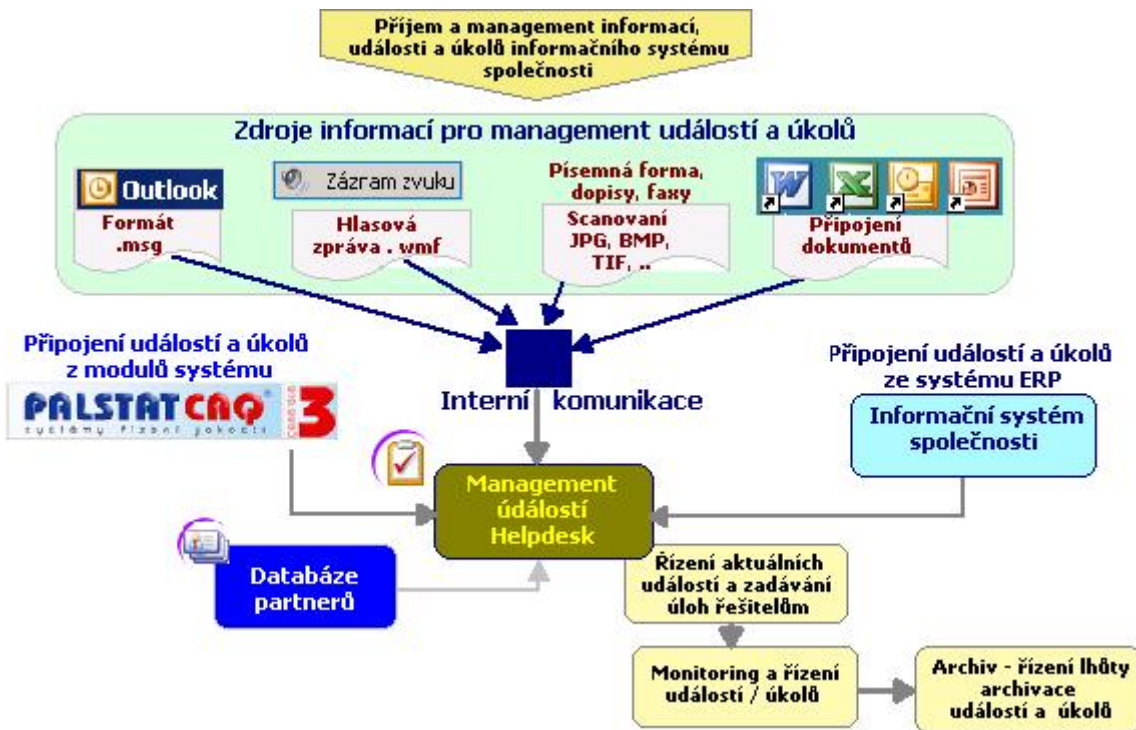


Module **PALSTAT List of tasks** serves to set, manage, monitor and store events and tasks set during the company control in the field of quality management with use of **PALSTAT CAQ<sup>o</sup>** computer support modules




**Basic list of information on events and tasks**

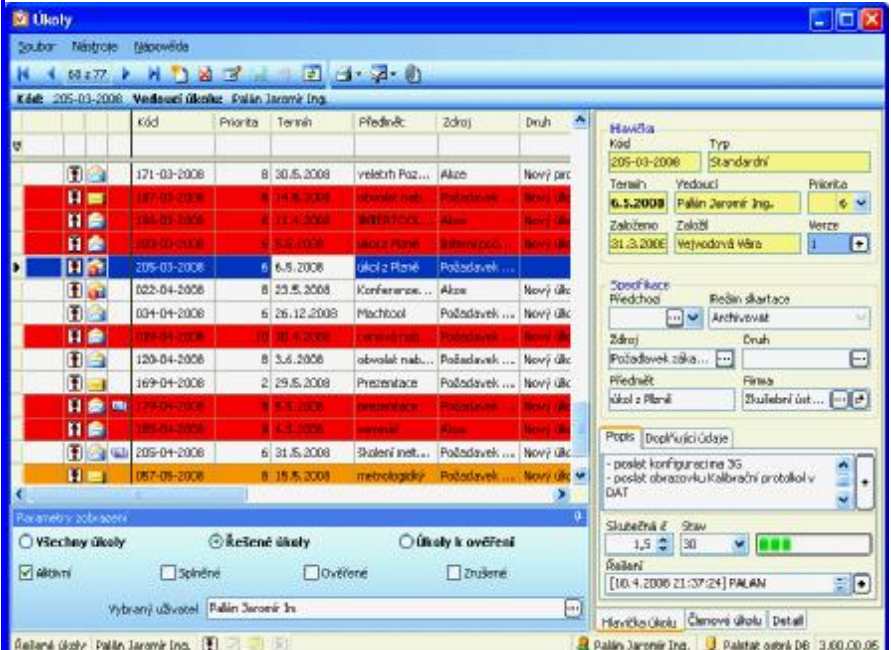
**Possibility to set a kind of the task**

- Standardní
- Hromadný
- Dlouhodobý
- Periodický

- Standard task – task for an individual in the CAQ system
- Collective task – task set to more researchers
- Long-term – event with a long-term deadline for solution
- Periodical – event repeated in the course of time



**List and basic information on the set task**



**Setting the task requires both responsible people to find a solution and a person to verify the task completed**

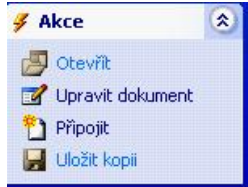
Jméno	St...	PF...	Stav
Tomáš Novakovič			3
Jan Náznak			Ověření



**Function of an annex**

Function to store and archive the documentation related to a solution to an event/task

**Actions for work with the selected annex**

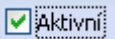


Archives of annexes – processed annex may be stored in the archives of annexes using the function



After this validation the annex may not be modified any longer.

The archives are activated using the function

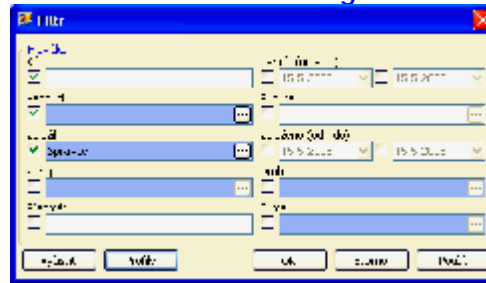


**Retrieval – filtration of events and tasks**



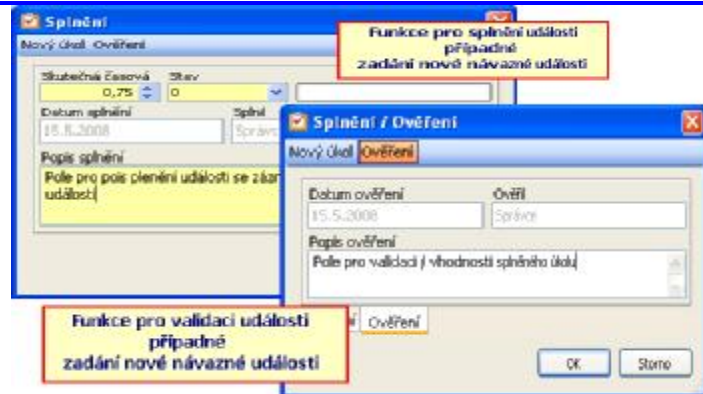
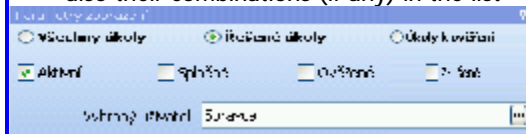
- Tasks may be retrieved according to specified requirements using the Filter function.
- Search result – filtration is a list of the tasks found that are displayed in the main window.
- Profiles function enables user setting of an automatic filter.

**Window to set filtering criteria**

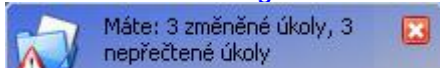


**Fulfilment/validation of events and tasks, their storage in the archives**

- The task is handed over to be validated by a responsible person by specification of the actual time spent on the task processing and its verification.
- Parameters for display of events and tasks enable you to browse those designated and also their combinations (if any) in the list



**Function of automatic monitoring of events or tasks assigned to users.**



- Possibility to display individual tasks with records of acceptance of individual tasks.
- Possibility to set the monitoring interval.

**Upozorňování**



**Monitor of events and tasks assigned**

