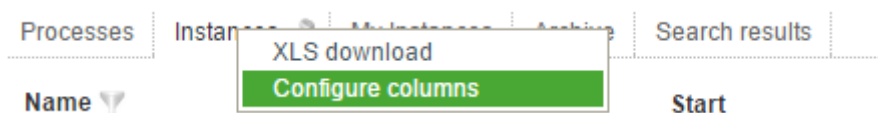


## Configuring Columns

The optical display of the table, which is included in the [ToDo-Client](#) (please refer to elements 14 to 26), can be configured. The user may determine which information is relevant and therefore should be depicted. By right-clicking on a tab a context menu that provides access to this configuration utility will appear.



### Column view for showing instances

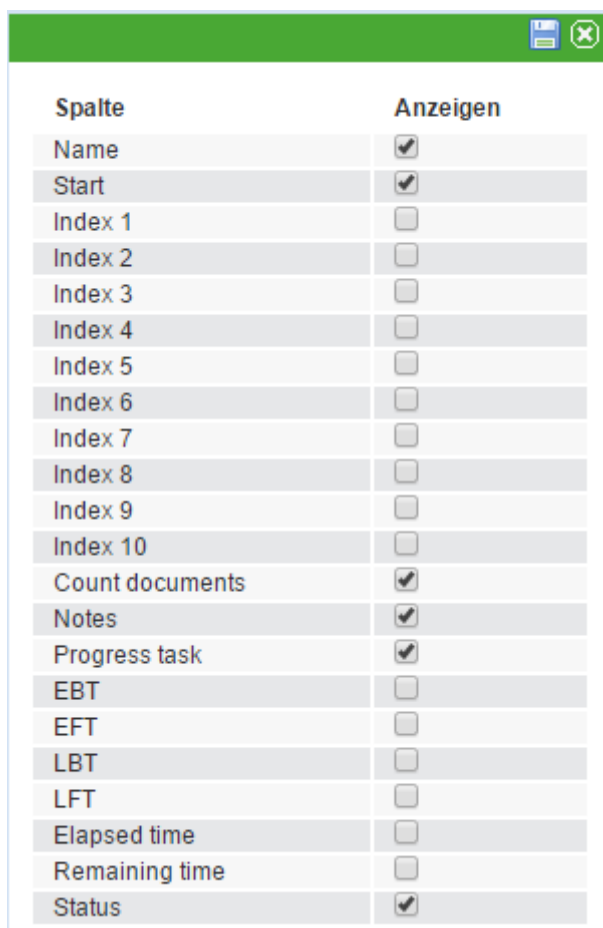
The following columns may be enabled or disabled within a list of instances.

Spalte	Anzeigen
Mandator	<input type="checkbox"/>
Name	<input checked="" type="checkbox"/>
Start	<input checked="" type="checkbox"/>
End	<input checked="" type="checkbox"/>
Calculated end	<input type="checkbox"/>
Scheduled end	<input type="checkbox"/>
Index 1	<input type="checkbox"/>
Index 2	<input type="checkbox"/>
Index 3	<input type="checkbox"/>
Index 4	<input type="checkbox"/>
Index 5	<input type="checkbox"/>
Index 6	<input type="checkbox"/>
Index 7	<input type="checkbox"/>
Index 8	<input type="checkbox"/>
Index 9	<input type="checkbox"/>
Index 10	<input type="checkbox"/>
Count documents	<input checked="" type="checkbox"/>
Notes	<input checked="" type="checkbox"/>
Smartform	<input checked="" type="checkbox"/>
Copy	<input type="checkbox"/>
Reporting	<input checked="" type="checkbox"/>
Status	<input checked="" type="checkbox"/>

Column	Description
<b>Name</b>	Name of the instance
<b>Start</b>	Start of the instance
<b>End</b>	End of the instance under the condition that it is finished
<b>Index 1 - Index 10</b>	Additional fields for indices depending on the Smartform. Please refer to <a href="#">Index fields</a> for further information.
<b>Number of documents</b>	This shows a symbol which provides an easy way to uploaded documents and indicates the exact number of documents.
<b>Notes</b>	This shows a symbol which grants access to related notes.

Column	Description
<b>Smartform</b>	This depicts a symbol which opens the proper Smartform in a new window.
<b>Copy</b>	This enables a symbol for copying instances and their respective process variables for employment in a new instance.
<b>Status</b>	This shows a traffic light-symbol, which indicates the current temporal progress of an instance. Please refer to <a href="#">CPM</a> for further details on this topic.

## Column view for showing activities

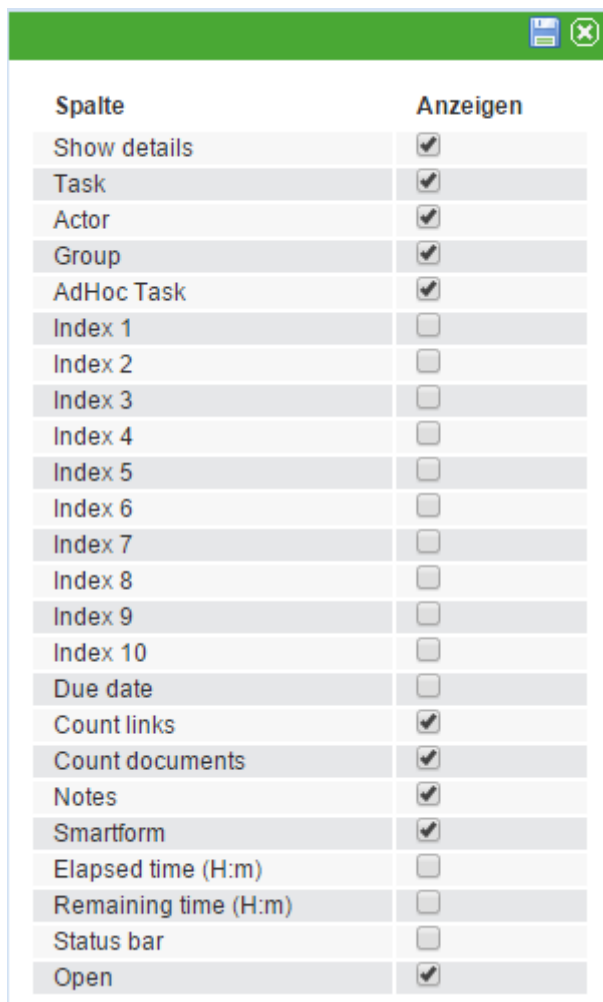


Spalte	Anzeigen
Name	<input checked="" type="checkbox"/>
Start	<input checked="" type="checkbox"/>
Index 1	<input type="checkbox"/>
Index 2	<input type="checkbox"/>
Index 3	<input type="checkbox"/>
Index 4	<input type="checkbox"/>
Index 5	<input type="checkbox"/>
Index 6	<input type="checkbox"/>
Index 7	<input type="checkbox"/>
Index 8	<input type="checkbox"/>
Index 9	<input type="checkbox"/>
Index 10	<input type="checkbox"/>
Count documents	<input checked="" type="checkbox"/>
Notes	<input checked="" type="checkbox"/>
Progress task	<input checked="" type="checkbox"/>
EBT	<input type="checkbox"/>
EFT	<input type="checkbox"/>
LBT	<input type="checkbox"/>
LFT	<input type="checkbox"/>
Elapsed time	<input type="checkbox"/>
Remaining time	<input type="checkbox"/>
Status	<input checked="" type="checkbox"/>

Column	Description
<b>Name</b>	Name of the activity
<b>Start</b>	Start of the instance
<b>Index 1 - Index 10</b>	Additional fields for indices depending on the Smartform. Please refer to <a href="#">Index fields</a> for further information.
<b>Number of documents</b>	This shows a symbol which provides easy access to uploaded documents and indicates the exact number of documents.
<b>Notes</b>	This shows a symbol which grants access to related notes.
<b>Finished Tasks</b>	This provides an overview of how many tasks belong to this specific activity and how many of these tasks have been finished.
<b>ESP</b>	Earliest starting point. Please refer to <a href="#">Points in time of a task</a>
<b>EEP</b>	Earliest ending point. Please refer to <a href="#">Points in time of a task</a>
<b>LSP</b>	Latest starting point. Please refer to <a href="#">Points in time of a task</a>
<b>LEP</b>	Latest ending point. Please refer to <a href="#">Points in time of a task</a>

Column	Description
<b>Status</b>	This shows a traffic light-symbol, which indicates the current temporal progress of an instance. Please refer to <a href="#">CPM</a> for further details on this topic.

### Column view for showing tasks



Spalte	Anzeigen
Show details	<input checked="" type="checkbox"/>
Task	<input checked="" type="checkbox"/>
Actor	<input checked="" type="checkbox"/>
Group	<input checked="" type="checkbox"/>
AdHoc Task	<input checked="" type="checkbox"/>
Index 1	<input type="checkbox"/>
Index 2	<input type="checkbox"/>
Index 3	<input type="checkbox"/>
Index 4	<input type="checkbox"/>
Index 5	<input type="checkbox"/>
Index 6	<input type="checkbox"/>
Index 7	<input type="checkbox"/>
Index 8	<input type="checkbox"/>
Index 9	<input type="checkbox"/>
Index 10	<input type="checkbox"/>
Due date	<input type="checkbox"/>
Count links	<input checked="" type="checkbox"/>
Count documents	<input checked="" type="checkbox"/>
Notes	<input checked="" type="checkbox"/>
Smartform	<input checked="" type="checkbox"/>
Elapsed time (H:m)	<input type="checkbox"/>
Remaining time (H:m)	<input type="checkbox"/>
Status bar	<input type="checkbox"/>
Open	<input checked="" type="checkbox"/>

Column	Description
<b>Show details</b>	This enables a symbol that opens a window showing the task-specific properties.
<b>Task</b>	This shows the exact name of the task.
<b>Person responsible</b>	This shows the name of the person responsible for the task provided that this is already known.
<b>Group</b>	This shows the group responsible for managing the task.
<b>AdHoc task</b>	This shows a symbol which indicates if this task has been created AdHoc.
<b>Index 1 - Index 10</b>	Additional fields for indices depending on the specific Smartform. Please refer to <a href="#">index fields</a> for further information.
<b>Number of links</b>	This symbol enables the user to directly open a window providing an overview of links relevant for the successful completion of the task.
<b>Number of documents</b>	This shows a symbol which provides easy access to uploaded documents and indicates the exact number of documents.
<b>Notes</b>	This shows a symbol which grants access to related notes.
<b>Smartform</b>	This depicts a symbol which opens the proper Smartform in a new window.

Column	Description
<b>Elapsed processing time</b>	This indicates how much time has elapsed since the start of the current task.
<b>Remaining processing time</b>	This indicates how much time is remaining for the successful completion of the task.
<b>Status</b>	This shows a traffic light-symbol, which indicates the current temporal progress of an instance. Please refer to <a href="#">CPM</a> for further details on this topic.

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