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Automated task management

Use modern automation software to create and complete detailed task assignments with customizable email notifications.

Request your presentation of DocuWare

Clearly structure your daily work tasks

Even when cross-departmental processes are precisely organized, smaller tasks are often performed on the side. Avoid losing track of assignments when you use DocuWare automation capabilities to manage routine tasks.

In lists, you can see your tasks conveniently bundled. For example, reviewing new contracts or reading important HR documents.

Lists are automatically updated. Documents that no longer meet the criteria are dropped. New, suitable
documents are displayed immediately.

Set up email notifications when relevant documents become available (such as the latest payroll), or prompt colleagues to review and edit a document.

Email notifications are completely automated. As soon as a document meets the criteria, the mail is sent with a direct link for review and editing.

Complete small tasks with huge efficiency

Lists and automatic notifications organize your day-to-day office work. Some examples:

- **Matching order and delivery.** The purchasing department orders office furniture. With the delivery, the director automatically receives an email with a link to the archived delivery note. She compares it with the order before the furniture is distributed to the departments.

- **Notify all at once.** Architectural drawings for the new office plan have been changed. All employees involved are notified by email
that new plans exist.

- **React promptly.** New applicant resumés are displayed in the HR professional’s list for rapid review and response.

- **Never miss a deadline.** In order to renegotiate or cancel contracts of service providers or providers, they are automatically displayed in the list in good time before the end of the term.

- **Access documents without searching.** Price lists, contract templates, and many other documents change again and again. To ensure that you always have the correct versions at hand, even without a search, you can create lists for frequently used documents.

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**Always in sight**  
Nothing is left lying around: current tasks are displayed automatically and clearly.

**Fast access**  
Save the link to a task list right on your desktop and open it in DocuWare with one click.
Time control
Define when and

Quickly done
Edit documents with
How often you want to be notified about new documents and upcoming tasks. DocuWare tools and watch them disappear automatically from the list.

How to start managing your tasks efficiently

Cloud

Lists and email notifications are part of every DocuWare Cloud license. DocuWare Cloud also includes Intelligent Indexing, Workflow Manager and other useful modules.

On-premises

In a DocuWare on-premises system, you can use lists and email notifications with a Task Manager license.

Start with a personalized demo

DocuWare Cloud

Our complete solution delivered as SaaS.
DocuWare Kinetic Solutions

Preconfigured, cloud-delivered workflows.

Deployment flexibility

Cloud, on-premises and hybrid solutions.

Features and capabilities

Complete document management functionality.

Mobile apps

Apps for the always-on enterprise.

Security

Full document security and data privacy.

Integration

 Seamlessly connect your ERP, CRM and other applications.