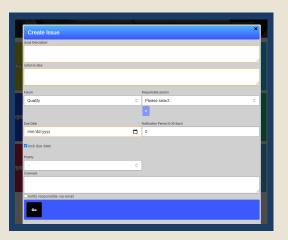
A guide to using OPEN ISSUES LIST (OIL) TASK MANAGEMENT APP

1. CREATE FORUMS AND ADD EMPLOYEES

Forums are groups where employees from the same team, department or project can collaborate on tasks and ideas. You can configure employee permissions so that some employees can assign tasks, while others can only receive them.





2. CREATE, EDIT AND VIEW TASKS

Assign "Issues", or tasks, to employees and set due dates. Employees will receive automated emails when tasks are assigned to them, and to remind then when deadlines are coming up. Employees can also use the app to share comments and documents relating to their tasks.

2 VEDIEV TACK

COMPLETION

When an employee completes an "issue", they can change the status of the task to "complete, not validated". An email will be sent to the employee's supervisor, reminding them to confirm that the task has been completed satisfactorily, by changing the status to "closed, validated".



Open Issues by Forum			ABC Company 13 Open Issues			
1 (7.69%) 1 (7.69%) 2 (15.89%)	(-1)(109)	Forum © Backburner tasl © OIL software © Job Card © Quality © Maintenance © OIL © Varifena dev	OIL Issues Creatic Company ABC Com 200			
2 (15.	- s (25.08%)	• tailing duy	0 2018	-	2019 Year	
				Due_Date	Year	Statu
lssue		ŝ	2018		Year	Statu
lssue Please Select.			2018 Creation_Date	2020-05-19	Year	
Issue Please Select. test attach file theory	Action Create 3 issues with same file path (ist issue id so project V	2018 Creation_Date Tuesday, May 19, 2020	2020-05-19 2020-04-09	Year Forum Maintenance	past
Issue Please Select. test attach file theory test attach file theory	Action Create 3 issues with same file path (issues share a file path folder	ist issue id so project	2018 Creation, Date Tuesday, May 19, 2020 Wednesday, April 8, 2020	2020-05-19 2020-04-09 2020-04-14	Year Forum Maintenance OlL software	past, close
huue Piezos Select. test attach file theory test attach file theory test attach file theory	Attion Create 3 issues with same file path () Numero Dos	inst issue id so project V e first due date to past 8	2018 Creation, Date Tuesday, May 19, 2020 Wednesday, April 8, 2020 Wednesday, April 8, 2020	2020-05-19 2020-04-09 2020-04-14 2020-04-15	Year Forum Maintenance OlL software OlL software	past close close
Issue Please Select. The statuch file theory test attach file theory test attach file theory test stack status	Action Create 3 shours with same file path (Create 3 shours with same file path (Shourson Ten Noneron Ten Create Successite insues and chang	inst issue id so project V v e first due date to past N atus	2018 Creation, Date Tuesday, May 19, 2020 Wednesday, April 8, 2020 Wednesday, April 8, 2020	2020-05-19 2020-04-09 2020-04-14 2020-04-15 2020-03-29	Year Forum Maintenance OIL software OIL software OIL software	close close close
Issue Please Select. test attach file theory test attach file theory test attach file theory test attack file theory test shack status	Artiss Create 3 issues with same file path fider Nimer Dos Nimer Dos Create 5 successful most have at the Create 5 successful most have at the	rist issue id so project V e first due date to past 8 stus	2018 Creation Date Tuesday, May 19, 2020 Wednesday, April 8, 2020 Wednesday, April 8, 2020 Wednesday, April 8, 2020 Monday, March 30, 2020	2020-05-19 2020-04-09 2020-04-14 2020-04-15 2020-03-29 2020-03-29	Year Forum Maintenance Oll, software Oll, software Oll, software Oll, software	past close close close close
hsuar Please Select. Test attach file theory test attach file theory test stack status test stack status test shack status	Artion Creat 3 issues with same file path file creat 3 issues with same file path file models are a file path file models are an experimental and the path file models are according to a same and then the track and the models are according to a same and then the track and the models are according to a same	inst issue id so project 5 first due date to past 8 thus 8	2018 Creation Date Tuesday, May 19, 2020 Wednesday, April 8, 2020 Wednesday, April 8, 2020 Wendnesday, April 8, 2020 Wonday, March 30, 2020	2020-05-19 2020-04-09 2020-04-14 2020-04-15 2020-03-29 2020-03-29 2020-04-06 2020-04-06	Year Forum Maintenance OlL software OlL software OlL software OlL software OlL software	past close close close close close
2 (1) Num Please Select. una atach fie theory test stack file theory test stack file theory test stack status test stack status test stack status test stack status	Action Create 3 basies with sarent flap path flat Susano share a file gath folder Numero Don Create 5 susano file folder Numero Don Create 5 susano and full path Create 5 susano and full	inst lasue id so project	2018 Creation, Date Teesday, May 19, 2020 Wednesday, April 8, 2020 Wednesday, April 8, 2020 Monday, March 30, 2020 Monday, March 30, 2020 Monday, March 30, 2020	2020-05-19 2020-04-09 2020-04-14 2020-04-15 2020-04-15 2020-03-29 2020-04-06 2020-04-06 2020-04-06	Year Forum Maintenance Oll software Oll software Oll software Oll software Oll software	past close close close close close close

4. REPORTS AND DASHBOARDS

Navigate to the "Reports" page to view which employees and forums have outstanding and overdue issues. At the "Reports" page, you can also view a timeline of all the tasks related to you, and when they are due.

##