

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

Finish the tasks

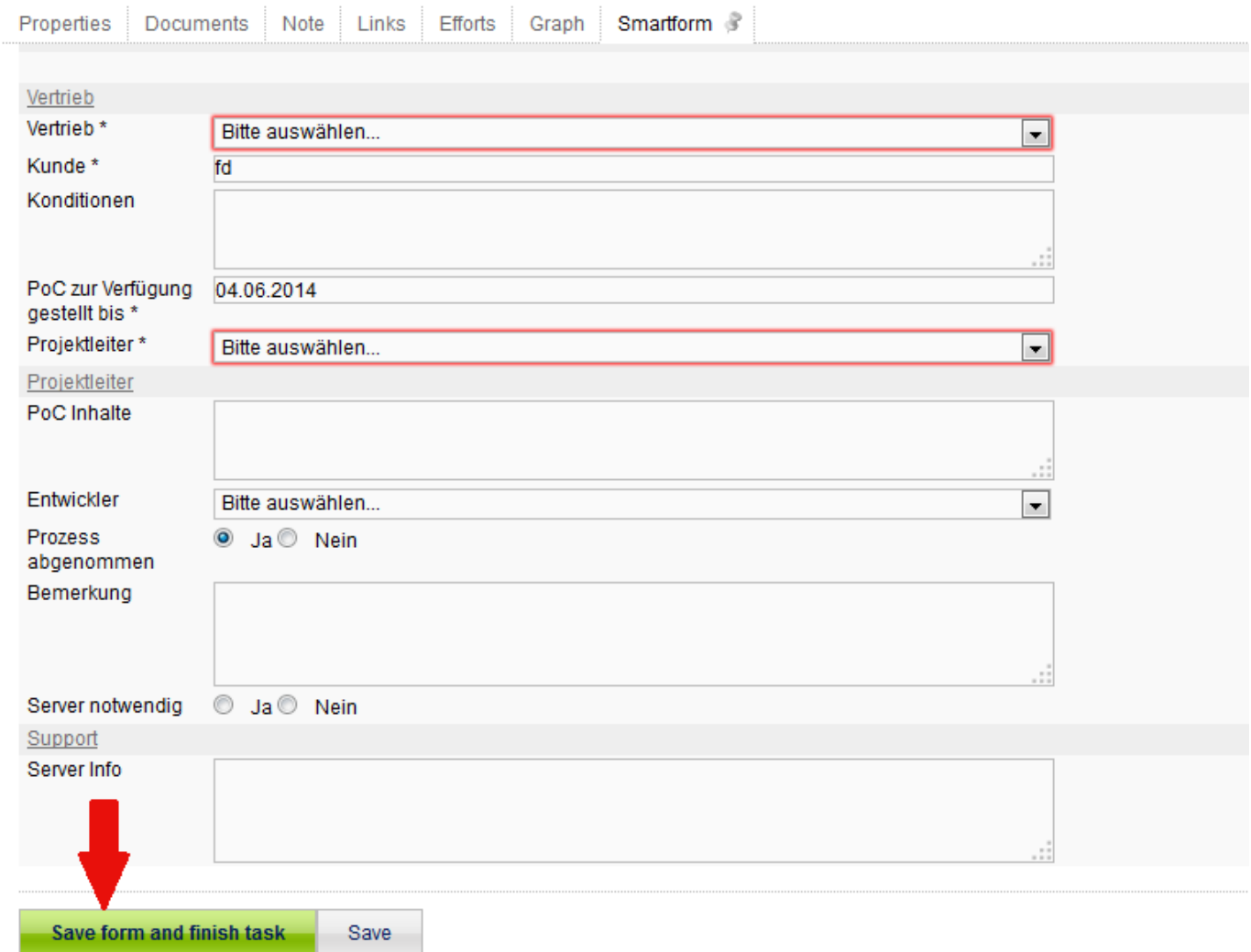
If a task has been completed by an employee, it must be completed in TIM for continuing the process.
A task can be completed in the Clients on 4 different ways :

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 form and finish task**



The screenshot shows the 'Smartform' tab of a task management interface. The form is organized into three main sections: 'Vertrieb' (Sales), 'Projektleiter' (Project Manager), and 'Support'. The 'Vertrieb' section contains fields for 'Vertrieb *', 'Kunde *', 'Konditionen', 'PoC zur Verfügung gestellt bis *', and 'Projektleiter *'. The 'Projektleiter' section contains 'PoC Inhalte', 'Entwickler', 'Prozess abgenommen', 'Bemerkung', and 'Server notwendig'. The 'Support' section contains 'Server Info'. A red arrow points to the 'Save form and finish task' button at the bottom left.

Properties	Documents	Note	Links	Efforts	Graph	Smartform
Vertrieb						
Vertrieb *	Bitte auswählen...					
Kunde *	fd					
Konditionen						
PoC zur Verfügung gestellt bis *	04.06.2014					
Projektleiter *	Bitte auswählen...					
Projektleiter						
PoC Inhalte						
Entwickler	Bitte auswählen...					
Prozess abgenommen	<input checked="" type="radio"/> Ja <input type="radio"/> Nein					
Bemerkung						
Server notwendig	<input type="radio"/> Ja <input type="radio"/> Nein					
Support						
Server Info						

Save form and finish task Save

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.



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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