

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

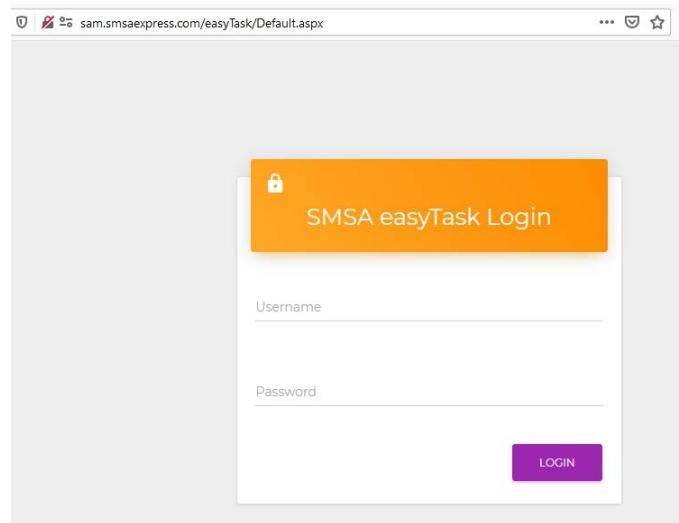
Login Screen

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

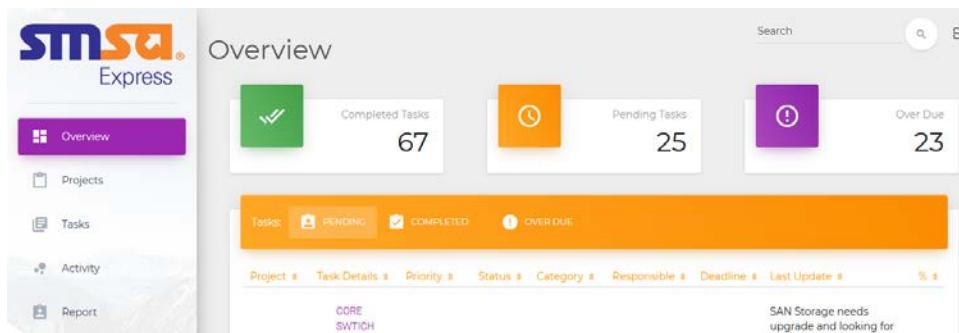


User's will be created by the ITD based on the requests received, if you wish to create a user you may forward the below details to ithelpdesk@smsaexpress.com

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

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	

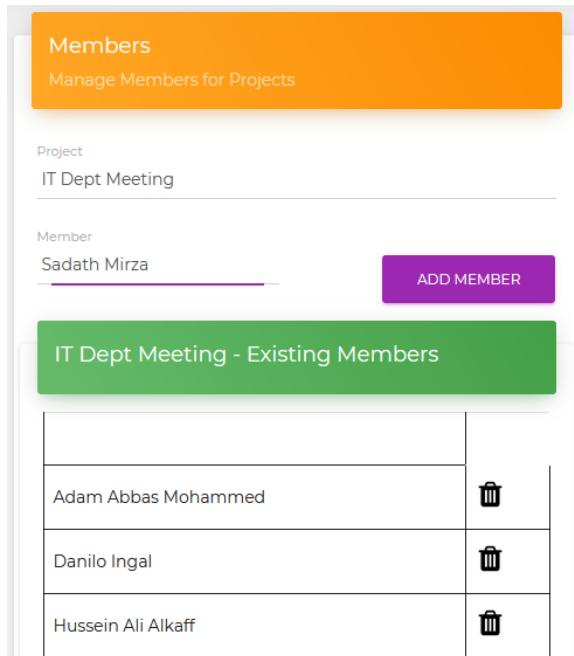
In order to proceed further First and foremost, a project needs to be created, a project may have multiple tasks assigned to multiple staff

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

The screenshot shows the 'Add Project' form. It has a purple header with 'Add Project' and 'Create new Projects'. The form fields are: 'Title' (M. A. M. Zawahir), 'Owner' (M. A. M. Zawahir), 'Deadline' (2/25/2021), 'Status' (Not Started), 'Department' (1010), 'Description' (empty), and a 'ADD PROJECT' button.

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

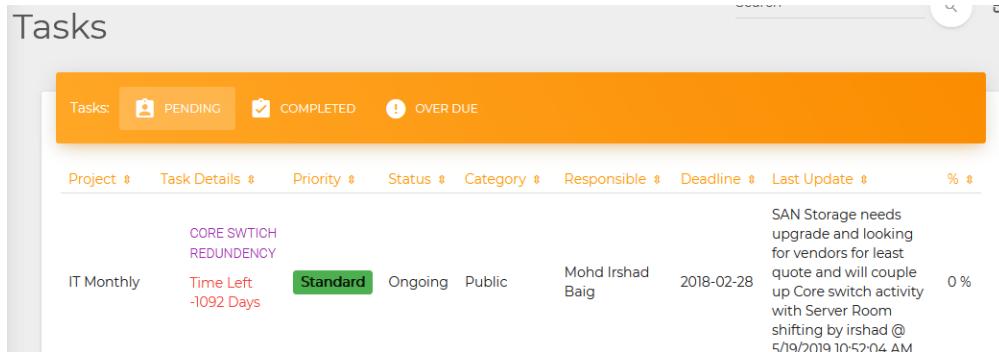
ADD MEMBER

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:

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

Category: Private Percentage: 0

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	Meeting Date	GETDETAILS			
Test Project 3	2/28/2021				
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

STM Express

Riyad Bank MRM

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	AWB Auto Generation	Syed Amer		Completed	2018-04-14