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**Fix Me!** Diese Seite wurde noch nicht vollständig übersetzt. Bitte helfen Sie bei der Übersetzung.

(diesen Absatz entfernen, wenn die Übersetzung abgeschlossen wurde)

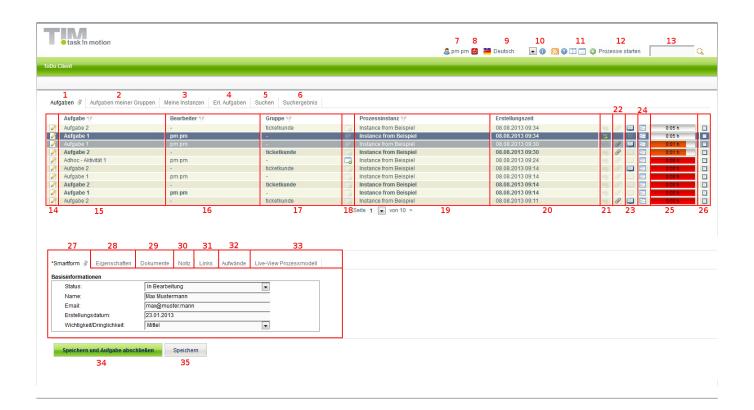
**Fix Me!** This page is not fully translated, yet. Please help completing the translation. (remove this paragraph once the translation is finished)

## **General**

In T!M, there are 4 different clients which users can register for. The rights of single users steers 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
	In this column, all tasks, which are assigned to the current user and his groups without an already assigned actor, can be looked into.
2	In this column, all tasks which have been assigned to the current user or one of his groups, can be looked into. Here, tasks are displayed to which an actor has already been assigned to and which are in the same group.

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In this column, all instances which have been initiated by into.  In this column, all tasks which have been finished by the been archived, can be looked into.» From version v.3.4.7 In client-profile it can be configurated, if finished tasks of In this column you can, via the smartform, look for process definitions with the required parameters. The results are results (element 6). See search » Attention! Does not wo In this tab the instances, in which the search (see element the according process-variables, are displayed.  Via a click on the user you get to the user settings in which adjusted. See user-profile  Here, the current user can can be logged off.  Here, the requested language can be chosen via a drop-composite that the current T!M version and revision can be looked support, if an error has occured.  Via the symbols you can switch between the ToDo-Client Here, the process-instances can be initiated, provided the roles in T!M and is stored as an initiator in the process. Here you can search for texts/numbers in all processes (in process-instances). Relevant data here is the definition in process-variables. Fitting results are displayed in the search.	current user and have <b>not yet</b> archived tasks are displayed, too.	
been archived, can be looked into.» From version v.3.4.7 In client-profile it can be configurated, if finished tasks of In this column you can, via the smartform, look for procest definitions with the required parameters. The results are results (element 6). See search » Attention! Does not wo In this tab the instances, in which the search (see element the according process-variables, are displayed.  Via a click on the user you get to the user settings in which adjusted. See user-profile Here, the current user can can be logged off. Here, the requested language can be chosen via a drop-composite that the current T!M version and revision can be looked support, if an error has occured.  Via the symbols you can switch between the ToDo-Client Here, the process-instances can be initiated, provided the roles in T!M and is stored as an initiator in the process.  Here you can search for texts/numbers in all processes (in process-instances). Relevant data here is the definition in	archived tasks are displayed, too.	
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roles in T!M and is stored as an initiator in the process.  Here you can search for texts/numbers in all processes (i process-instances). Relevant data here is the definition n	1G and the ToDo-Client.	
process-instances). Relevant data here is the definition n	e current user has the according	
process-variables. Fitting results are displayed in the sea	ame, the instance name and the	
	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.	
In this column the name/description of the task is display	red.	
In this column, the current arranger, who is responsible for	or this task, is registered.	
If the task is assigned to a group it will be displayed in th	If the task is assigned to a group it will be displayed in this column.	
This symbol indicates whether or not the task is an AdHohigh-lighted with colour.	This symbol indicates whether or not the task is an AdHoc task and if so, the symbol will be high-lighted with colour.	
This column shows the information which process-instance	ce the task belongs to.	
In this column the creation time of the task is displayed.		
Via this symbol the menu is directly opened in which the to the task, are displayed.	links, which have been assigned	
Via this symbol the menu is directly opened in which documents can be looked into.	uments can be uploaded or	
Via this symbol the menu is directly opened in which note notes can be looked into.	es can be added or already added	
Via this symbol the smartform of the according process is window.	s opened directly in a separate	
The time indicates how much time remains until the task this display is a registered process-time.	has to be finished. Required for	
Here you can, after the completion of the task, mark it as there will, again, come a confirmation prompt. By holding tick of multiple task simultaneously.		
If a process-instance is selected, the according Smartforn before the task is to be marked as finished. See Smartforn	g the control key it is possible to	
28 - 32   See properties of a task	n appears here and can be edited,	

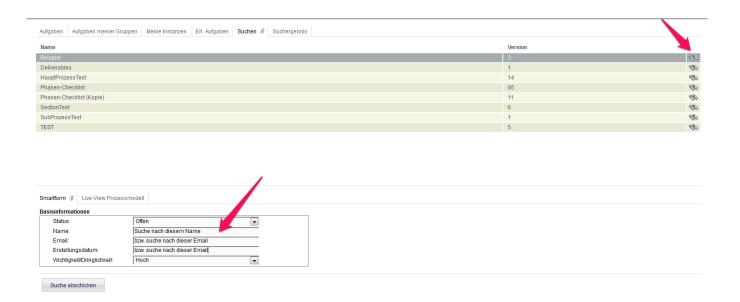
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element	description
33	Here, having selected a task, a model of the current process will appear. The activity in which the process is currently involved is marked. Therefore, it is possible to gain an overview over the progress of the process.
<b>4</b> /	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 of in the list.
	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 merit 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 and instances, in which the merit of the process-variables match the the searched, are displayed in the tab "search result".



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