

ຫົວຂໍ້ສະເໜີ: ການຕິດຕາມໜ້າວຽກ(Tasks) ໃນລະບົບອີເມວ

<https://email.moes.edu.la>

ສະເໜີໂດຍ: ອ.ຈ ສີສິມພອນ ພິງພູໄທ

ສັງກັດ: MIS

ເບີໂທ: 020 54582360

W.A: 020 56744608

ອີເມວ: sisomphone.p@moes.edu.la

Tasks

ຈຸດປະສົງ:

ແມ່ນການຕິດຕາມຫນ້າວຽກທີ່ສ້າງໄວ້ເພື່ອຕິດຕາມວ່າວຽກຂອງເຮົາສາເລັດຮອດໃສ, ອັນໃດຄ້າງຄາ ແລະອັນໃດສໍາເລັດແລ້ວ

ຂໍ້ດີ:

- ສາມາດສ້າງຫົວຂໍ້ຫນ້າວຽກໄດ້(ແນບໄຟລ໌ເອກະສານWord, Ecel, PDF,.....)

- ສາມາດຕິດຕາມລາຍລະອຽດຂອງຫນ້າວຽກທັງໝົດທີ່ໄດ້ສ້າງໄວ້

- ສາມາດກວດ ແລະ ຕິດຕາມວຽກທີ່ກຳລັງດຳເນີນຢູ່ວ່າຮອດໃສແລ້ວ

- ສາມາດກວດ ແລະ ຕິດຕາມວຽກທີ່ເກີນເວລາທີ່ກຳນົດໄວ້

- ສາມາດກວດ ແລະ ຕິດຕາມວຽກທີ່ສໍາເລັດສົມບູນ

+ New task

A

All Active Overdue Completed

C

ເກັບກຳຂໍ້ມູນ

F

EDIT COMPLETE

<<

My tasks

Flagged items and tasks

Tasks

B

TASKS ITEMS BY ATTACHMENTS

(NONE)

- ✓ ເກັບກຳຂໍ້ມູນ
Thursday, September 14, 2017 Overdue
- ເກັບກຳຂໍ້ມູນ
Thursday, September 14, 2017

D

Overdue by 2 days.

Due: Thursday, September 14, 2017

E

Status: In progress
 % complete: 0
 Start date: 9/14/2017
 Priority: High
 Date complete: None
 Companies: kkuhygyt

Owner: Sisomphone Phongphouthai
 Total work: 0 hours
 Actual work: 0 hours
 Mileage: hiho
 Billing: kkk

Reminder
 Mon 9/18/2017 8:00 AM

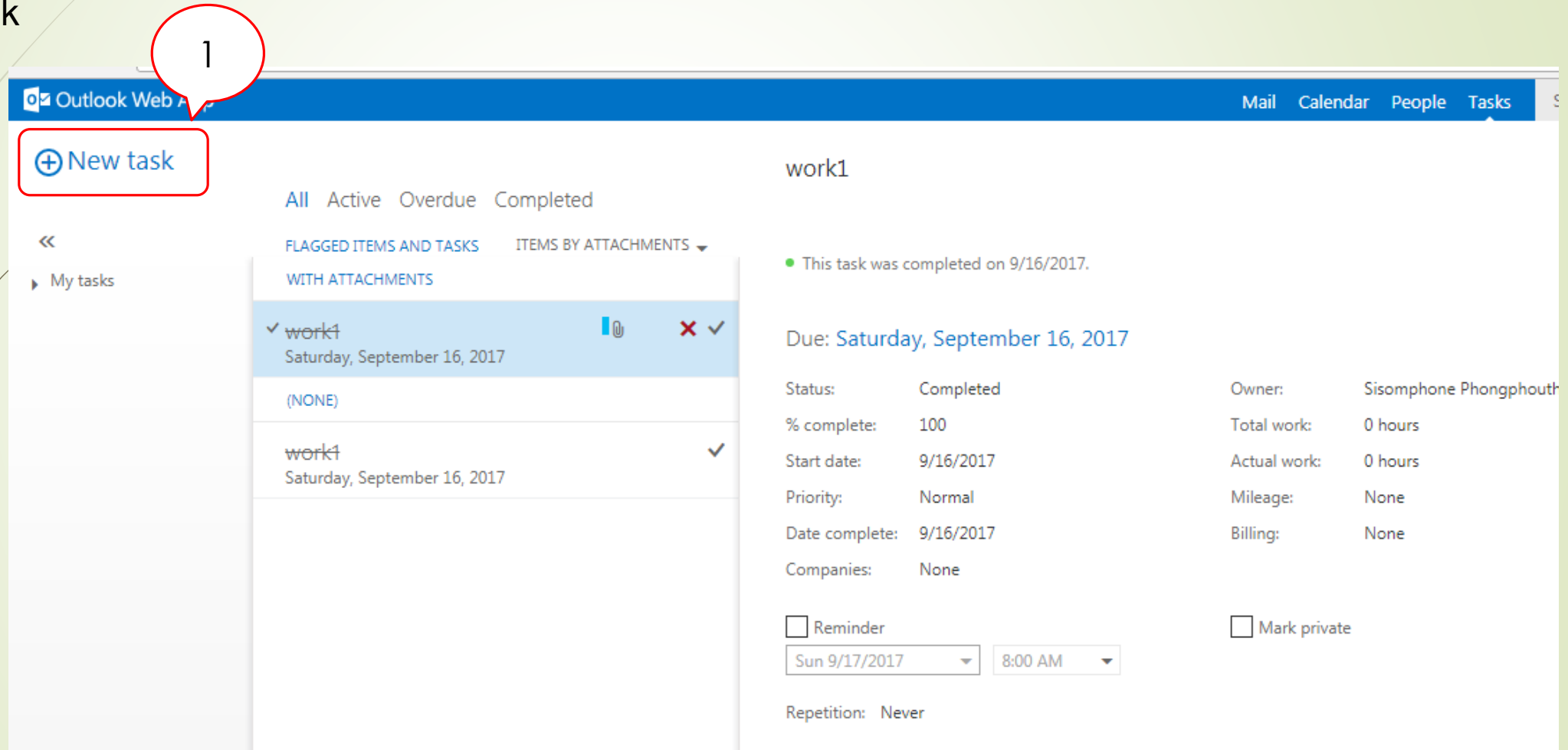
Mark private

Repetition: Never

lkjfhmb,depkpkopht

A: New task: ແມ່ນສ້າງຫົວຂໍ້ຫນ້າວຽກຂຶ້ນໃໝ່

1. ຄລິກປຸ່ມ New task



Outlook Web App

Mail Calendar People Tasks

+ New task

All Active Overdue Completed

FLAGGED ITEMS AND TASKS ITEMS BY ATTACHMENTS

WITH ATTACHMENTS

work1
Saturday, September 16, 2017

(NONE)

work1
Saturday, September 16, 2017

work1
This task was completed on 9/16/2017.

Due: Saturday, September 16, 2017

Status:	Completed	Owner:	Sisomphone Phongphouth
% complete:	100	Total work:	0 hours
Start date:	9/16/2017	Actual work:	0 hours
Priority:	Normal	Mileage:	None
Date complete:	9/16/2017	Billing:	None
Companies:	None		

Reminder
Sun 9/17/2017 8:00 AM

Mark private

Repetition: Never

2. ໃສ່ຂໍ້ມູນ

- Subject: ຫົວຂໍ້ວຽກ
- Due: ກຳນົດເວລາໃຫ້ສຳເລັດ
- Show more details: ສະແດງລາຍລະອຽດເພີ່ມເຕີມ
- Start date: ວັນເວລາເລີ່ມ
- Date complete: ວັນເວລາສຳເລັດ
- Status: ສະຖານະ
- %complete: ຄ່າສຳເລັດເປັນເປີເຊັນ
- Priority: ລາດັບຄວາມສຳຄັນ
- Reminder: ການແຈ້ງເຕືອນ
- Mark private: ເປັນການສ່ວນຕົວ
- Repetition: ການທຳຊ້າ
- Total work: ວຽກທັງໝົດ
- Actual work: ວຽກທີ່ເຮັດຕົວຈິງ
- Mileage: ໄລຍະທາງ
- Billing: ການເອີ້ນເກັບເງິນ
- Companies: ບໍລິສັດ

Mail Calendar People Tasks

Completed ✓SAVE ✗DISCARD @INSERT

ITEMS BY ATTACHMENTS ▾

7 📎 ✗ ✓

7 ✓

2

Subject:

Due: Show fewer details

Start date: Date complete:

Status: % complete: Priority:

Reminder

Repetition:

Total work: Actual work:

Mileage: Billing:

Companies:

3. រក្សាទុក Save

All Active Overdue Completed **3** ✓SAVE ✕DISCARD @INSERT ...

Due in 7 days.

FLAGGED ITEMS AND TASKS ITEMS BY ATTACHMENTS

WITH ATTACHMENTS

- ✓ work1 Saturday, September 23, 2017
- (NONE)
- work1 Saturday, September 16, 2017 ✓

Subject: work1

Due: Sat 9/23/2017 Show fewer details

Start date: Sat 9/16/2017 Date complete: None

Status: Not started % complete: 0 Priority: Normal

Reminder Sun 9/17/2017 8:00 AM Mark private

Repetition: Never

Total work: 0 hours Actual work: 0 hours

Mileage: Billing:

Companies:

8.5.2015(5).jpg (53 KB) ✕

Blue category

Calibri 12 B I U ...

work1

ផ្សារលើ

All Active Overdue Completed

FLAGGED ITEMS AND TASKS ITEMS BY ATTACHMENTS

WITH ATTACHMENTS

work1 Saturday, September 23, 2017	
(NONE)	
work1 Saturday, September 16, 2017	

work1

Due in 7 days.

Due: Saturday, September 23, 2017

Status:	Not started	Owner:	Sisomphone Phongphouthai
% complete:	0	Total work:	0 hours
Start date:	9/16/2017	Actual work:	0 hours
Priority:	Normal	Mileage:	None
Date complete:	None	Billing:	None
Companies:	None		

Reminder

Sun 9/17/2017 8:00 AM

Repetition: Never

1 attachment

8.5.2015(5).jpg

Blue category

work1

B: My task: ຫົວຂໍ້ຫນ້າວຽກທີ່ສ້າງໄວ້ແລ້ວ

- Flagged items and tasks
- Tasks

The screenshot displays a task management application. On the left, a navigation pane shows a tree view with 'My tasks' expanded, containing 'Flagged items and tasks' and 'Tasks'. The 'Tasks' item is selected. The main area shows a list of tasks under the heading 'TASKS WITH ATTACHMENTS'. The first task, 'work1', is selected and highlighted in blue. It is due on 'Saturday, September 16, 2017'. The second task, also named 'work1', is marked as completed with a checkmark. On the right, a detailed view for the selected 'work1' task is shown. It includes a status of 'In progress', 0% completion, and a due date of 'Saturday, September 16, 2017'. The owner is 'Sisomphone Phongphouthai'. There are fields for 'Reminder' (Sun 9/17/2017 at 8:00 AM) and 'Mark private'. A section for '1 attachment' shows a file named '8.5.2015(5).jpg'.

Navigation Pane:

- My tasks
 - Flagged items and tasks
 - Tasks**

Task List:

Task Name	Due Date	Status
work1	Saturday, September 16, 2017	In progress
(NONE)		
work1	Saturday, September 16, 2017	Completed

Task Details (work1):

- Status: In progress
- % complete: 0
- Start date: 9/16/2017
- Priority: Normal
- Date complete: None
- Companies: None
- Owner: Sisomphone Phongphouthai
- Total work: 0 hours
- Actual work: 0 hours
- Mileage: None
- Billing: None
- Reminder: Sun 9/17/2017 8:00 AM
- Mark private:
- Repetition: Never
- Attachment: 1 attachment (8.5.2015(5).jpg)

C: View Follow Task: ສະແດງການດຳເນີນວຽກເປັນແຕ່ລະໄລຍະ

The screenshot shows a task management application. At the top left, there is a '+ New task' button. Below it, a navigation menu includes 'My tasks', 'Flagged items and tasks', and 'Tasks'. A filter bar at the top right contains 'All', 'Active', 'Overdue', and 'Completed', with 'All' selected and highlighted by a red box. The main area displays a list of tasks under the heading 'TASKS WITH ATTACHMENTS'. The first task is 'work1' with a due date of 'Saturday, September 16, 2017'. It has a checkmark on the left and icons for attachments, deletion, completion, and a play button on the right. Below it is another task 'work1' with a due date of 'Saturday, September 16, 2017' and a checkmark on the right. To the right of the task list, a detailed view for 'work1' is shown, including a 'Due today.' indicator, a due date of 'Saturday, September 16, 2017', a status of 'In progress', 0% completion, a start date of '9/16/2017', and a priority of 'Normal'.

- All : ສະແດງວຽກທັງໝົດ (ສຳເລັດ ແລະ ຍັງສືບຕໍ່)
- Active: ວຽກກຳລັງສືບຕໍ່ສ້າງ
- Overdue: ວຽກທີ່ເກີນກຳນົດເວລາ
- Completed: ວຽກທີ່ສຳເລັດ

D: List Task: ຫົວຂໍ້ຫນ້າວຽກທີ່ມີທັງຫມົດ

Web App

task

All Active Overdue Completed

TASKS ITEMS BY ATTACHMENTS

WITH ATTACHMENTS

work1
Saturday, September 16, 2017

(NONE)

work1
Saturday, September 16, 2017

work1

Due today.

Due: Saturday, S

Status: In p

% complete: 0

Start date: 9/1

Priority: No

Date complete: No

Companies: No

Reminder

Sun 9/17/2017

Repetition: Never

E: Details Task: ລາຍລະອຽດໜ້າວຽກ

The screenshot shows the 'Details' view of a task named 'work1' in a Microsoft Office application. The task is due today, on Saturday, September 16, 2017. The task is currently in progress, with 0% completion. The owner is Sisomphone Phongphouthai. The task has a start date of 9/16/2017 and a priority of Normal. The date complete is None, and the companies are None. The task has a reminder set for Sun 9/17/2017 at 8:00 AM, with a repetition of Never. There is one attachment, '8.5.2015(5).jpg', which is 9 KB in size. The task is not marked as private.

work1

Due today.

Due: Saturday, September 16, 2017

Status:	In progress	Owner:	Sisomphone Phongphouthai
% complete:	0	Total work:	0 hours
Start date:	9/16/2017	Actual work:	0 hours
Priority:	Normal	Mileage:	None
Date complete:	None	Billing:	None
Companies:	None		

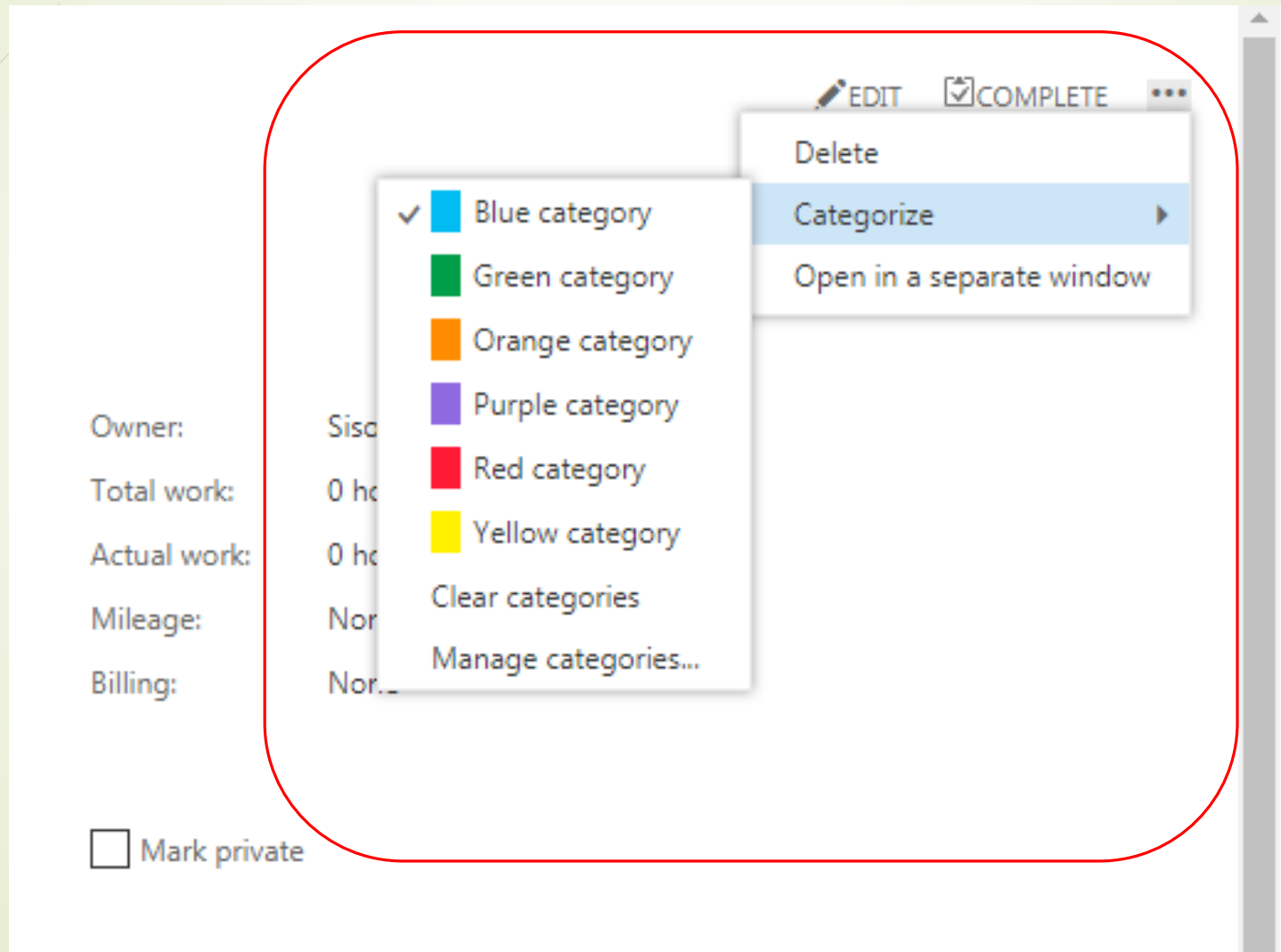
Reminder
Sun 9/17/2017 8:00 AM

Repetition: Never

1 attachment

8.5.2015(5).jpg
9

F: Options Task: ການຕັ້ງຄ່າໜ້າວຽກ



The screenshot displays a task management interface with a context menu open over a task. The task details on the left include:

- Owner:
- Total work: 0 h
- Actual work: 0 h
- Mileage: Nor
- Billing: Nor
- Mark private

The context menu is open, showing the following options:

- ✓ Blue category
- Green category
- Orange category
- Purple category
- Red category
- Yellow category
- Clear categories
- Manage categories...

At the top of the context menu, there are icons for EDIT, COMPLETE, and a three-dot menu. The 'Categorize' option is highlighted in blue, and a sub-menu is open over it, showing the following options:

- Delete
- Categorize
- Open in a separate window



ຄໍາຖາມ & ຄໍາຕອບ