

# ProSpend

Spend Analysis and Contract Management

## ProSpend Tasks, Events, Calendars and Workflow

A standard feature of the Force.com platform on which ProSpend runs is the ability to create and assign Tasks and Events to system users. Both Tasks (to-do list items) and Events (diarised appointments) can be associated with any Supplier or Contract in ProSpend, and provides a full audit trail of activity.

### Multi-User Calendar - Month View

View: Procurement Team | Edit | Create New View

Invite	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Kemp, John	23	24	25	26	27
<input type="checkbox"/> Owen, Jarad					
<input type="checkbox"/> Shaw, Terry					
<input type="checkbox"/> Kemp, John	2	3			
<input type="checkbox"/> Owen, Jarad					
<input type="checkbox"/> Shaw, Terry					
<input type="checkbox"/> Kemp, John	9	10			
<input type="checkbox"/> Owen, Jarad					
<input type="checkbox"/> Shaw, Terry					

**Event Detail** | Edit | Delete  
Assigned To: John Kemp  
Subject: Annual supplier financial review  
Start: 24/02/2015 15:00 [Check Availability](#)  
End: 24/02/2015 17:30  
Related To: CC.PRINTING LTD (C.C.P. LTD)  
Name:

There are several options for individual or group calendar viewing to assist with resource planning.

Tasks and Events will generate pop-up reminders in the system when due and also, if requested, email alerts.

They can easily be added to your Outlook schedule and if you use the ProSpend Mobile App you'll be able to see ProSpend Events merged with your own diary.

Calendar Event: Annual supplier financial review

Event Detail | Edit | Delete | Create Follow-Up Task | Create Follow-Up Event | Add to Outlook

▼ Calendar Details

Assigned To	John Kemp	Related To	CC.PRINTING LTD (C.C.P. LTD)
Subject	Annual supplier financial review	Name	
All-Day Event	<input type="checkbox"/>	Private	<input type="checkbox"/>
Start	24/02/2015 15:00 <a href="#">Check Availability</a>		
End	24/02/2015 17:30		

Workflows can also be configured to save you time entering multiple actions. For example, in the Tender Management Module a series of standard tasks to be completed can be auto-generated at pre-set time intervals based on the procurement procedure that has been selected by the user. Or on a key contract, you can auto-create reminders to complete KPI scoring once every quarter, for example. The creation and maintenance of Workflow schedules is included within service packages provided by Atamis and are developed to custom requirements.

For further details, please contact us on the details below.