



R4i Task Manager System Managers Course

secure. manage. deliver.

Classroom Duration: 0.5 day Virtual Duration: 1 x 2 hours

CHAPTER 1. STARTING R4i TASK MANAGER

- Overview
- Licensing
- How to Start

CHAPTER 2. MANAGEMENT

- Manage External Datasources
- Manage Projects
- Manage Users
- Associate Users to Projects and Datasources

CHAPTER 3. ADMINISTRATION

- Manage Email Groups
- Task States
- Email Templates

CHAPTER 4. ASSIGN WORK

- Set Project
- New Task to User
- Update Task
- Completed/Cancelled Tasks
- Export Functions