



JobTraQ



JobTraQ™

JobTraQ™ is a remarkably flexible web-based solution for managing processes, projects, people and results.

In today's highly competitive business environment, Process Management, commonly referred to as "workflow", is essential in order to meet customer's ever-increasing needs and ensure your organization's profitability.

JobTraQ™ enables you to easily monitor, measure, control, and report your organization's level of efficiency and effectiveness.

Users can quickly define, categorize and systematize transactions and tasks. JobTraQ™ creates structured communications and streamlines the relationships between customer, company, and employee. What makes JobTraQ™ truly unique is its adaptability and flexibility. Within minutes JobTraQ™ can be easily customized to fit the specific needs of any organization.

JobTraQ™ X5.3, released in Spring 2006, includes new features such as:

- Projects now viewable in Gantt Chart format
- New custom reports available for Administrators to run
- Administrators have greater control over how users fill out form
- Custom Fields now include three new special Internet Data Types: URL Address, Email Address, and a 'magic' field that can tie JobTraQ™ into third party systems.
- ...and many more!

JobTraQ™ is the easy to use, easy to learn, easy to access, customizable business tool you've been searching for to keep your organization on *TraQ*.

To learn more about the JobTraQ™, please visit www.JobTraQ.com



remarkably
flexible solution for
managing Processes, Projects, People & Results



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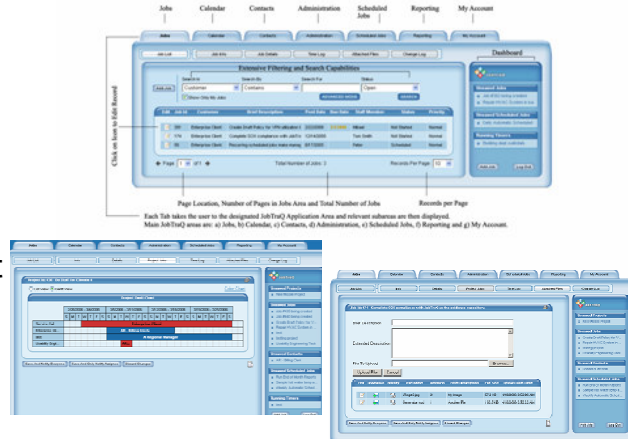


Jobs Screen

The Jobs tab contains all the pages that deal with job tracking
(Job List, Job Info, Job Details, Reminders, Time Log, Attached Files & Change Log)

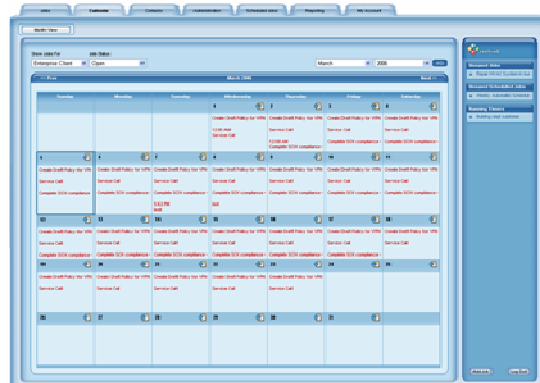
Jobs View / Main Screen

- Jobs tab contains Job Info, Job Details, Reminders, Time Log, Attached Files, and Change Log
- View your Jobs or Projects
- Search for jobs within system
- Projects views available in Gantt Chart format or List format



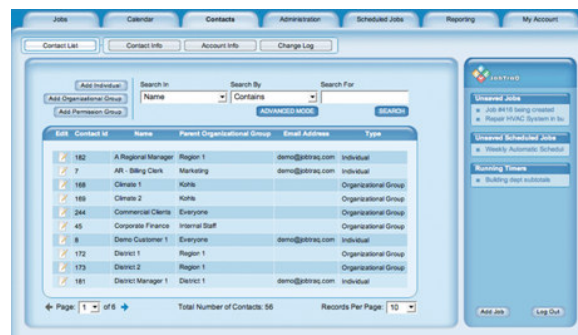
Calendar View

- Calendar view provides a one-month view of the user's jobs
- View Shared (other users) Calendars
- View future and previous months
- View scheduled jobs/appointments and regular jobs/appointments



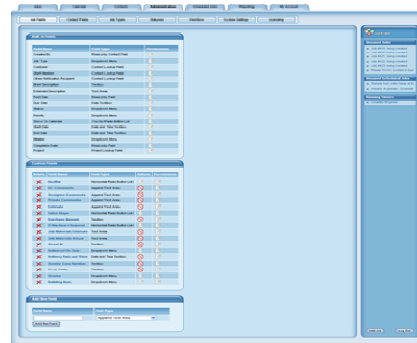
Contacts View

- Ability to import your existing Contact Database
- Add Individual, Organizational Group or Permission Group



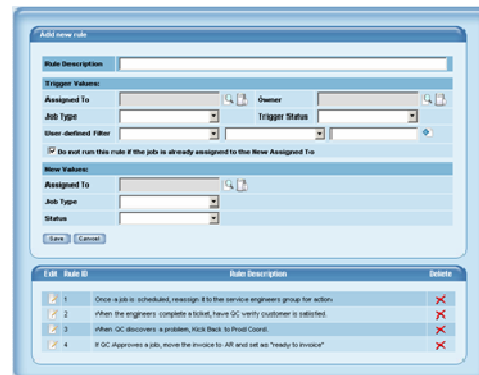
Administration View

- Create custom job fields, contact fields, job types, statuses
- Create a workflow rule
- Edit System Settings
- Manage licenses



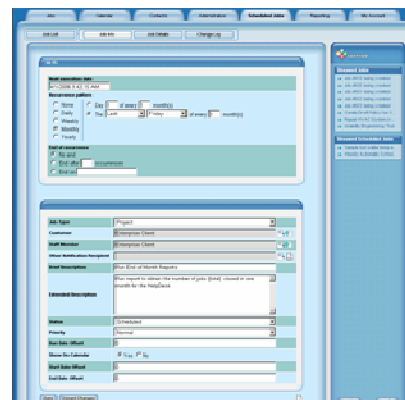
Powerful Workflow Engine

- Add rules to create a workflow
- System Administrator sets up trigger values and new values to automate tasks from one user to another



Scheduled Jobs View

- Scheduled Jobs allows users to automatically schedule tasks
- Allows users to select next execution date, recurrence pattern, end of recurrence, and assigned staff



Reporting View

- System Administrator has ability to pull reports for Jobs, Scheduled Jobs, and Contacts
- Custom reports available
- Review aging by department or personnel

