

All My Tasks

Administrator

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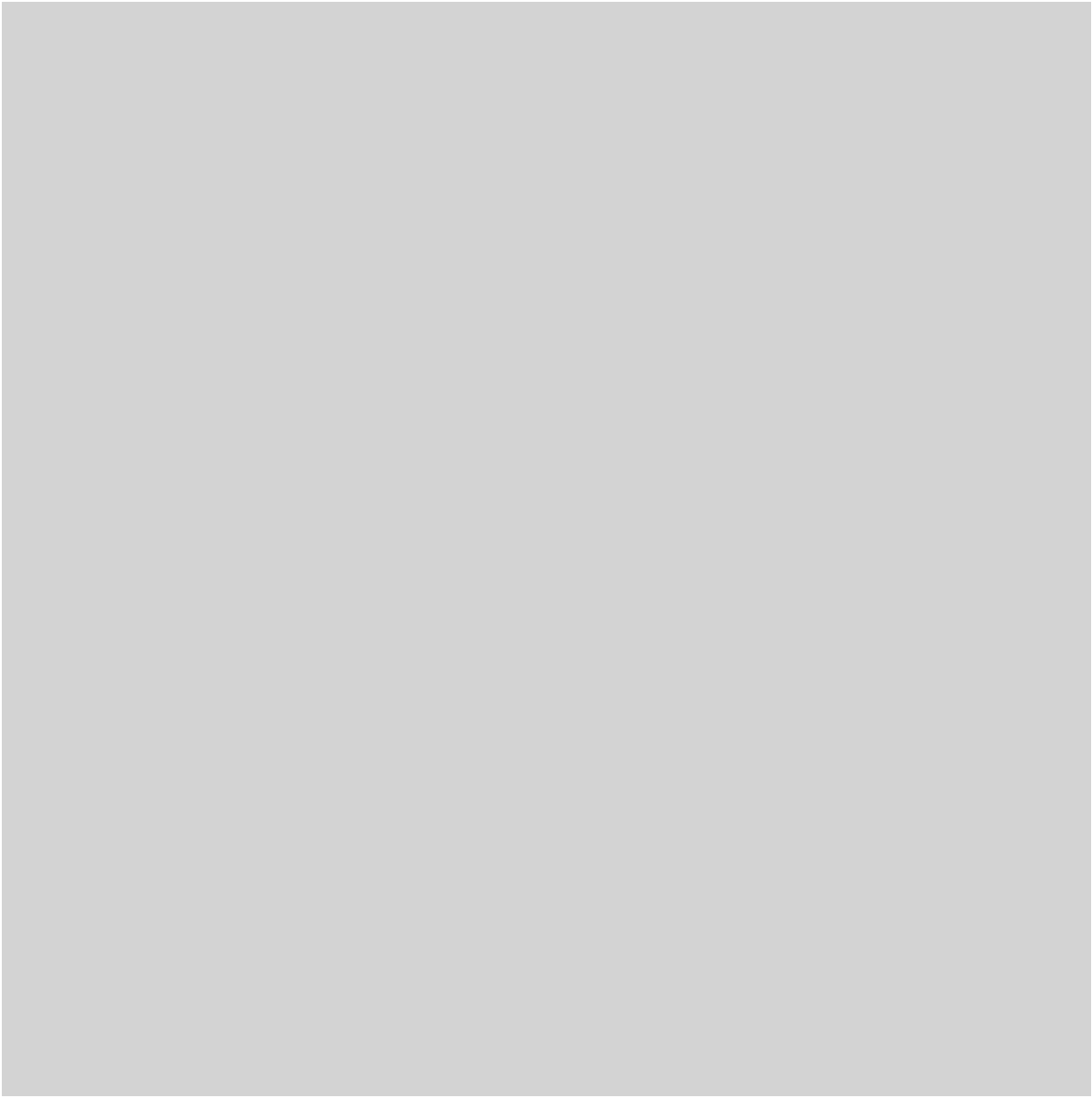
All my Tasks

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

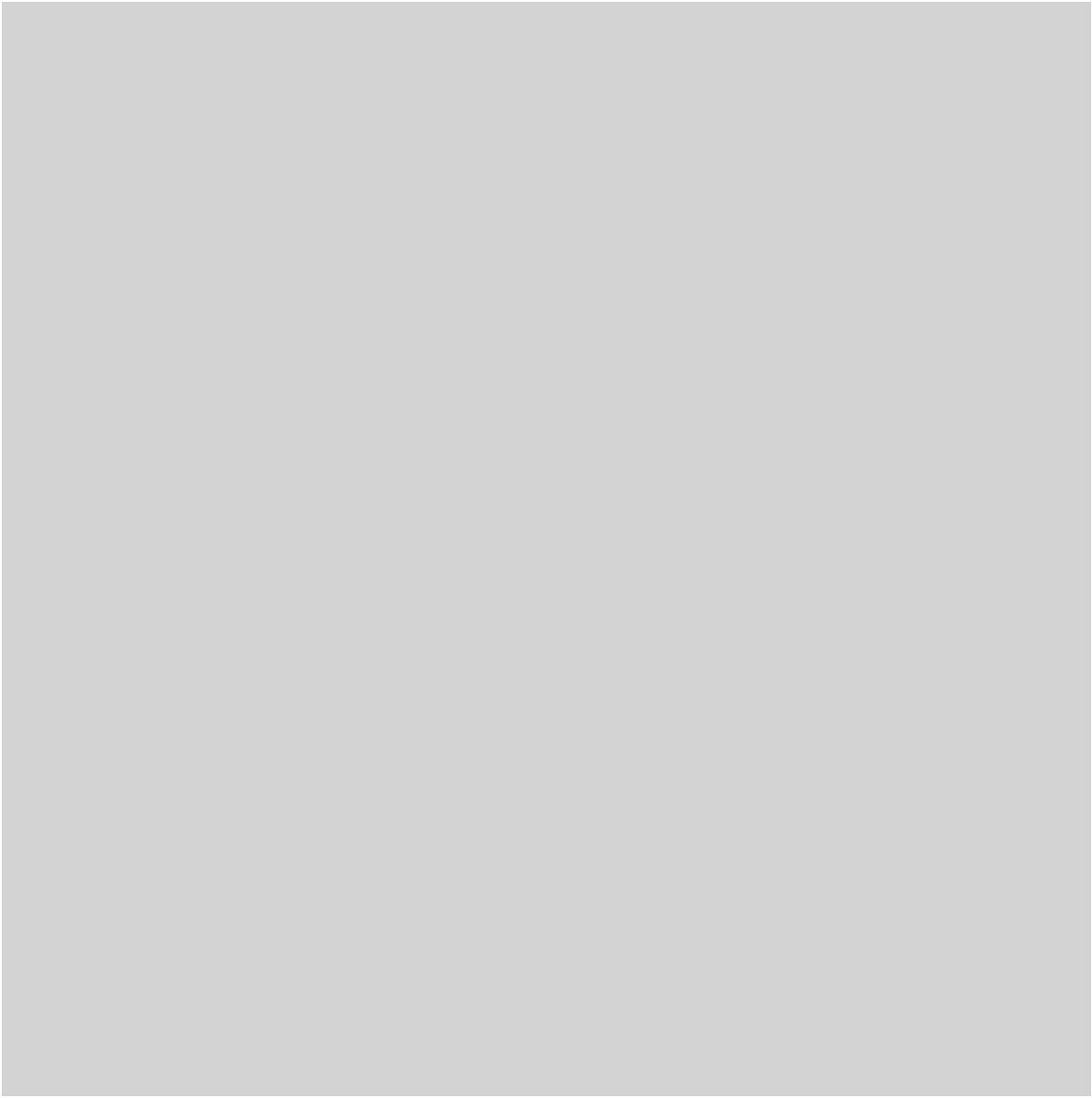


Table: All my tasks

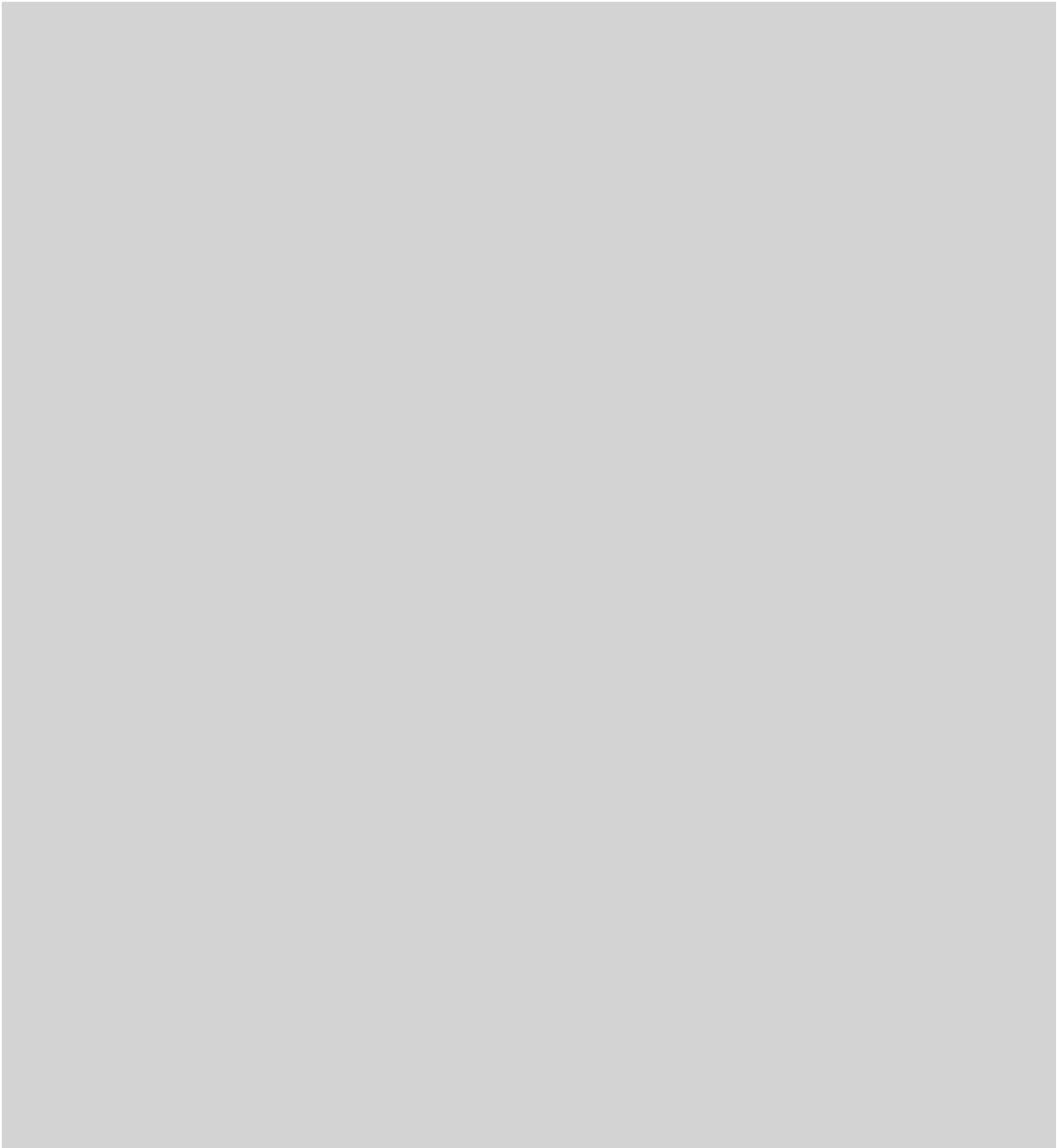
To open a concrete Task click on the checkmark on the beginning of the desired line:



Here you can edit an existing task



Register: Documents



Register: Notes



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.