

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

Tasks

A task is the subunit 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 contained tasks have been completed. A task is a correct work step that must be executed by an employee before the next process step can be started. The [task assignment](#) determines, who has to do the task.

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

Activities | **Tasks** | My Tasks | My finished Tasks

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---|--------------------|-------|-------|---|---|---|---|---|
| | Task | Actor | Group | | | | | |
| | Fax einholen | - | PM | | | | | |
| | Schlüssel einholen | - | PM | | | | | |
| | Sonstiges einholen | - | PM | | | | | |

| 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 responsible 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 task which was created AdHoc . |
| 6 | This shows if Links are available and if it is so (symbol is filled with color) the overview window of the links can be viewed directly. |
| 7 | This shows if Documents are stored for the task and if it is so (symbol is filled with color) the overview window of the documents can be viewed directly. |
| 8 | This shows if Notes are stored for the task and if it is so (symbol is filled with color) the overview window of the notes can be viewed directly. |
| 9 | With this symbol the Smartform can be opened in a separate window. |
| 10 | With this checkbox tasks can be finished . |

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Permanent link: <https://wiki.tim-solutions.de/doku.php?id=en:software:tim:tasks&rev=1404476691>

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