

# TraccOnline: Critical Date Management

The management of critical dates and the associated tasks is a central feature of **TraccOnline**.

Critical dates are implemented in **TraccOnline** through a diary system that allows dates to be tracked against a Property, a Lease or as a general reminder. All critical dates have a status of either open or closed to facilitate task completion.

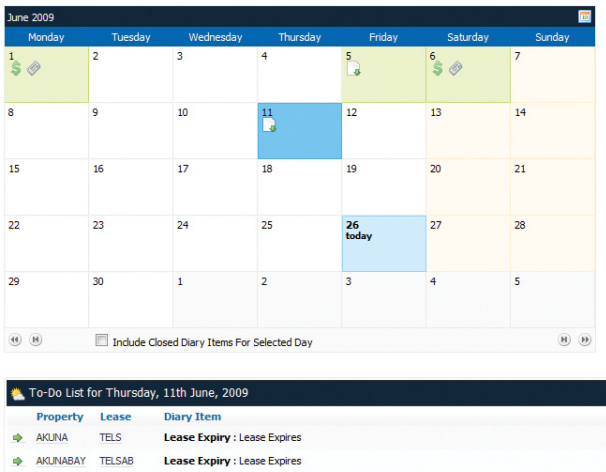
While diarised items can be managed centrally from the **Diary Maintenance form** - one of the key advantages of **TraccOnline** is that date management is usually done in context with the associated task.

*For example - rent review, lease expiry and option dates are diarised when creating a new lease. A management fee collection reminder can be diarised and the related diary item closed when completing a rent review.*

## Reporting of critical dates

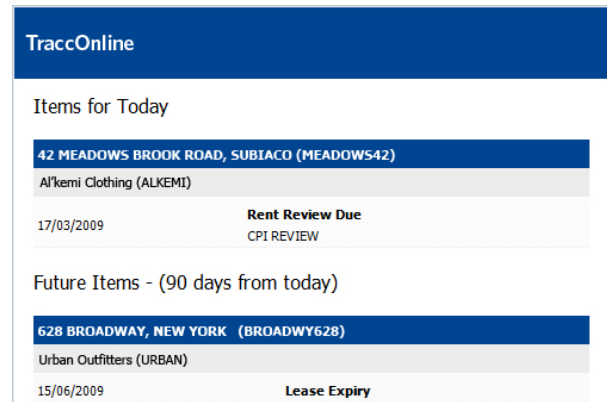
**A timeline of outstanding and upcoming reminders is presented through the calendar on the dashboard - along with providing access to the associated task.**

This calendar shows current actionable items and reminders.



**TraccOnline has a facility to schedule email reminders of critical diary dates.** Reminders can be sent daily to Property Managers notifying them of all tasks for that day, as well as upcoming items. Email reminders can also be scheduled to occur monthly to provide an analysis of outstanding items, or forecast future items. For management **TraccOnline** provides a consolidated report of all outstanding items for all Property Managers.

A typical email reminder sent to Property Managers.



**VisualKPI™** has in-depth charts that profile current open and overdue diary items by type and by property manager.

Chart showing overdue diary items per Property Manager.

