

Project Name

Task Name

Description

Select Team Member

Priority


Start Date

End date

Add



Add More

Cancel


TaskMate

Admin Dashboard





Search...





Verify LSA profile

Discription

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Team Member	 Lily Bennett	Status	Over Due	Priority	High
Start Date	 2025-09-20	Due Date	 2025-09-20	Close Date	 2025-09-20


TaskMate

Admin Dashboard

Dashboard

Task

Team

Report

Settings

Total Tasks

28

+12% from last month

Todays

04

+10% from last month

Total Tasks

34

+15% from last month

Todays

34

+10% from last month

Search...

Task Name

Assigned To

Created Date

Due Date

Status

Verify LSA Profile	John Doe	2025-09-23	2025-07-01	In Progress
Process Payments	Varada Pokkattu	2025-09-23	2025-07-01	Completed
Follow-Up Parents	Lilly George	2025-09-23	2025-07-01	Completed
Make Report	Sara	2025-09-23	2025-07-01	Over due
Add Participants	Luna Mathew	2025-09-23	2025-07-01	In Progress
Plan Meeting	David John	2025-09-23	2025-07-01	In Progress

< Previous

1

2

3

Next >

Dashboard

Task

Team

Report

Settings

Wednesday, July 30, 2025

Welcome Admin

Total Tasks

28

+12% from last month

Task Completed

02

+5 from last month

Task in Progress

16

+3% from last month

Task Overdue

04







Immediate attention

Task Management

All Tasks

Manage and track all tasks across your team

+ Assign Tasks

All Tasks	Pending	In Progress	Completed	Overdue
Title	Assigned to	Deadline	Status	Priority
Develop UI for task management	 Lily Bennett	8/6/2025	In Progress	High
Review campaign performance	 Ethan Carter	8/6/2025	Pending	Medium
Prepare budget proposal	 Daniel Torres	8/6/2025	Completed	Medium
Organize team building event	 Sophia Ramirez	8/6/2025	Overdue	High
Update company policies	 Marcus Lee	8/6/2025	Pending	Low
Plan sales strategy meeting	 Claire Foster	8/6/2025	Complete	High

< Previous

1

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Next >

TaskMate

Admin Dashboard

Search...

Verify LSA profile

Description

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Team member

Lily Bennett

Priority

High

Status

In Progress

Start date

20/08/2025

End date

20/08/2025