Workflow and diary

Paul, the following items are for your attention..

📁 New Jobs 33

📁 Document Messages 1

Type	Date	Forename	Surname	Company	Document	Attached To
Comments	23/09/09 14:32	Paul	Sup	FM Supplier	test	test date at Annie Prendergast

- Configurable to allows appropriate items to show in users' in trays
- Categories to include client-specified system prompts (eg, queries, jobs requiring specific action, approvals, etc)
- Snapshot of supplier workload by job status showing performance against SLAs with direct links to individual jobs
- Internal addressing of notes, queries, instructions and complaints with complete audit trail of distribution and responses
- Ability to alert specified users and groups via SMS and e-mail
- Event History
- All activity date, time and user stamped
- Can be viewed as a single report for jobs and assets
- Allows ad hoc processes such as notes and queries to be added and closed
- Can be analysed via filtered report

Asset-Pro