

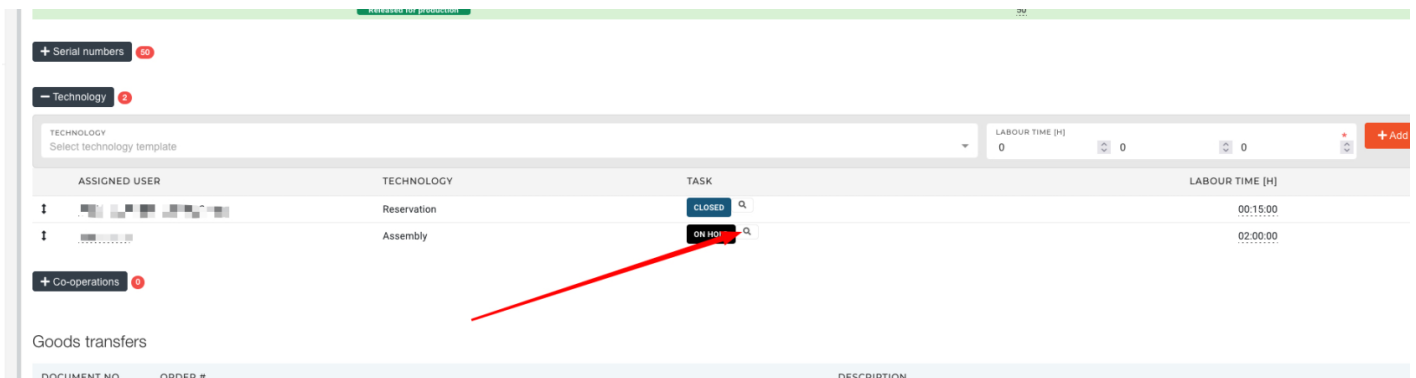
Tasks

- [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.

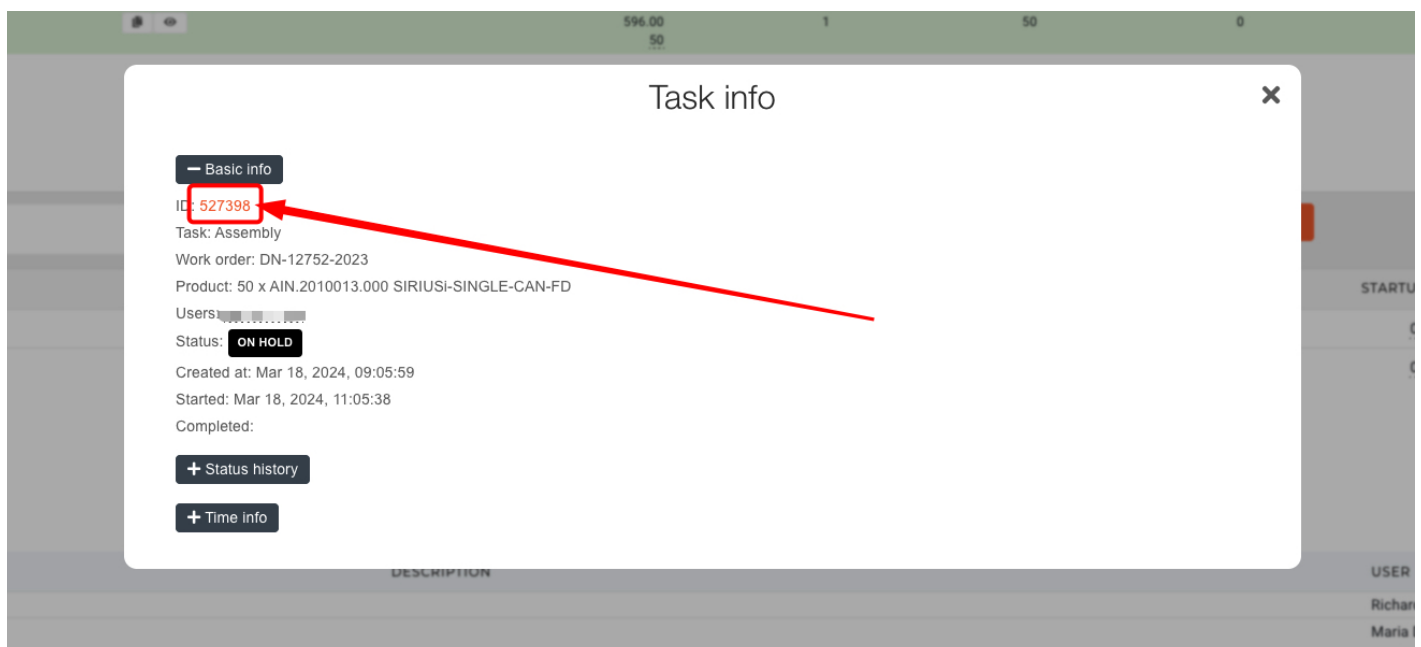


The screenshot shows the 'Technologies' section of a work order page. It features a table with columns: ASSIGNED USER, TECHNOLOGY, TASK, and LABOUR TIME [H]. The 'TASK' column contains two entries: 'Reservation' with a 'CLOSED' status and '00:15:00' labour time, and 'Assembly' with an 'ON HOLD' status and '02:00:00' labour time. A red arrow points to the 'ON HOLD' status label of the 'Assembly' task. Above the table, there are filters for 'TECHNOLOGY' (Set to 'Select technology template') and 'LABOUR TIME [H]' (Set to '0'). There are also buttons for '+ Serial numbers' (50), '+ Technology' (2), and '+ Co-operations' (0). Below the table, there is a 'Goods transfers' section with columns for 'DOCUMENT NO.', 'ORDER #', and 'DESCRIPTION'.

ASSIGNED USER	TECHNOLOGY	TASK	LABOUR TIME [H]
	Reservation	CLOSED	00:15:00
	Assembly	ON HOLD	02:00:00

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.



The screenshot shows a 'Task info' modal window. It has a title bar with a close button (X). The modal contains a 'Basic info' section with the following details: ID: 527398, Task: Assembly, Work order: DN-12752-2023, Product: 50 x AIN.2010013.000 SIRIUSI-SINGLE-CAN-FD, Users: (empty), Status: ON HOLD, Created at: Mar 18, 2024, 09:05:59, Started: Mar 18, 2024, 11:05:38, and Completed: (empty). There are also buttons for '+ Status history' and '+ Time info'. A red arrow points to the 'ID: 527398' field.

Task info

Basic info

ID: 527398

Task: Assembly

Work order: DN-12752-2023

Product: 50 x AIN.2010013.000 SIRIUSI-SINGLE-CAN-FD

Users: (empty)

Status: ON HOLD

Created at: Mar 18, 2024, 09:05:59

Started: Mar 18, 2024, 11:05:38

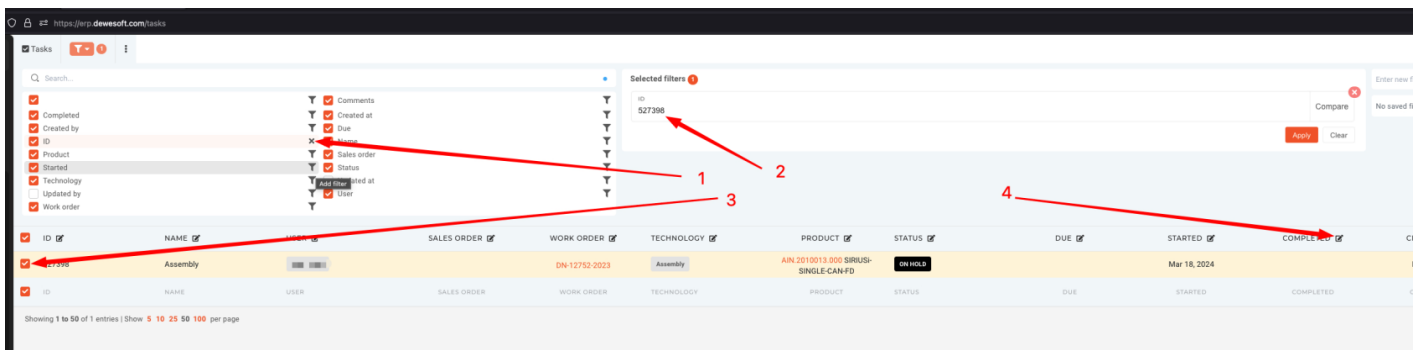
Completed:

+ Status history

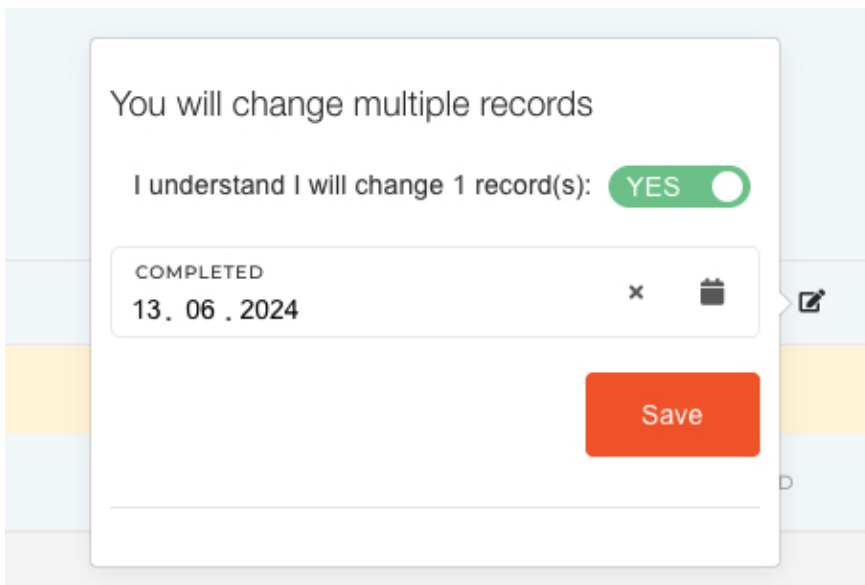
+ Time info

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.

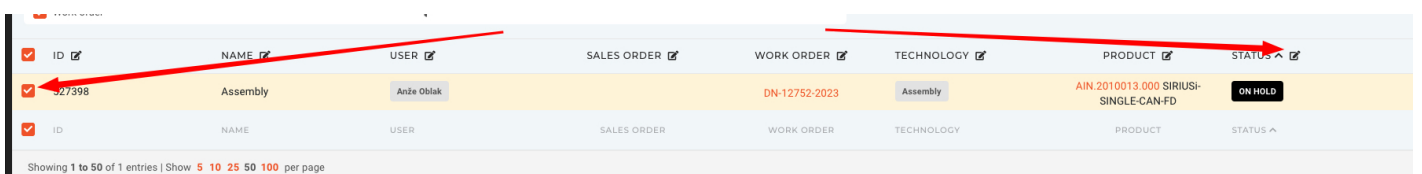


1. Open the filters section and click on the "Add filter" icon next to the ID field.
2. Paste your task's ID into the IF filter field and apply the filter.
3. Check the checkbox of your task and click on the "Edit" icon next to the **"Completed"** column. This will open a tool-tip, where you can set 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

i

Save