# Complete tasks by Email

**Finish tasks by mail reply**

There are two possibilities to finish tasks by mail. The first possibility is to set a setTask2DoneByMail Timer, which can do the task by searching a mail box, and marking an employee's task as completed by mail. For this the employee must send an e-mail to the denoted address with a specific content, which is explained in the chapter about timers.

**Complete tasks by reply mail**

With the SignalByMailReply Timer tasks may be completed by sending a reply mail to a specific mailbox. This timer searches the mailbox and signals the process further according to the result.

**Complete tasks with a link in a mail**

It is also possible to complete tasks by using a link in a mail; this enables the user to complete a task without logging into a client.
The following link must be found in the mail :

```
http://tim.taskinmotion.de/loom-portal/ProcessInstanceManager/signalProcessI
nstanceByTransitionName.soap?args[0]=${processInstanceId}&args[1]=Aktivitaet
&args[2]=ausgehend&uid=eWl0L3BtOnRhc2shbm1vdGlvbg
```

The following arguments must be adapted:

- **args[0]**: Process instance ID of the process. This parameter can be written like this
- **args[1]**: Name of the activity which has to be signaled (in the example "Activity")
- **args[2]**: Optional: Technically unambiguous identification of the transition which exits from the signaled activity (in the example "outgoing")
- **uid**: Login data for TIM Base64 coded (mandant/user:password) (see www.tim.taskinmotion.de/loom-portal/helper.htm)

The employee can now use the link to forward the process.

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