

## 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							
<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>	<b>10</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 executor 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 <a href="#">AdHoc</a> task.
<b>6</b>	This shows if <a href="#">links</a> are available and if, so (if the symbol is colored-in) 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 so (if the symbol is colored-in) the overview window of the documents can be accessed directly.
<b>8</b>	This shows if <a href="#">notes</a> are stored for the task and if so (if the symbol is colored-in) the overview window of the notes can be accessed directly.
<b>9</b>	With this symbol the Smartform can be opened in a separate window.
<b>10</b>	This checkbox is used to indicate if a task is <a href="#">finished</a> .

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