

Finishing tasks

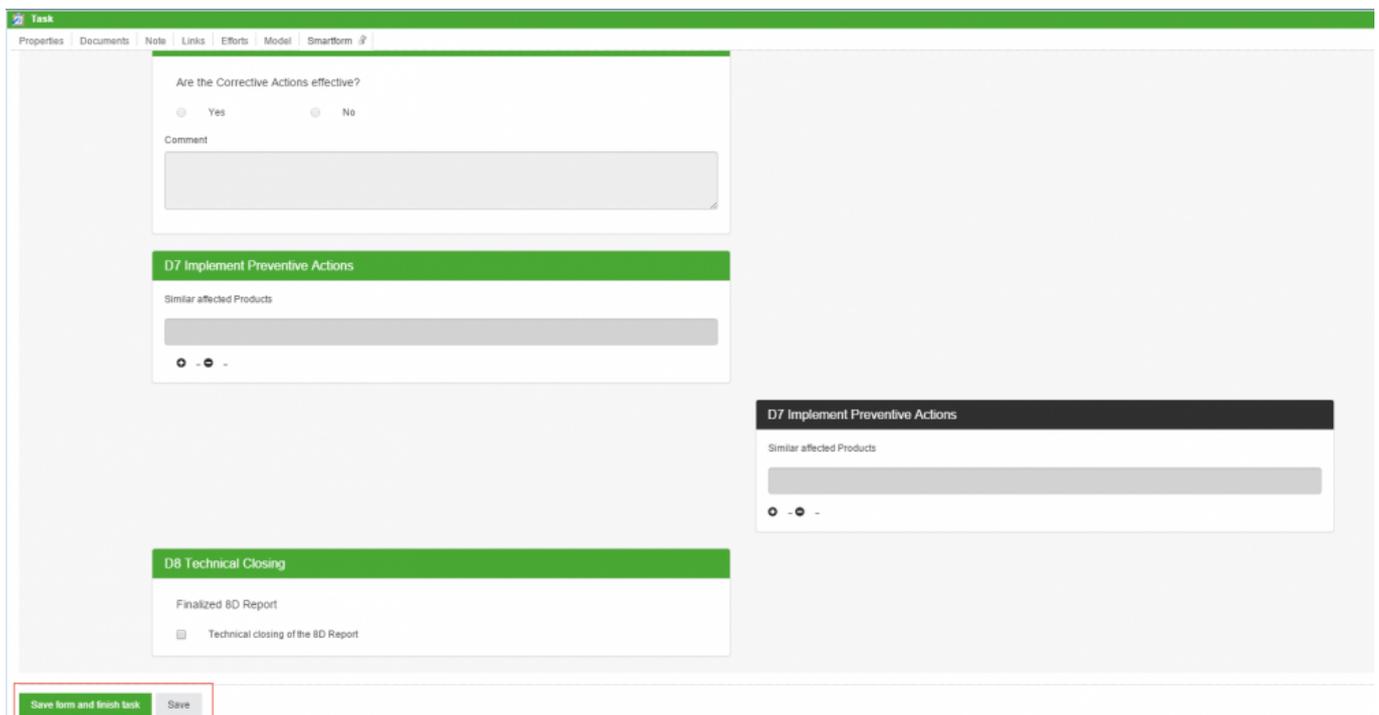
If a task has been completed by an employee, it must be documented in TIM in order for the process to proceed. A task can be marked as completed in the Clients in four different ways :

Properties

The **Finish task** button within the [Properties](#) of the task can be used to close the task.

Smartform

If the smartform is open, it can be saved and the task completed by clicking the **Save form and finish task** button



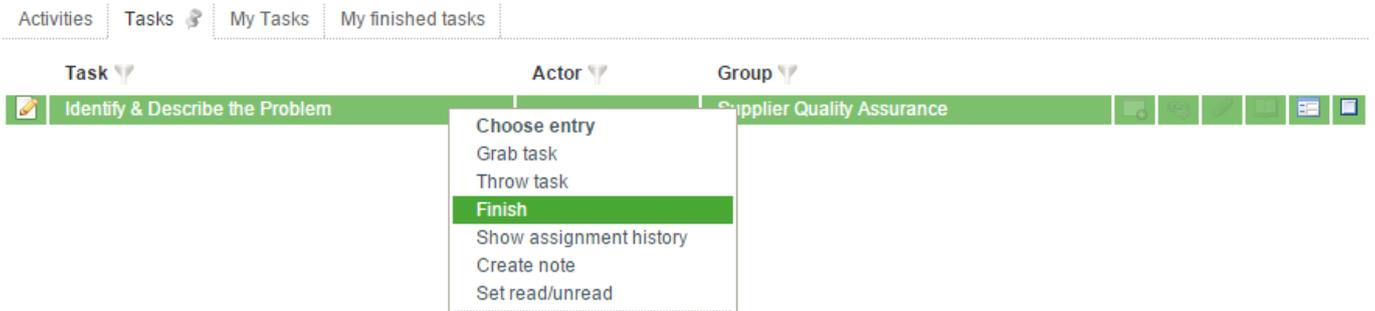
List

Using the task list, one or more tasks can be completed directly by clicking the corresponding checkbox(es). By holding the control key (+ctrl) it is possible to select multiple tasks, which then turn green, and to close them.



Context menu

It is also possible to finish a task via the context menu, which can be reached by right-clicking on the task.



Confirmation

Before a task can be closed, a confirmation window opens in order to avoid unintended entries.

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