

Tasks

A task is the sub-unit of an activity. Each activity is made up of one or more tasks. See also [Structure of a process](#). An activity is completed only when all of its assigned tasks have been completed.

A task is a concrete work step that must be executed by an employee before the next process step can be started.

The [task assignment](#) determines who is assigned to the task.

Tasks have a name, a description, a direct [assignment](#) (if required), and can contain [links](#).

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							
1	2	3	4	5	6	7	8	9	10	

<100% 200px>	
Element	Description
1	Direct access to the properties of a task is possible with this symbol.
2	This column contains the name of the task.
3	This column contains the executor of the task, if one has been assigned.
4	This column contains the working group of the task, if one has been entered.
5	The symbol in this column indicates whether the task is an AdHoc task.
6	This shows if links are available and if, so (if the symbol is colored-in) the overview window of the links can be viewed directly.
7	This shows if documents are stored for the task and if so (if the symbol is colored-in) the overview window of the documents can be accessed directly.
8	This shows if notes are stored for the task and if so (if the symbol is colored-in) the overview window of the notes can be accessed directly.
9	With this symbol the Smartform can be opened in a separate window.
10	This checkbox is used to indicate if a task is finished .

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