

TASKS MANAGER

Sheet	Function	Parts you can edit
Master	Task submissions go here. You can edit task details through this sheet.	Task details <i>Not editable: Task ID and timestamps</i>
Sort Sheet	This is a copy of the contents of the Master sheet that you can sort and filter (using the headers).	<i>Nothing can be edited on this sheet. If accidental edit is made, it will revert back to a copy of the master sheet.</i>
Due Date Filter	Tasks can be filtered by a range of due dates here. This was created because the native spreadsheet sort feature can't filter by date ranges.	The filter dates. <i>Not editable: The tasks table</i>
Tasks distribution	This sheet has charts and graphs displaying numbers at a glance for distribution of tasks among staff members. All numbers are for tasks that are not completed. Included are total tasks, including numbers by priority level and by statuses. There is total tasks within a date range, a chart displaying the hours a staff member has scheduled for a certain week, and the total number of work hours a staff member has within a date range.	The date ranges. <i>Not editable: the charts and graphs</i>
Staff member tasks	This sheet contains tables separated by each staff member that lists tasks assigned to them. Staff members go here to see their tasks and to update the statuses for them.	<i>Not editable. Only staff members can edit their task statuses here.</i>
Completed tasks	This sheet logs completed tasks. This will be useful for archiving purposes, since we will want to clean out completed tasks regularly (to avoid clutter). We would download a copy of the sheets before cleaning out the completed tasks.	<i>Not editable.</i>

E-mails:

Late tasks e-mail	This e-mail will be sent out every night at 8pm if there are currently any late tasks (still in progress past the due date). You can go in and adjust the details of the task accordingly to remove the late status.
Completed tasks e-mail	This e-mail will be sent out every night at 8pm with an update of any tasks that were completed in the last 24 hours.
Staff member tasks e-mail	This e-mail will be sent to staff members at 7am every morning. This will list all their pending tasks, categorized by the current status of the task.
New task notification e-mail	This e-mail will be sent to the assigned staff member to notify them of a new task they were assigned.

Status descriptions:

Status	Description
Assigned	This indicates a new task. Staff members cannot change the status back to “assigned” once they have changed the status.
Ongoing	This indicates a task that is meant to have dedicated time every week until the due date. It is presumed to be in progress and will only need to be updated when complete.
Received	Indicates to the assigner that the staff member knows about the “assigned” task, but does not mean they have started it. They do not need to do this for “ongoing” tasks.
In progress (0%)	This indicates to the assigner that they have begun work on the task.
In progress (25%)	The staff member is at least one fourth of the way through finishing the task.
In progress (50%)	The staff member is at least half of the way through finishing the task.
In progress (75%)	The staff member is at least three fourths of the way through finishing the task.
Pending Review	The staff member is waiting on a review of their work on the task from the assigner. They are not actively working on the task while it is pending review.
Complete	The staff member has completed the task.