

Finish the tasks

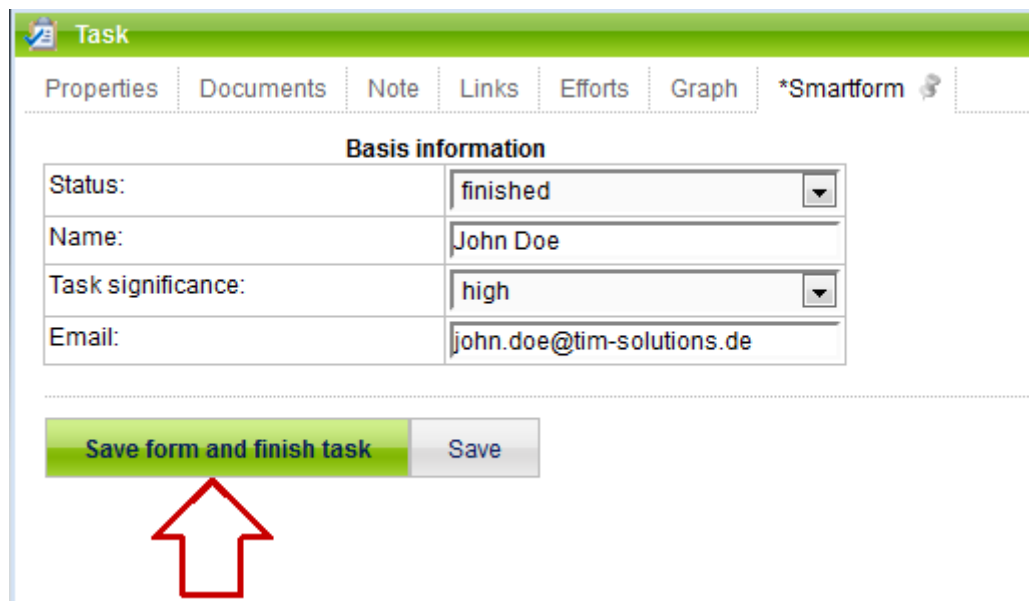
If a task has been completed by an employee, it must be completed in TIM for continuing the process. A task can be completed in the Clients on 4 different ways :

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 'Task' smartform interface. At the top, there is a green header bar with the title 'Task'. Below the header, there is a navigation bar with tabs: 'Properties', 'Documents', 'Note', 'Links', 'Efforts', 'Graph', and '*Smartform'. The 'Smartform' tab is active. Under the 'Basis information' section, there are four input fields: 'Status:' with a dropdown menu showing 'finished', 'Name:' with a text field containing 'John Doe', 'Task significance:' with a dropdown menu showing 'high', and 'Email:' with a text field containing 'john.doe@tim-solutions.de'. Below these fields, there are two buttons: 'Save form and finish task' (highlighted in green) and 'Save'. A large red arrow points upwards towards the 'Save form and finish task' 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.

Activities Tasks My Tasks My finished Tasks

Task	Actor	Group							
Adhoc - SS-ID generator	John Doe	-							
Create offer	John Doe	Issuer							
SS-ID generator	John Doe	-							
Total pricing	Jane Doe	TIM Wiki Deployer							

Context menu

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

- Choose entry
- Grab task
- Throw task
- Finish
- Show Assignment History
- Create Note
- Set read/unread
- Documents
- Note
- Links
- Efforts
- Graph
- Smartform
- Properties

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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