

Tasktracker info for Task Initiator

16 April 2013

Tasktracker is a simple tool to help you track tasks.

The process is:

- Login
- Enter a request to somebody to perform a task.
- The task is emailed to the task executer and yourself.
- The task executer updates the status of the task as it progresses from ordered/accepted/ordered/delivered/completed. You 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>



The screenshot shows the login interface for the Task Tracker system. At the top left, there is a blue header with the text "ELECTRICAL & ELECTRONIC ENGINEERING". To the right of the header is a small image of a circuit board with a diagram overlaid. Below the header, the text "Log in as Task Initiator" is centered. Underneath this, there are two input fields: "Username" and "Password". A "Login" button is positioned below the password field. In the top right corner of the page, there is a link that says "Log in as Task Executor".

2. Enter your "university" username and password.

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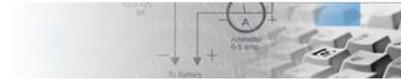
Welcome Pietie

We have your info as:

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

[Continue](#)

[Change Info](#)



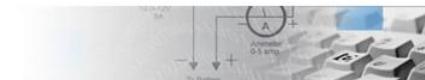
3. When you login for the first time, you can give extra contact information about yourself.

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Requests summary

Incomplete	0
All	26
Requested	0
Requests accepted	0
Ordered	0
Delivered	0
Completed	25
Cancelled	1

[New Request](#)



4. To create a new task, click the "New Request" button.



Request from: Pietie Paashasie
Email: phasie@sun.ac.za
Contact number: 0827007007

Supervisor: Pietie Paashasie is a supervisor

Request to: Processor, Pieter ▾

Request date: 2013-04-16

Request:

```
Hallo Pieter

Sal jy asb vir my 20 van die volgende uit kostepunt
394Z bestel?

Verskaffer          Mantech
Stock Code          14MB509
Part Number         LM337LZ
Description         REG NEG ADJ
Prys                R4.60 elk

Groete
Pietie
```

5. Enter a request

- For "Supervisor": If you are a student, you will have to select a supervisor
- For "Request to": Select the person that will execute the task
- For "Request": Type in the request.
- Click the "Submit Request" button.

When ordering something, you will typically give the following detail in the request:

- Company name
- Item name/number
- Item price
- Cost point number
- Other detail

Tasktracker does not accept attachments (at the moment). You can still email this separately.

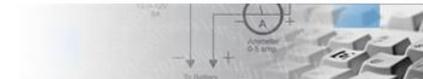


The following request has been submitted. An email was also sent to Pieter Processor.

Reference number:	5
Date:	2013-04-16
From:	Pietie Paashasie
Supervisor:	No supervisor
To:	Pieter Processor
Request:	Hallo Pieter Sal jy asb vir my 20 van die volgende uit kostepunt 394Z bestel? Verskaffer Mantech Stock Code 14MB509 Part Number LM337LZ Description REG NEG ADJ Prys R4.60 elk Groete Pietie

Continue

6. Verify the request and click the "Submit" button



Requests summary

Incomplete	0
All	26
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Requests accepted	0
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Delivered	0
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New Request

7. You can now check all your tasks. Typically you will click "Incomplete" to show all the outstanding tasks.