

## 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.

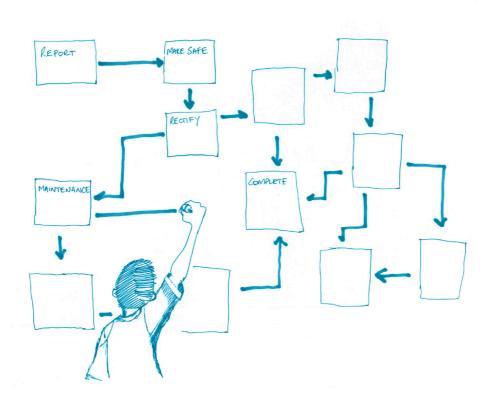
Tracking tasks this way ensures consistent results every time. teamfocus provides real-time feedback so you always know where your business is up to.

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



## **Feature Details**

#### Tasks

- Web based task management
- As much or as little information as you need
- As many or as few fields as you want
- You decide what information you see.

#### Workflows

- Workflows are at the heart of teamfocus
- Start with a standard workflow, then customize to match your exact needs
- Help ensure all tasks follow essential steps (like approval from QA, Marketing, and Accounting).

#### **Metrics**

- Metrics give a visual snapshot of the status of all your tasks
- Colour coding means you can easily identify and group by the metric range you set
- Help identify your Workflow's bottlenecks.

#### Searching

- Show just the tasks you need to work on right now
- Or get details on all tasks using custom search filters.
- Email notifications on search results changing when you choose

#### 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

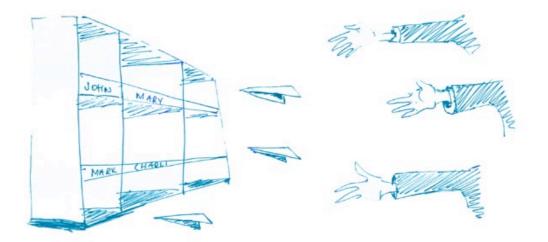
- teamfocus is built around collaboration
- Invite colleagues to view, or interact with, your Workflow
- Sharing your workflows focuses everyone's energy on a common goal

#### 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;
  - Keep track of when a new task is added to your Filter
  - o Be notified when a task becomes overdue and needs attention
  - 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

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

# List View – (With Filters Open)

		T	A + Search/Filter × Q				?	🔹 tea	amf@cus
🔿 FIND 📥	FAVORITE	Filter: Activ	ve tasks (40 of 43) 🗸	List View	Workf	low View	PRINT E	KPORT FEEDBA	
Ind Find TASKS	FILTERS	<b>C</b>	Description	Id	Hours	Priority	worker	Step	Due
Completed tasks	A 😫 🚺 47	Add a Task	Description						
📰 2 week lookahead + overdue	A 🗑 🗾	worker	:jason@teamfocus.me						
Active Tasks that are Red	4 😫 📃 22	6	Investigate issue with flushing Cassandra caches.	8	00:02:08	1	jason@teamfocus.me	Active	
Active red tasks	🔺 😭 📃 22	6	Check time zone settings on invoice printing.	7	03:02:27	2	jason@teamfocus.me	Active	
Active tasks	🔺 😭 🚾 43	0 6	Produce payroll monthly reports	26	00:00:00	2	jason@teamfocus.me	Active	
Active tasks last week	4 🗑 🗾 2	6	Make cool videos for teamfocus.	40	00:00:00	2	jason@teamfocus.me	Active	
Cancelled tasks	🔺 🗑 🗾 18		setup conference call with adam about new quote	50	00:00:00	2	jason@teamfocus.me	Active	
Due Tomorrow	A 🗑 💻 🔍	6	Produce Monthly report for January.	18	• 00:00:00	3	jason@teamfocus.me	Active	
Kevins Stuff	🔺 🐩 📃 24	6	Issue with fields displaying in Chrome 23	22	00:00:04	3	jason@teamfocus.me	Active	
III Meeting Report	4 🗑 🗾 56	0 4	Videos for Friday's meeting.	31	00:12:49	5	jason@teamfocus.me	Active	
III My Active Tasks	A 📽 🛄 🚺	0 4	<ul> <li>Organize conference call with Marketing.</li> </ul>	73	00:00:00		jason@teamfocus.me	Active	
Tasks Cancelled last week	▲ 🗑 💻	G a	Arrange presentation for Michael.	86	00:00:00		jason@teamfocus.me	Active	
Tasks Completed last week	• • •	6	Generate a paper for marketing team.	103	00:00:00		jason@teamfocus.me	Active	
Tasks Waiting last week	A 🗑 🗖 🗖	worker	:jolyon@teamfocus.me						
Unallocated Tasks	▲ 📽 🔜 9 ▲ 😻 🔲 12		Newsletter duplicate email address alert.	3	17:22:13	2	jolyon@teamfocus.me	Active	
Waiting tasks			Talk to RackSpace about more disk space for demo servers	16	00:12:46	2	jolyon@teamfocus.me	Active	
			Call Center training manual.	28	00:00:00	5	jolyon@teamfocus.me	Active	
		0	<ul> <li>Run end of month report.</li> </ul>	57	00:01:47		jolyon@teamfocus.me	Active	
			Call Suzanne re: new project	63	00:00:00		jolyon@teamfocus.me	Active	
		0	take the bins out.	91	00:00:00		jolyon@teamfocus.me	Active	
		worker	:kevin@teamfocus.me		Ŭ				
		0	Talk to Adam about invitations on phone.	75	00:11:05	1	kevin@teamfocus.me	Active	2014/07
			<ul> <li>Organise meeting to discuss marketing.</li> </ul>	97	00:00:00	1	kevin@teamfocus.me	Active	
		o a	setup new domain name	99	00:00:00	1	kevin@teamfocus.me	Active	
			setup meeting to increase throughput on routers.	100	00:00:00	1	kevin@teamfocus.me	Active	
			Plan meeting to show off some tasks	88	00:00:00	2	kevin@teamfocus.me	Active	
		ACME	lason@teamfocus.me					£ 14 0+ 1	©teamfocus 2014

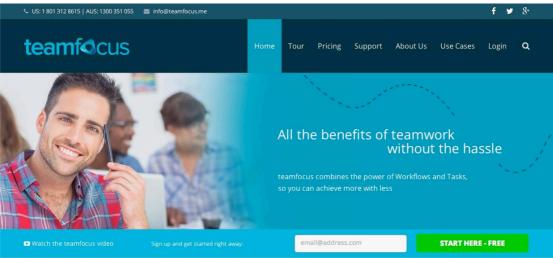
#### Workflow View

T	*	+	Search/Filter Ritter Sullder	×Q				?	٥	team	focus
Filter: A	ctive tasks	(40 of 43) 😽			List View	Workflow View			PRINT	EXPORT	FEEDBACK
			18 S Active 3 S 22 C 22 C 47 S Complete	  	13 Dancelied		0 € Wattor 1 € 11 €				E
	Change this	Workflow 😧									
ACME			jason@teamfocus.me						f	9 8' in 🔍	teamfocus 2014

## Task Entry / Edit

ंक्		*		Search/Filter	×C	l									٠		eamf	ocus
		tasks (40 of	43) 🗸					List View	Workfl	low View					PRINT			
Add a	€ Task →	Descriptio	dit			EDIT	MOVE	HISTORY	HEL	P					PRINT	×	Fags Fags	
G	orker:ja	son@tear			De	scription		settings on Invoice p	rinting.								• Project C	
		Check tim Produce p				Hours	03:02:27										<ul> <li>Project C</li> <li>Project B</li> </ul>	
C		Make coo				Priority	2											
G		setup con				worker	jason@teamfocu	is.me									Project B	
		Produce N				step	Active										Project A     Project A	• ToDo
C		Videos for				Due											Project A	
C		Organize			0	workflow	Basic											
C		Arrange p				tags	Project C											
C		Generate			Chemical	Location												
W	orker:jo	lyon@tea			Re	portable												
G		Newslette Talk to Ra			c	reatedby	kevin@tiimfocus.	com									Project A	
	1	Call Cente				created	2013/01/04										Tags	
ē		Run end c															Project A	
C	1	Call Suzar			la I	astedited	2014/10/08											
C		take the b				Design	Choose File	No file chosen										
wo	orker:ke	rvin@tear			Safety Check C	omplete												
	<b>A</b> <sup>1</sup>	Talk to Ac			🔒 Logi	n Details	Login Details										Project D	
	<b>A</b>	Organise						SAVE	SAVE & CLO	SE								
	-	setup nev	to increase	e throughput on routers.		100		00:00:00	1	kevin@teamfocus.r	me Ac	tive	yyyy/mm/dd	Basic				
C	1	Plan meeting				88		00:00:00	2	kevin@teamfocus.n		tive						Project B
ACME			1.4	and the sector of the					10							-	in 2010	

#### teamfocus Website





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-todate 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.