**FREE EDITION FEATURE LIST**

### Features

- **Online Work Order Requests**: Your unique request page allows for others to submit work orders directly to your task list online.
- **Automated Task Notifications**: Get automated email notifications when a new task is created. Stay on top of all important tasks on-the-fly.
- **Basic Task Manager**: The first thing you see when you log into your account is your daily task list which you can search and sort easily.
- **Task Status Updates**: Update your tasks from New to Closed, Pending, Re-Opened or even Rejected if necessary.
- **Notes History**: Keep detailed notes history on all of the work you have completed and save them for reporting purposes.
- **Easy to Search Filter**: Search through months of tasks in seconds, including Keyword searches, so you can easily get to the information you need.
- **Basic Reporting**: Report by Task Types, Room Number or even Status and find out how productive you are at managing requests.
- **1 User, 1 Facility**: The Free Edition is limited to 1 user only and has access to only 1 facility per account. For more, an upgrade is necessary.
- **No Customer Support**: Customer support is not included in the Free Edition, but you may contact our sales department to book a free consultation.

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