

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 displays the TIM Smartform interface. At the top, a green header bar contains the title 'Task' and a navigation menu with tabs: Properties, Documents, Note, Links, Efforts, Model, and Smartform. The main content area is divided into several sections. The first section, titled 'Are the Corrective Actions effective?', contains two radio buttons labeled 'Yes' and 'No', and a text input field for 'Comment'. Below this is a green header bar for 'D7 Implement Preventive Actions', followed by a text input field for 'Similar affected Products'. To the right of this section is a smaller, semi-transparent version of the same 'D7 Implement Preventive Actions' section. At the bottom, there is a green header bar for 'D8 Technical Closing', followed by a text input field for 'Finalized 8D Report' and a checkbox labeled 'Technical closing of the 8D Report'. At the very bottom, a green bar contains two buttons: 'Save form and finish task' (highlighted with a red box) and 'Save'.

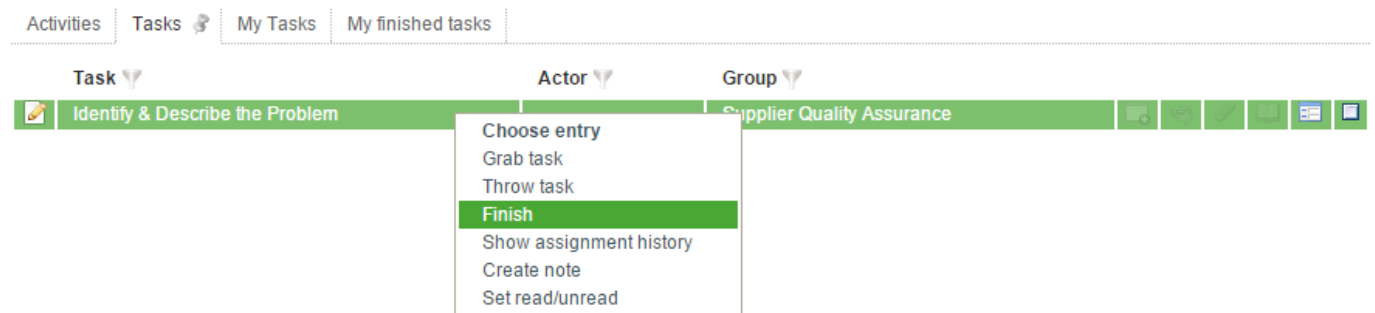
List

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.

Activities			Tasks			My Tasks			My finished tasks		
Task			Actor			Group					
Identify & Describe the Problem			-			Supplier Quality Assurance					

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.

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