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:

<table>
<thead>
<tr>
<th>Task ID</th>
<th>Title</th>
<th>Start</th>
<th>End</th>
<th>Priority</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>email für Dich</td>
<td>03/02/2005-16:50</td>
<td>04/02/2005-16:50</td>
<td>5</td>
<td>50%</td>
</tr>
<tr>
<td>2</td>
<td>Task fertig stellen</td>
<td>02/02/2005-19:40</td>
<td></td>
<td>5</td>
<td>waiting</td>
</tr>
<tr>
<td>3</td>
<td>Taskmodul for LabWiki</td>
<td>01/02/2005-19:10</td>
<td>04/02/2005-01:00</td>
<td>3</td>
<td>90%</td>
</tr>
<tr>
<td>4</td>
<td>Bautelliste</td>
<td>20/12/2005-02:00</td>
<td></td>
<td>3</td>
<td>0%</td>
</tr>
<tr>
<td>5</td>
<td>XC167_Toolchain documentation</td>
<td>17/12/2005-01:00</td>
<td></td>
<td>3</td>
<td>70%</td>
</tr>
<tr>
<td>6</td>
<td>Please enter the trash today</td>
<td>03/02/2005-16:50</td>
<td></td>
<td>1</td>
<td>waiting</td>
</tr>
</tbody>
</table>

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

- There are a few types of tasks:
  - **private**
  - **&gt;&gt; received task**: a task another user assigned to you
  - **&lt;&lt; submitted task**: you assigned this task to a other user
  - **&gt;&lt; 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:**

![Tasks form](image)

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