

 **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

	Task ▾	Actor ▾	Group ▾						
1	Fax einholen	-	PM						
2	Schlüssel einholen	-	PM						
3	Sonstiges einholen	-	PM						

<100% 200px>	
Element	Description
1	Direct access to the <a href="#">Properties</a> 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 <a href="#">AdHoc</a> .
6	This shows if <a href="#">Links</a> 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 <a href="#">Documents</a> 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 <a href="#">Notes</a> 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 <a href="#">finished</a> .

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