

**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						
	Task ▼	Actor ▼	Group ▼						
	Fax einholen	-	PM						
	Schlüssel einholen	-	PM						
	Sonstiges einholen	-	PM						
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	

<100% 200px>	
Element	Description
<b>1</b>	Direct access to the <a href="#">Properties</a> of a task is possible with this symbol.
<b>2</b>	This column contains the name of the task.
<b>3</b>	This column contains the actor of the task, if one has been assigned.
<b>4</b>	This column contains the working group of the task, if one has been entered.
<b>5</b>	The symbol in this column indicates whether the task is an task which was created <a href="#">AdHoc</a> .
<b>6</b>	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.
<b>7</b>	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.
<b>8</b>	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.
<b>9</b>	With this symbol the Smartform can be opened in a separate window.
<b>10</b>	With this checkbox tasks can be <a href="#">finished</a> .

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