

I can Print and follow these Instructions to create My WebTCards Task Management System in Under 10 Minutes



- ✓ I'm in good company, **T Card Task Management Systems** are used by thousands of organisations around the globe
- ✓ T Card Systems are simple to understand, design and use
- ✓ T Card Systems provide a fast **Visual Overview** with a simple **click** to see the **detail**
- ✓ Web T Cards allows everyone in my organisation of focus on the same overview and concentrate on their own tasks

I can Master my T Card Task Manager System in 3 Words

1. Board

My Board represents my Business Process, e.g. Production Planning. I Can create as many Boards as I require.



The screenshot displays the user interface of the T Card Task Manager. At the top left, there is a placeholder for a logo labeled "My logo here". To its right, the board title "Production Planning" is displayed. Below the title is a navigation menu with several options: "BOARD VIEW", "BOARD SETTINGS", "FIND T CARDS", "BATCH T CARDS", "DESIGN SYSTEM", and "LICENCE SOFTWARE". Underneath this menu is a secondary navigation bar with "T Cards" highlighted, followed by links for "Create T Card", "Graphical Summaries", "Summarise", "Export", and "Refresh". The main content area of the board is a dark blue rectangle containing the text "T Card Board = My Business Process".

2. Panel

My Panels represent steps in my Business Process, e.g. Enquiry, Order, Despatch. I can create as many Panels as I require.

My logo here Production Planning

BOARD VIEW | BOARD SETTINGS | FIND T CARDS | BATCH T CARDS | DESIGN SYSTEM | LICENCE SOFTWARE

T Cards | [Create T Card](#) | [Graphical Summaries](#) | [Summarise](#) | [Export](#) | [Refresh](#)

| | | |
|---|---|-------------------------------------|
| Ready for Production 6 TCards | Batched for Production 1 TCards | Work in Progress 0 TCards |
|---|---|-------------------------------------|

Panels = Steps in my Business Process

I can create my Board and Panels

BOARD VIEW BOARD SETTINGS FIND T CARDS BATCH T CARDS DESIGN SYSTEM LICENCE SOFTWARE

Board and Panels T Card Template User Graphical Summaries

Board and Panel Creation

Board Details (Tip : A Board normally represents a Process) [Create New Board](#)

Board Name :

Board Description :

Select Colors : **Board Color :** **Panel Colour :**

Panels (Tip : Each Panel represents a step in the Process)

| Panel Name | Sequence |
|---|--------------------------------|
| <input type="text" value="Ready for Production"/> | <input type="text" value="1"/> |
| <input type="text" value="Batched for Production"/> | <input type="text" value="2"/> |
| <input type="text" value="Work in Progress"/> | <input type="text" value="3"/> |
| <input type="text" value="Ready for Collection"/> | <input type="text" value="5"/> |

[View Audit](#)

- ✓ From the **Main Menu** I click **Design System**
- ✓ I type the name of my **Business Process** into **Board Name**
- ✓ I click the **Add New Panel** button for each of my Business Steps and type the name of my Business step into **Panel Name**
- ✓ I click the **Save** button

3. T Card

Each of my T Cards records the information required to complete a Task.

The screenshot displays the 'Production Planning' interface. At the top left is a placeholder for a logo labeled 'My logo here'. The main header is 'Production Planning'. Below this is a navigation bar with tabs: 'BOARD VIEW' (selected), 'BOARD SETTINGS', 'FIND T CARDS', and 'BATCH T CARDS'. Underneath is a secondary navigation bar with links: 'T Cards', 'Create T Card', 'Graphical Summaries', 'Summarise', 'Export', and 'Refresh'. The main area is a Kanban board with three columns: 'Ready for Production' (6 TCards), 'Batched for Production' (1 TCard), and 'Work in Progress' (0 TCards). The 'Ready for Production' column contains four T Cards with the following details:

- » E0001
» Mr Alban
» Window
» 6
» 30-Oct-2009
- » E0013
» Mr Ainsle
» Door
» 2
» 30-Oct-2009
- » L0006
» Mr Stilgoe
» Bay
» 1
» 30-Oct-2009
- » Q0002
» Ms Berry
» French Door
» 1
» 29-Oct-2009

The 'Batched for Production' column contains one T Card:

- » Y072LJ
» Dale-Green
» Window
» 7
» 13-Mar-2009

- ✓ Each of my **T Cards** records information to complete a **Task**
- ✓ My T Cards can record, e.g. a Customer Name, Order Ref. and Date
- ✓ Each T Card can record **up to 40 items of information**
- ✓ The **Board** displays a **Visual Summary** information, I click on a **T Card** to see the **Detail**

I can create my T Cards to record information

Created By: ProductionPlanning on 06/04/2009 08:41, Modified By: ProductionPlanning on 12/03/2010 11:27

Board : Job Tracker System ▾


T Card Template : Job Card ▾ All

Panel : Design ▾

*Customer : Warrington-Smyth


Customer Type : Commercial ▾

*Our Ref. : KT234EF

*Due Date : 06-Apr-2009 

Customer Contact : P.M Watson

Telephone : 07717-653178

Job Description : Lower Road Wedges 

[Click here to e-mail this TCard](#)

✓ This is what my **T Card** can look like

I can create my T Card Template

| Seq. | Label Name | Data Type | Max Chars | Mandatory | Header |
|------|------------------|-----------|-----------|-------------------------------------|--------|
| 1 | Customer | Text | 20 | <input checked="" type="checkbox"/> | 1 |
| 2 | Customer Type | List | Edit | <input type="checkbox"/> | |
| 3 | Our Ref. | Text | 10 | <input checked="" type="checkbox"/> | 2 |
| 4 | Due Date | Date/Time | | <input checked="" type="checkbox"/> | 3 |
| 5 | Customer Contact | Text | 30 | <input type="checkbox"/> | |
| 6 | Telephone | Text | 15 | <input type="checkbox"/> | |

- ✓ From the Main Menu I click **Design System, T Card Template**
- ✓ In **Template Name**, I name the type of information I will record on my T Cards
- ✓ For each piece of information I want to record for a Task:
 - I type a **Label Name**
 - Choose a **Data Type**
 - Set the **Max. num. of characters** of information
 - Tick **Mandatory** for each mandatory item of information
 - In **Header** I type a number to choose which lines of information are displayed on the Board
- ✓ I click on **Save**
- ✓ I have successfully created my **T Card task Management System**

I have successfully created my WebTCards Task Management System



- ✓ I click on **Board View**, **Create T Card** to create my T Cards and record Task Information
- ✓ I can refine the Design of my T Card system at any time by clicking Design System from the Main Menu
- ✓ I can Click Design System, **User** to enable my colleagues to securely access our Task Management System
- ✓ I can Master the advanced functions, e.g. Board Settings, Filter Board and Pivot Board
- ✓ If at any time I have Questions or require Help, I can e-mail Support@WebTCards.com or call UK(+44) (0) 7715-498005