

End User Datasheet

OX Tasks

OX Tasks is the “to-do” list part of OX App Suite. It provides everything you need for creating, managing, and completing your daily or long-term tasks. Creating new tasks and updating existing items are as easy as can be. A task form with just two fields lets you make quick notes or create simple tasks. When more details are needed, you can expand the form, for all the functions you need to manage even the most complex long-term challenges.

It's easy to share tasks with others. This simplifies handling team projects and meeting deadlines.

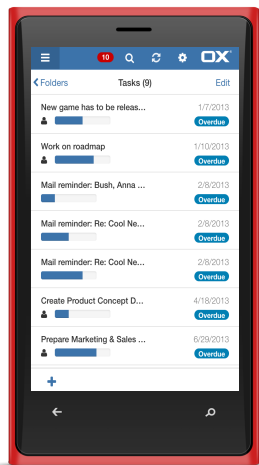
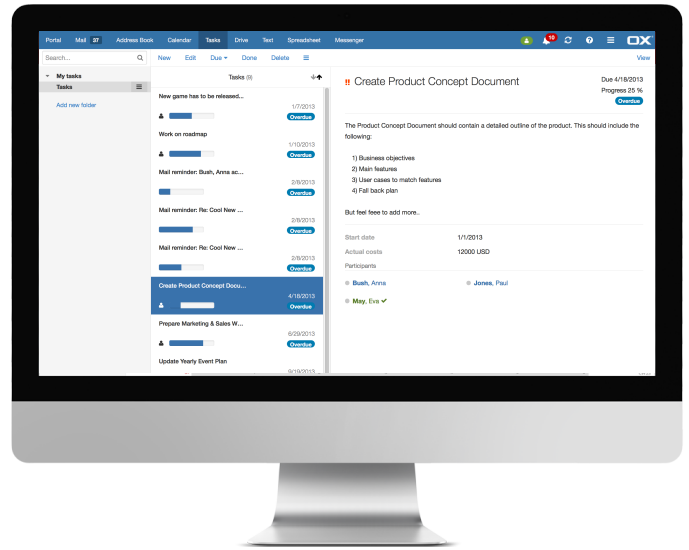
You can also assign and delegate tasks to one or more members of your team.

OX Tasks is designed to work well on whatever size of screen you are using with OX App Suite. It automatically identifies the device and immediately adjusts the resolution to match. In addition, OX Tasks can be integrated with third-party applications on your desktop or laptop PC as well as on a tablet or smartphone. Synchronization using the CalDAV protocol family guarantees that your task list is always up to date on all your devices.

OX Tasks uses the intuitive OX App Suite design which is consistent across all modules. The folder tree shown on the left lets you group your tasks in specific folders and separates your private tasks from shared and public ones. At the center of the screen is a list of the tasks found in the selected folder. This shows the task's subject but also lets you scan other high-level information, such as the deadline and status. It presents an overview of the task.

Finally, the selected task's details and additional notes are shown on the right. If specified when the task was created or edited, the following information is presented:

- The start and end dates
- Whether the task is a recurring one
- Reminders
- Status and progress percentages
- Priorities
- Participants
- The associated time used, distance, and costs
- Billing information



Reliable synchronization allows you to use OX Tasks wherever you may be. You can add tasks to the list while you're en route to a meeting abroad. The application also lets you create your shopping list while you're still in the office, then check off the individual items on your phone while in the supermarket. OX Tasks provides you with a simple and time-saving experience for numerous use scenarios.

OX Tasks is fully integrated with all of the other OX App Suite modules. For instance, you can add participants and task resources directly from your contact list. An auto-completion feature makes this even easier. In addition, you can attach one or more files from OX Drive to a task without switching application.

