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Sean Test - 01 - 09/21

October 2023

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Changing the World's Energy Future

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Targeted Communication for Managers and Leaders:

Subject: Introducing TaskApp - Simplify Your Workflow

We are excited to introduce TaskApp, a dashboard designed to enhance your productivity and streamline your workflow. TaskApp integrates Time Billing, Lab Review System, Peer Review System, Ariba Guided Buying, ServiceNow, Labway, SORT, and more, providing a holistic view of your actions and tasks.

Key Benefits of TaskApp:

- **Time Savings:** Eliminates the need for constant email exchanges and manual follow-ups. Instead of searching through inboxes or requesting updates, check TaskApp.
- **Action Consolidation:** Consolidates actions from various INL applications, providing a unified view of your team's tasks and pending approvals, promoting efficiency, and simplifying tracking.
- **Reduced Email Reminders:** Reduces the need for email reminders by providing real-time notifications and status updates directly within TaskApp.
- **Expedited Approvals:** Managers and leads can collaborate more efficiently, review and approve actions promptly, and keep projects moving forward.

We value your leadership, and we invite you to participate in the two-week testing phase, starting at the end of August. Your valuable feedback will help us refine TaskApp for a smooth rollout to the lab.

Your support is vital in making TaskApp a success. Together, we can create a more connected and productive work environment. We will provide instructions and support for your team throughout the testing phase.

Thank you for being a driving force in embracing this exciting change.

If you have questions or require assistance, please contact XXX.

Best regards,