



## Training with Automated Follow Through: TASK MANAGER FROM ENGAGE BY CELL

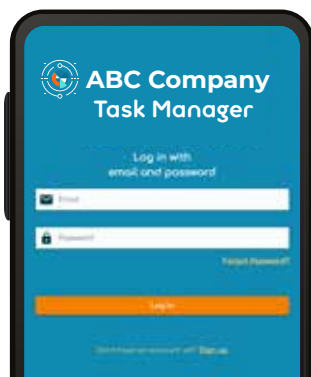
Employees are your most valuable asset, but how can you make sure that you're getting the most out of the money and time you're spending on training?

**Engage by Cell's Task Manager** will help you make training tasks clear, hold employees accountable, and make management follow-through a cinch, all through the convenience of mobile technology.



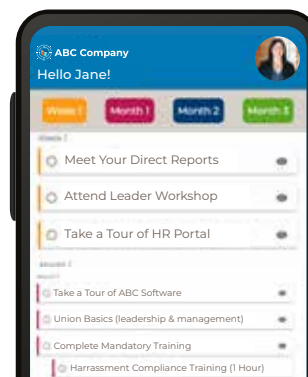
### HOW DOES IT WORK? (The Front-End Experience)

From the administrative platform, a hiring manager, HR manager, or other supervisor creates task lists based on specific intervals: week one, month one, quarter one or any other time period. Tasks and supervisory roles are fully customizable to your organization.



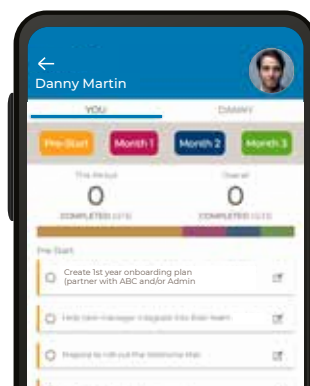
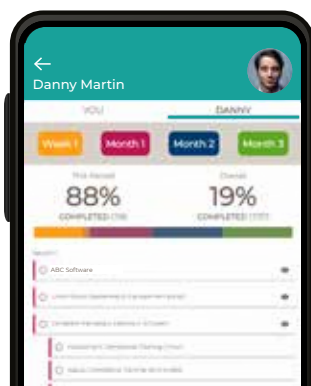
#### LOGIN

From the mobile website home page, users create a username and password.



#### EMPLOYEES

- View their task lists, broken down by specific time periods
- Once a task is completed, notifications are sent to supervisors and the task is grayed out



#### TRAINING MANAGERS

- Monitor employees' progress at a glance
- Assign themselves task lists that relate to a specific employee
- Switch between monitoring employees' progress and their own set of tasks related to that employee

# Training with Automated Follow Through: TASK MANAGER FROM ENGAGE BY CELL (CONTINUED)



## THE SET UP PROCESS (The Back-End Experience)

From the administrative platform, a hiring manager, HR manager, or other supervisor creates task lists based on specific intervals: week one, month one, quarter one or any other time period. Tasks and supervisory roles are fully customizable to your organization.

Once tasks are set, the onboarding process becomes fully automated with no manager involvement required.

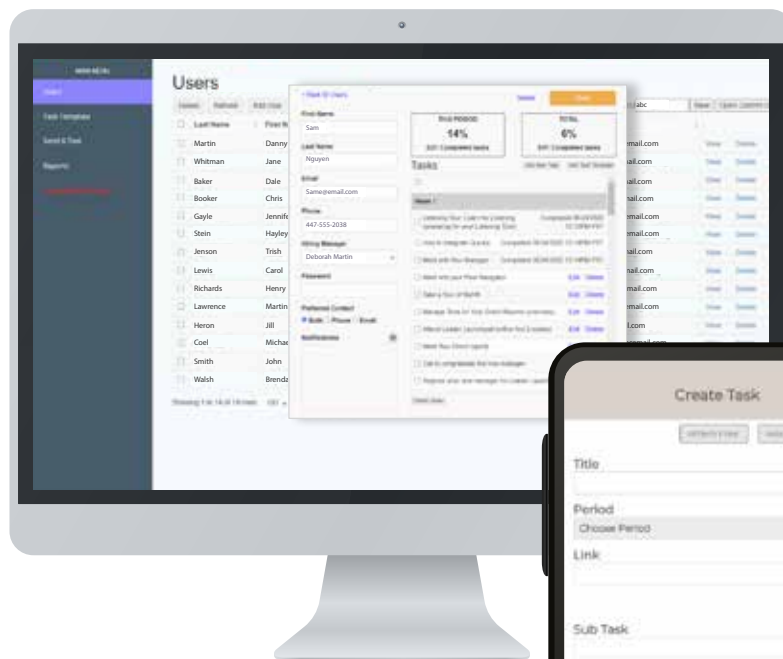


## ALERTS CAN BE AUTOMATED VIA TEXT OR EMAIL FOR:

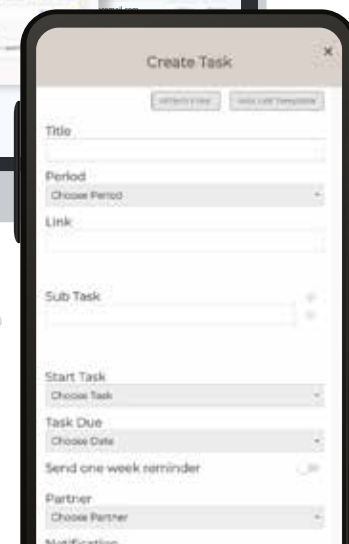
- Deadlines
- Sign-offs from upper management

## MANAGERS CAN:

- View reports on tasks completed, tasks outstanding, and delinquent tasks
- Attach due dates, sign offs, alerts, links, and documents to a task



- ✓ **Make accountability easy**
- ✓ **Reduce unnecessary supervision**
- ✓ **Cut down the flood of emails**



# EVERYTHING EMPLOYEES AND SUPERVISORS NEED FOR TRAINING IS NOW ON THEIR PHONE