

Tasktracker - info for Task Executor

5 May 2013

Tasktracker is a simple tool to help you track tasks. As a task executor the process is:

- Login
- View a list of incomplete tasks.
- Change the status of the task as it progresses from ordered/accepted/ordered/delivered/completed. You and the task initiator will receive an email to inform you for every status change.
- You can at any time check the status of your tasks.

Creating a new task

1. Go to <http://www.sun.ac.za/tasktracker> and select the link "Log in as Task Executor" on the top right.



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[Log in as Task Initiator](#)

Log in as Task Executor

Username

Password

2. Enter your "university" username and password.

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Welcome Pietie

We have your info as:

Username	phasie
Name	Pietie
Surname	Paashasie
Email	phasie@sun.ac.za
Contact number	0827007007

[Continue](#)

[Change Info](#)

3. When you login for the first time, you can give extra contact information about yourself.

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Requests summary

Incomplete	2
All	2
Requested	2
Requests accepted	0
Ordered	0
Delivered	0
Completed	0
Cancelled	0

[Transfer requests from other task executers to you](#)

4. Click the "Incomplete" link to view all the tasks that you still have to perform.

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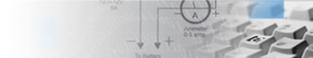
List of request for status = "Incomplete"

Number	Date	Status	Request from	Supervisor	Request
7	2013-04-24	Requested	Wilde Wolf (wwolf)	No supervisor	Beste Pietie Koop asb vir my 'n boks slaai uit Kostepunt 139Z by Agriemark. Die kwotasie wat ek g
8	2013-04-24	Requested	Wilde Wolf (wwolf)	No supervisor	Pietie Sal jy asb vir my 5 spanningsreguleerders by Mantech koop? Die besonderhede is as volg.

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4. A list of all the incomplete tasks will be displayed. Click on the specific link number of the task you want to attend to.

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Reference number 7
Date 2013-04-24
Status Requested
Supervisor No supervisor
Request from Wilde Wolf (wwolf)

Request	Request Accepted	Ordered	Delivered	Completed	General
Beste Pietie Koop asb vir my 'n boks slaai uit Kosteput 1392 by Agrimark. Die kwotasie wat ek gekry het is R23 by S Skaap. Ek stuur vir jou die datavelle met email vir volledigheidhalwe. Wolf					

New status: Requested

Transfer task to: No transfer

5. The first step would typically be to change the status to "Request Accepted" in the "New status" selection box. When you then click the "Update" button, the database is updated and an email is sent to the person who requested the task to inform him of the new status.

You now have the option to change the status during the completion process. Typically you will place the order information in the "Ordered" text box and change the status to "Ordered". You can select between Request Accepted/Ordered/Delivered/Completed. When the status is changed to "Completed", it will now longer be visible in your "Incomplete" list.

You don't have to go through all the steps and you don't have to fill in all the text boxes. But it makes sense to immediately change the status to "Request Accepted" (to inform the person that you will attend to the task) and in the end to "Completed".

You can change the text box contents as many times as you like.