

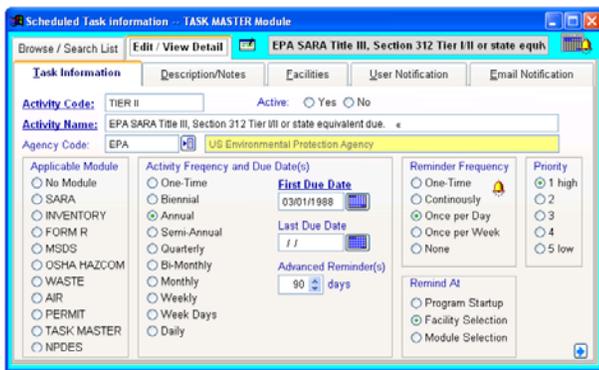
*Today's environmental professionals have to cope with myriad compliance and operational activities and responsibilities. To help environmental managers stay on top of all their commitments, MIRS<sup>TM</sup> offers the TASK MASTER module for management of environmental activity and project schedules. TASK MASTER is a helpful tool when addressing some of the key elements of ISO 14001.*

## TASK MASTER

add-on module

Any stand-alone module is required for this add-on module

Use the TASK MASTER module to track tasks and activities. Set due dates, priority and recurring tasks; update completion status. Send task messages and automated reminders via e-mail.



Entries for environmental activities may include a complete description, due date, activity frequency, reminder levels, and priorities.

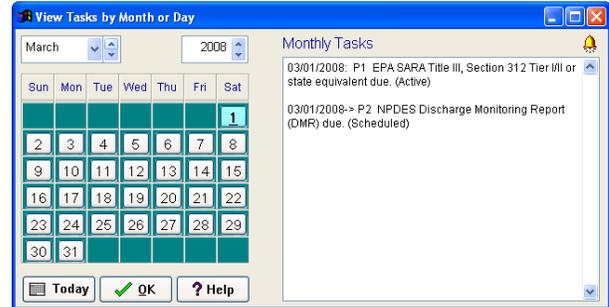
Each activity can be logged system-wide or for selected facilities.

Assign task responsibility to all users, selected users, or supervisors.

Set reminder frequency, priority, and reminder message at different levels of system access.

Detailed agency information can be logged for each activity.

Provides Calendar view of outstanding activities. View at a glance, all outstanding activities for a day or a month.



TASK MASTER Calendar view: display outstanding activities for a single day or for an entire month, at a glance.

TASK MASTER produces a variety of reports useful for time-management and tracking, including:

- reports of scheduled tasks.
- reports of outstanding tasks.
- reports reflecting all tasks for specified users.

TASK MASTER integrates with other MIRS<sup>TM</sup> modules for tracking predefined environmental tasks.

Keeps an audit trail for all task entries with who/what/when/why, ideal for compliance recordkeeping and ISO 14001 pursuits.



TASK MASTER Reminders: Color coded reminders indicate the level of urgency of an activity deadline reminder.

### Other Modules available for use with MIRS<sup>TM</sup>

**Stand-alone:**

- SARA Module
- MSDS Module
- FORM R Module
- AIR Module
- NPDES Module
- WASTE Module
- PERMIT Module

**Add-on:**

- CHEMICAL LIST EXTENSION (CLE) Module
- INVENTORY (location) Module
- INVENTORY (container) Module
- MSDS HAZCOM Module
- MSDS NETVIEW Module
- MSDS DISTRIBUTION Module
- LOCAL Module
- RCRA TRAINING Module
- TASK MASTER Module
- CORPORATE-MIRS

**Popular packages:**

- SARA Title III Package
- Worksafe Package
- Releases Package

**LET MIRS<sup>TM</sup> TAKE THE HAZARD OUT OF YOUR EH&S COMPLIANCE!**