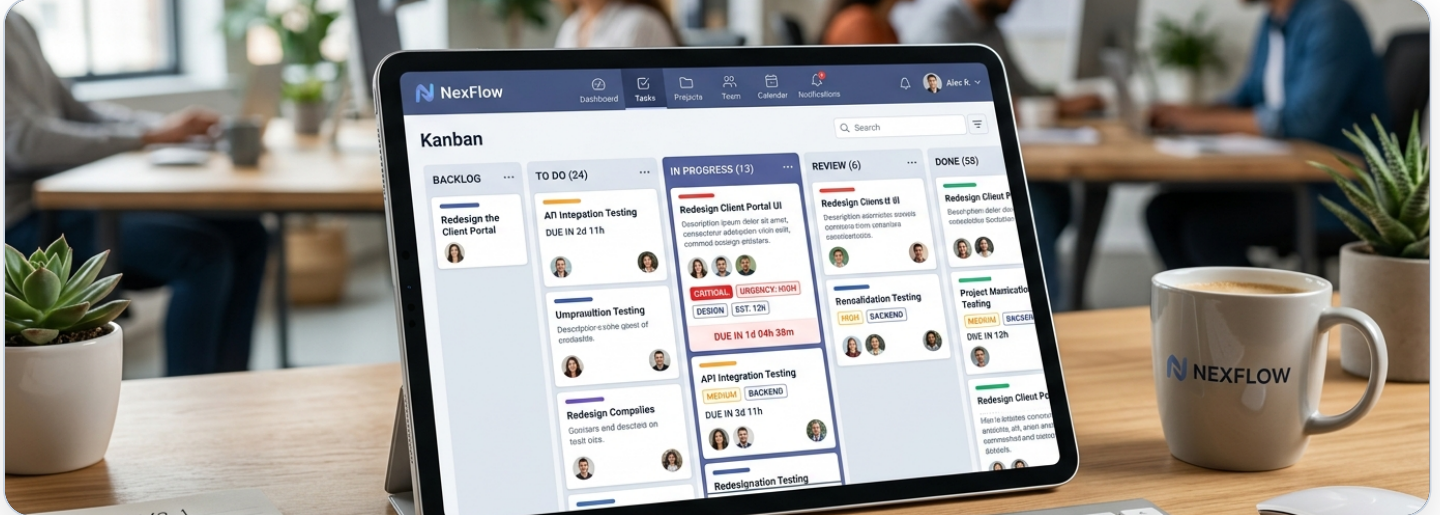


OPERATIONS ERP

TaskReminder Software

Set recurring project tasks, assign team responsibilities, and schedule reminders.



Executive Summary: Keep your operations team aligned. TaskReminder helps managers assign activities, track active workflows, define deadline limits, and schedule alerts via Email or WhatsApp. Elevate your delivery speeds by identifying task bottlenecks early.

CORE KEY CAPABILITIES

- ✓ **Task Assignment Engine**
Assign tasks to specific employees with custom descriptions, priorities, and files.
- ✓ **Recurring Task Loops**
Auto-create daily, weekly, or monthly reports and review routines.
- ✓ **Email/SMS Escapes**
Send automatic alerts to managers if tasks cross deadlines.
- ✓ **Progress Dashboards**
Monitor task progress bars, completion ratios, and outstanding logs.

ARCHITECTURE MODULES

Task Board Hub

Kanban style task view displaying active, pending, review, and completed boards.

Recurring Routine Planner

Set schedules for routine task creation (e.g. create backup checklist every Monday at 9 AM).

Audit & Performance Ledger

Admin dashboard showing task speed indices, delay analysis, and staff performance points.