

Task Controller for Tempaid

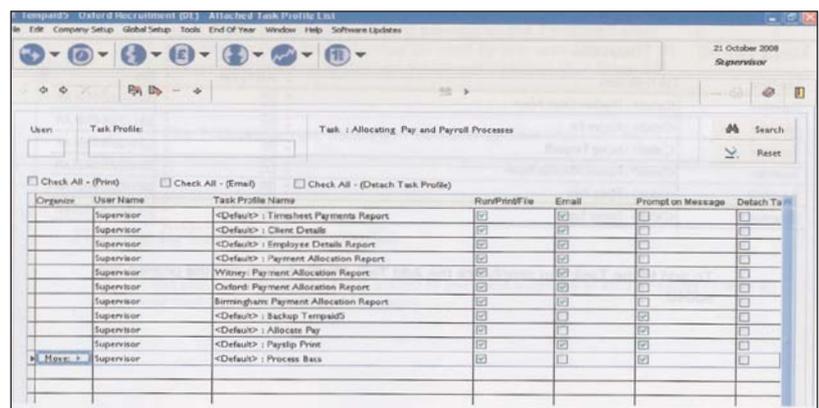
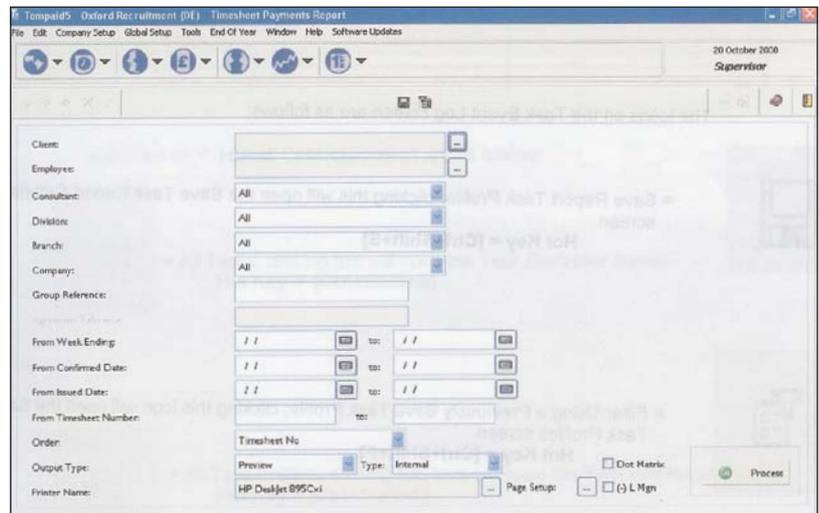
Task Controller is a unique and flexible facility to automate many of the regular processes carried out in **Tempaid**, thereby saving time, reducing potential errors and ensuring that a set sequence of actions are followed rigorously. A few minutes spent creating a series of regularly-used processes can be repaid time and time again when using Task Controller in a busy, interruption-prone office environment.

How it works

First, the individual Task Profiles are created. These mirror the normal Tempaid manual processes and include all the normal criteria that you would choose and apply. Tempaid has the ability to automatically create 'default' Task Profiles, which you can then personalise and name. This is probably the easiest way to begin. When the individual Task Profile runs, it creates an Event log, can prompt the operator for input, and, where the action permits, use a previously-set email contact (for example to email the report to the right person).

Multi-step Tasks are created by selecting a number of individual Task Profiles. Tasks are given a meaningful name (such as 'Allocating Pay and Payroll Processes') and can then be run at any time. Of course, you are able to change the sequence of Task Profiles within a Task, change or remove them entirely, and then create similar Tasks, for example, creating invoices and emailing them to each branch in turn. The Task can also include creating and emailing or printing a report of all the Event logs to immediately confirm successful operation.

The process of creating the Task profiles, the multi-step Tasks and their operating is governed by exactly the same security measures that their manual operation requires.



FAQs

Q What processes can I automate?

A All processes, with the exception of Restore and Period End.

Q Is it easy to set up?

A Task Controller is an option for Tempaid 5 that can be installed, enabled and set up at any time.

Q Is it easy to create the individual Task Profiles?

A You can set Tempaid to auto-generate Default Task Profiles, which are then easily fine-tuned using the criteria you normally use.

How you benefit

- **Save countless hours of routine, 'hands-on' time**
- **Reduce operator intervention and enable out-of-hours processing**
- **Ensure that you carry out every regular process in the right order and without missing a step**
- **Receive automatic reports of successful operation**
- **Reduce time spent in rectifying avoidable mistakes**

Summary of features

- **Create an unlimited number of Task Profiles – using exactly the same criteria as when using Tempaid manually**
- **Sequence Task Profiles into unlimited multi-step Tasks**
- **Amend and re-order the Task Profiles in a Task to create further Tasks**
- **Secure use and creation of all Tasks**



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