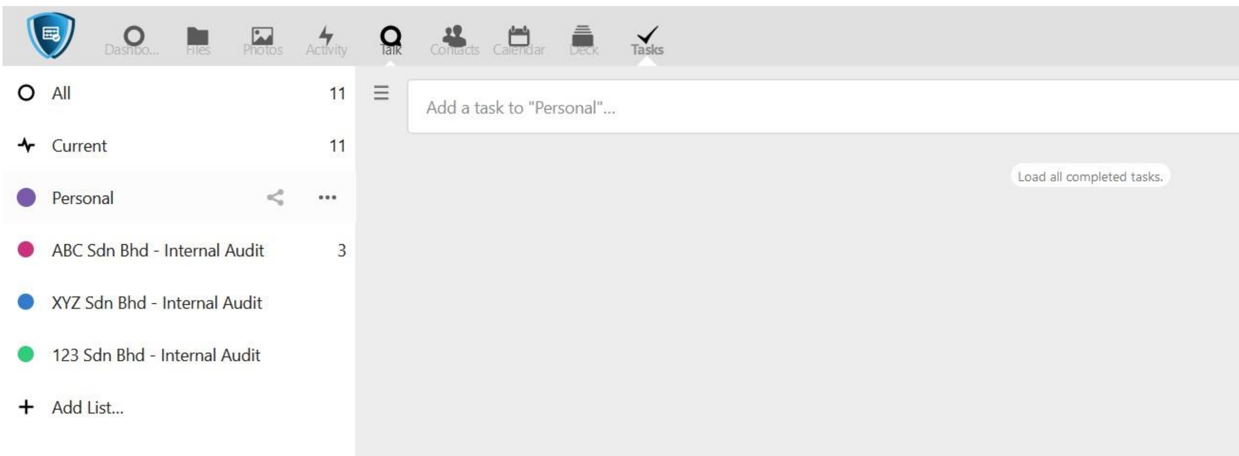
DCP TASK APP: PLAN, UPDATES, FOLLOW UP, MANAGE & CONTROL

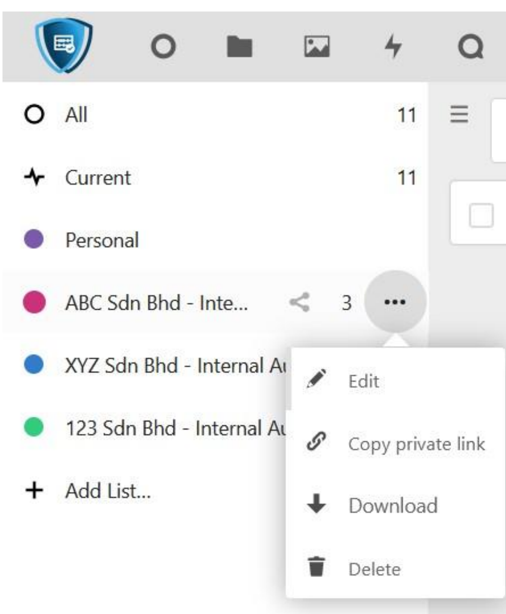
When you have several projects in hand and too may tasks to juggle for each project, get a helping hand with DCP Task App.

Create Task & Subtask – Share and manage them

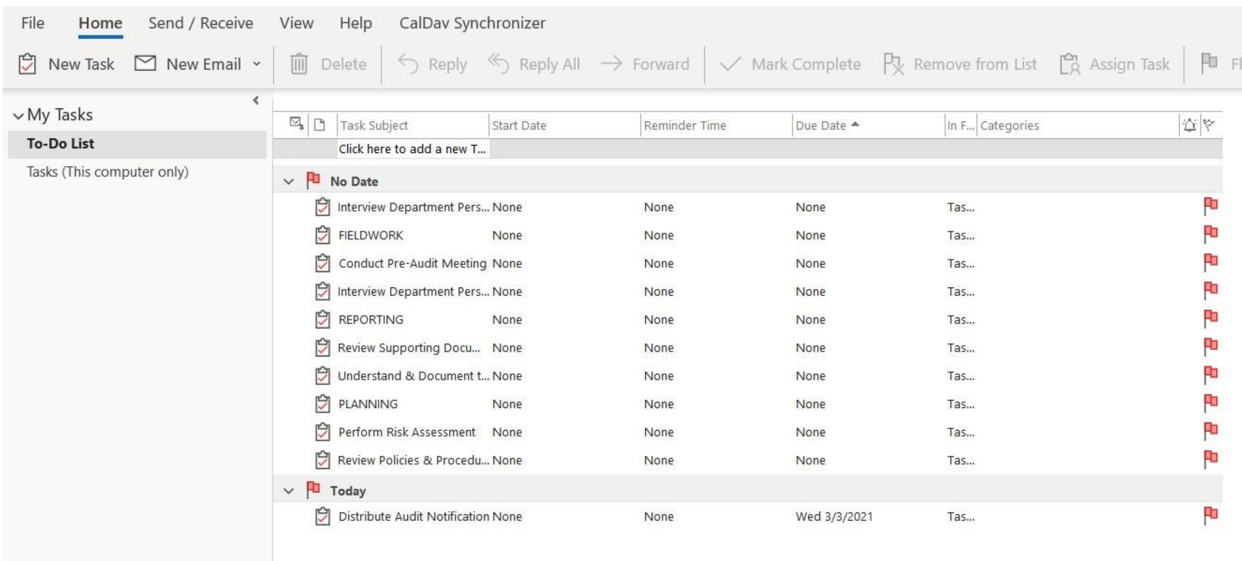
- You can create task list by client names, project names, processes or however you like to label them and organize them at the left side panel of Task for quick references. In the example below, is a Task List created by an Internal Auditor for internal audit assignment for various companies.



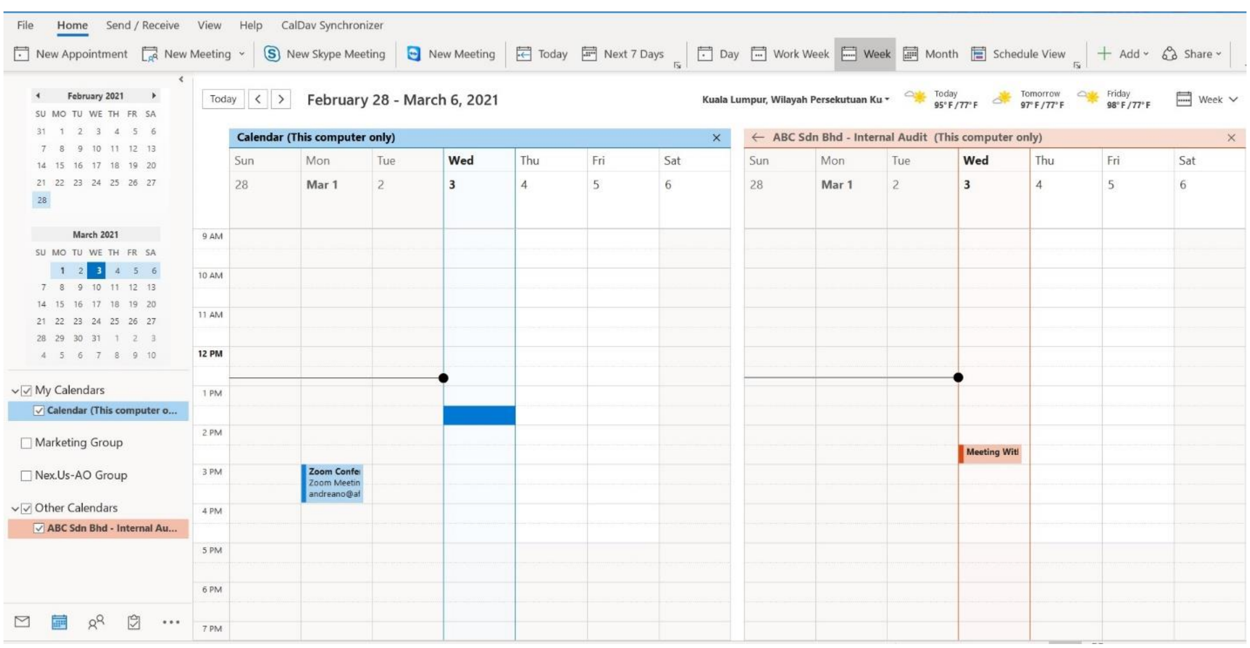
- If there is a need, the Task List can be edited by click on the 3 dots appearing next to the selected task list.



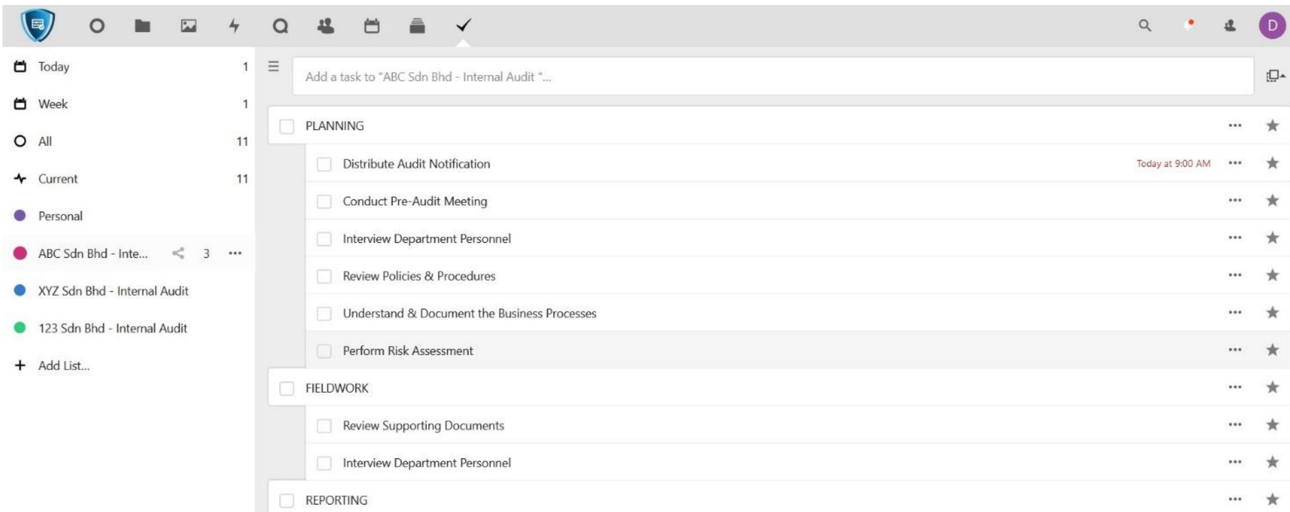
- Beside the "Edit" feature, if you use Outlook, you may also sync your task list with your Outlook's Task feature. First, make sure you have **CalDav synchronizer** plug in install on your Outlook. You simply need to click "**Copy private link**" of the selected task list and go to your CalDav synchronizer to create sync profile, paste the copied link at DAV URL and follow the steps, accordingly. After you have done, your task is now synched to your Outlook.



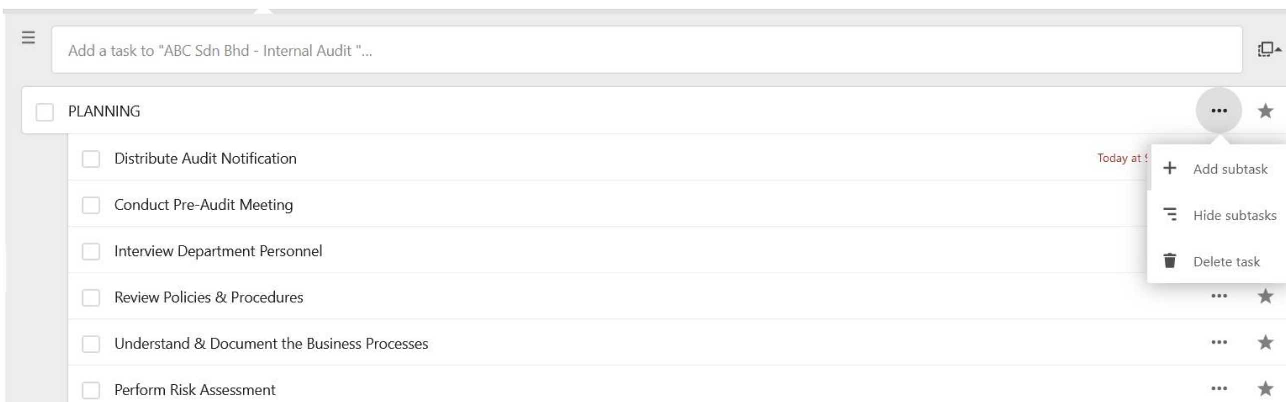
- Alternatively, you may also download the selected task list by clicking "**Download**" then an **icalendar file** format would be generated which you may choose to open with Outlook and a new calendar would be created in your outlook, in this example, **ABC Sdn Bhd – Internal Audit** Calendar has been created as "**Other Calendar**" in the outlook.



- After you have created a Task List, you may create the TASKS. In the ABC Sdn Bhd – Internal Project Example, 3 Main Tasks have been created: **PLANNING**, **FIELDWORK**, **REPORTING**.

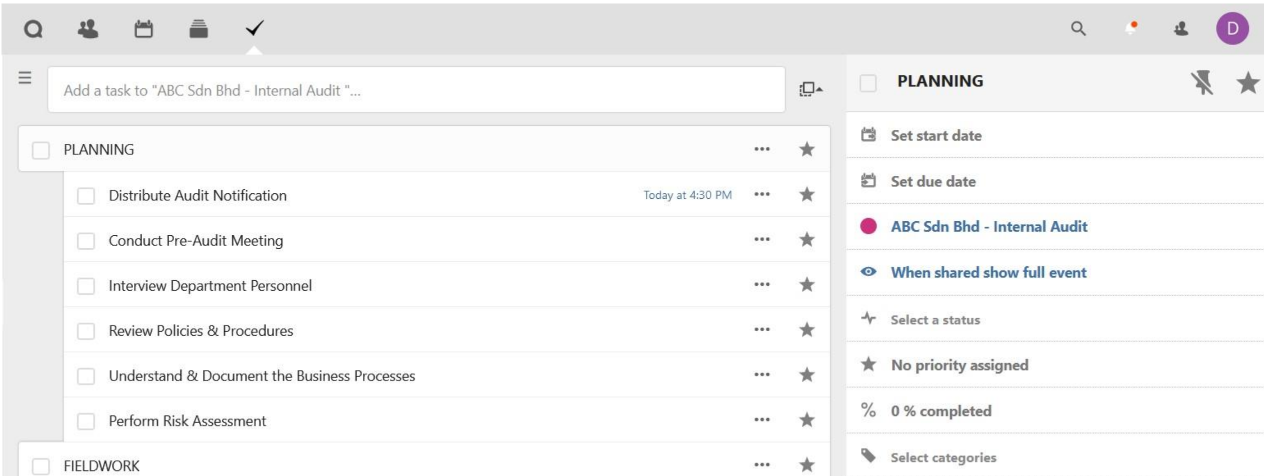


- Then under the Main Task, e.g. PLANNING, subtask can be created & added as follows:

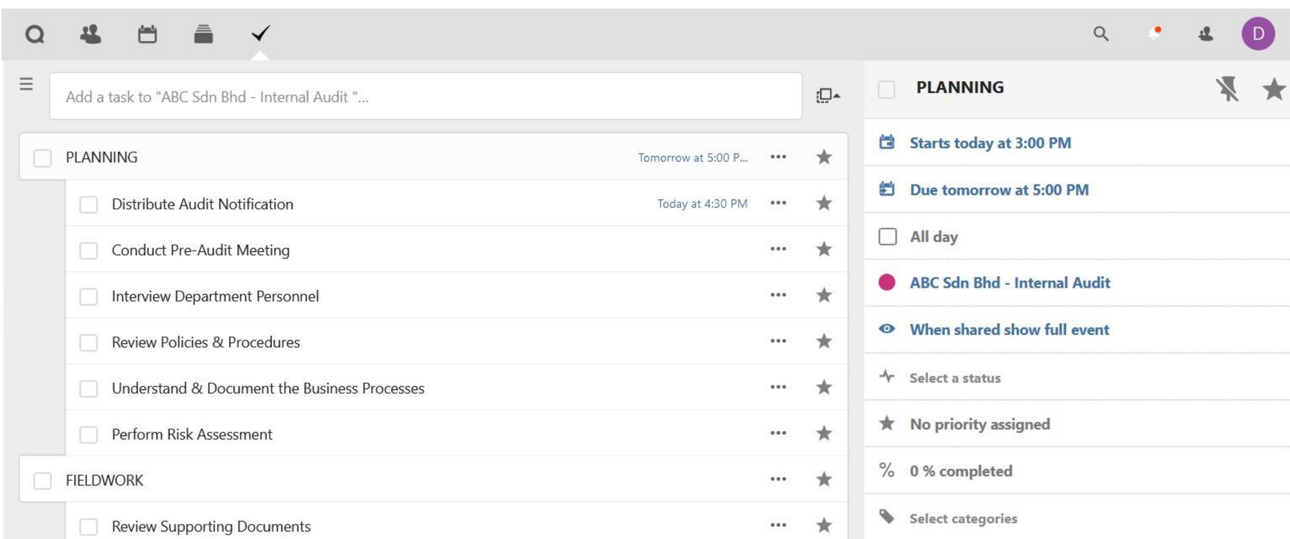


- As per the above example, 5 subtasks have been created, i.e. **Distribute Audit Notification**, **Conduct Pre-Audit Meeting**, **Interview Department Personnel** and so on.

- You may also set “**Start Date**” & “**Due Date**” to monitor your Main Task & Subtask by click on the Task. Example, when “**PLANNING**” is click upon, a side menu appears as below:

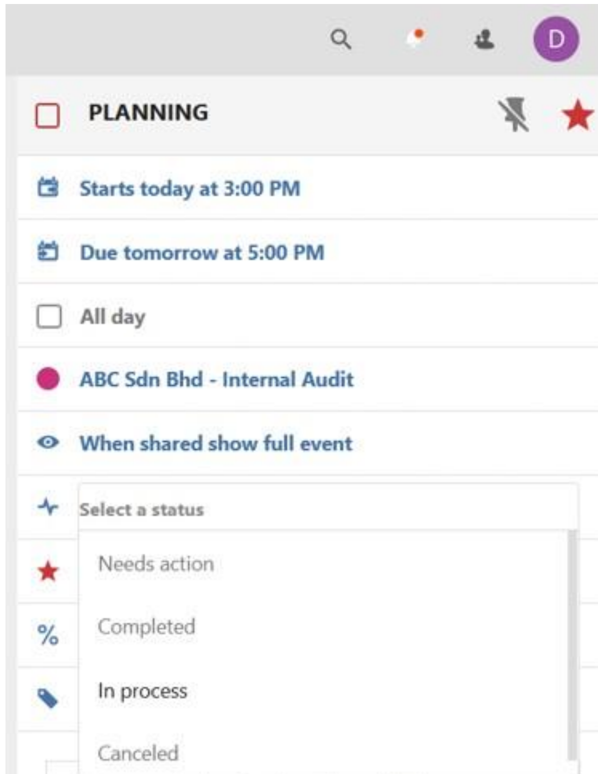


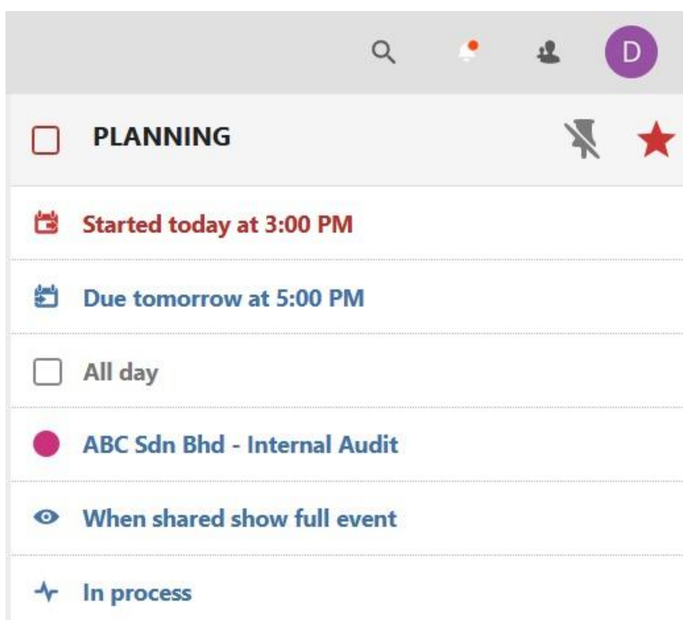
- Click on “Set start date” & “Set due date” and set the date and time, accordingly as sample below.



- At the side menu, you may also select the appropriate status to the task. Click on “**Select a status**” and you will see a pre-defined status of “**Need Action**”, “**Completed**”, “**In process**” “**Canceled**”

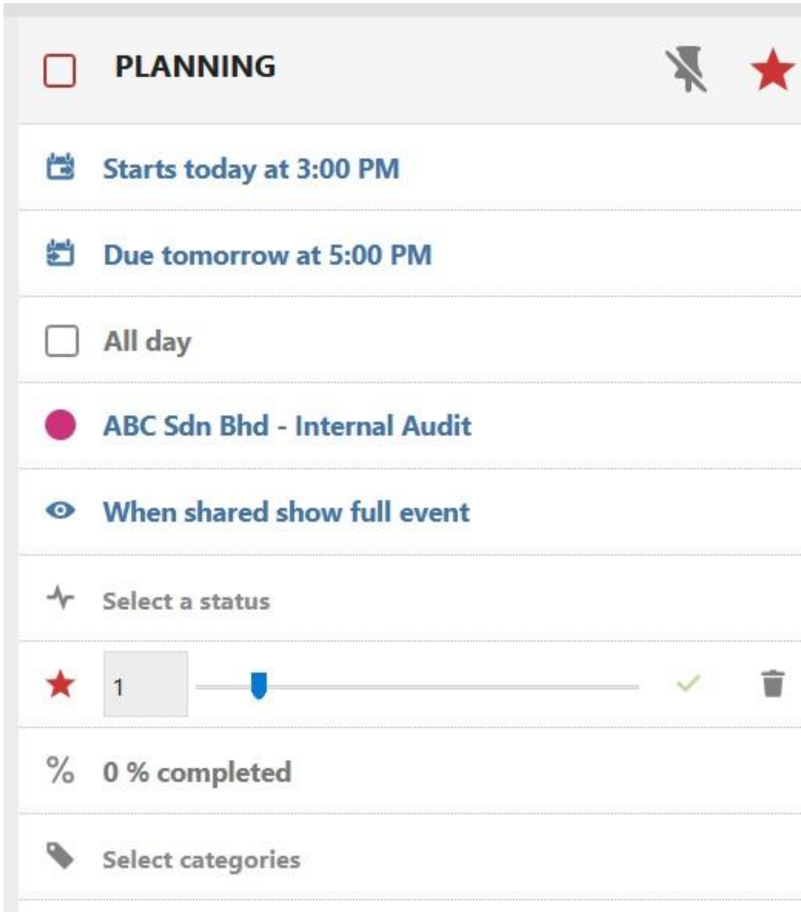
- Select the appropriate status and in this example, “In process” status was selected



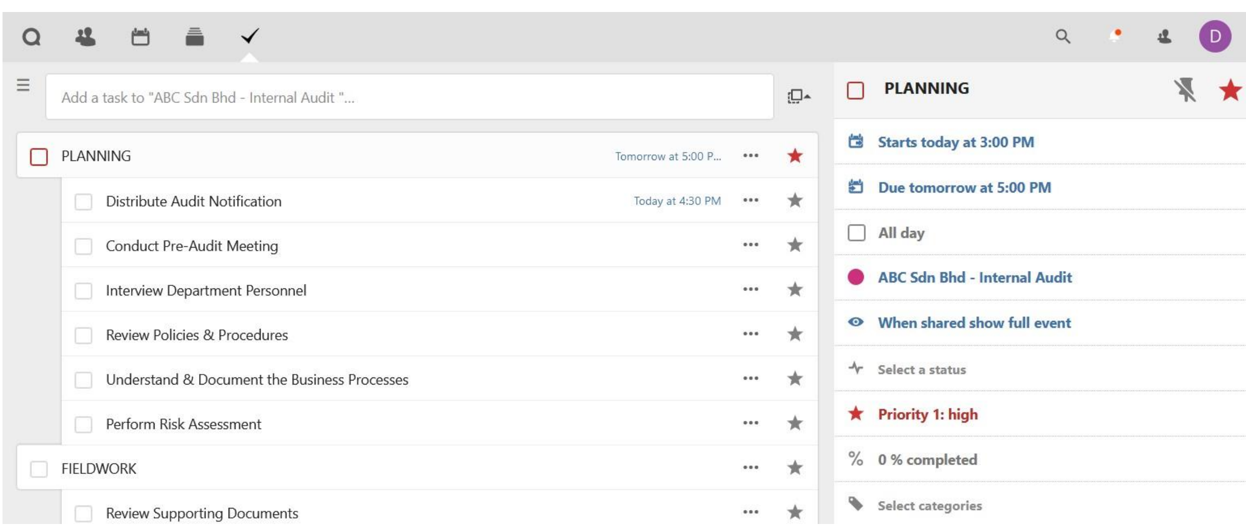


- Priority can also be set for the tasks created. Click on the star symbol at side menu and adjust the priority, accordingly.

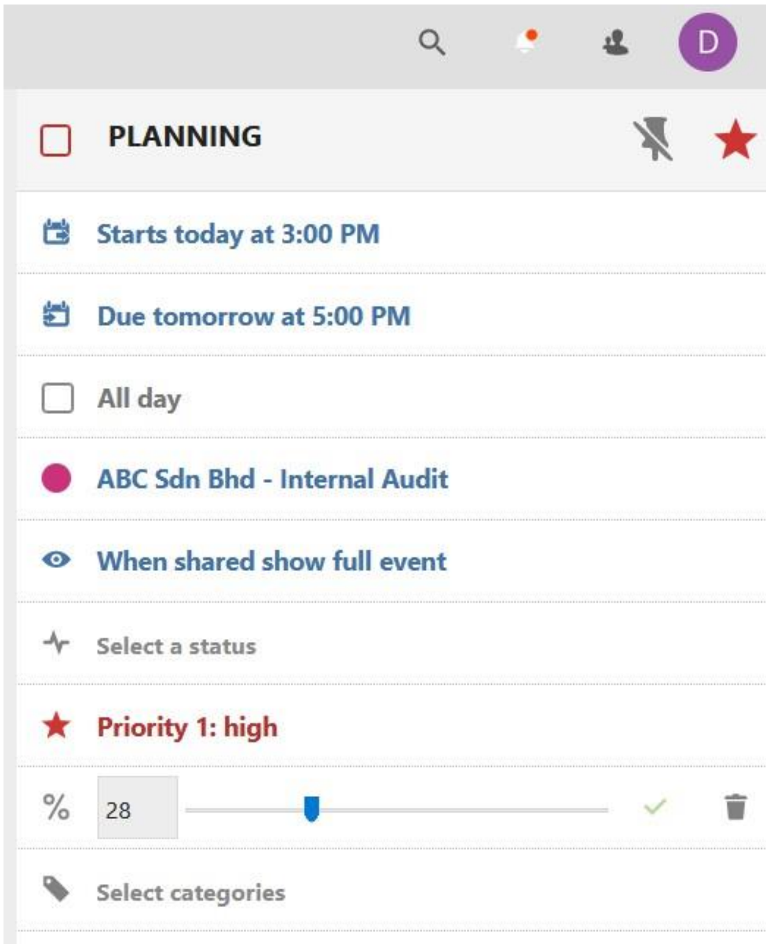
1 being HIgh Priority, 5 being Medium Priority and 9 being Low Priority



- If 1 is selected as HIgh Priority, a red star shall be marked at the left side of the task as seen below:

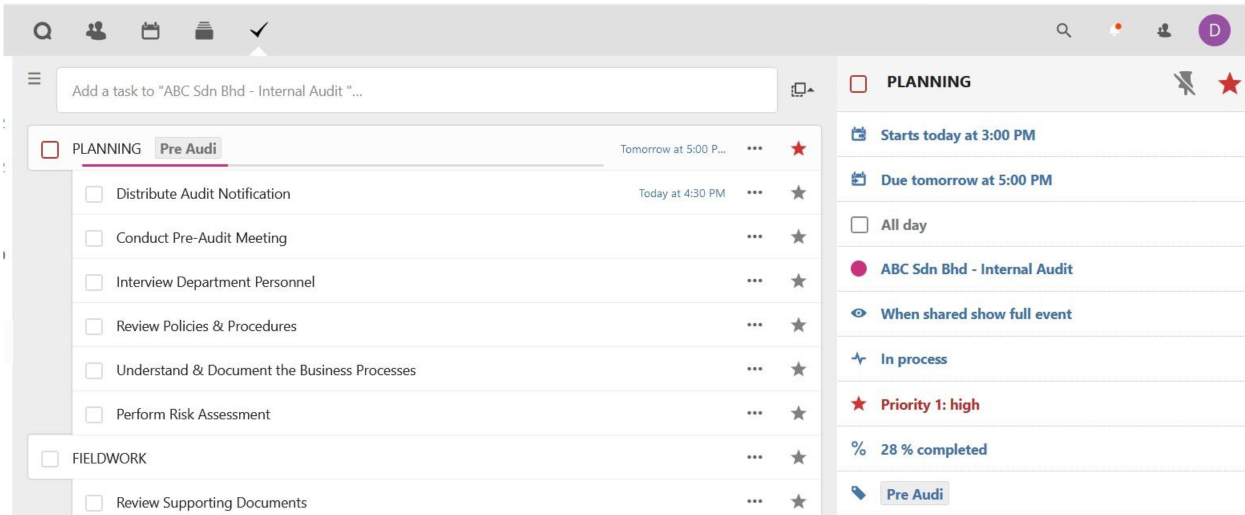


- Below the Priority setting, you may also update the percentage of completion with "**% completed**" available at the side menu by adjusting the percentage, accordingly.

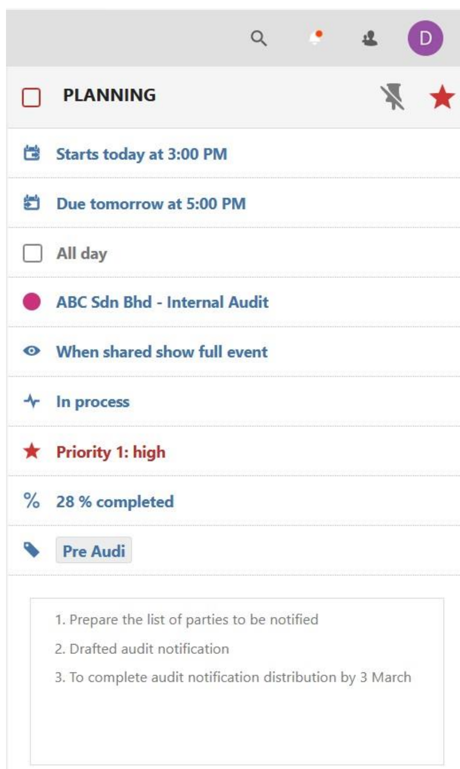


- Progress of task completion will also be reflected by a progressive red line as seen below:

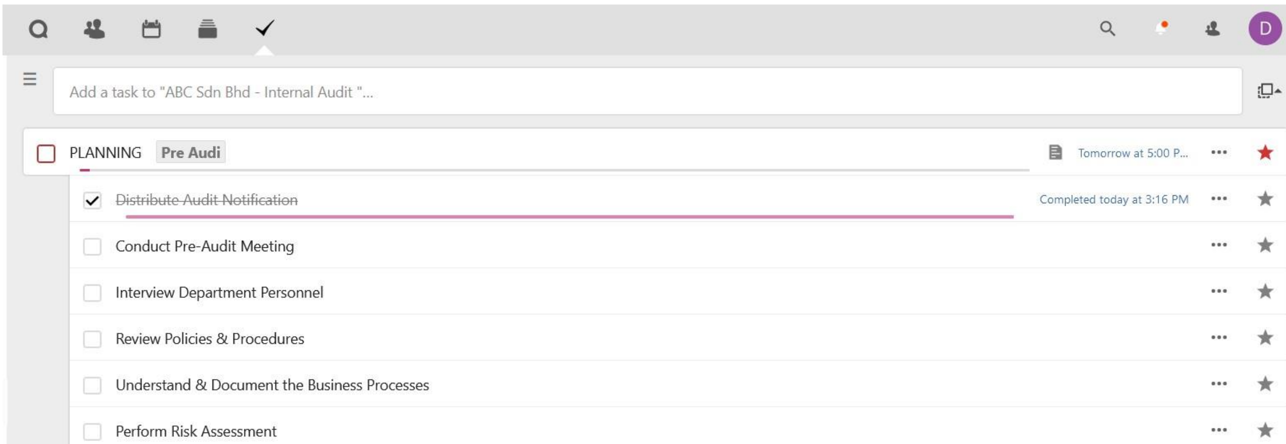
- You may also assign the task by category. Click on "**Select categories**" and if there were no categories being created, you may also create the required categories by typing down the categories. In the example below, we already have created "**Pre Audit**" for PLANNING.



- You may also add / update the task with your notes and remarks at the space provided at the side menu:

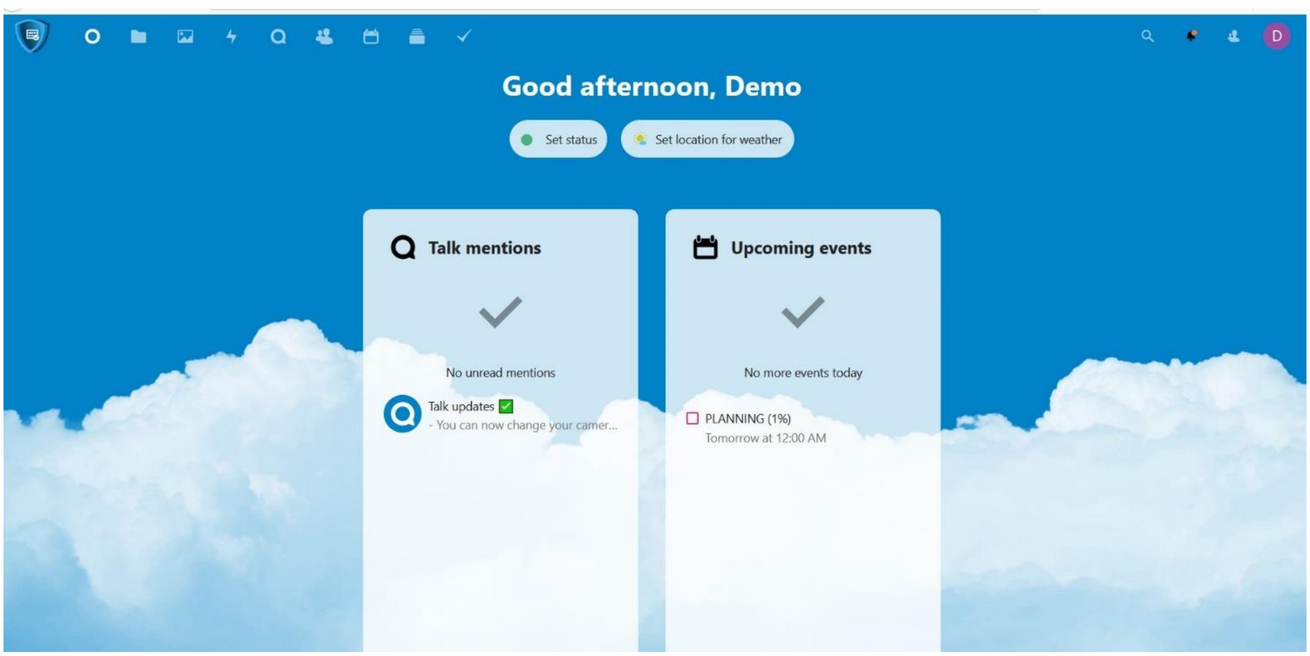


- Once a task has been completed, just check the box next to the title of the task and the task shall be strikeout as seen below:



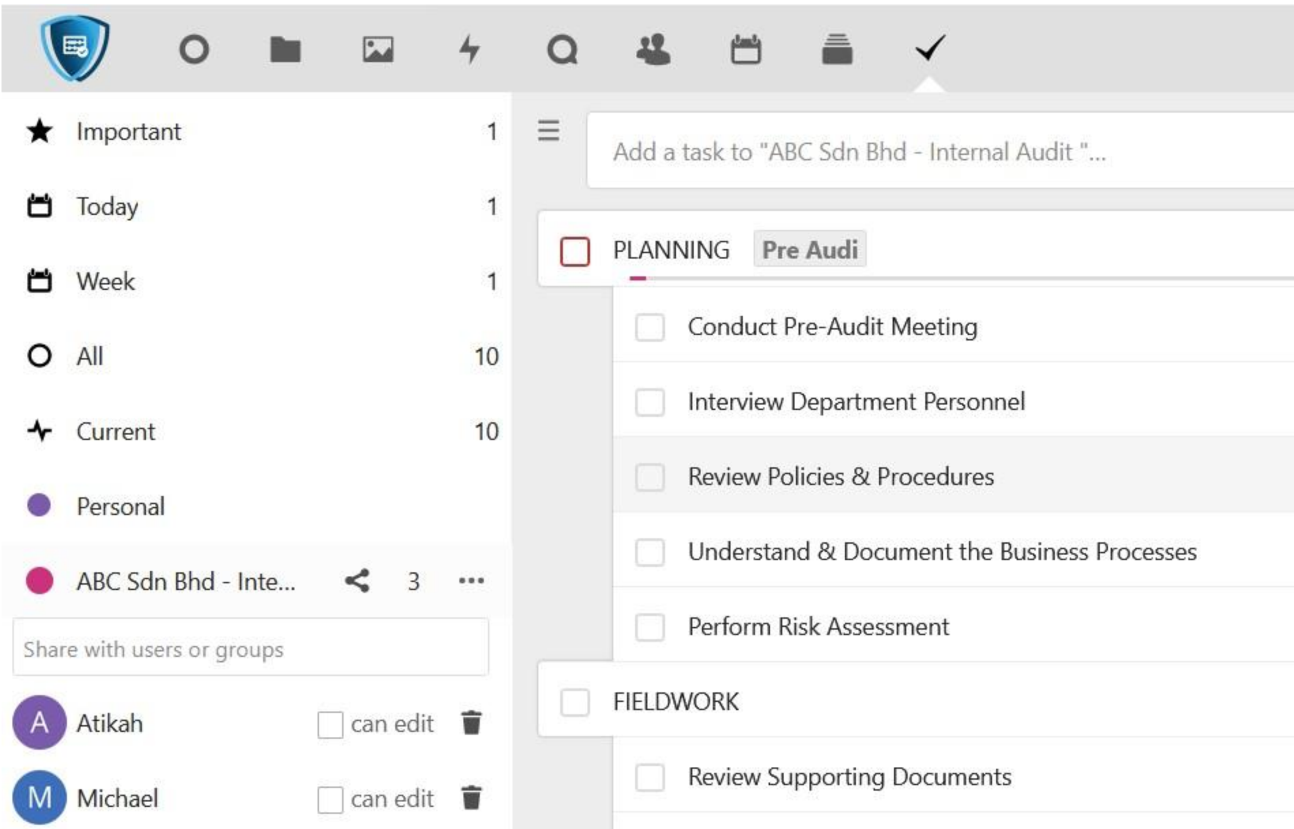
- The date & time of completion will be captured by DCP and indicated at the side of the completed task, accordingly.

- Last & not least, whenever you have assigned a due date to a task, it shall also appear on DCP dashboard's "**Upcoming events**" as reminder when you log in to your DCP as seen below:



In short, when you have too many projects, cases or tasks to manage, DCP Task App will be a useful tool to help you monitor your tasks and their progress.

You may also share the Task List with your team members for joint monitoring, progress updates and controls. You can allow or disabled edit for your team members.



Now, isn't that a good news?

The end.