

Finishing tasks

If a task has been completed by an employee, it must be documented in TIM in order for the process to proceed. A task can be marked as completed in the Clients in four different ways :

Properties

The **Finish task** button within the [Properties](#) of the task can be used to close the task.

Smartform

If the smartform is open, it can be saved and the task completed by clicking the **Save form and finish task** button

The screenshot shows the 'Task' smartform interface. At the top, there's a green header bar with the title 'Task' and a navigation menu with tabs: Properties, Documents, Note, Links, Efforts, Model, and Smartform (which is active). The main content area is divided into several sections. The first section is titled 'Are the Corrective Actions effective?' and contains two radio buttons labeled 'Yes' and 'No'. Below this is a 'Comment' text area. The second section is titled 'D7 Implement Preventive Actions' and contains a 'Similar affected Products' text area. The third section is titled 'D8 Technical Closing' and contains a 'Finalized 8D Report' checkbox and a 'Technical closing of the 8D Report' checkbox. At the bottom of the form, there are two buttons: 'Save form and finish task' (highlighted with a red box) and 'Save'.

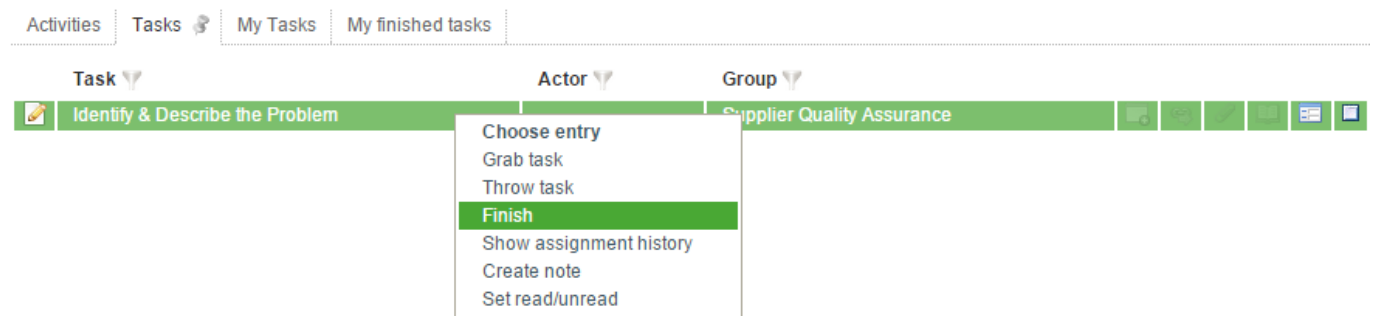
List

Using the task list, one or more tasks can be completed directly by clicking the corresponding checkbox(es). By holding the control key (+ctrl) it is possible to select multiple tasks, which then turn green, 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 can be reached by right-clicking on the task.



Confirmation

Before a task can be closed, a confirmation window opens in order to avoid unintended entries.

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Last update: **2021/07/01 09:54**

