

My Open Tasks

Administrator

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My Open Tasks

In the menu *CRM and Tasks > Tasts > My Open Tasks* you can see all your tasks still in evidence.

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

Page 1 of 1 | Displaying 1 to 2 of 2 items

Table of your open tasks

Creating Tasks

To create a new task click in the Flexigrid on the button: *New Task*.

Task -

Task	<input type="text"/>	my tasks
Priority	low	Notes
Tasktype	Select an Option	
To be payed	no	
Responsible	User Acceptance-accuser	
Observers	accuser User Acceptance	
Description	<div style="border: 1px solid #ccc; height: 100px;"></div>	
Start date	<input type="text"/>	
Start time	00:00	
End date	<input type="text"/>	
End time	00:00	
Reminder	keine	
Units	<input type="text"/> 0,00	
Completion	<input type="text"/>	
Status	open	
Customer	not defined	
Object/building	not defined	

Create a new task

Additional information you can fill in in the register: *Notes*.

Task -

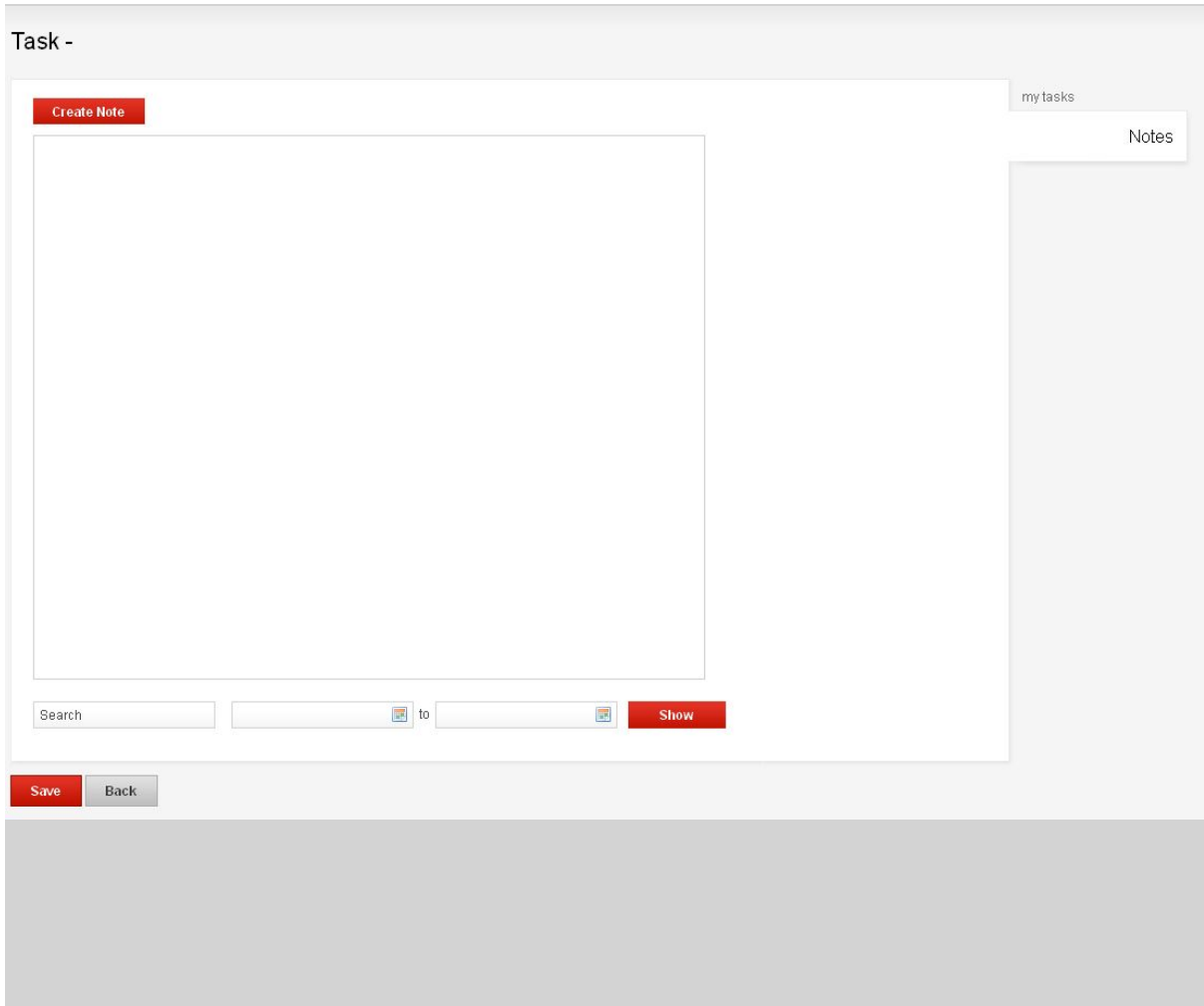
Create Note

my tasks

Notes

Search to Show

Save Back



Register: Notes

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 Open 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.