



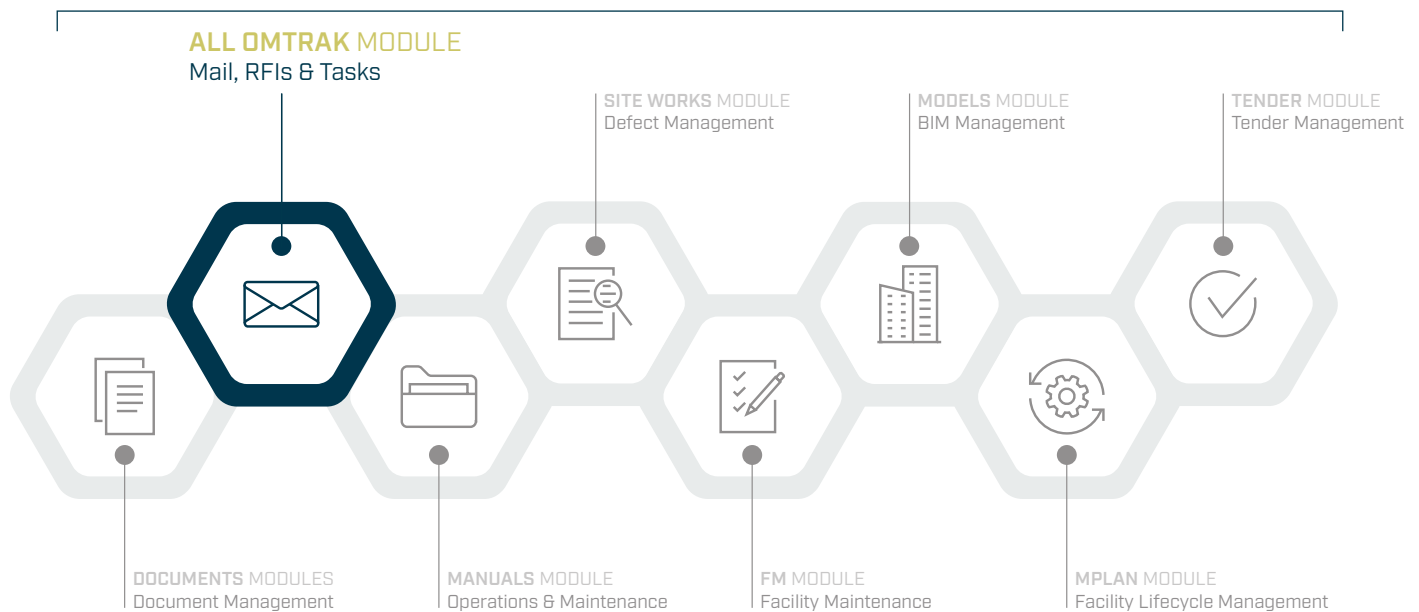
ALL OMTRAK MODULES

# Mail, RFIs & Tasks



THE DEVIL IS IN  
THE DETAILS





# ONE CLOUD-BASED SOLUTION FOR CONTRACTORS, ASSET OWNERS, AND FACILITY MANAGERS.

With OmTrak's Mail, RFI's, and Tasks Module, enhance your project management capabilities, ensuring efficient communication, streamlined task management, and effective collaboration among your team.

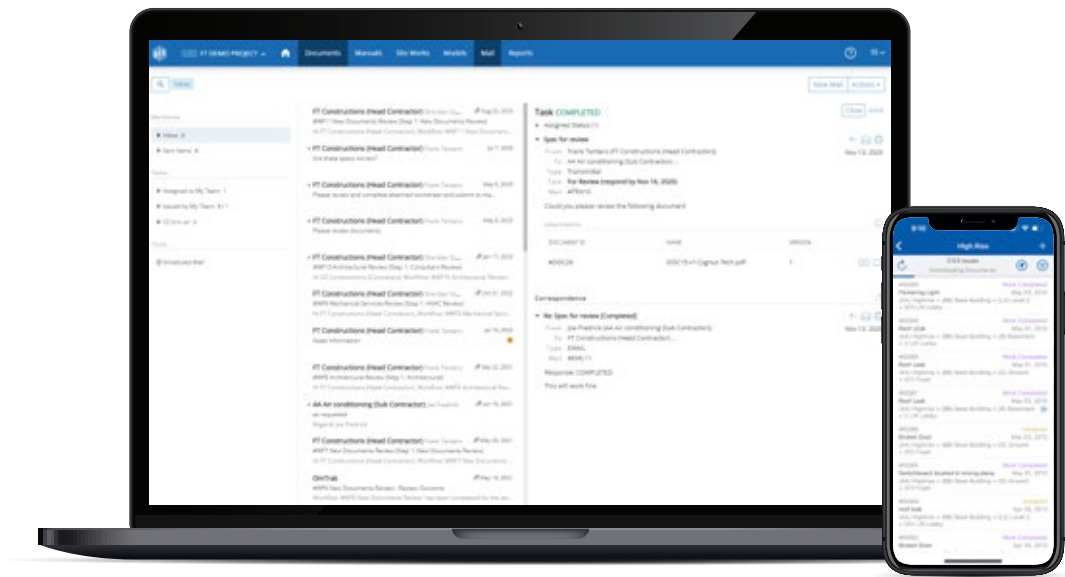


ALL OMTRAK MODULE

# Mail, RFI's & Tasks

## Streamlined Communication

OmTrak simplifies email tasking, streamlines task and RFI management, and centralises team communication, ensuring efficient automation to keep your project on track and prevent critical details from slipping through the cracks.



### Improved Email Tasking

- **Simplified Categorisation:** OmTrak categorises and archives emails, creating an undeletable audit trail for accountability.
- **Actionable Tasks:** Embed tasks with deadlines directly into emails to ensure actions are tracked and responses are managed efficiently.
- **Enhanced Tracking:** Eliminate the risk of missed deadlines with automated task reminders and clear task visibility.

### Seamless Task & RFI Management

- **Effortless Issuance:** Simplify the issuance of emails, tasks, and recurring communications, ensuring smooth project operations.
- **Efficient Document Transmission:** Transmit project documents and drawings efficiently, ensuring timely responses to RFIs.
- **Centralised Communication:** Consolidate project communication to avoid oversights and maintain a clear line of sight over all activities.

### Centralised Team Communication

- **Unified Space:** Capture and categorise emails, issue tasks, respond to RFIs, and track project progress within a centralised platform.
- **Team Alignment:** Foster cohesive team communication to bridge information gaps and ensure everyone is on the same page.
- **Progress Tracking:** Track project progress, providing visibility to all team members and stakeholders.

### Automated Efficiency

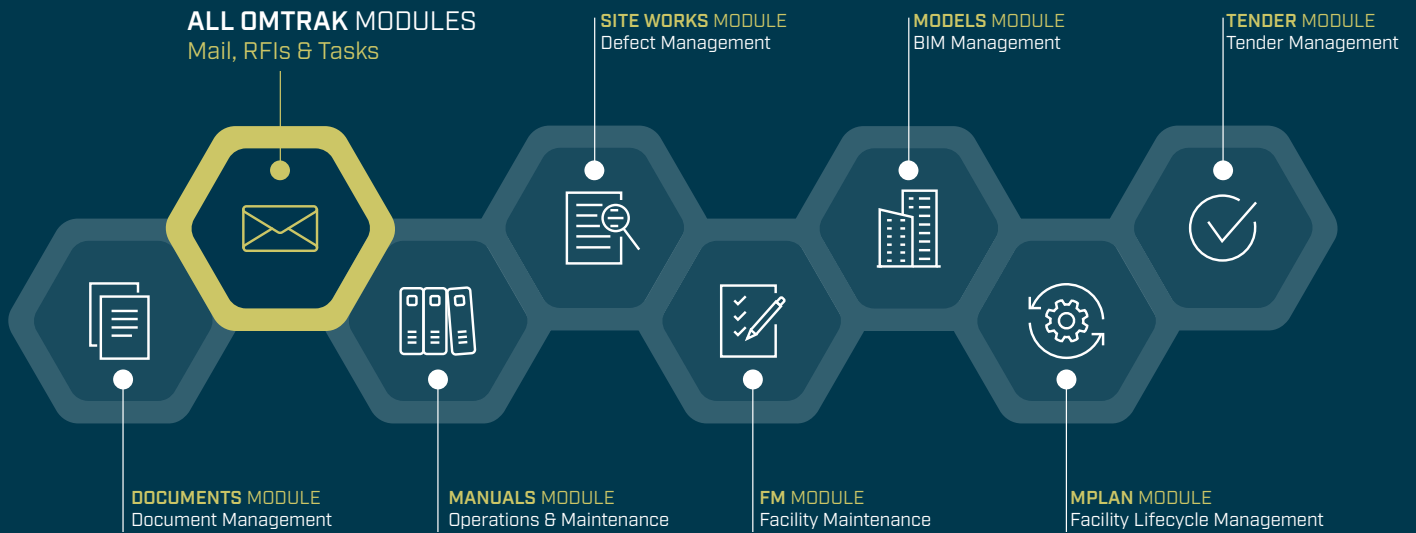
- **Priority Notifications:** Use automated notifications for overdue actions to prioritise tasks effectively and keep the project running smoothly.
- **Recurring Automations:** Automate recurring emails and tasks throughout the project lifecycle, maintaining consistency and efficiency.
- **Consistent Management:** Ensure your project stays on track with real-time updates and automated task management, reducing manual oversight.

### Get Started with OmTrak

Reach out for a personalised demonstration or further information about our tailored solutions.

## Choose OmTrak for Efficient, Accurate, and Seamless Collaboration from Start to Finish

# Mail, RFIs & Tasks form part of the OmTrak wider solution



**“The end results for our clients are real time, cost saving and reduced risk. With OmTrak, there are no surprises and no information gaps and gives everyone involved a complete journey of confidence.”**

**STUART SMITH**  
Managing Director - WebFM

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