

Task and To-Do Management with EDUMAAT

SMARTER STUDENT LIFECYCLE—SIMPLIFIED AND CENTRALIZED



Stay Organized, Stay Ahead

In a busy educational environment, there's always something to do—assignments to check, reports to submit, meetings to attend, projects to finish, and deadlines to meet. With so many responsibilities spread across departments, it's easy for tasks to fall through the cracks.



That's where the Task and To-Do Management Module of EDUMAAT ERP steps in. It helps institutions create, assign, track, and manage daily tasks and long-term projects across all departments—academics, admin, HR, finance, and more.

Whether you're a teacher planning lessons or an administrator organizing a school event, EDUMAAT helps you stay on top of your responsibilities.

It brings clarity, accountability, and structure to the everyday work that keeps your institution running smoothly.

A Centralized Workspace for All Tasks

This module acts as a digital to-do board for the entire institution. Tasks can be created for individuals or teams, set with priorities and deadlines, and monitored until completion. From academic assignments and syllabus updates to maintenance requests and internal projects, every task is tracked from start to finish.

Users can view their task list by due date, priority, department, or project, making it easy to stay focused and organized.

Admins and department heads get full visibility into task progress across the organization. They can see which tasks are completed, which are delayed, and who is responsible—ensuring nothing is forgotten or missed.

Assign. Monitor. Complete.

The process is simple and powerful:

1. Create a Task – Add a title, description, deadline, and attach related files if needed.
2. Assign to Users – Choose individual staff members, teachers, or teams. Set reminders or recurring schedules.
3. Track Progress – Users can mark tasks as started, in progress, or completed. Comments and updates can be added for better coordination.
4. Receive Notifications – Automatic alerts remind users about upcoming or overdue tasks, keeping everyone on track.
5. Review & Close – Supervisors can approve completed tasks or request further action if needed.

This structured approach helps everyone in the institution work more efficiently, meet deadlines, and reduce stress.

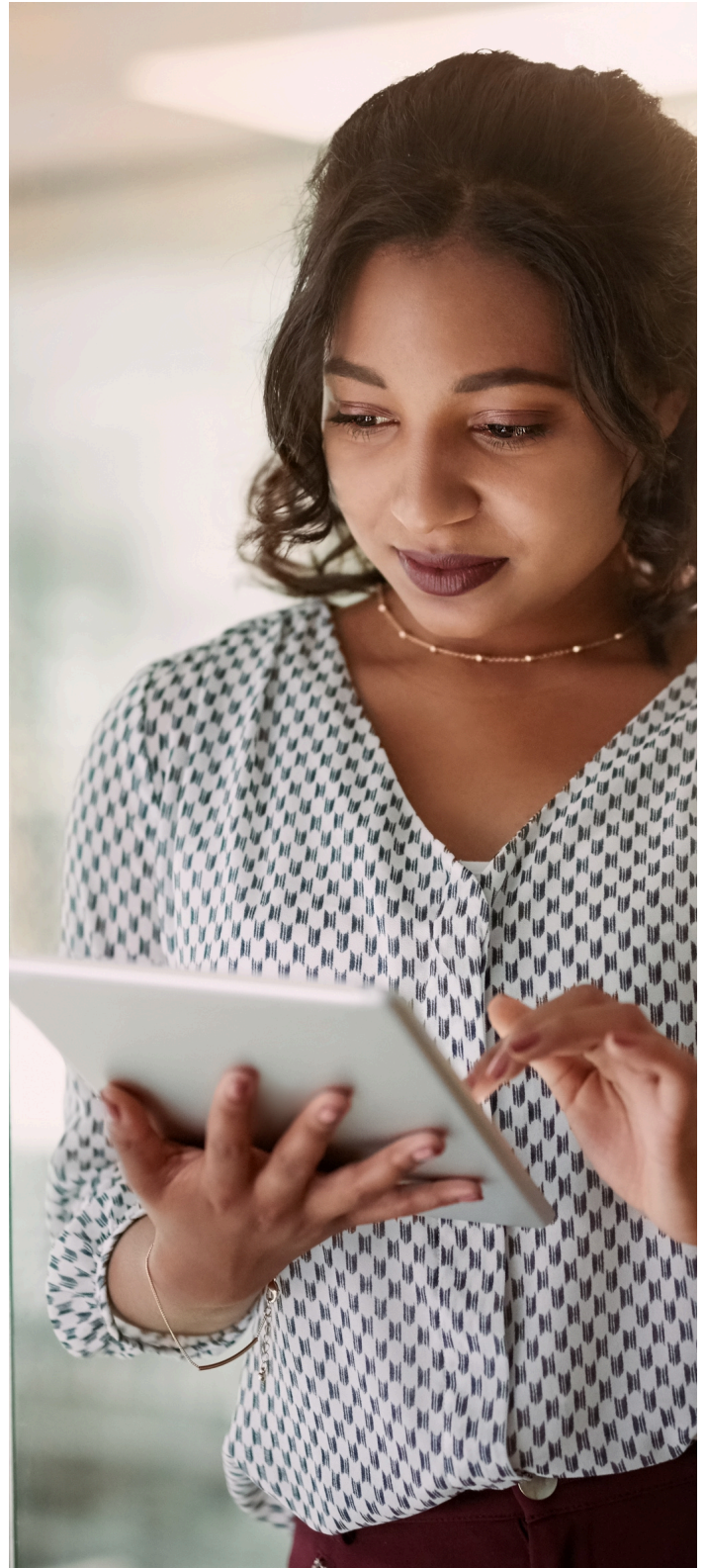
Customized for Academic and Administrative Workflows

EDUMAAT's Task and To-Do Module is designed with educational institutions in mind. It fits both academic and administrative workflows.

For Academic Teams:

- Lesson plan follow-ups
- Exam preparation schedules
- Assignment evaluation deadlines
- Departmental meetings and coordination

No matter the role, this module helps teams manage their work without relying on memory, sticky notes, or verbal reminders.





Integration Across EDUMAAT ERP

The Canteen Management Module works closely with other parts of EDUMAAT:

- **Student Management:** Canteen usage is linked to each student profile
- **Fees/Wallet Module:** Canteen payments are integrated with online wallets or parent top-ups
- **Inventory & Asset Management:** All raw materials and kitchen supplies are tracked
- **Communication Module:** Send alerts about low balances, new items, or order updates

This full integration avoids duplicate work and gives administrators full visibility into canteen performance.

Reports and Insights That Help You Improve
EDUMAAT generates real-time reports to help the institution make informed decisions. Some of the most used reports include:

The Canteen Management Module from EDUMAAT is more than a billing tool. It is a complete digital solution that helps institutions serve better food, faster, and more efficiently.

It creates a smooth experience for students and staff while giving the administration full control over billing, stock, and operations.

With this module, your canteen becomes:

- Faster in service
- Smarter in inventory
- Safer in transactions
- More enjoyable for the campus community

It's time to transform your campus canteen into a modern, tech-powered dining space—with EDUMAAT.

Integrated Across EDUMAAT ERP

Tasks often involve other areas of your ERP—and EDUMAAT's module works seamlessly with them:

- Communication Module – Automatically send task alerts or reminders
- HR Module – Assign tasks during staff onboarding, evaluations, or training
- Event Management – Track responsibilities for school functions, exams, or festivals
- Project Management or IT Requests – Use it for tracking tech support or improvement work

This deep integration makes the Task and To-Do system more than just a list—it's part of your institution's digital workflow.

Reports, Reviews, and Performance Insights

EDUMAAT provides detailed reports on task completion, user performance, delays, and workload. This helps department heads and school leadership:

- Identify high-performing staff
- Understand reasons for task delays
- Allocate work more evenly
- Improve planning for future events or processes'

The data collected is a valuable input for appraisals, team reviews, and operational improvements.





One Solution, Endless Possibilities