

TASK FORCE

TARGET PERFECTION



OVERVIEW

Task Force Software is a modern, intuitive platform designed to help organizations streamline day-to-day operations, manage projects efficiently, and ensure that routine tasks are never missed. From planning and execution to tracking and reporting, the software brings complete visibility and control to your operational workflow. With powerful features like project & task management, automated scheduling, smart reminders, and optional customer feedback add-on, the system enhances productivity, accountability, and service quality across teams and departments.

CORE MODULES

1. Project & Task Management

A complete workspace to plan, assign, and monitor all tasks from start to finish.

- Create projects with defined milestones, timelines, and priority levels
- Assign tasks to team members with clear instructions and due dates
- Break down complex work into subtasks for better clarity and tracking
- View progress through boards, timelines, and calendar views
- Real-time updates, file attachments, comments, and activity logs
- Performance dashboards to monitor project status and resource utilization

This module helps teams stay aligned, reduces delays, and ensures every project moves forward with precision.

2. Routine Task Schedules

Automate repetitive organizational activities with smart scheduling.

- Configure routine tasks—daily, weekly, monthly, or yearly
- Auto-generate tasks based on predefined schedules
- Assign responsibilities with clear accountability
- Calendar view for workload distribution across departments
- Track completion history with audit logs for compliance and reporting

Ideal for maintenance cycles, inspection activities, checklist routines, and administrative operations.

3. Smart Reminders & Alerts

Never miss a deadline again.

- Automated reminders for upcoming, pending, and overdue tasks
- Alerts for task updates, approvals, escalations, and status changes
- Customizable notification rules based on role, department, or priority
- Notifications via email, SMS, and in-app alerts

These reminders ensure tasks are completed on time and help avoid operational bottlenecks.

ADD-ON MODULE

Customer Feedback Management (Optional)

A powerful extension to capture, track, and resolve customer feedback efficiently.

- Collect feedback through integrated forms, QR based surveys, or Links
- Action to be taken assigned to roles based on Customer feedback.
- A single QR code is used to collect multiple types of feedback, dynamically linked to different surveys based on the scheduled survey cycle

This module helps organizations respond faster, elevate service quality, and improve satisfaction levels—making it a valuable enhancement to the core Task Management System.



KEY BENEFITS

- ✓ **Centralized Workflow Control:**
One platform for all tasks, schedules, and projects
- ✓ **Improved Productivity:**
Automations reduce manual monitoring and follow-ups
- ✓ **Enhanced Accountability:**
Clear ownership with detailed activity logs
- ✓ **Better Planning:**
Insightful dashboards and reports for decision-making
- ✓ **Scalable & Modular:**
Add or remove features as your business grows
- ✓ **Higher Service Quality:**
With the add-on feedback module, you ensure continuous improvement



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