

Tasks

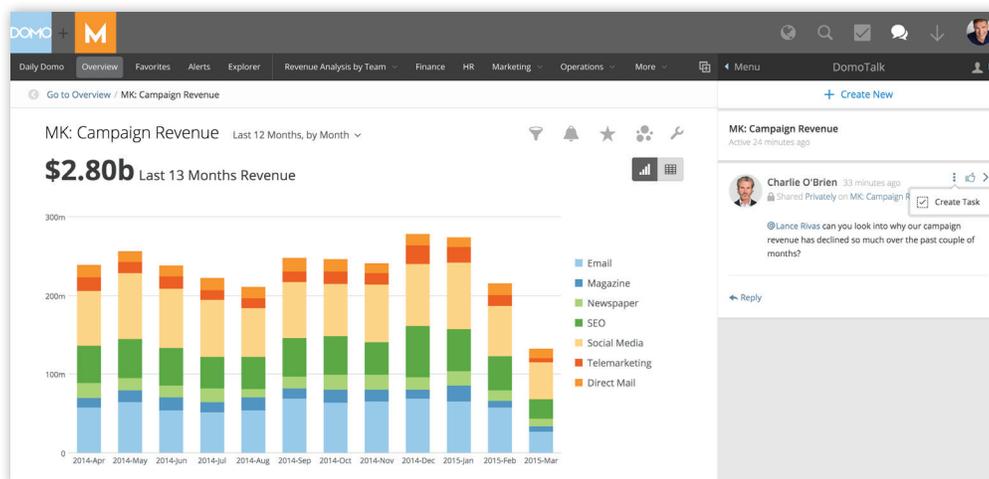
Keeps you in front of your business needs.

Domo Tasks gives you the ability to move quickly and take direct action with the insights you gain from your visualized data stories.

When time is limited, Tasks engages you by giving your organization power to set up projects, organize lists of responsibilities or simply appoint a team member a single assignment you need completed quickly. With Tasks, you can then track progress on those actions.

Tasks offers:

- Better governance over action items
- Increased accountability for everyone
- Intelligent collaboration with team members



Tasks provides your organization with faster collaboration.

How it's used.

As a business leader, you understand having the right information is just the beginning. You need to take action quickly, and Domo Tasks provides you with the tools. As a seamless transition from insight to action, Tasks gives you the ability to set projects, making assignments for yourself or others, and then tracking those projects and assignments to completion—all inside of Domo.

With Tasks, you can:

- Create new projects
- Assign responsibilities to people
- Create lists within your projects
- Organize lists within the project
- Send notifications to others of assignments
- Set due dates
- And more...

Tasks is another way Domo is keeping you and your team focused on what matters most.

Capabilities

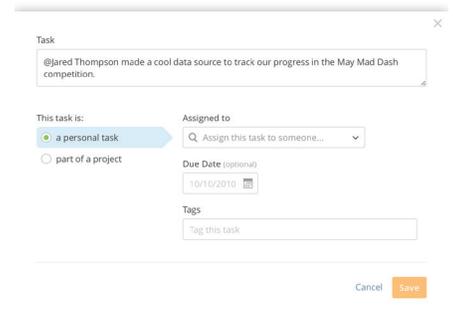
Assignments

When you see your visualized data or comments from others, you can immediately create assignments based on your ideas and business needs. You have the options of associating tasks to projects, make tasks personal, choose due dates, tag them with key words, or delegate the assignment to someone else within your organization.

Projects

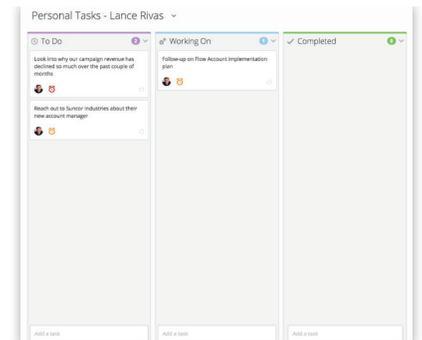
Tasks gives you control of all assignments associated to you and your team through creating and managing projects. Each list within projects is color coded to provide clarity and order. You can also add lists, and reassign tasks within those projects whenever you want.

Tasks keeps you and your team organized, engaged and focused on what matters most for your business.



The screenshot shows a 'Task' creation form. At the top, there is a text input field containing '@Jared Thompson made a cool data source to track our progress in the May Mad Dash competition.' Below this, there are two radio button options: 'a personal task' (selected) and 'part of a project'. To the right, there is an 'Assigned to' dropdown menu with a search icon and the text 'Assign this task to someone...'. Below that is a 'Due Date (optional)' field with a calendar icon and the date '10/10/2018'. There is also a 'Tags' field with the text 'Tag this task'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Making an assignment in Tasks is quick and easy



Tasks keeps you organized and on top of your responsibilities