

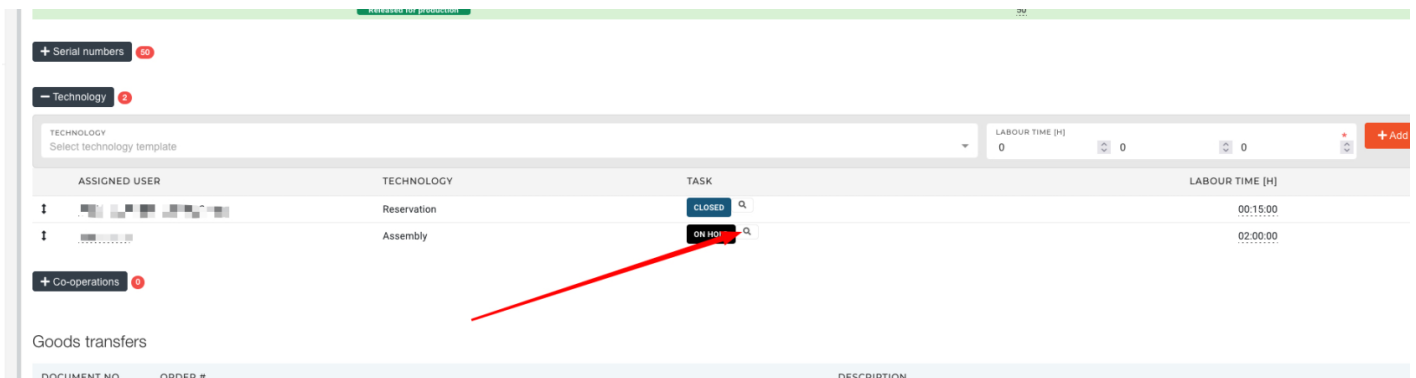
Tasks

- [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.

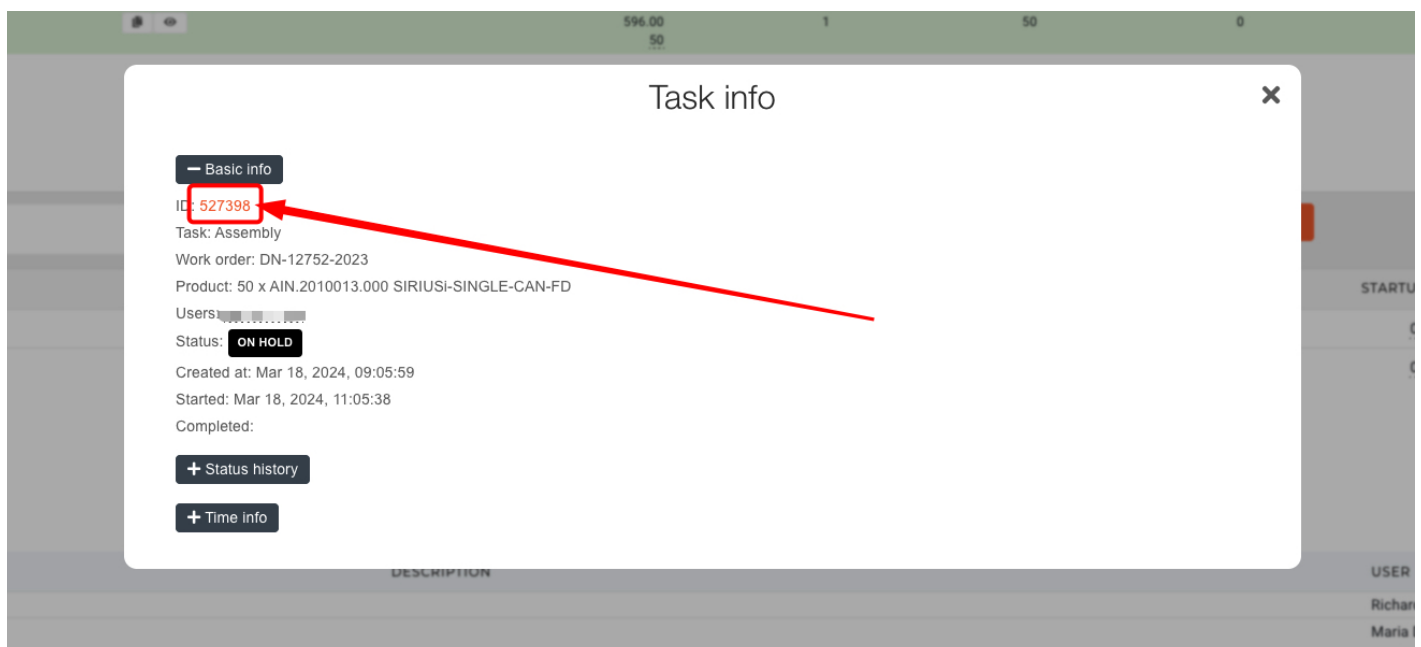


The screenshot shows the 'Technologies' section of a work order page. It features a table with columns: ASSIGNED USER, TECHNOLOGY, TASK, and LABOUR TIME [H]. The table lists two tasks: 'Reservation' and 'Assembly'. The 'Assembly' task has a status of 'ON HOLD' and a labour time of '02:00:00'. A red arrow points to the 'ON HOLD' status label.

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.



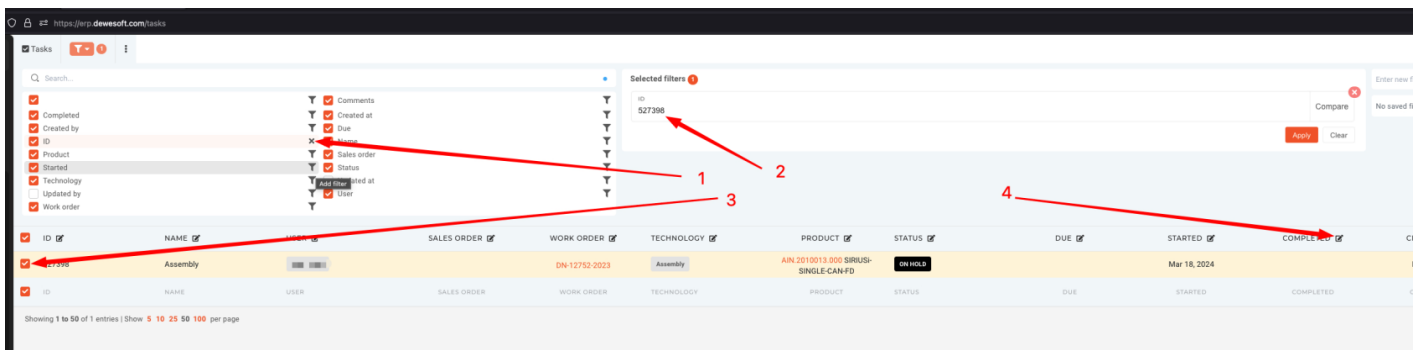
The screenshot shows a 'Task info' modal window. It contains the following information:

- Basic info
- ID: 527398
- Task: Assembly
- Work order: DN-12752-2023
- Product: 50 x AIN.2010013.000 SIRIUSI-SINGLE-CAN-FD
- Users: [User icons]
- Status: ON HOLD
- Created at: Mar 18, 2024, 09:05:59
- Started: Mar 18, 2024, 11:05:38
- Completed:

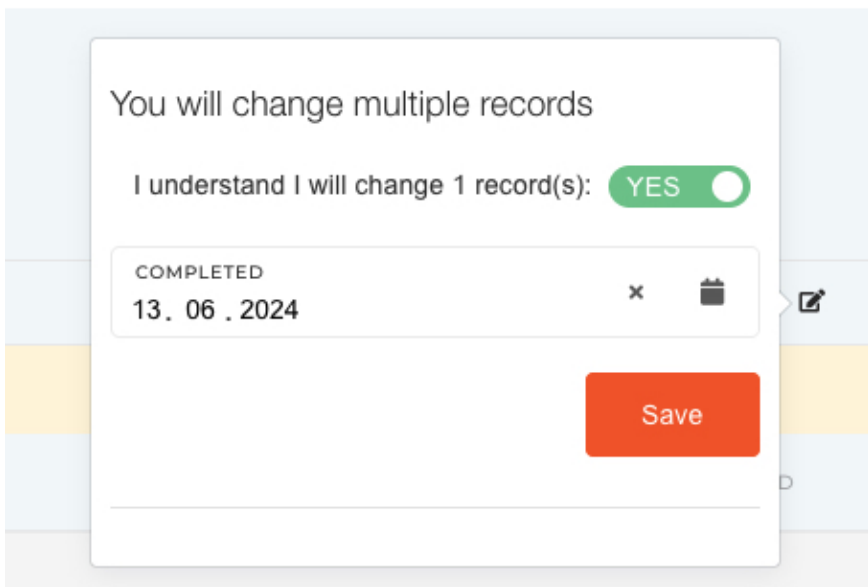
At the bottom, there are two expandable sections: '+ Status history' and '+ Time info'.

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.

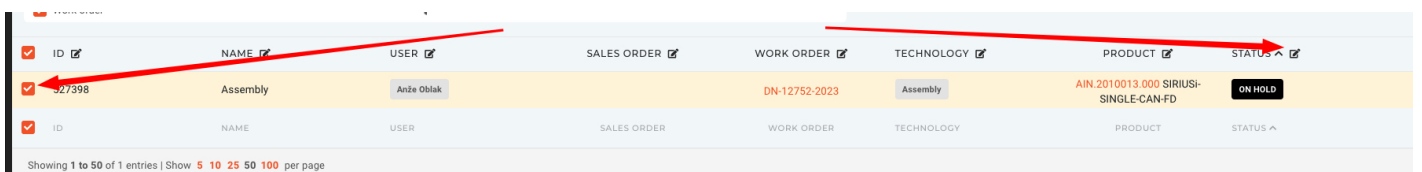


1. Open the filters section and click on the "Add filter" icon next to the ID field.
2. Paste your task's ID into the IF filter field and apply the filter.
3. Check the checkbox of your task and click on the "Edit" icon next to the **"Completed"** column. This will open a tool-tip, where you can set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