

# 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

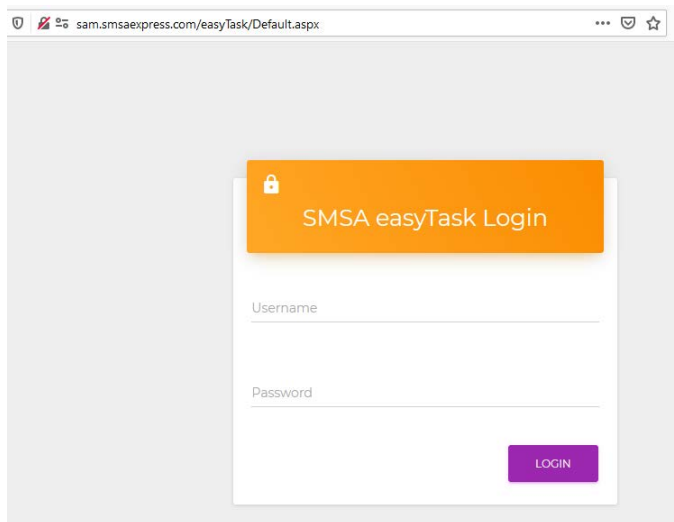
## Login Screen

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

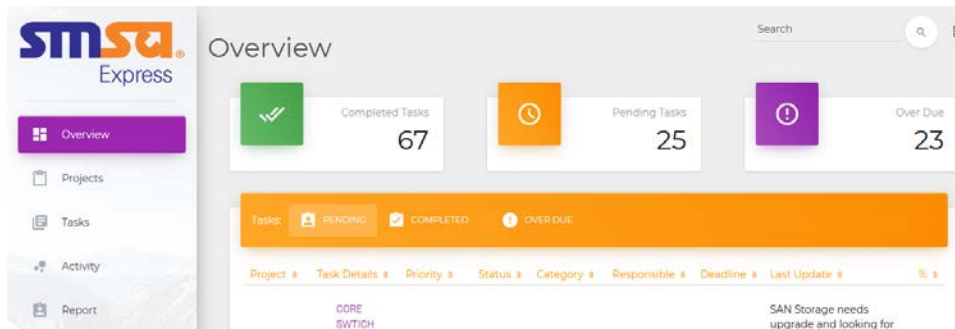


User's will be created by the ITD based on the requests received, if you wish to create a user you may forward the below details to [ithelpdesk@smsaexpress.com](mailto:ithelpdesk@smsaexpress.com)

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

Projects

Existing Projects					
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

Add Project  
Create new Projects

Title: \_\_\_\_\_ Owner: M. A. M. Zawahir

Deadline: 2/25/2021 Status: Not Started Department: 1010

Description: \_\_\_\_\_

ADD PROJECT

## 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

Tasks: PENDING COMPLETED OVER DUE

Project	Task Details	Priority	Status	Category	Responsible	Deadline	Last Update	%
IT Monthly	CORE SWITCH REDUNDENCY Time Left -1092 Days	Standard	Ongoing	Public	Mohd Irshad Baig	2018-02-28	SAN Storage needs upgrade and looking for vendors for least quote and will couple up Core switch activity with Server Room shifting by irshad @ 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 Task

Add Tasks to the Project

Project

Select Project

Title

Description

Priority

Very Low

Status

Not Started

Category

Private

Responsible

M. A. M. Zawahir

Deadline

2/25/2021

Percentage

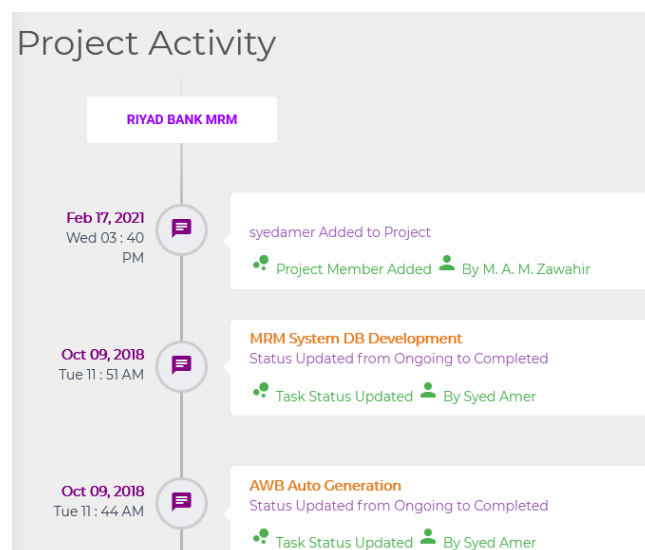
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## Project Activity

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	



## 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					
Name		Department			
M. A. M. Zawahir		Information Technology			
Syed Amer		Information Technology			
Mohd Abdul Sattar		Information Technology			
Project	Task Details	Responsible	Last Update	Status	Deadline
Test Project 3	MRM UPGRADE	Syed Amer	test datetime by msattar @ 2/9/2021	Completed	2018-12-31
Test Project 3	TEST TASK 1	Mir shahed Ali	Easy task test completed within the time frame provided. by msali @ 12/31/2018 12:30:17 PM	Completed	2019-01-01
Test Project 3	NETWORK ISSUE TEST 1	Mir shahed Ali	" by msali @ 12/31/2018 12:33:54 PM	Completed	2019-01-01



Meeting Title /Name :		Riyad Bank MRM			
Meeting Date : 3/1/2021		Owner : Mohd Irshad Baig		Status : Ongoing	DeadLine : 4/15/2018
Members					
Name		Department			
Mohd Abdul Sattar		Information Technology			
Mohammed Mukhtar		Information Technology			
Kashan Khalid		Information Technology			
Syed Amer		Information Technology			
Project	Task Details	Responsible	Last Update	Status	Deadline
Riyad Bank MRM	MRM System DB Development	Syed Amer	Testing Comment by syedamer @ 7/25/2018 3:48:05 PM	Completed	2018-04-14
Riyad Bank MRM	MRM System Front end Development	Mohd Abdul Sattar		Completed	2018-04-14
Riyad Bank MRM	ATM Auto Generation	Syed Amer		Completed	2018-04-14