

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:

The screenshot shows a web interface for managing tasks. At the top, there are buttons for 'New task', 'Task list', 'Admin mode on', and 'task help'. On the right, there is a 'Tasks per page' dropdown set to '10'. The main area contains a table with the following data:

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

Below the table, there is a search bar with a 'select one' dropdown and a 'go' button. A filter section shows checkboxes for 'private', '>> received', '<< submitted', '>> shared', 'trash', and 'completed'. A 'reload' button is also present. At the bottom, there is a 'Page: 1/1' indicator, '1' item on the page, and '6 Tasks' total. A 'Find' search bar and an 'empty trash' button are located at the very bottom.

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:

**Tasks**        

[ [New task](#) | [Task list](#) ]



[move into trash](#) [Admin mode on](#)

### Open a new task

Created by **martin.hausner** **01/02/2005 -- 14:03** version: **0** [last version:](#) taskId: **0**

Task user: martin.hausner  Only the creator can delete this task

Title: Sample Tak

Description:     
 [Quicktags ...](#)   
 !Use of tasks   
 \*Strukture tasks with wiki-syntax.   
 \*accept tasks   
 \*use Deadline   
 \*use percentage upadate!   
 \*use preview befor send, *~red:*but don't forget to send~   
   
 !!Wonder   
   
 why not ;-)  
 ((LabWiki Home))

Start: 01 February 2005 - 14 00  use start date and time

End: 31 March 2005 - 00 00  use end date and time

Status: open / in process

Priority: 1

Percentage completed: 30%

shared for group:

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

# View tasks

## Tasks

[ [New task](#) | [Task list](#) ]

### Sample Task

[Edit task](#)

<b>Start:</b>	01.02.2005 -- 13:00
<b>End:</b>	<b>30.03.2005 -- 22:00</b>
<b>Status:</b>	open / in process
<b>Priority:</b>	1
<b>Percentage completed:</b>	30%

### Use of tasks

- Structure tasks with wiki-syntax.
- accept tasks
- use Deadline
- use percentage upadate!
- use preview befor send, **but don't forget to send**

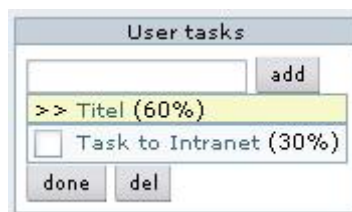
### Wonder

why not ;-)  
[LabWiki Home](#)

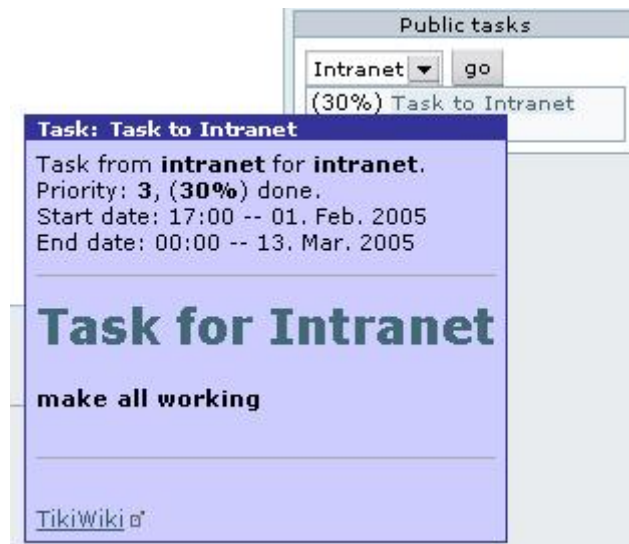
Created by: [martin.hausner](#) for: [martin.hausner](#).

# 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](#)