

# Efficient **Task Management** for Airside Operations – All Within Airside Sync

***Airside Sync's Task Management module provides a simple, effective way to report, assign, and track tasks within Airside Operations. Whether you're logging maintenance issues or identifying safety hazards, Airside Sync makes it effortless to document, delegate, and resolve tasks. Discover how an easy-to-use task management can enhance safety, boost operational efficiency and improves the management and visualization of tasks.***

Task Management is a module within the Airside Sync platform for managing activities or issues that requires attention and potentially resolution and thus needs to be reported, tracked, and completed. Airside Sync provides you with a tool to easily and effortlessly report and manage tasks.

Imagine you're on the runway conducting an assessment when you spot a broken lamp or a crack in the pavement—something worth reporting and documenting. You pick up your smartphone or tablet and start the Airside Sync Task Management module. The camera activates, allowing you to capture an image, and add a short headline. You can, if you wish, choose a severity level, adjust the position on the map if needed, and write a short comment. With a simple tap, the task is logged within Airside Sync, instantly visible in the task-management and visible on the map. **The assigned task-managers instantly receive notification that a new task has been reported.** If you have manager rights, you can then assign the task to a coworker, adjust the severity levels and change the status of the task, add comments, and monitor the progress.

Airside Sync's Task Management module is designed to facilitate effortless registration of potential events and tasks, from a broken light on the runway to a flickering light on the parking lot, as well as simple yet powerful management and visualization of tasks.

The application can be deployed to as many users as needed, making task reporting and management both accessible and effective.

## **What you learn in this read**

- **The fundamentals of a Task Management system**
- **How Airside Operations benefit from a proper Task Management system**

- **The ease of reporting and managing tasks with Airside Sync**
- **Task Management improves safety by ensuring potential hazards are logged, managed and addressed promptly**
- **Task Management ensures proper documentation for future reference and compliance**

## **Why Task Management Matters for Airside Operations**

A Task Management System helps register and manage potential issues or work activities that need tending to, ensuring they are completed efficiently and correctly. It provides essential tools for assigning tasks, listing and organizing them, tracking status, helps prioritizing actions, while documenting progress. From registering tasks and defining severity to assignment and follow-up, the system streamlines workflows, enhances accountability, and improves productivity. In Airside Operations, Task Management is essential for safety, compliance, and efficiency. Common tasks include identifying and resolving safety issues like pavement cracks, broken lights etc, as well as coordinating maintenance activities.

## **Airside Sync's Task Management System**

Airside Sync's Task Management module is specifically designed to simplify task-reporting and the management of tasks, involving monitoring and visualizing the issues or work activities that need tending to, assignment of tasks, tracking of status etc.

**Reporting new potential tasks is incredibly simple with Airside Sync, and that ease of use encourages more frequent reporting and ensures all tasks are logged and managed effectively.**

The module offers a straightforward workflow that emphasizes usability and efficiency:

- **Setting up / Reporting / Filing a Task**  
Reporting new potential tasks is incredibly simple with Airside Sync; users can pick up their phone, open the Task Management module and report a potential task with just a few taps. It can be as simple as taking a picture, writing a short title, and hitting send. With a simple tap, the task is logged within Airside Sync and the assigned task-managers instantly receive notification that a new task has been reported. If additional information is needed, the user or a manager can later update the task, adjust severity levels, and assign it to the appropriate coworker.

The system's simplicity is one of its biggest strengths, allowing users to submit tasks with minimal information and expand details later if needed. This streamlined process encourages broader usage across all airside staff, enhancing safety and efficiency.

- **Management of Tasks**

The Task Management module includes powerful tools and intuitive interfaces to manage, delegate and monitor tasks to maintain smooth operations. As soon as a task is logged within Airside Sync the task appears in the archive of tasks and on the map, and can easily be listed, filtered and sorted by severity, status, assigned to etc. And as soon as a new task has been reported, the assigned task-managers instantly receive notifications. The user or the managers can then adjust severity, add comments, reassign tasks, and track progress throughout the progress of the task. Managers benefit from clear oversight of all ongoing tasks, ensuring nothing is lost or forgotten. Real-time tracking ensures issues are resolved efficiently.

- **Visualization of Tasks**

Visualization tools within Airside Sync allow users to keep track of all reported tasks in an organized manner. Tasks can be displayed on a map, color-coded by severity, or viewed as structured lists for quick access. Filtering options make it easy to focus on high-priority tasks or tasks assigned to specific teams, providing a comprehensive overview of ongoing operations. Visualization tools further enhance usability by displaying tasks as map pins or structured lists. This combination of visual documentation and geographical context makes it easier to monitor, prioritize, manage and assign and resolve tasks efficiently.

- **Using Rich Media to Enhance Task Reporting**

Airside Sync's Task Management module effectively utilizes rich media to enhance task reporting and monitoring. When the app is launched, the camera activates automatically, enabling quick image capture for accurate issue reporting. Users can then add descriptions, attach images, and mark precise locations using GPS or the "here" function for instant positioning.

- **Completion & Documentation**

Completed tasks are automatically logged for future reference and compliance, ensuring operational readiness and full follow-up capabilities

## What Makes Up a Task in Airside Sync

In Airside Sync's Task Management module, a "Task" is a structured report that includes all relevant details about an issue or activity that needs attention. Tasks are simple to create, flexible to manage, and easy to track.

A Task typically includes:

- **Header/Name:** A brief title describing the task.
- **Date and Time:** Automatically recorded when reported.
- **Description:** Relevant details about the task or issue.
- **Image:** Captured directly from the field for clarity.
- **Location:** Marked on a map or saved as "here" using the device's GPS-position.
- **Severity:** An optional priority indicator.
- **Type:** Categorization of the task (e.g., Maintenance, Safety).
- **Assigned To:** The person or team responsible.
- **Notes:** Additional comments or updates.

These attributes ensure tasks are accurately documented, effectively managed, and seamlessly integrated within your airside operations.

## Why Choose Airside Sync's Task Management for Your Airside Operations?

Airside Sync's Task Management module offers key advantages that make it ideal for airside operations:

- **Simplicity & Ease of Use:** The intuitive interface makes reporting tasks fast and straightforward, even during field operations. Tasks can be registered quickly with minimal information, encouraging broad usage across airside staff.
- **Seamless Integration:** Tasks can be created directly from various reports and inspections within Airside Sync, ensuring nothing is missed and workflows remain uninterrupted.
- **Real-Time Monitoring:** Managers and teams can track progress, update tasks, and make adjustments instantly, ensuring timely resolution of issues.
- **Powerful Visualization Tools:** Tasks are displayed on maps or as lists, with filtering options to quickly identify high-priority tasks or those assigned to specific teams.
- **Scalability:** Designed for airside operations but can be expanded to other areas of the airport.

- **Clear Accountability:** Structured workflows ensure tasks are properly assigned, tracked, and completed, enhancing efficiency and providing documentation for compliance.
- **Flexible Reporting:** Tasks can be created quickly and expanded later, ensuring all issues are documented effectively, even during busy operations.

### **Ready to evolve your Task Management?**

With Airside Sync's Task Management module, reporting, tracking, and resolving tasks has never been easier. From quick field reporting to comprehensive task visualization, this module ensures nothing is missed and everything is resolved effectively.

Want to try this module or learn more? Contact our sales reps at [sales@safe-sky.net](mailto:sales@safe-sky.net).