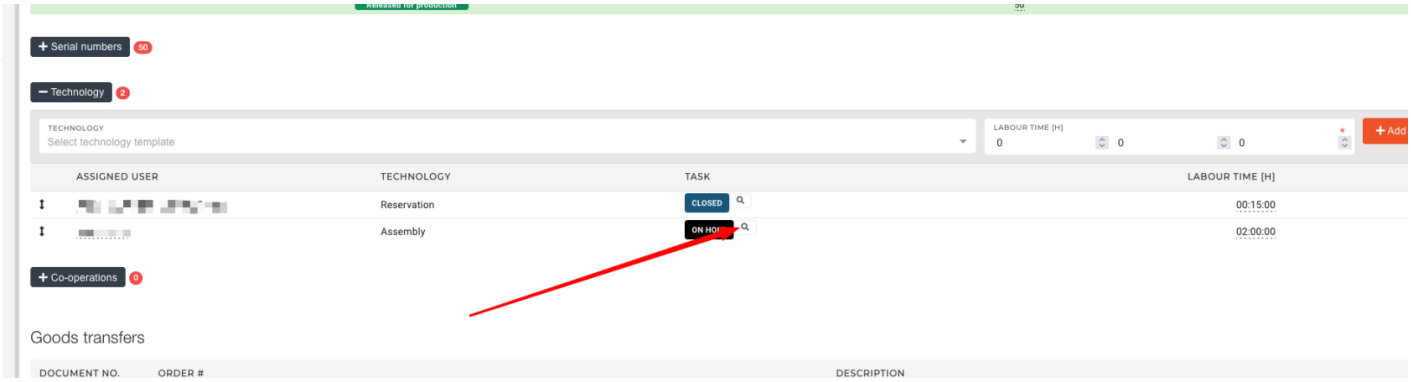
Tasks

- Complete an open task

Complete an open task

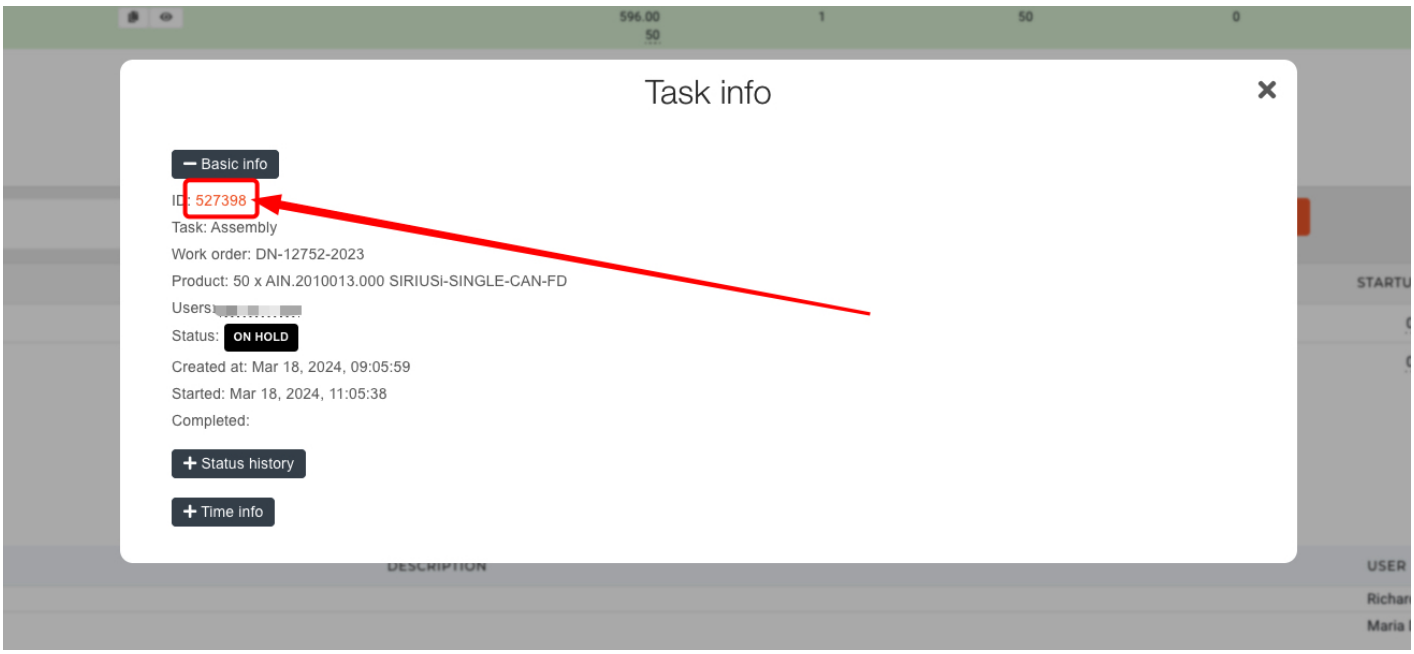
This should be done only for tasks that were not automatically closed.

To close a task of a work order, first find it by navigating to the work order's page and opening the **"Technologies"** section.



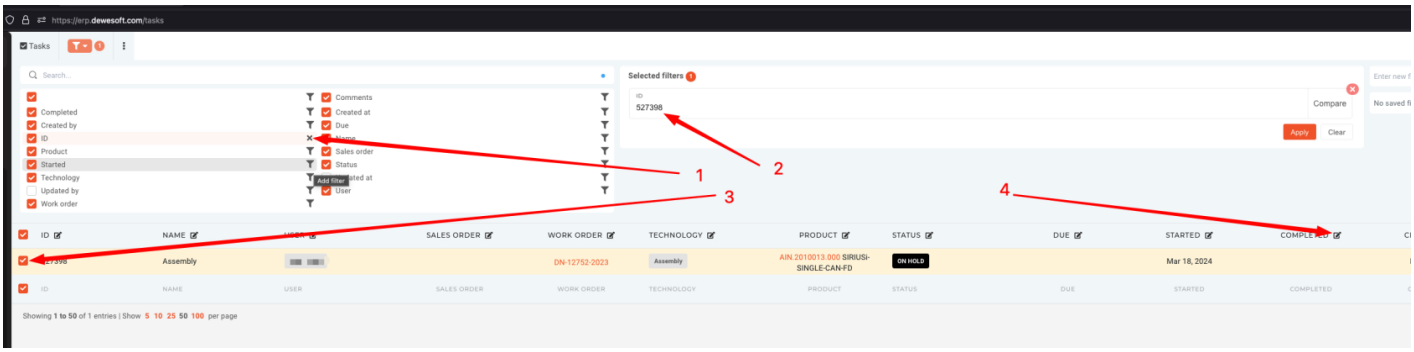
Select the task you want to close from the list that appears and copy its **"ID".**

> **Clicking the "scope" icon next to the task's status label will open up a modal with all information about the task.**



After copying the **ID** of the task, navigate to the "Tasks" table.

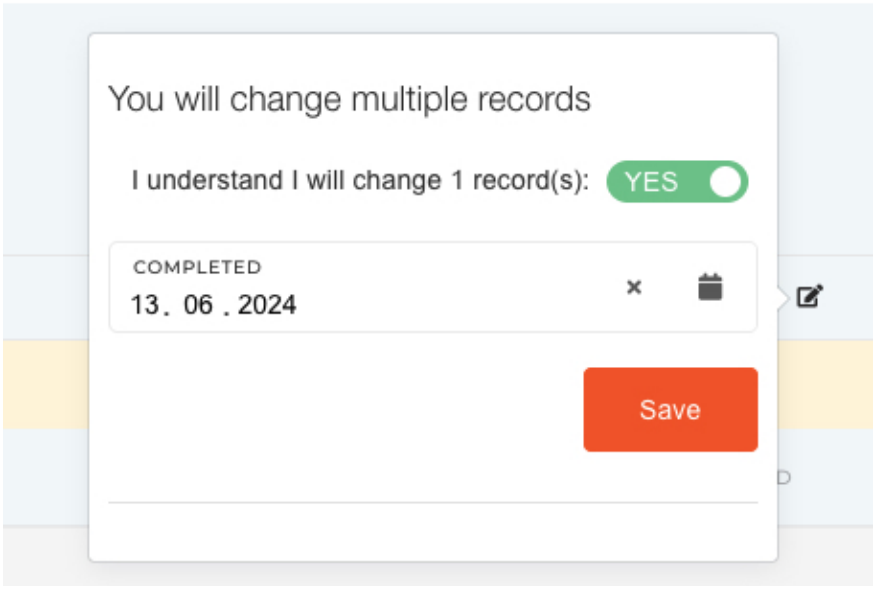
> It is easiest to find your task in the Tasks table by filtering the rows by ID.



1. Open the filters section and click on the "Add filter" icon next to the ID field.

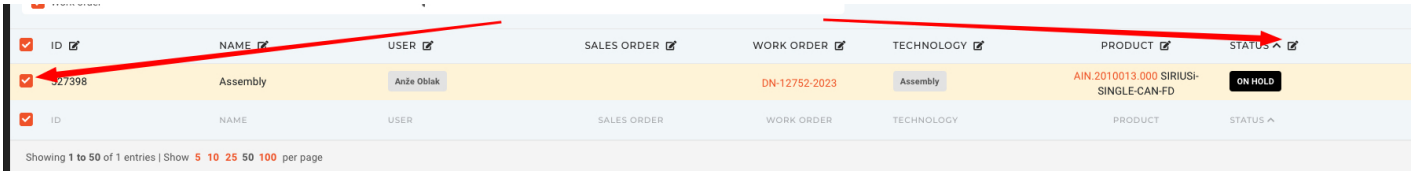
2. Paste your task's ID into the IF filter field and apply the filter.

3. Check the checkbox of your task and click on the "Edit" icon next to the **"Completed"** column. This will open a tool-tip, where you can set the "**Completed**" field to today's date.

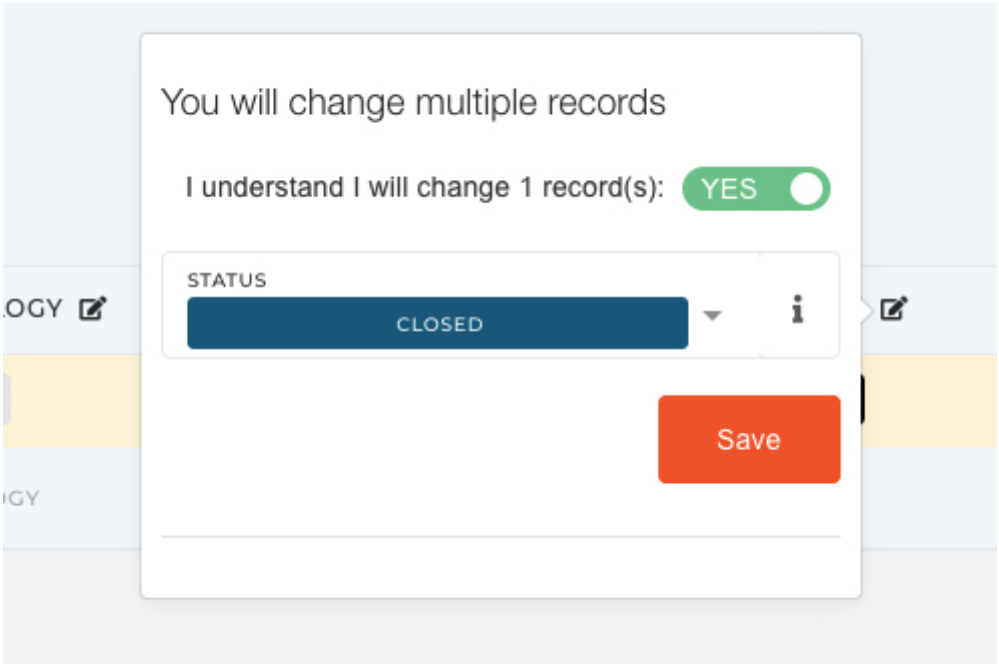


> A task cannot be closed without a set **Completed** date value!

4. To close the task, again check the task's checkbox. Now click the "Edit" icon next to the **"Status"** column.



This opens up a tool-tip, where you can update the task's **"Status"** to closed.


You will change multiple records
I understand I will change 1 record(s):
YES
STATUS
CLOSED
Save