



## teamfocus – Web-Based Task Management System

Workflows are at the heart of teamfocus, and are a flexible way to manage tasks for your team. teamfocus works by tracking tasks as they move through a pre-defined series of steps, this way you can be sure all your tasks follow the path you want them to.

Tracking tasks this way ensures consistent results every time. teamfocus provides real-time feedback so you always know where your business is up to.

This way you can manage resources in the most efficient manner and avoid bottlenecks.

Best of all, teamfocus allows you to fully customize your workflow to match your business requirements. This means that you can change your workflow as your business grows.

### Key Features

- Choose from one of the teamfocus pre-defined Workflows
- Customize the Workflow to match your business needs
- Collect and present only the information you need
- Quickly search across all your data
- Invite others to see and work with tasks that relate to them
- NSA Proof security, so only you can see your data
- Unlimited Tasks
- Unlimited Workflows
- Workflow Editor - To edit your own Workflow
- Custom Field Editor
- Custom Metrics
- Multiple File attachments
- Receive email updates on the tasks you care about
- Affiliate Program - Be rewarded for helping teamfocus to grow
- Workflow Sharing - Create and share a pre-configured Workflow



### Cross Platform

- Access teamfocus from any web browser
- Compatible with all PCs – Windows and Mac
- Great on tablets and smartphones, including Apple, Android, and Windows devices.

### Customisable

- teamfocus is fully customizable to the needs of your business
- Fully flexible setup capabilities for:
  - Workflows
  - Task fields
  - Reporting

### Sharing

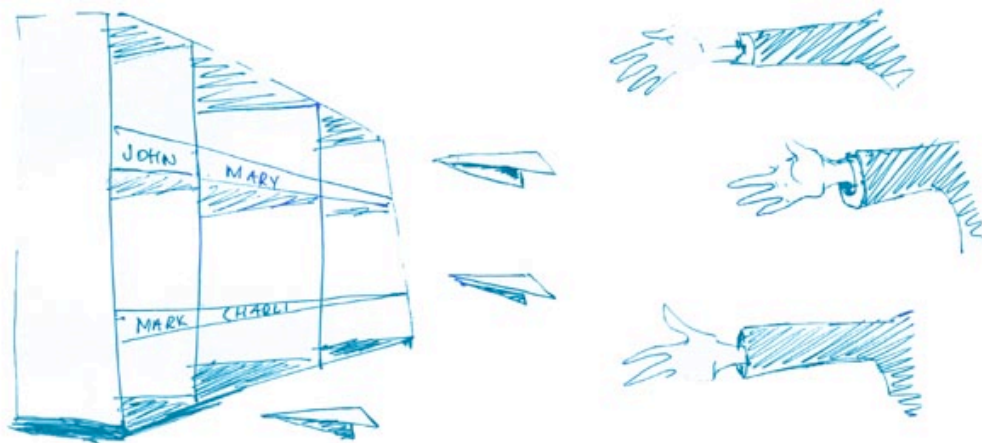
- teamfocus is built around collaboration
- Invite colleagues to view, or interact with, your Workflow
- Sharing your workflows focuses everyone's energy on a common goal

### Secure Text Fields

- Strong encryption for Secure Fields in your Workflow
- Ensures Secure Field data is only readable by yourself
- teamfocus never see the information in your secure fields
- Quick and permanent deletion of encrypted task data.

### Email Notifications

- Subscribe to the task Filter that interest you to receive email updates
- Using teamfocus Notifications allows you to;
  - o Keep track of when a new task is added to your Filter
  - o Be notified when a task becomes overdue and needs attention
  - o Be notified when a task is edited on a Filter you are following



## Our Company

We created teamfocus in 2010 to solve a common problem, managing workflow across teams.

We wanted a solution that worked for an increasingly remote workforce, tracking the status of tasks and work assignments for many people.

The teamfocus task management system is what we created to solve these problems.

## Who we are

**Kevin Withnall** (Co-founder) has owned and managed successful IT solution based businesses for over 20 years.

Contact: 0412 453 846  
kevin@teamfocus.me

**Jason Weaver** (Co-founder) has held senior roles in eBusiness, and served as an eBusiness consultant to medium and large organisations in both the finance and insurance industries.

Contact: 0409 324 478  
jason@teamfocus.me

## Testimonials

“With over 25 service trucks to co-ordinate, I can see at a glance what my whole team is working on, and if there are any bottlenecks in the delivery of our services” – John De Carli, Owner, JDC Electrical

“We use teamfocus as our second screen, it lets us know what to work on next and reduces team emails as we all know what each other is working on”  
Chris Savage, Manager, Pillar – Superannuation Administration



# teamfocus Application Screenshots

## List View

Filter: Active tasks (40 of 43)									
List View									
Description	Id	Hours	Priority	worker	Step	Due	Workflow	Tags	
workerjason@teamfocus.me									
Investigate issue with flushing Cassandra caches.	8	00:02:08	1	jason@teamfocus.me	Active	yyyy/mm/dd	Basic	Project C	
Check time zone settings on invoice printing.	7	03:02:27	2	jason@teamfocus.me	Active	yyyy/mm/dd	Basic	Project C	
Produce payroll monthly reports	26	00:00:00	2	jason@teamfocus.me	Active	yyyy/mm/dd	Basic	Project B	
Make cool videos for teamfocus.	40	00:00:00	2	jason@teamfocus.me	Active	yyyy/mm/dd	Basic	Tags	
setup conference call with adam about new quote	50	00:00:00	2	jason@teamfocus.me	Active	yyyy/mm/dd	Basic	Project B	
Produce Monthly report for January.	18	00:00:00	3	jason@teamfocus.me	Active	yyyy/mm/dd	Basic	Project A	
Issue with fields displaying in Chrome 23	22	00:00:04	3	jason@teamfocus.me	Active	yyyy/mm/dd	Basic	Project A	To Do
Videos for Friday's meeting.	31	00:12:49	5	jason@teamfocus.me	Active	yyyy/mm/dd	Basic	Project A	
Organize conference call with Marketing.	73	00:00:00	Priority	jason@teamfocus.me	Active	yyyy/mm/dd	Basic	Tags	
Arrange presentation for Michael.	86	00:00:00	Priority	jason@teamfocus.me	Active	yyyy/mm/dd	Basic	Tags	
Generate a paper for marketing team.	103	00:00:00	Priority	jason@teamfocus.me	Active	yyyy/mm/dd	Basic	Tags	
workerjolyon@teamfocus.me									
Newsletter duplicate email address alert.	3	17:22:13	2	jolyon@teamfocus.me	Active	yyyy/mm/dd	Basic	Tags	
Talk to RackSpace about more disk space for demo servers	16	00:12:46	2	jolyon@teamfocus.me	Active	yyyy/mm/dd	Basic	Project A	
Call Center training manual.	28	00:00:00	5	jolyon@teamfocus.me	Active	yyyy/mm/dd	Basic	Tags	
Run end of month report.	57	00:01:47	Priority	jolyon@teamfocus.me	Active	yyyy/mm/dd	Basic	Project A	
Call Suzanne re: new project	63	00:00:00	Priority	jolyon@teamfocus.me	Active	yyyy/mm/dd	Basic	Tags	
take the bins out.	91	00:00:00	Priority	jolyon@teamfocus.me	Active	yyyy/mm/dd	Basic	Tags	
workerkevin@teamfocus.me									
Talk to Adam about invitations on phone.	75	00:11:05	1	kevin@teamfocus.me	Active	2014/07/08	Basic	Project D	
Organise meeting to discuss marketing.	97	00:00:00	1	kevin@teamfocus.me	Active	yyyy/mm/dd	Basic	Tags	
setup new domain name	99	00:00:00	1	kevin@teamfocus.me	Active	yyyy/mm/dd	Basic	Tags	
setup meeting to increase throughput on routers.	100	00:00:00	1	kevin@teamfocus.me	Active	yyyy/mm/dd	Basic	Tags	
Plan meeting to show off some tasks	88	00:00:00	2	kevin@teamfocus.me	Active	yyyy/mm/dd	Basic	Project A	Project B

## List View – (With Filters Open)

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SearchFilter...

Filter Number

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teamfocus

Filter: Active tasks (40 of 43)

List ViewWorkflow View

PRINTEXPORTFEEDBACK

18  
Active  
3  
22

47  
Complete

18  
Cancelled

0  
Waiting  
1  
11

18  
3  
22

47  
Complete

18  
Cancelled

0  
Waiting  
1  
11

Change this Workflow

ACME

jason@teamfocus.me

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in


©teamfocus 2014


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# teamfocus Website

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## All the benefits of teamwork without the hassle

teamfocus combines the power of Workflows and Tasks,  
so you can achieve more with less

[▶ Watch the teamfocus video](#) [Sign up and get started right away:](#)  [START HERE - FREE](#)



### Improve The Quality Of Your Work

By using our Workflow system, we make sure every task goes through all the checks you need, this ensures a quality outcome every time.



### Easily Stay Up-To-The- Minute

teamfocus is built around sharing, so by staying connected with teamfocus, you will always be up-to-date with your teammates.



### Reduce The Need For Meetings

Meetings are necessary, but we could all do with less of them. Using teamfocus Filters and Notifications to keep you up-to-date will reduce the need for "catch-up" meetings with your team.



### Save Money Through Efficiency

The teamfocus Metrics feature makes sure your team works together and that every team member is always working on the most important task.