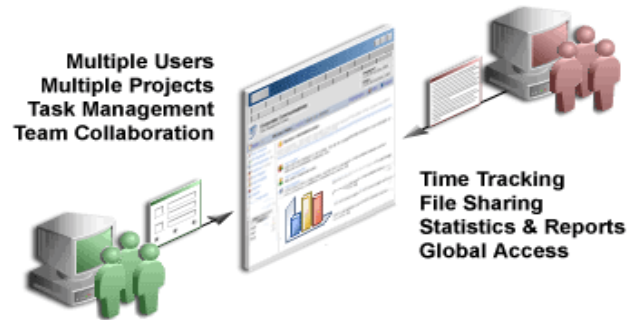


TaskPortal at a glance

TaskPortal is a powerful and flexible online collaboration workspace that empowers you to manage all your projects, work tasks, requests and overall general project management activities from a central location available anywhere, anytime. Its user friendly interface will quickly have all teams delivering rapidly, together, as a single unit, improving collaboration and resolution time.



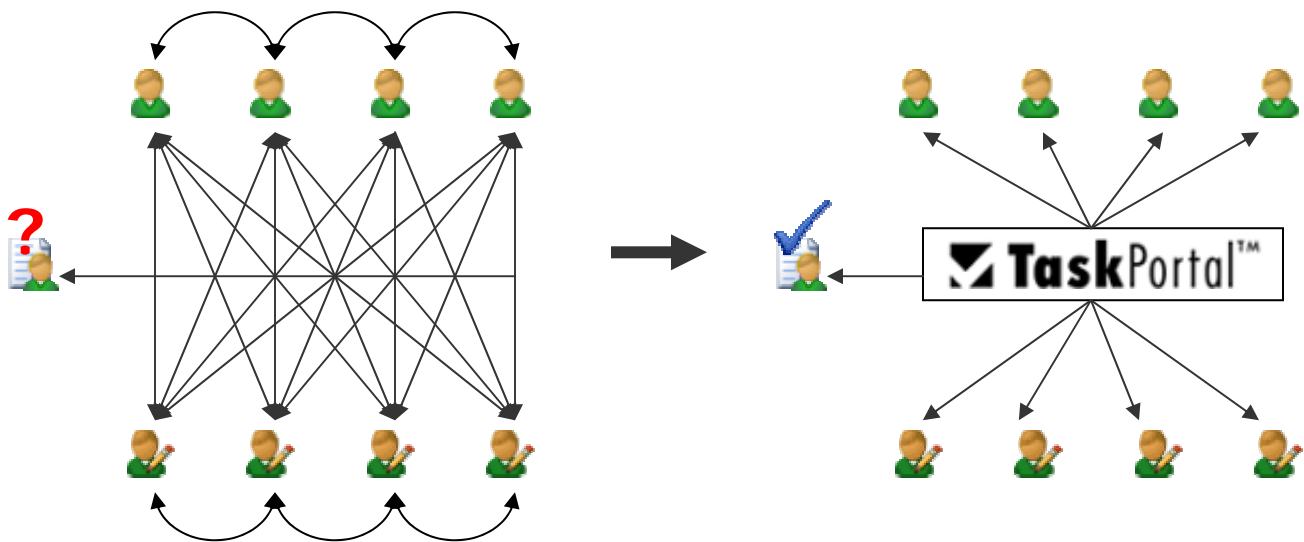
Will TaskPortal work for me?

Everything in life can be managed as a project. That maybe true, but each project can be different with a unique set of requirements and tasks. A graphic design team will require a unique set of task types, priorities and statuses to a team that handles development or general user support requests.

A strong project matrix or consultancy company may handle projects by assigning a dedicated project manager for each project. A functional organization may handle smaller projects by assigning multiple projects, of similar nature, to a single project manager and the supporting team.

TaskPortal realizes this need and offers a flexible system architecture that can be easily adapted to your company's real life operational needs.

Streamline Processes & Communication

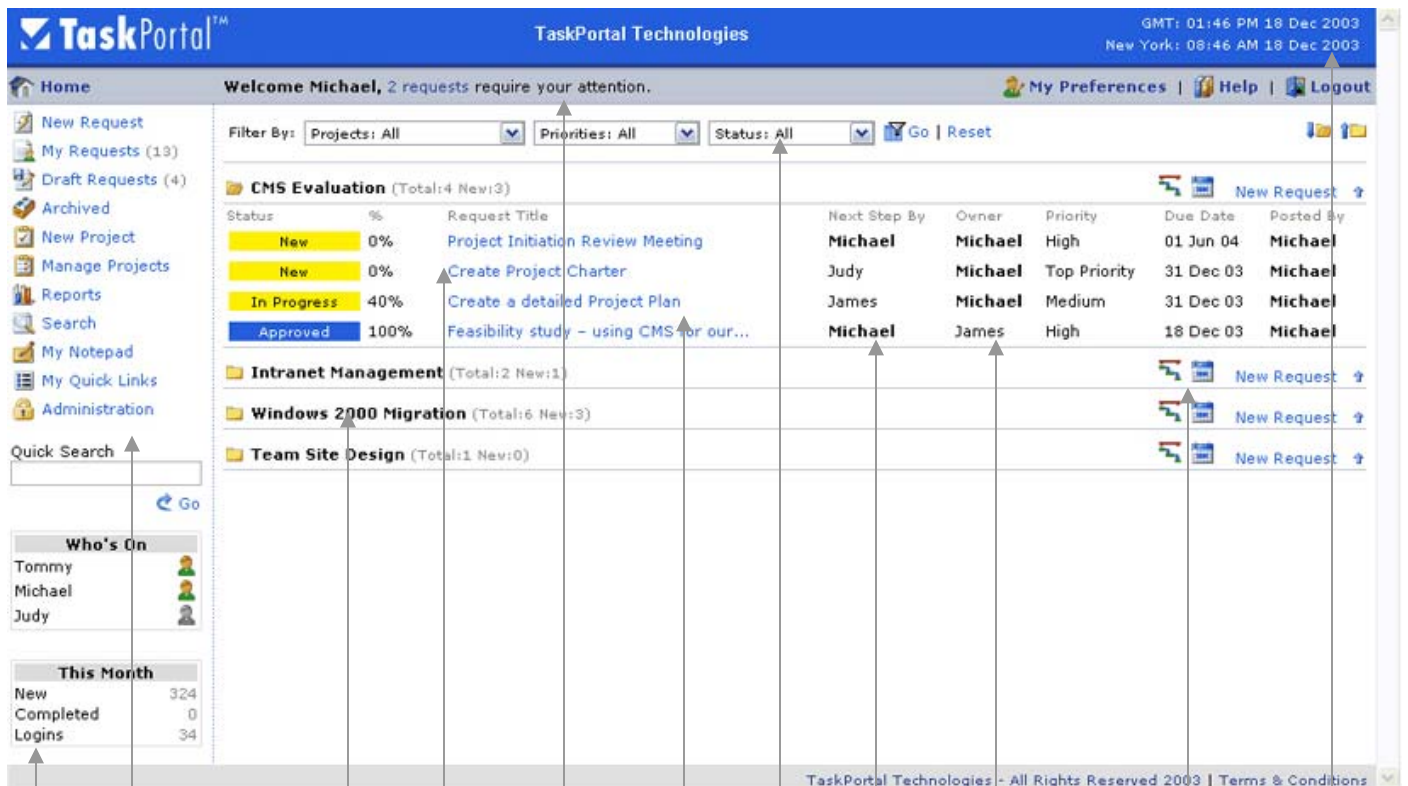


User interface at a glance

The right balance of functional and user centric interface is essential. Providing a functionality rich system is simply not enough. User centric design has to be incorporated into any modern enabling tool.

Ease of use and direct access to all data and functions is incorporated into a clear appealing design.

Home Page



- Single-click access to all primary system functions
- Quick view of tasks that require your input or action
- Clear Task Ownership
- Customizable clocks for international collaboration
- Participating users and Quick Statistics
- Immediate view and access to all Projects/Modules and Tasks
- Filter and Sort tasks by any filed
- Control your project with clear Task Status, Priority, Due Date, Gantt Chart and Calendar view
- Single-Click access to detailed task information including complete communication audit and task history

View Request Details

Attach multiple documents or files

Complete communication log. View and track all task changes and updates

Track users notified

View key project information

System Administration

System Administration

- User Groups**: Each user must belong to a user group. You can for example create user groups reflecting the departmental structure in your company or roles such as developers, designers, etc...
- User Management**: Add, edit or deactivate users.
- Task Statuses**: A task always has a unique status. Use this link to manage the list of statuses that the tasks can have. Some default statuses such as New, In Progress, Completed & Cancelled may not be changed.
- Task Priorities**: You can set priorities for your tasks. For example, a task could have a priority of 'Top Priority' Or 'Medium Priority'. Define your Task Priorities here.
- Task Types**: Each Task falls into a specific category. For example, a task could be a "Bug Fix" or "Maintenance" task. Define your Task Types here.
- Manage Icons**: Maintain your File Type Icons here. Each file extension could have its own icon. If no icons are found, then a default icon is displayed when the uploaded attachments are displayed
- Personalize TaskPortal**: Upload your Company's Logo and change the Company Name to replace the existing name and TaskPortal Logo.
- Administrative Contact**: Update the Administrative Contact's Details here.
- System Statistics**: Check server space utilization and system usage statistics.

Complete system administration.
Customize TaskPortal to truly represent your day to day operational requirements

Allow each user to customize their TaskPortal experience without effecting data integrity

Context sensitive help

Reports

The screenshot shows the TaskPortal Reports interface. On the left is a sidebar with navigation options like 'Home', 'New Request', 'My Requests (13)', 'Draft Requests (4)', 'Archived', 'New Project', 'Manage Projects', 'Reports', 'Search', 'My Notepad', 'My Quick Links', and 'Administration'. Below these are 'Quick Search' and 'Who's On' (listing Tommy, Michael, and Judy). A 'This Month' summary table is also present.

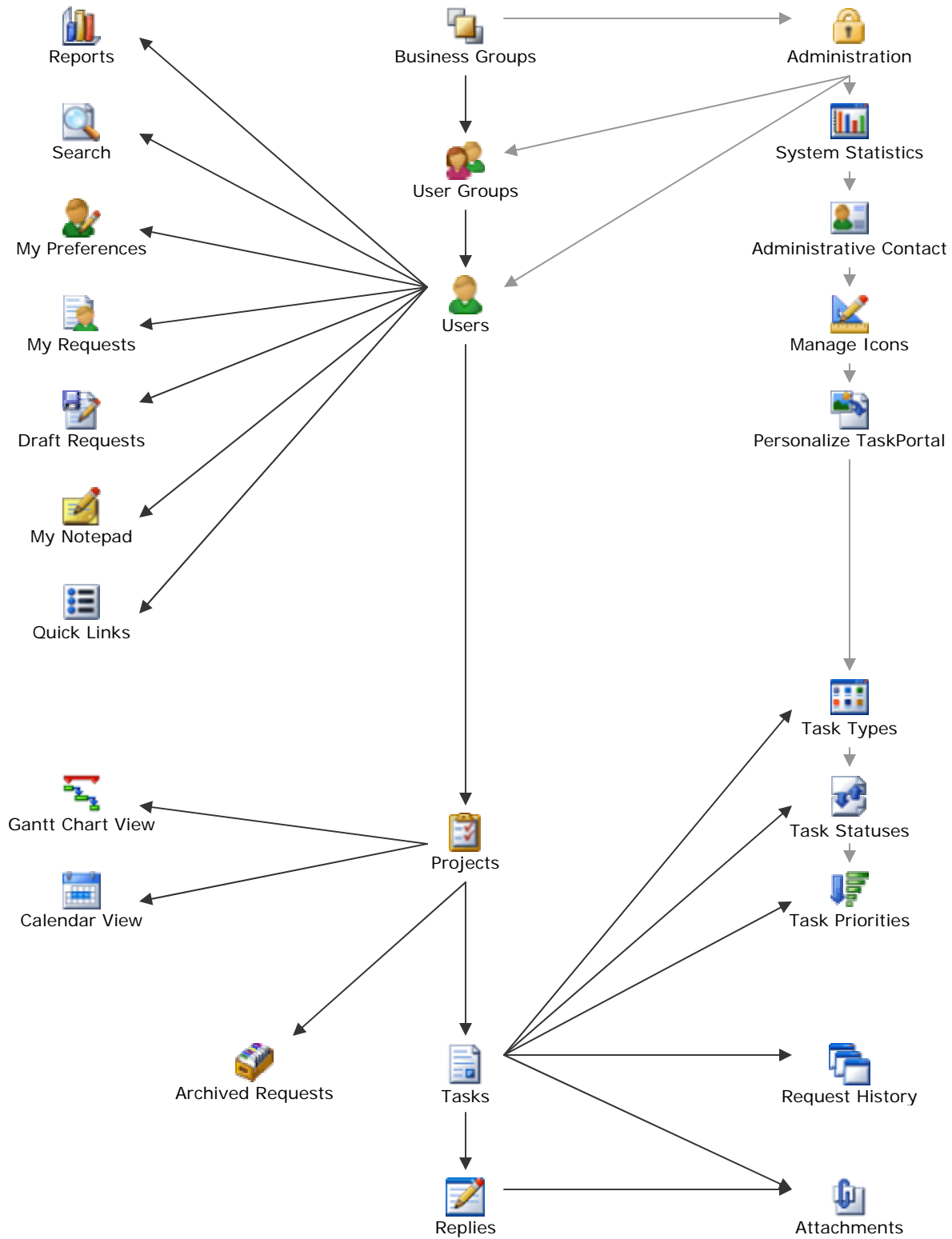
The main window is titled 'Reports' and contains a 'Top 10 Projects' bar chart. The chart title is 'Top 10 Projects' with sub-headers 'Project: All Projects' and 'Date Range: 18 Nov 01 - 18 Dec 03'. A note below the title says '(For bar charts - hover over each column to view more details)'. The chart has a y-axis labeled 'Requests' ranging from 0 to 40 and an x-axis labeled 'Projects'. There are 10 bars of different colors with their respective values: 25, 24, 21, 14, 11, 10, 9, 6, 4, and 4. Above the chart are icons for different chart types: bar, pie, line, area, and 3D. Below the chart are 'Done' and 'Internet' buttons.

Project	Requests
1	25
2	24
3	21
4	14
5	11
6	10
7	9
8	6
9	4
10	4

Run a vast range of reports across multiple projects

Select the chart type best suited for your report. View chart source data and export to Excel file

TaskPortal Logical Architecture



Full Features List



- Single-click access to projects and tasks
- Personalized view of projects & tasks
- Dynamic active users list
- Customizable time zone clocks for global collaboration
- Secure, encrypted data transfer (SSL)
- Visual task notification

- Vast range of reports and interactive graphical charts
- Calendar view of all projects and tasks
- Gantt chart view of all projects and tasks
- Direct access to online support
- Historical records of all completed projects and tasks
- Powerful search capability on active and completed tasks
- Online user manual & intuitive in-context help

- Easily assign team members to projects
- Easily reactivate completed tasks
- Attach multiple documents to tasks
- Record % complete against tasks
- Smart email notification system
- Automatic status change based on deadlines
- Assign owners to tasks
- Task filtering, grouping and sorting
- Save tasks as drafts for future release

- Flexible and easy system administration
- Customizable user interface and instructional text
- Easily customize task statuses, types and priorities
- Customizable eye-catching colored status bars
- Customizable personalized quick links
- Personal notepad
- Role based user access
- Create user groups to fit your departmental/team structure

- Web based access anywhere, anytime
- No client components installation required
- Designed to handle large volumes of projects, tasks and users
- Optimized to work with low speed modem connections

Single-click access to projects and tasks

Quick access to project and task information is vital. TaskPortal achieves this by listing all projects and tasks that the particular user has access to on the first page of the application and offers rapid access to specific task details with a single click of the mouse.

Personalized view of projects & tasks

Are you working on multiple projects or modules at a time? Are you managing multiple teams which actively participate in a number of projects? TaskPortal empowers each user to customize the "home page" view of all projects, modules and tasks. Each user can set the order in which all projects should be listed and select which projects should be automatically opened to view all active tasks within it. Additionally, a "My Requests" tab shows a summarized view of all tasks that require your attention or action as well as a quick view of all tasks posted by you and their current status.

Dynamic active users list

View real-time status (active or dormant) of all users that are logged in. This can increase online collaboration drastically as all users are instantly informed of who is currently available to accept new assignments or provide the required feedback on an existing task.

Customizable time zone clocks for global collaboration

Each user can customize their personal clock. There are two clocks or time zones that can be set. The first (local) time zone is set by the administrator of the system and would possibly reflect the time zone of the country where your company is located. The second clock can be customized by each individual user to reflect any specific time zone they require. This is especially useful when working with teams or clients that are situated in multiple locations across the globe.

Secure, encrypted data transfer (SSL)

Protect your data and all information posted by the users to the system. You may choose not to use this option when using TaskPortal Enterprise within your organization (intranet), but it is highly recommended for all communication through the WWW. All information posted by the users is encrypted before being sent to the system, which in turn decrypts the data and securely stores it in the database.

Visual task notification

TaskPortal easily identifies tasks that require your attention, feedback or action by highlighting each task in bold. Task title will revert to its normal state once the task has been read by you.

Vast range of reports and interactive graphical charts

A large set of customizable real-time reports allows users to view detail or summarized tabular and graphical data across projects, tasks and user activity. Monitor your SLA (Service Level Agreement), team members' participation, average resolve times and much more. Export your data to an Excel file for further analysis if required.

Calendar view of all projects and tasks

View a selected range of tasks in a familiar calendar view. You can easily navigate between weeks and months to analyze task distribution and work load leveling.

Gantt chart view of all projects and tasks

View a selected range of tasks using an industry standard Gantt Chart view. A great graphical view used for task distribution and work leveling.

Direct access to online support

Access customer support, FAQs, documentation and tutorials directly from your workspace.

Historical records of all completed projects and tasks

TaskPortal gives you complete access to archived data for all projects and tasks empowering you to run historical work audits. Run reports on archived data and compare past work trends with current activities.

Powerful search capability on active and completed tasks

Search through active and completed tasks using any of the search criteria consisting of free text, status, priority, date range, task author and owner, projects and much more.

Online user manual & intuitive in-context help

Need help? The intuitive in-context help will provide you with instant instructions and help topics related to your current position and action taken within the workspace. Access and browse or download complete user manuals and tutorials with simple to use step by step instructions.

Easily assign team members to projects

Easily assign team members to new projects and add or remove them from existing projects.

Easily reactivate completed tasks

Completed tasks can be easily reactivated, moving them back to the pool of active tasks with a single click of the mouse.

Attach multiple documents to tasks

Attach any type of file or document to a new or existing task. There is no limit to the number of files that can be attached at any stage of the task completion process. You can also easily access archived documents.

Record % complete against tasks

Monitor or record the progress of any task. Combined with Calendar and Gantt chart view, this information proves to be very useful in tracking overall project completion and overall service delivery.

Smart email notification system

Keeping the communication flow in TaskPortal is made easy with instant automatic e-mail notifications triggered at every step of task progression. Each notification consists of summarized task information such as status, priority, author, owner and delivery date including a quick-link to the actual task in the workspace.

Automatic status change based on deadlines

TaskPortal will help you keep your delivery on track with automatic status updates for all overdue tasks, prompting you to take further action or rescheduling their delivery dates.

Assign owners to tasks

Easily assign new tasks or delegate existing tasks to any participating team members. You can change the ownership of the task at any stage. Clear ownership drives prompt action and faster delivery of required work.

Task filtering, grouping and sorting

Sort, group or filter tasks by status, title, owner, author, delivery date and posted date.

Save tasks as drafts for future release

You can create new tasks and save them in the system for future release and assignment.

Flexible and easy system administration

System administration is easy with TaskPortal. Anyone can become a system administrator by following our step-by-step tutorials. No technical knowledge or programming skills are required to fully customize TaskPortal to your individual needs.

Customizable user interface and instructional text

Easily personalize TaskPortal user interface by adding your own company's logo. Change end-user instructions that appear on each page with a simple administration interface.

Easily customize task statuses, types and priorities

No company is the same. TaskPortal realizes this and its easy to use administration module allows you to add and modify all task statuses, types and priorities to reflect the unique functional areas handled by the company and its different departments.

Customizable eye-catching colored status bars

Easily assign unique color representations to each task status. This function highlights the different statuses of all tasks at a glance and highlights all new or overdue tasks that require your urgent attention.

Customizable personalized quick links

Add an unlimited amount of quick links related to your company or each individual team member. Quick links can serve as great integrators of TaskPortal workspace with your existing corporate web site, intranet or other web based applications used within your organization.

Personal notepad

Do you ever use sticky-notes or have a pile of papers with quick to-do notes? Clean your desk and use TaskPortal's notepad functionality to record your reminders with a single click.

Role based user access

Easily assign roles to users to allow or restrict access to functions that the user can perform within TaskPortal such as management of task statuses, priorities and types, user and departments management, project creation and more.

Create user groups to fit your departmental structure

Create and modify user groups that truly depict your departmental structure or represent current working groups on unique projects across your organization.

Web based access anywhere, anytime

Stay in touch with your projects and teams by viewing or updating task information from anywhere in the world.

No client components installation required

TaskPortal was designed and built using industry best of breed technology standards and requires no installation of any additional component on client computers. All you need is the Internet Explorer web browser and an internet or LAN connection.

Designed to handle large volumes of projects, tasks and users

TaskPortal easily scales to meet the growing size of your teams and projects. No matter the size of your team or company, TaskPortal will continue to deliver rapid access to all projects and tasks.

Optimized to work with low speed modem connections

TaskPortal is optimized to function over a standard 56K modem connection. Its light user interface continues to deliver a rich user experience.

TaskPortal Technologies

Company Overview

TaskPortal Technologies provides hosted and enterprise web based solutions that help and empower small, medium or large organizations and teams within to improve collaboration, communication and overall daily task and project management.

The company's focus is on providing robust, functionally comprehensive, adaptable and always easy to use solutions geared towards users with a wide range of responsibilities, roles and skill sets.

TaskPortal is a vital tool that empowers line managers, project managers, team leaders and team members to monitor, track and improve on how projects and ad hoc daily tasks are assigned, worked on and finally delivered. TaskPortal creates the transparency all businesses and teams need on daily work load, resource utilization and scheduled tasks, allowing the business to identify possible areas of improvement, and drive business decisions that increase success.

"Imagine a system that could be easily accessed, anytime and anywhere, offering each one the detailed or summarized level of information they need to manage their daily tasks. Imagine a single focal point, standardized method for all communication and complete transparency on work load, priority, status, schedule, service level and much more. Imagine a system so easy to use that it requires no or minimum end user training."

This is the kind of statement that drives TaskPortal Technologies' solutions. This is the kind of information and functionality that TaskPortal provides today, instantaneously, in real-time.

Contact Us

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Dubai, UAE

Regional & Int. Partners:

South Africa

Dial-A-Nerd

Italy

Piu Communication

Customers

"TaskPortal has fulfilled all our expectations and has become a key communication and task management system in our day to day operations."