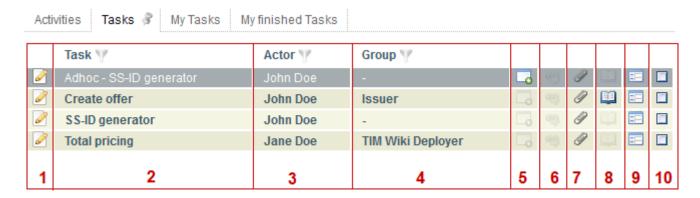
2023/06/09 09:24 1/1 Tasks

## **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.



<100%	
200px>	
Element	Description
1	Direct access to the properties of a task is possible with this symbol.
2	This column contains the name of the task.
3	This column contains the executor of the task, if one has been assigned.
4	This column contains the working group of the task, if one has been entered.
5	The symbol in this column indicates whether the task is an AdHoc task.
6	This shows if links are available and if, so (if the symbol is colored-in) the overview window of the links can be viewed directly.
7	This shows if documents are stored for the task and if so (if the symbol is colored-in) the overview window of the documents can be accessed directly.
8	This shows if notes are stored for the task and if so (if the symbol is colored-in) the overview window of the notes can be accessed directly.
9	With this symbol the Smartform can be opened in a separate window.
10	This checkbox is used to indicate if a task is finished.

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Last update: 2021/07/01 09:52

