What Is Task Management In Field Force Management Software?

Task management software streamlines all the manual processes involved in monitoring and managing tasks in a field operations team.

Without a **field force management software** system at hand, field employees and their managers have to rely on multiple apps just to get through a working day.

With managers having to check their team's schedule and executives having to go back and forth apps to check tasks and update their managers, task management for field operations teams is a tedious process.

Wondering if there is a way to make task management simpler? Continue reading this blog to know how task management in field force software should be your next go-to tool!

What is Task Management?

Task management is the process of managers assigning tasks, employees checking them, completing them, and then marking them done on a platform. While the process might sound simple, there is a lot of planning and communication that goes into the process.

Managers have to check which executive is best suited for a task. Before assigning, they also have to make sure they're available to be at a specific location at the right time. Moreover, executives have to plan and schedule their day according to all the tasks they are already assigned.

Therefore, **task management software** is incredibly important to manage a team of field executives. Without it, field force management in the digital landscape becomes a resource-wasting process.

Read More: Why Do Businesses Need Field Force Management Software?

Why is Task Management Software Important?

In the previous section, we explained why task management is important in a simplified manner. But in this section, let us talk about the issues field operations managers face that make task management so important.

- **Haphazard Communication:** Staying on the same page about task assignment, completion, and management is difficult when managers and executives cannot communicate in person. But task management streamlines coordination through on-platform communication tools.
- **Using Multiple Apps:** A single task lifecycle needs multiple apps – project management tool to assign, communication app to coordinate, and a separate system to track productivity. However, task management software eliminates the need for juggling multiple apps. Therefore, it makes the process much less time-consuming.
- **Right Tasks to RIght Executives:** To leverage resources the correct way, managers must match the right executive with the right tasks. With proper task management software, managers can see which tasks an employee has already successfully completed, and hence, decipher which future tasks suit them the best.
- **Eliminating Planning Paralysis:** Field [executives spend 25% of their time searching for information about their tasks](#) and planning accordingly. With proper task management, they get to see their tasks ahead of the day and schedule accordingly, saving time and energy.
- **Lack of Accountability:** Field employees feel less accountable for their work when things are ont communicated to them well. With task management software, managers can see the tasks they've completed and give them accurate feedback. This transparency is a game changer in building each employee's accountability.

What Are The Features of Task Management in Field Force Management Software?

Task management software can be a very versatile tool. It can be as simple as a way of assigning tasks to executives.

However, it can also be advanced enough to keep complete track of each executive's productivity. So, instead of speaking about all the software out there, we will talk about the features TrackoField offers.

- **Task Assignment:** With a task management solution, managers get to see each executive's availability and strengths. They can then simply upload tasks on their task sheets instead of having to call and brief them. Task assignment cannot be simpler than how it is with **workforce management software**.
- **Two-way Editing:** In case managers need to make changes to the tasks they have already posted, they can. Even if executives want to add or subtract details from the task, they can. TrackoField offers tasks to be open to edits and speculation on both

ends.

- **Geo-verification:** If managers opt for it, they can make tasks geo-verified. Through TrackoField's real-time tracking solutions, they can tell whether or not executives were actually on the field. TrackoField also allows **automatic attendance marking** once an executive has stayed on their task site for a certain amount of time.
- **Real-time Checklists:** When managers assign tasks to executives, they are essentially creating checklists for them. Executives can come to their dashboard and see their to-do list. This is great to help them stay on the move and motivated. After all, checking tasks off a list has its own charms!
- **Bulk Task Upload:** TrackoField allows managers to create excel sheets offline and then upload them to the software. Therefore, they can assign tasks in bulk to any executive, allowing them the liberty to work at their own pace.
- **Communication:** To make things simple, TrackoField has its own chat boxes that help managers and executives to communicate with one another at ease.

Summing Up

If you have a team of over five field executives, there is no way for you to successfully manage tasks without **field force management software**. It is only with task management tools that you can increase your team's productivity and profitability.

In this blog, you've seen the features a task management system can offer and the benefits your organization is sure to reap from them. So, what are you waiting for? Try **TrackoField** and see how simple managing tasks for field executives can become!

Source Blog: [What Is Task Management In Field Force Management Software?](#)