

# General

In TIM, there are 4 different clients which users can register for. The **rights** of single users steer the permission of access to the individual clients. In the bottom part the two ToDo-clients are dealt with, along with a detailed description of individual elements.

The two ToDo-clients require the **rights** "member".

## Overview ToDo-client

## Overview elements


element	description
1	In this column, all <b>tasks</b> , which are deposited to the current user and his <b>groups</b> without an already assigned actor, can be looked into.
2	In this column, all <b>tasks</b> which have been assigned to the current user or one of his <b>groups</b> , can be looked into. Here, tasks are displayed to which an actor has already been assigned to and which are in the same group.
3	In this column, all <b>instances</b> which have been initiated by the current user can be looked into.
4	In this column, all <b>tasks</b> which have been finished by the current user and have <b>not yet</b> been archived, can be looked into.» From version v.3.4.7 archived tasks are displayed, too. In <b>client-profile</b> it can be configured if finished tasks of my group are to be displayed.

element	description
5	In this column you can, via the <a href="#">smartform</a> of a specific <a href="#">process-definition</a> , look for <a href="#">process-variables</a> with entering the required parameters. The results are displayed in the column search results (element 6). See <a href="#">search</a> » Attention! Does <b>not</b> work in <a href="#">ToDo-client 1G</a>
6	In this tab the instances, in which the search (see element 13 and element 5 ) has found the according process-variables, are displayed.
7	Via a click on the user you get to the user settings in which the own user profile can be adjusted. See <a href="#">user-profile</a>
8	Here, the current user can be logged off.
9	Here, the requested language can be chosen via a drop-down.
10	Here, the current <a href="#">T!M version</a> and revision can be looked into. The latter is decisive for the support, if an error has occurred.
11	Via the symbols you can switch between the <a href="#">ToDo-Client 1G</a> and the <a href="#">ToDo-Client</a> .
12	Here, the <a href="#">process-instances</a> can be initiated, provided the current user has the according <a href="#">rights</a> in T!M and is stored as an initiator in the process.
13	Here you can search for texts/numbers in all processes (in all <a href="#">process-definitions</a> and their <a href="#">process-instances</a> ). Relevant data here is the definition name, the instance name and the process variables. Fitting results are displayed in the search result (element 6).
14	Via a click on this symbol you get to the property menu of the respective task in which additional information is gathered and various settings can be made.
15	In this column the name/description of the task is displayed.
16	In this column, the current actor, who is responsible for this task, is displayed.
17	If the task is assigned to a group it will be displayed in this column.
18	This symbol indicates whether or not the task is an AdHoc task and if so, the symbol will be high-lighted with colour.
19	Here, the process of the task is displayed.
20	This column shows to which process-instance the task belongs.
21	These three columns contain index fields that can be specifically defined for individual processes.
22	Here, the task's creation time is displayed.
23	Via this symbol the menu is directly opened in which the links, which have been assigned to the task, are displayed.
24	Via this symbol the menu is directly opened in which documents can be uploaded or already uploaded documents can be looked into.
25	Via this symbol the menu is directly opened in which notes can be added or already added notes can be looked into.
26	Via this symbol the smartform of the according process is opened directly in a separate window.
27	The time indicates how much time remains until the task has to be finished. Required for this display is a registered <a href="#">process-time</a> .
28	Here you can, after the completion of the <a href="#">task</a> , mark it as finished. After clicking, a confirmation prompt will show up. By holding the control key it is possible to tick multiple task simultaneously.
29	If a <a href="#">process-instance</a> is selected, the according <a href="#">smartform</a> appears here and can be edited, before the <a href="#">task</a> is to be marked as finished. See <a href="#">Smartform</a> .
30 - 34	See <a href="#">properties of a task</a>
35	Here, having selected a task, a model of the current process will appear. The activity in which the process is currently involved is marked. Therefore, it is possible to gain an overview over the progress of the process.

element	description
36	Via this button the processed smartform is saved and at the same time the task is marked as finished. Therefore, it does not have to be ticked in the list.
37	Via this button only the changes of the smartform are saved, the task will not be marked as finished and remains active.

## Search

If the tab **“search”** is activated, it is necessary to first chose a process definition from the list or click on the binoculars symbol. After this is done, the according and empty smartform will open. Now the wanted search term has to be entered into the desired field. If the search is carried out via the button **“submit search”**, all process-instances of the according definition are searched. Instances, in which the search term of the [process-variables](#) match the searched, are displayed in the tab **“search result”**.



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Start processes

**ToDo Client**

Tasks | Tasks of my groups | My Instances | Finished tasks | **Search** | Search results

Name	Version	🔍
8D Problem Solving	15	🔍
Artikelstammanlage - Umsetzungsphase	9	🔍
BVV	4	🔍
Eintrittsprozess	4	🔍
Risikomanagement	6	🔍
Special request	4	🔍

Smartform | Properties | Documents | Note | Links | Efforts | Live view process model

### 8D Problem Solving

**General Information**

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