

All My Tasks

Administrator

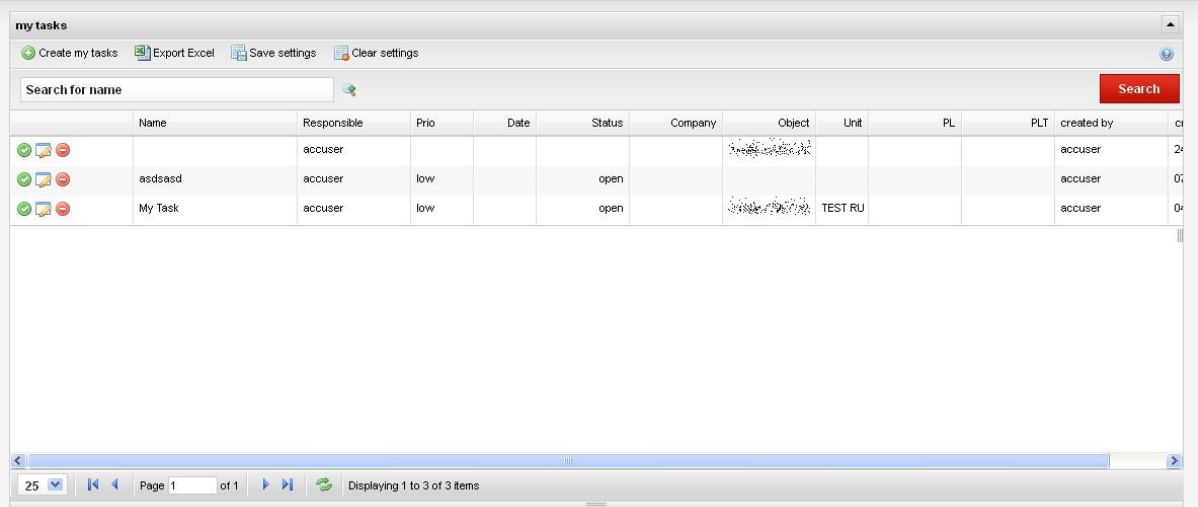
2014/06/04 10:32










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All my Tasks

In the menu *CRM and Tasks > Tasks > All my Tasks* you see all applied tasks in the system without any distinctions.



	Name	Responsible	Prio	Date	Status	Company	Object	Unit	PL	PLT	created by	cr
  		accuser									accuser	24
  	asdsasd	accuser	low		open						accuser	00
  	My Task	accuser	low		open			TEST RU			accuser	04

Page 1 of 1 | Displaying 1 to 3 of 3 items

Table: All my tasks

To open a concrete Task click on the checkmark on the beginning of the desired line:

Task My Task - [blurred]

Task	My Task
Priority	low
Tasktype	-
To be payed	no
Responsible	<u>accuser</u>
Observers	<u>accuser</u>
Description	
Start date	
Start time	00:00
End date	
End time	00:00
Reminder	
Units	0,00
Completion	
Status	open
taskobjecttype	haus
Object/building	[blurred]
Rental unit	<u>TEST RU 2</u>

my tasks

- Documents
- Notes
- System infos

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Created: accuser, 04. 09. 2013 15:12
Last modified: accuser, 04. 09. 2013 15:12
ID: 34521

Here you can edit an existing task

Task My Task - [blurred]

File/document

Create File/document Export Excel Save settings Clear settings

Search for name Search

Name	Category	modified
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- Documents**
- Notes
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Created: accuser, 04. 09. 2013 15:12
Last modified: accuser, 04. 09. 2013 15:12
ID:34521

Register: Documents

Task My Task - 

[Create Note](#)



Search  to  [Show](#)

my tasks

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Created: accuser, 04. 09. 2013 15:12
Last modified: accuser, 04. 09. 2013 15:12
ID:34521

Register: Notes

Task My Task - [browser tabs]

Type
Duration in seconds
Main task

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Created: accuser, 04. 09. 2013 15:12
Last modified: accuser, 04. 09. 2013 15:12
ID:34521

Register: System infos

Fill in the necessary information and click the *Save*-button. (the bold fields are mandatory)

After saving the task it will be integrated in the ICRS.

With the button: *Break* you can stop the process and returning to the list: *My Tasks*.

With the button: *Exporting Excel* you can start the export of the task-list. Choose in the dialog what you prefer: just looking at the generated table or save it, in this case you will be asked for the path to the target folder.

Yet you have another question leave it on this site for the metamagix-support-team.