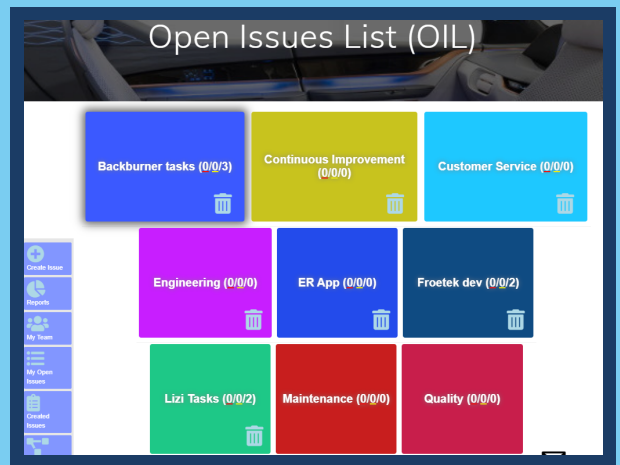


A guide to using OPEN ISSUES LIST (OIL) TASK MANAGEMENT APP



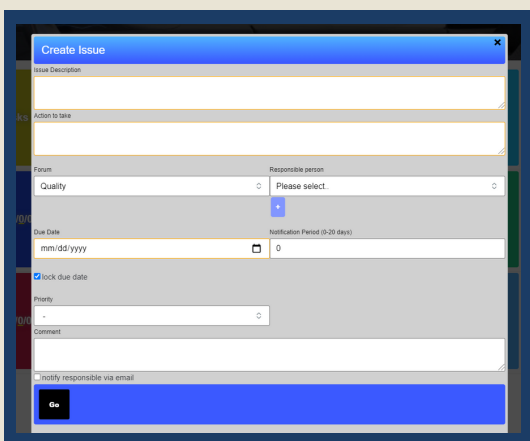
1. CREATE FORUMS AND ADD EMPLOYEES

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.



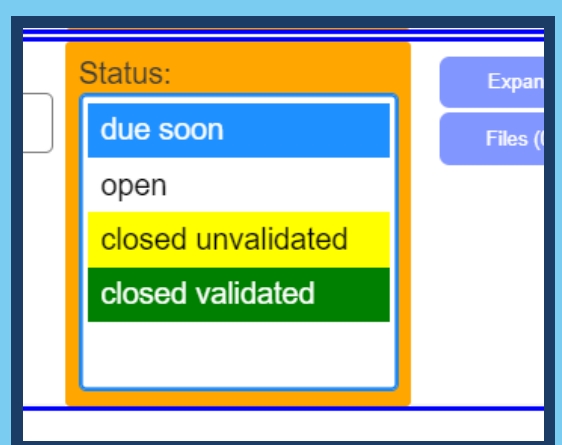
2. CREATE, EDIT AND VIEW TASKS

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



3. VERIFY TASK 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".



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.

