

# Introduction to GAS MANager Task Organizer

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## Objective

GAS MANager Task Organizer was developed to achieve 2 main objectives:

1. To reduce the volume of paper documents that are created and stored in the process of performing service projects.
2. Introduce some automation to the management of service projects.

## Goals

The above objectives are satisfied when the following goals are met:

1. Provide a shared, central location for the storage of service project related documents.
2. Establish a standard procedure for documenting the initiation and progress of service projects.
3. In order to encourage adherence to the standard procedures, provide field service personnel with the ability to work with service project documents while in the field.
4. Provide for the sharing of customer and meter data from the billing system with GAS MANager Task Organizer.
5. Minimize the requirement to learn new skills by leveraging existing skills in Microsoft Word and Microsoft Excel.

## Benefits

- All documents related to service projects are stored in a central location for easy storage, retrieval and backup.
- Document access is controlled by the SharePoint site in order to prevent the inadvertent loss of someone else's changes.
- Documents can be "checked-out" of the SharePoint site for use in the field.
- The Search feature makes it easy to find documents.
- The status of a Project can be easily determined.
- New documents of your own design can be uploaded to the SharePoint site.
- Builds on existing skills in the use of Microsoft Word and Excel.
- An electronic document archive reduces paper and paper storage requirements.
- Electronic documents are included with your regular server backup.
- Off-site storage of backup media provides disaster recovery capability that usually exceeds that of paper documents.

## Costs

- Initial cost.
  - \$1,200.00
  - Colligo Contributor software.
    - \$200.00 per field service staff member.
    - Permits access to document libraries while the computer is disconnected from the LAN and manages document synchronization upon reconnection to the LAN.
  - Travel costs related to installation services are not included.
- Annual license fee.
  - \$600.00
  - Begins in year 2.
- Costs shown do not include taxes.

## Requirements

### Server Computer

- Windows Server 2003 with Service Pack 1 and Windows SharePoint Services.
  - Windows SharePoint Services is a free download from Microsoft.
- Local Area Network (LAN).
- A backup strategy and the necessary backup media.
  - Assistance is available from Custom Data Centre.

### Client Computers

- Notebook computers with LAN access for field service personnel.
- Microsoft Office 2007 (Word & Excel) for field service personnel.
- Microsoft Internet Explorer 6, or higher.