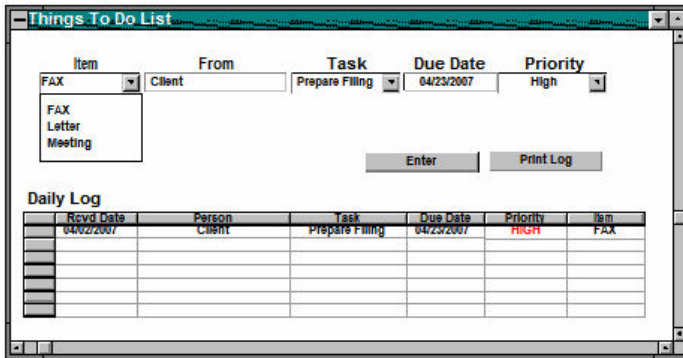


Things To Do List

The Bell Services West “Things To Do List” application allows you to maintain a running Things To Do List based on user entered information. For example, documents such as faxes, letters and Action Items that are tracked can be entered in a “Things To Do List” instead of using paper logs.

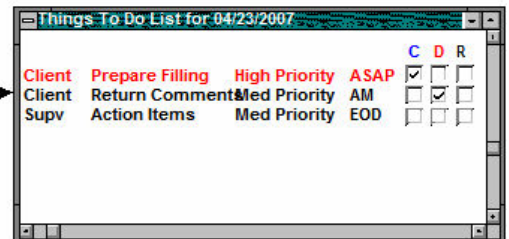
Main Entry Screen



Item	From	Task	Due Date	Priority
FAX	Client	Prepare Filing	04/23/2007	High

Rcvd Date	Person	Task	Due Date	Priority	Item
04/02/2007	Client	Prepare Filing	04/23/2007	HIGH	FAX

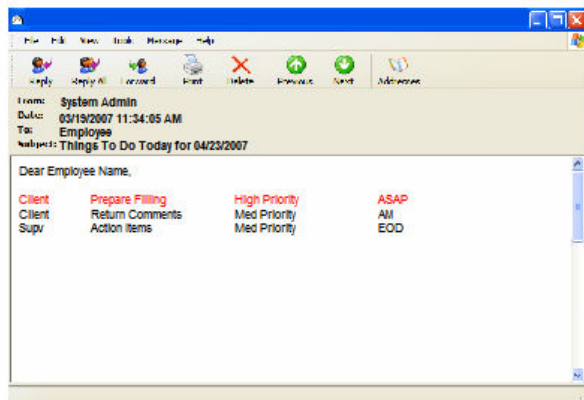
Daily User Entry Display



Client	Prepare Filing	High Priority	ASAP	C	D	R
Client	Return Comment	Med Priority	AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supv	Action Items	Med Priority	EOD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Things To Do List Database

Users either Complete (C) or Delay (D) or Remove (R) items from their Things To Do List (TTDL) by checking the appropriate Check Box.



Dear Employee Name,

Client	Prepare Filing	High Priority	ASAP
Client	Return Comments	Med Priority	AM
Supv	Action Items	Med Priority	EOD

Daily TTDL Email

Figure 2 – Things To Do List

Documents are logged into the Main Entry Screen and assigned priorities. Once entered, activities are loaded into the Things To Do database. If the item needs to be addressed now, the item is automatically populated on to the appropriate user’s and user’s Manager displays. A New Item for Today’s List email is also generated and sent. Every morning, a new Things To Do List is generated for the day. Items left over from the previous day are added to the top of the list. As items are completed or removed, they are removed from the active list and saved in the archive list. Delayed items are moved to appropriate date. Reports can then be generated as required to show the status and completion information for current and past items. Alerts can also be generated for High Priority items that are past due. Such as:

- Internal Fax Logs
- Electronic Fax Parsing
- Local LAN Network Statistics
- Email Logs and Email Parsing