

Finishing tasks

If a task has been completed by an employee, it must be documented in TIM in order for the process to proceed. A task can be marked as completed in the Clients in four different ways :

Properties

The **Finish task** button within the [Properties](#) of the task can be used to close the task.

Smartform

If the smartform is open, it can be saved and the task completed by clicking the **Save form and finish task** button

The screenshot shows the 'Task' smartform interface. At the top, there is a green header bar with the title 'Task' and a navigation menu with tabs: Properties, Documents, Note, Links, Efforts, Model, and Smartform. The main content area is divided into several sections. The first section is titled 'Are the Corrective Actions effective?' and contains two radio buttons labeled 'Yes' and 'No', followed by a 'Comment' text area. Below this is a green header bar for 'D7 Implement Preventive Actions', which contains a 'Similar affected Products' text area. To the right of this section is a smaller, dark-themed version of the 'D7 Implement Preventive Actions' section. At the bottom is a green header bar for 'D8 Technical Closing', which contains a 'Finalized 8D Report' text area and a checkbox labeled 'Technical closing of the 8D Report'. At the very bottom of the interface, there are two buttons: 'Save form and finish task' (highlighted with a red box) and 'Save'.

List

Using the task list, one or more tasks can be completed directly by clicking the corresponding checkbox(es). By holding the control key (+ctrl) it is possible to select multiple tasks, which then turn green, and to close them.

Activities

Tasks

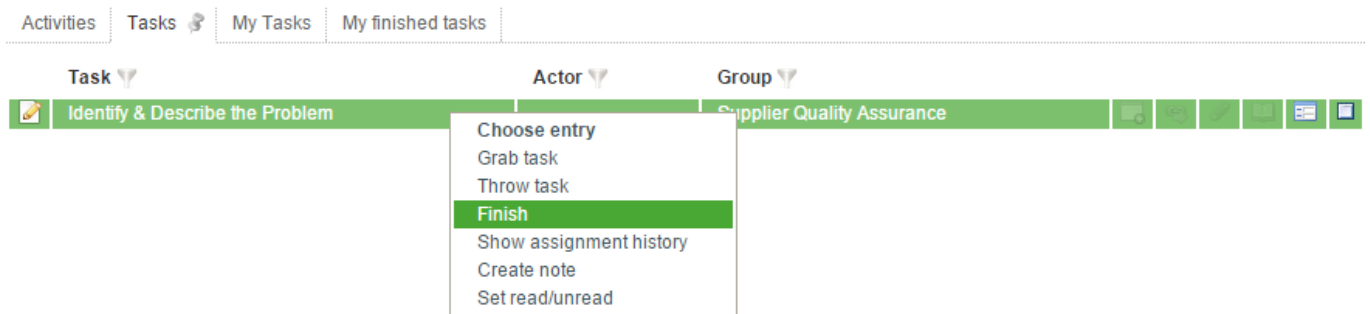
My Tasks

My finished tasks

Task	Actor	Group
Identify & Describe the Problem	-	Supplier Quality Assurance

Context menu

It is also possible to finish a task via the context menu, which can be reached by right-clicking on the task.



Confirmation

Before a task can be closed, a confirmation window opens in order to avoid unintended entries.

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