1010), and a Description field. A large purple 'ADD PROJECT' button is at the bottom.

Title	Owner
M. A. M. Zawahir	
Deadline	Status
2/25/2021	Not Started
Department	
1010	
Description	
<b>ADD PROJECT</b>	

## Adding Member

Upon successfully creating a project, members need to be added to the project, you need to select the project and select the staff and click on add member to confirm, it will also give the option to remove existing members from a project if you wish to do so



Members

Manage Members for Projects

Project

IT Dept Meeting

Member

Sadath Mirza

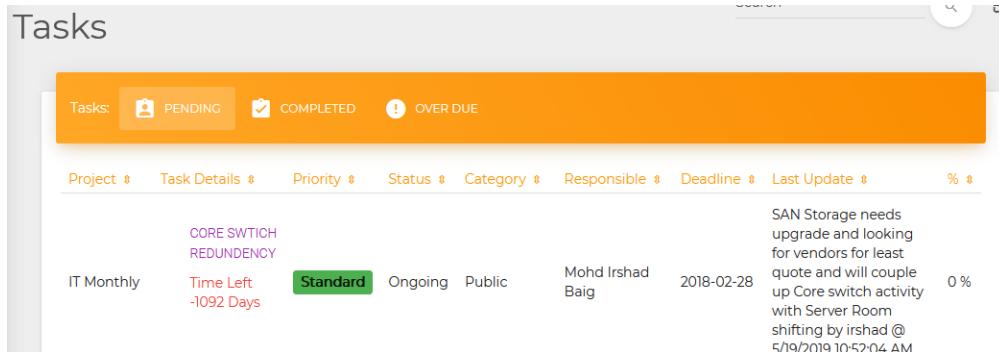
ADD MEMBER

IT Dept Meeting - Existing Members

Adam Abbas Mohammed	
Danilo Ingal	
Hussein Ali Alkaff	

## Task

Task screen will display the summary of information of a task belong to a project with status, responsible person, deadline etc



Tasks

Search:

Tasks: PENDING COMPLETED OVER DUE

Project	Task Details	Priority	Status	Category	Responsible	Deadline	Last Update	%
IT Monthly	CORE SWTICH REDUNDENCY IT Monthly Time Left -1092 Days	Standard	Ongoing	Public	Mohd Irshad Baig	2018-02-28	5/19/2019 10:52:04 AM	0 %

In order to add a task, you may scroll down to the page and select the project and the title of the task, priority and select the responsible person etc and click on add task to confirm

Add Tasks

Add Tasks to the Project

Project: Select Project

Title: \_\_\_\_\_ Priority: Very Low

Description: \_\_\_\_\_ Responsible: M. A. M. Zawahir

Status: Not Started Deadline: 2/25/2021 Percentage: 0

Category: Private

**ADD TASK**

## Project Activity

This screen will display a summary of the project's information under a respective manager, you may click on Title to expand (to view further details)

Project Activity

Projects Activity

Title	Description	Owner	Status	Deadline	Completed Date
IT Dept Meeting		irshad	Ongoing	2/1/2018	
Riyad Bank MRM		irshad	Ongoing	4/15/2018	

Project Activity

RIYAD BANK MRM

Feb 17, 2021 Wed 03: 40 PM

syedamer Added to Project

Project Member Added By M. A. M. Zawahir

Oct 09, 2018 Tue 11: 51 AM

MRM System DB Development

Status Updated from Ongoing to Completed

Task Status Updated By Syed Amer

Oct 09, 2018 Tue 11: 44 AM

AWB Auto Generation

Status Updated from Ongoing to Completed

Task Status Updated By Syed Amer

## Report

This screen provides the option to get the report for a particular project, also there is option to export in PDF format

## Report

Project

Test Project 3

Meeting Date

2/28/2021

GETDETAILS

EXPORT TO PDF

Meeting Title /Name :

Test Project 3

Meeting Date : 2/28/2021

Owner : Mohammed Mukhtar

Status : Not Started

Deadline : 12/31/2018

Members

M. A. M. Zawahir

Information Technology

Syed Amer

Information Technology

Mohd Abdul Sattar

Information Technology

Project

Test Project

3

MRM UPGRADE

Syed Amer

test datetime by msattar @ 2/9/2021

Status

Completed

2018-12-31

Test Project

TEST TASK 1

Mir shahed Ali

Easy task test completed within the time frame provided. by msali @ 12/31/2018 12:30:17

Status

Completed

2019-01-01

Test Project

NETWORK ISSUE TEST

Mir shahed Ali

“ by msali @ 12/31/2018 12:33:54 PM

Status

Completed

2019-01-01

Deadline

12/31/2018

12/31/2018

12/31/2018

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