

 **This page is not fully translated, yet. Please help completing the translation.**
(remove this paragraph once the translation is finished)

Finish the tasks

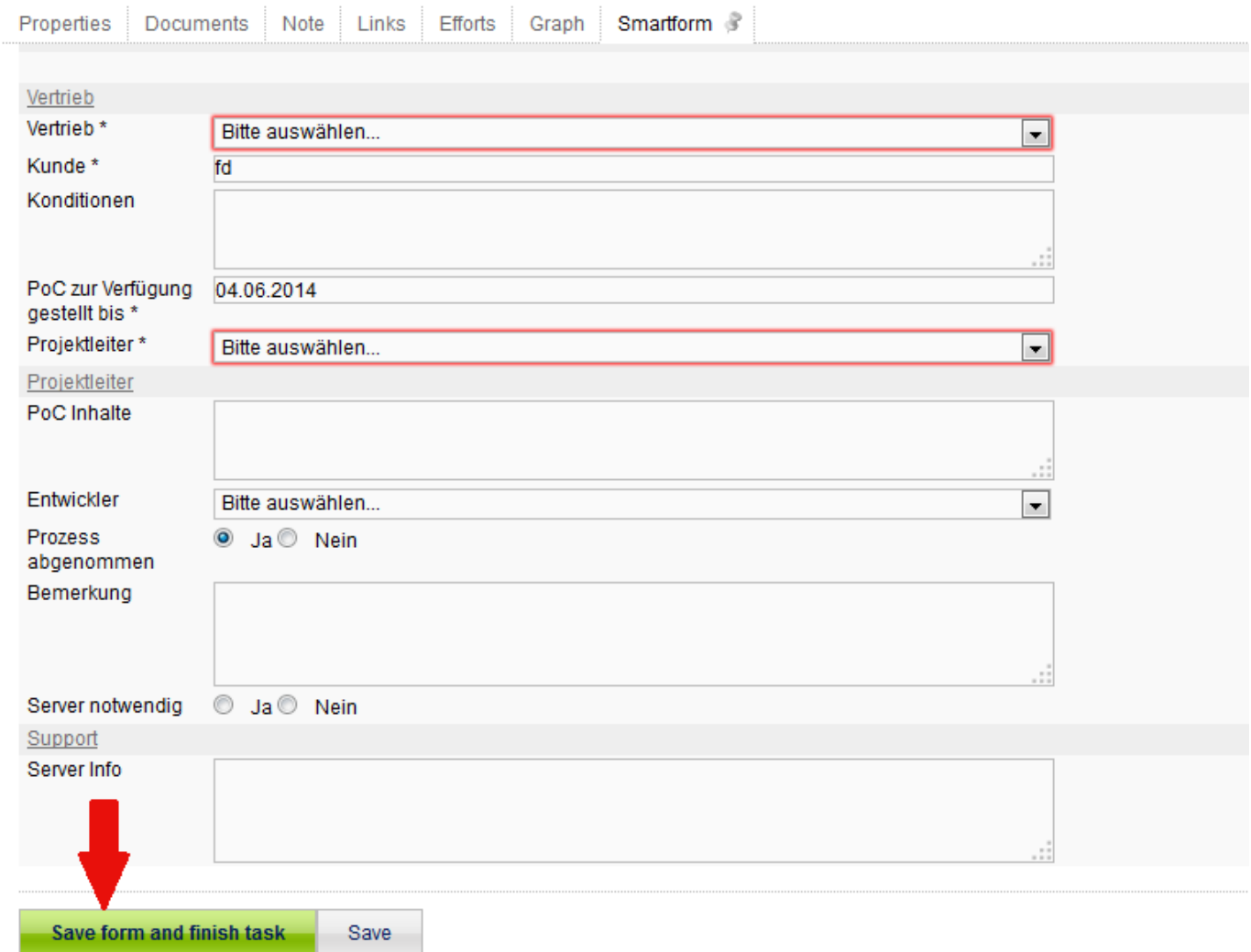
If a task has been completed by an employee, it must be completed in TIM for continuing the process.
A task can be completed in the Clients on 4 different ways :

Properties

If you are in [Properties](#) of the task you can use the button **Finish task** for closing the task.

Smartform

If the smartform is open you can save the smartform and also complete the task with the button **Save and close task**



The screenshot displays the 'Smartform' tab in the TIM interface. The form is organized into sections: 'Vertrieb' (Sales), 'Projektleiter' (Project Manager), and 'Support'. The 'Vertrieb' section contains fields for 'Vertrieb *' (a dropdown menu), 'Kunde *' (a text field with 'fd'), 'Konditionen' (a text area), 'PoC zur Verfügung gestellt bis *' (a date field with '04.06.2014'), and 'Projektleiter *' (a dropdown menu). The 'Projektleiter' section includes 'PoC Inhalte' (a text area), 'Entwickler' (a dropdown menu), 'Prozess abgenommen' (radio buttons for 'Ja' and 'Nein'), and 'Bemerkung' (a text area). The 'Support' section has 'Server Info' (a text area) and 'Server notwendig' (radio buttons for 'Ja' and 'Nein'). A red arrow points to the 'Save form and finish task' button at the bottom left of the form.

List

With the list of the tasks one or more tasks can be completed directly. The corresponding checkbox must be clicked. By tapping the control key it is possible to select multiple tasks, which turn green then, and to close them.

Aktivitäten				Aufgaben				Meine Aufgaben				Meine erled. Aufgaben			
Aufgabe ▼				Bearbeiter ▼				Gruppe ▼							
	Adhoc - Aktivität 1	pm pm		-		-		     							
	Aufgabe 1	pm pm		-		-		     							
	Aufgabe 2	-		-		ticketkunde		     							
	Aufgabe 3	-		-		-		     							

Context menu

It is also possible to finish a task via the context menu, which you can reach by right-click the task.

Eintrag auswählen
Annehmen
Abgeben
Aufgabe erledigen
Gelesen/Ungelesen setzen
Dokumente
Notiz
Links
Aufwände
Modell
Smartform
Eigenschaften

Confirmation

However, before a task can be closed, a confirmation window opens for avoiding any incorrect entries.

Aufgabe(n) als erledigt markieren?

OK

Abbrechen

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