

# “tmail” at Organizations

Experience the new work culture with tmail

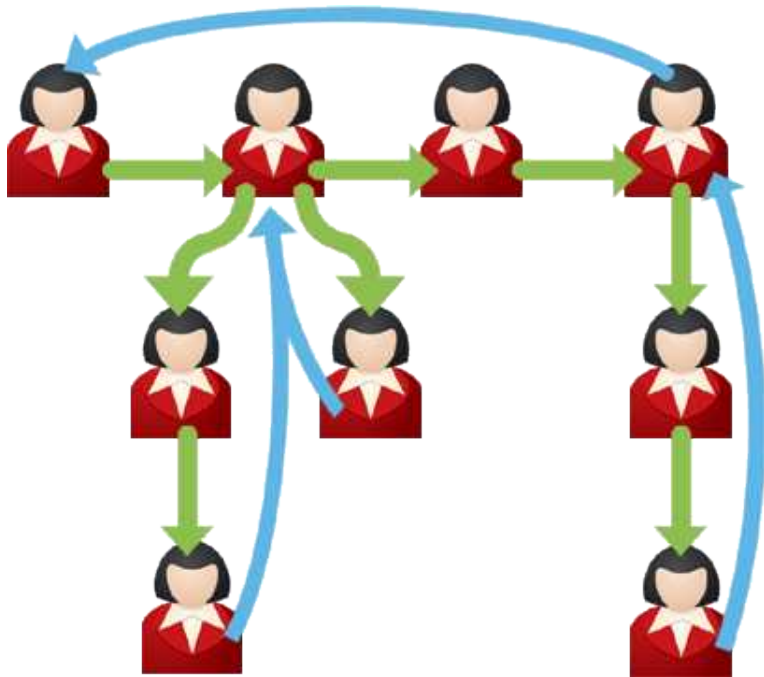
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- ★ tmail is a simple and intuitive task management system for automating day-to-day task flows across organizations or globe
- ★ To get an introduction on tmail, refer [http://www.gcollab.com/static/docs/introducing\\_tmail.pdf](http://www.gcollab.com/static/docs/introducing_tmail.pdf) before proceeding further

# Usage in an organization



- ★ Assigning and tracking tasks within the company and associates
- ★ Exchanging tasks with customers and vendors such as asking for some service, seeking quotations, asking for supplying material
- ★ Tracking service calls of internal customers with ease, such as PC repair, electrical services
- ★ Track resource bookings e. g. guest house, conference hall
- ★ Automate all kinds of manual work flows, and back office operations

## Follow these steps to enjoy the benefits of tmail

- ★ Read more about tmail, if you need, at <http://www.gcollab.com>
- ★ Get yourself registered. Registration is free for all types of usage, whether commercial or non-commercial.
- ★ Tell your user ID to others, from whom you expect tasks. For example, if you are a computer service engineer, share your user ID with others, and request them to book complaints through tmail, so that it appears in your to-do list automatically
- ★ Collect the user IDs of all the people whom you may like to assign tasks. They can be either employees of your organization or associates. If someone does not have a user ID, recommend him to get registered, telling that you are in need to assign him some tasks.
- ★ For your convenience, fill your contact list with users whom you assign tasks frequently
- ★ **You are ready for receiving and assigning tasks!**
- ★ Explore all the features of tmail to use its full power



**Thank you!**