

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

Finish the tasks

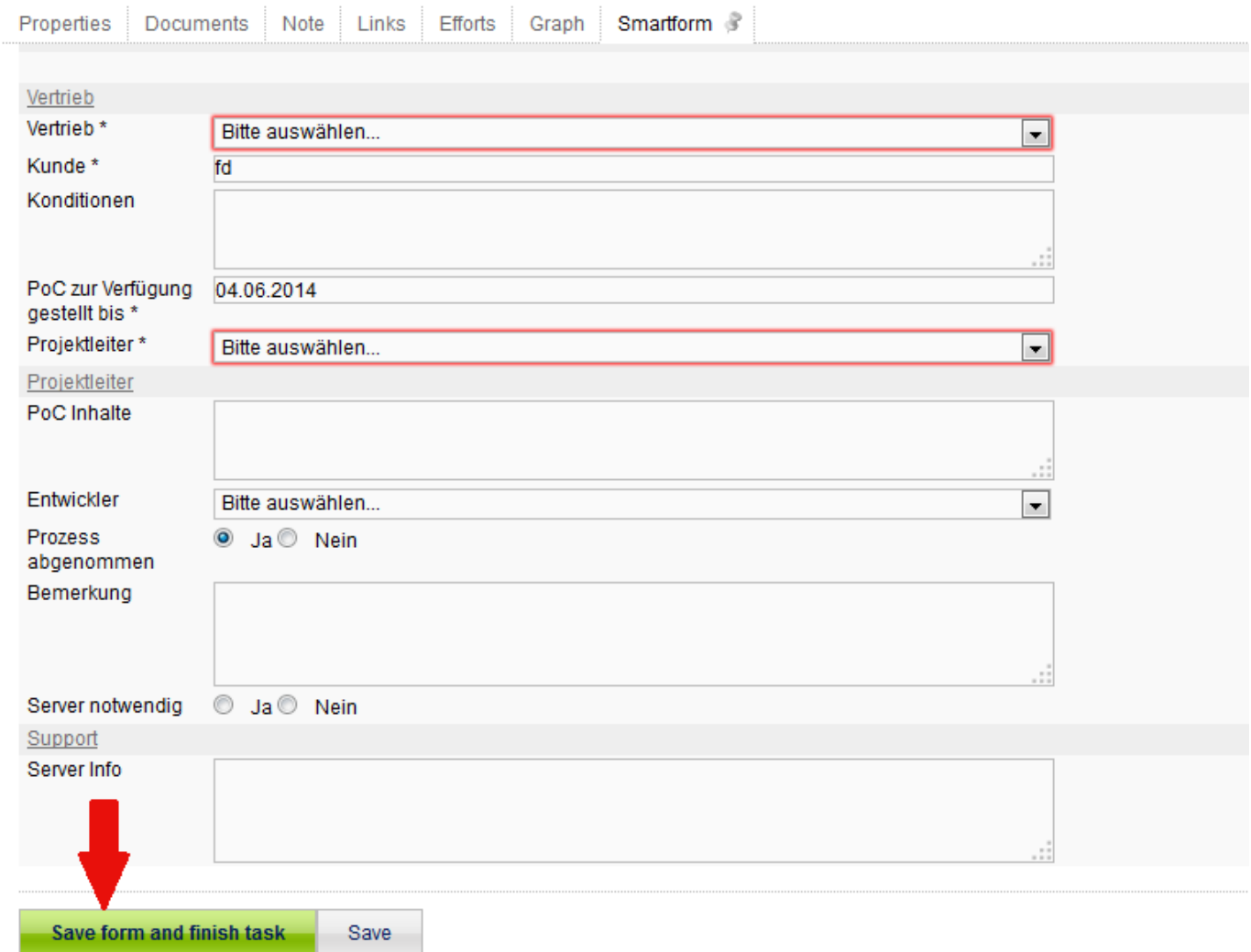
If a task has been completed by an employee, it must be completed in TIM for continuing the process.
A task can be completed in the Clients on 4 different ways :

Properties

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

Smartform

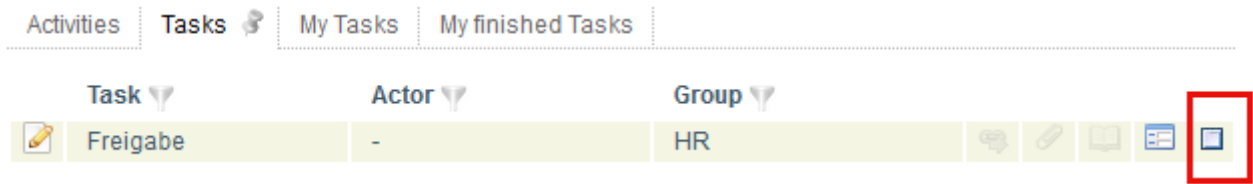
If the smartform is open you can save the smartform and also complete the task with the button **Save form and finish task**



The screenshot shows the 'Smartform' tab of a task in the TIM system. The form is organized into three main sections: 'Vertrieb' (Sales), 'Projektleiter' (Project Manager), and 'Support'. The 'Vertrieb' section contains fields for 'Vertrieb *' (a dropdown menu with 'Bitte auswählen...' selected), '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 with 'Bitte auswählen...' selected). The 'Projektleiter' section contains 'PoC Inhalte' (a text area), 'Entwickler' (a dropdown menu with 'Bitte auswählen...' selected), 'Prozess abgenommen' (radio buttons for 'Ja' and 'Nein', with 'Ja' selected), 'Bemerkung' (a text area), and 'Server notwendig' (radio buttons for 'Ja' and 'Nein'). The 'Support' section contains 'Server Info' (a text area). At the bottom left, a red arrow points to a green button labeled 'Save form and finish task', which is next to a grey 'Save' button.

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.



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.

Mark task(s) as finished?



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