

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							
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

Element	Description
<100% 200px>	
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 actor 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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