The **User Tasks** feature is used to admin user tasks, which are similar to a to-do list. The Tasks screen is divided in two parts: a list of tasks and a form to enter a new task.

**The list of tasks:**

![Image of the Tasks screen]

This list shows a user's tasks and some shared tasks.

- There are a few types of tasks:
  - private
  - >> *received task*: a task another user assigned to you
  - << *submitted task*: you assigned this task to a other user
  - >> *shared task*: this task is public to a group where you are member.

**Icons**

- ✓ means that this task is accepted by user and creator.
- ☑ means that only one user has accepted the task. Be aware that if you are making changes on submitted or received task it will get this state as default.
- ✗ one user has rejected this task.
States

- waiting / not started
- open / in process
- completed (100%)

A task is in the state **waiting** while the percentage is not set. After opening a task or setting the percentage between 0 and 100 it will go into the state **open** if you mark a task as completed or set the percentage on 100 it will be in the **completed** state.

The task list allows you to hide completed tasks with the **completed** checkbox.

Trash

Tasks can be removed by marking them as trash, and the "empty trash" button removes items. **But** if you are not the creator you can only move the task in the trash of the creator if he has the option rights by creator disabled.

Tasks and dates:

From the user preferences screen the user can choose if he want to use dates for tasks. If dates are being used then tasks with a start date higher than the current date **ARE** not displayed in the listing or module, so future tasks are hidden. If dates are not used then all tasks are always visible. Note: when dates are in use the task listing will show links to display all tasks or tasks using dates only.

Editing a task:
This form is used to enter or edit a task. The start date field is only shown if using dates.

**View tasks**
The user tasks module

normal Usertasks-module (shows own and received tasks)

public Usertask-module (shows public tasks) (this picture with activated mouse-over-feature)
A user task module is available which will show a user’s tasks. The user can use it to alter the tasks.

See: Module user_tasks

Permissions

To use the features send, receive and shared tasks, users need to be member of a group with task permissions. A user can only send if he has the right tiki_p_tasks_send and the receiver has tiki_p_tasks_receive rights. Also, to share a task you must be in a group with the right tiki_p_tasks_receive, and you can share members of that group.

The permission tiki_p_tasks_admin allows an admin to see all shared tasks and edit them.

Alias

- User Task
- User Tasks
- Tasks