

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:

	title	start	end	priority	completed
<input type="checkbox"/>	>>  email für Dich	03/02/2005-16:50	04/02/2005-16:50	5	50%
<input type="checkbox"/>	>>  Task fertig stellen	02/02/2005-19:40		5	waiting
<input type="checkbox"/>	Taskmodul for LabWiki	01/02/2005-19:10	04/02/2005-01:00	3	90%
<input type="checkbox"/>	>< Bauteilliste	20/12/2005-02:00		3	0%
<input type="checkbox"/>	>< XC167 Toolchain documentation	17/12/2005-01:00		3	70%
<input type="checkbox"/>	<<  Please emty the trash today	03/02/2005-16:50		1	waiting

select one go go

show:  private  >> received  << submitted  >> shared  trash  completed

reload

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1  
6 Tasks




Find  find empty trash

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

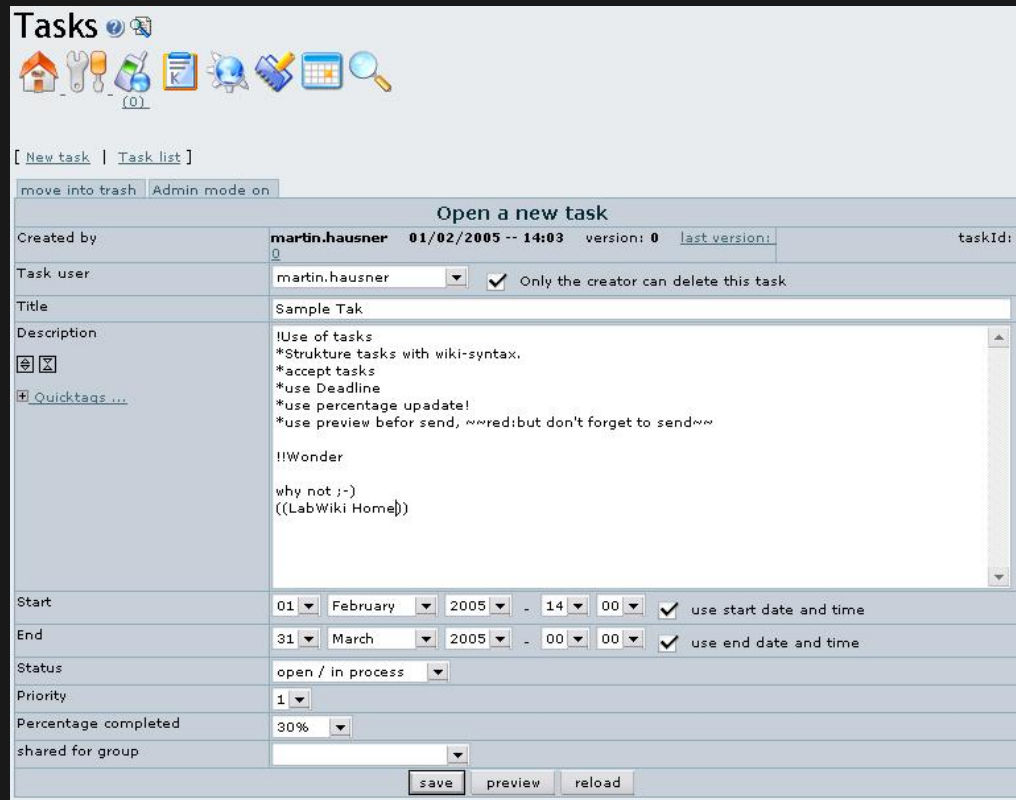
Tasks can be removed by marking them as trash, and the "empty trash" button removes items.

**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:



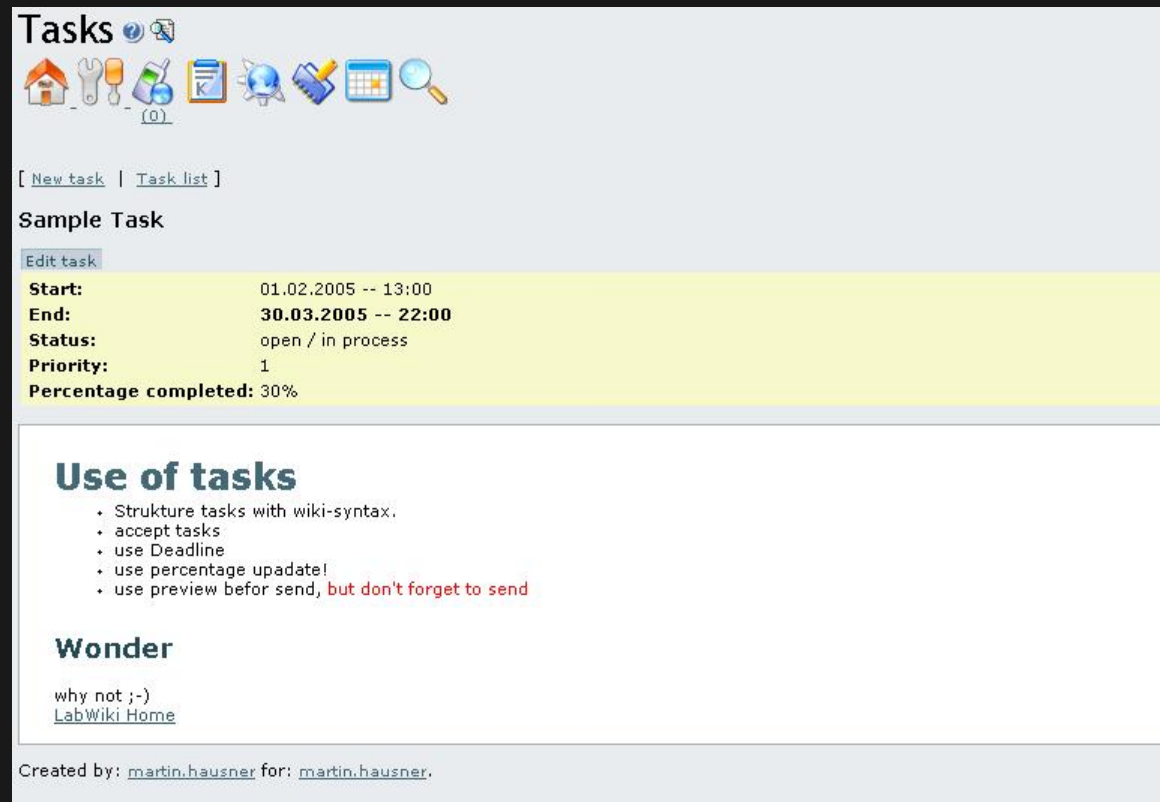
The screenshot shows a web interface for creating or editing a task. At the top, there's a navigation bar with icons for home, tools, and search. Below that, there are links for 'New task' and 'Task list'. The main form is titled 'Open a new task' and contains the following fields:

- Created by:** martin.hausner, 01/02/2005 -- 14:03, version: 0, last version: 0, taskId: 0
- Task user:** martin.hausner (dropdown), with a checkbox 'Only the creator can delete this task' (checked).
- Title:** Sample Tak
- Description:** A text area containing: !Use of tasks, \*Strukture tasks with wiki-syntax., \*accept tasks, \*use Deadline, \*use percentage update!, \*use preview befor send, ~~~red:but don't forget to send~~~, !!Wonder, why not ;-), ((LabWiki Home))
- Start:** 01 February 2005 14:00, with a checked box 'use start date and time'.
- End:** 31 March 2005 00:00, with a checked box 'use end date and time'.
- Status:** open / in process (dropdown)
- Priority:** 1 (dropdown)
- Percentage completed:** 30% (dropdown)
- shared for group:** (empty dropdown)

At the bottom of the form are buttons for 'save', 'preview', and 'reload'.

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

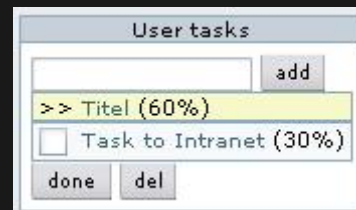
# View tasks



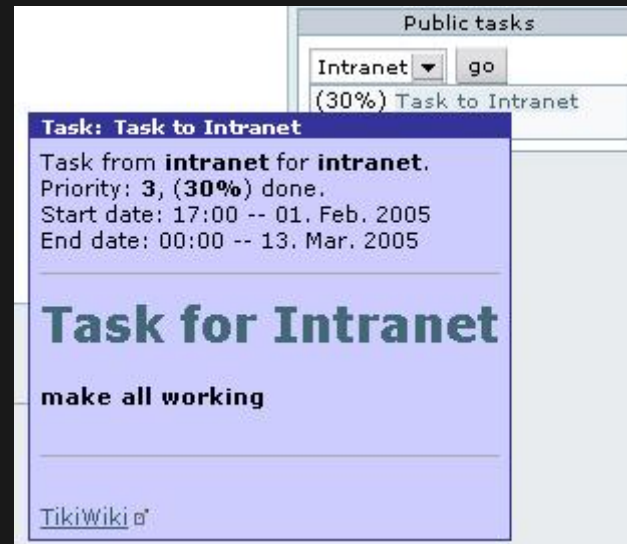
The screenshot shows a web interface for task management. At the top, there is a header with the word "Tasks" and a search icon. Below this is a row of icons representing various tools and functions. A navigation bar contains links for "[ New task | Task list ]". The main content area is titled "Sample Task" and includes an "Edit task" button. A yellow highlighted box displays the task details: "Start: 01.02.2005 -- 13:00", "End: 30.03.2005 -- 22:00", "Status: open / in process", "Priority: 1", and "Percentage completed: 30%". Below this, there is a section titled "Use of tasks" with a bulleted list of instructions: "Strukture tasks with wiki-syntax.", "accept tasks", "use Deadline", "use percentage upadate!", and "use preview befor send, but don't forget to send". A "Wonder" section follows with the text "why not ;-)" and a link to "LabWiki Home". At the bottom, it states "Created by: martin.hausner for: martin.hausner."

## 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