



xOVERTIME™

Simple, powerful, and intuitive task management and reporting

xTasks

A flexible and powerful solution for assigning, completing and reporting tasks within an organization. xTasks marries the familiarity and flexibility of Excel® with the powerful xOverTime cloud database that stores all critical data and supporting Excel workbooks. Data owners have complete control over who can see and edit their information. Use Excel to customize data entry and analysis; rely on xTasks to support collaboration, team performance and data governance.

Simplify Data Collection and Workflow

xTasks uses Excel for data entry with simple workflow within a workbook. Specific corporate workflows can be easily supported by making changes using Excel. xTasks can also collect data from other systems and spreadsheets, enabling collaboration and actionable data insights. Supporting documents and automated notifications are easily managed within xTasks.

Easy to Administer and Maintain

In xTasks, all the tasking workflows have common fields, such as task description, assigned to, due date and location. xTasks provides simple task assignment and task completion workbooks for each site or user. xOverTime's structure of drop down lists provides data integrity with the ability to modify as needs evolve. Grant users access to see or edit specific task subsets.

Securely Manage Completion Records and Documents

xTasks allows specifications and other reference documents to be attached to tasks in order to support users with execution. These documents are stored in the xTasks cloud database for secure access and retrieval anywhere. Notes attached to the completion of tasks can also be managed to support compliance or subsequent tasks. Completion documents can be mailed upon task completion.

Create, Assign, Review and Update Tasks

The screenshot shows the xTasks dashboard with a navigation bar (Home, Create, Repeating, Pending, Distribute, Site Status, All My Requests) and a sidebar with 'HOME' and 'MY ACTIONS'. The main content area is titled 'STATUS OF Assigned Actions' and includes a table of 'OverDue Items' and 'Coming Due Items'.

Due Date	Site	Person Assigned	Task
1/31/2016	Atlanta	J. Grant	Quarterly ductwork inspection
1/31/2016	Houston	S. Jones	Annual wastewater discharge disclosure form
2/10/2016	Virginia	D. Cross	Annual review of LOTD program

Coming Due Items	Person Assigned	Task
2/16/2016 CMC	K. Landau	Radiation safety training

Frequency, Notification, Attachment and Sunset Details

The screenshot shows the 'ASSIGN TASK' form with fields for Requester, Topic, Task Name, Type, Site, Person Responsible, Status, and Repeating Task details. It includes a 'Notes' section and a file upload area.

Repeating Task:

First Due Date	3/1/2015
Frequency	Annual
Creation Interval	120
Distribute Interval	60
Move before Weekend	Yes
Reminder Interval	5 Days before due
Sunset Date	1/1/2020

Why xTasks?

Easiest to Use. No need to learn another data collection and reporting tool – simply leverage Microsoft® Excel.

Full Featured. All the features users demand including recurrence, document attachment, reminders and sunseting.

High Value. Training and operation costs are minimal and the SaaS subscription is very cost-effective for the value xTasks provides.

Best Technology. The xOverTime technology provides a 24x7 cloud database with analysis, data governance and collaboration capabilities.

Leverage Existing Resources. Enhance current Excel data and reports with xTasks.

All Records in One Place. Trainings, inspections, maintenance, audit findings, reports and more are all stored in one secure place.

Task Assignment and Completion

Automatically notify task performers of new tasks and due dates from within xTasks. Close the loop by notifying appropriate managers and personnel when the task is finished with optional attachments as evidence of completion. Easily report on group assignments and completion status.

Support for Recurring Tasks

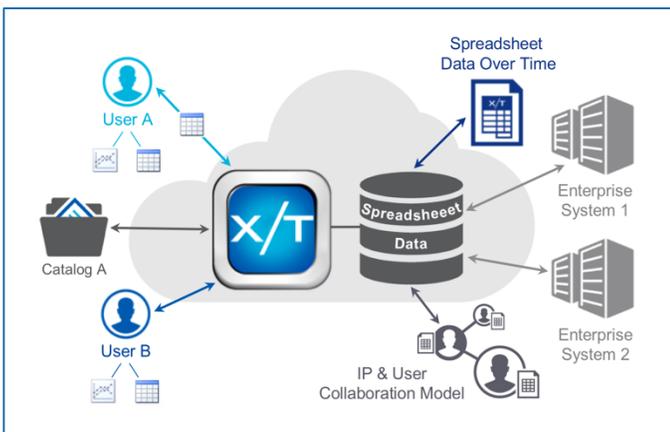
xTasks allows business users to create recurring tasks on the frequency of their choice. Users can set times for initiating the task, reminding about the task and even sunsetting the task so that it does not clutter up the system and user interface. Users can determine assign or delegate tasks to specific staff.

Leverage Staff Experience with Excel

Utilize familiar Microsoft Excel tools for desktop or mobile entry of task completion data to be stored in xOverTime's cloud database. With the option of adapting existing task spreadsheets or utilizing xOverTime workbook templates to upload and download task data, there is no need for staff to learn establish a new task management process. Easily leverage Excel experience to customized forms, reporting and charting.

Integration with Corporate Systems

xOverTime offers a complete Application Programming Interface (API) making xTasks data available for use in other corporate systems or allowing other systems to feed xTasks.



Cloud Data Storage with Various Report Types

The screenshot shows the EHS Task Tracker interface. It includes a navigation bar with 'Home', 'My Open Tasks', 'Newly Completed', 'Completion History', and 'FAQ'. The main content area is divided into two sections: 'My Open Tasks' and 'Coming Due'. The 'My Open Tasks' section lists tasks with columns for 'Due Date', 'Site', and 'Action Item'. The 'Coming Due' section lists tasks with columns for 'Due Date', 'Site', and 'Action Item'.

Due Date	Site	Action Item
2/29/16	Douglas	Water systems flushed and cleaned - GE
3/1/16	Mentor	Fall protection refresher training
3/18/16	SMP-Eastlake	Below-the-hook device testing and certification
4/4/16	Mentor	sanitize demo

Due Date	Site	Action Item
4/15/16	Douglas	Annual crane and hoist inspection
4/15/16	Douglas	shovel walk
4/15/16	Ren Park	Hot work training
4/18/16	SMP-Eastlake	Below-the-hook device testing and certification
4/30/16	Douglas	Asbestos survey - OHS
5/15/16	Douglas	Hand-Arm Vibration programme

Security, Administration and Data Governance

xTasks is designed for enterprise use and incorporates strong data governance principles. The solution is built on the xOverTime technology platform delivering 24x7 availability. xOverTime information security policies follow ISO 27000 guidelines. Plus, xOverTime uses Amazon Web Services to support its product with leading security and availability statistics. Security is emphasized at the application, operational, network and data layers to meet the stringent data security requirements.

Services and Training

Because xTasks leverages Microsoft Excel, customers can quickly employ the software and be productive. However, the xOverTime services team and consulting partners are available to help implement and maintain any solution.

Services include:

- Requirements Assessment
- Solution and Business Process Design
- Data Collection Processes
- System Integration
- Analytics
- Report Generation
- Training

