

The list of tasks:

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

Tasks per page 10

select one go go

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

reload

Page: 1/1
1
6 Tasks

Find find empty trash

This list shows the all tasks to a user and some shared tasks.

- There are three different types of tasks
 - private
 - >> received task, another user submitted a task to you
 - << submitted task, you submitted this task to another user
 - >< shared task, this task is public to a group where you are member.

To use the features send, receive and shared tasks you have to set special rights on users and groups. A user can only send if he has the right `tiki_p_tasks_send` and the receiver `tiki_p_tasks_receive` rights. Also if you want to share a task you must be in a group with the right `tiki_p_tasks_receive`. There is also a special right `tiki_p_tasks_admin` this right allows an admin to see all shared tasks and edit them.

- Icons:

✓ means that this task is accepted by user and creator

💬 means that only one user has accepted the task, beware 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 offers you to hide completed tasks with the checkbox completed.

- Trash

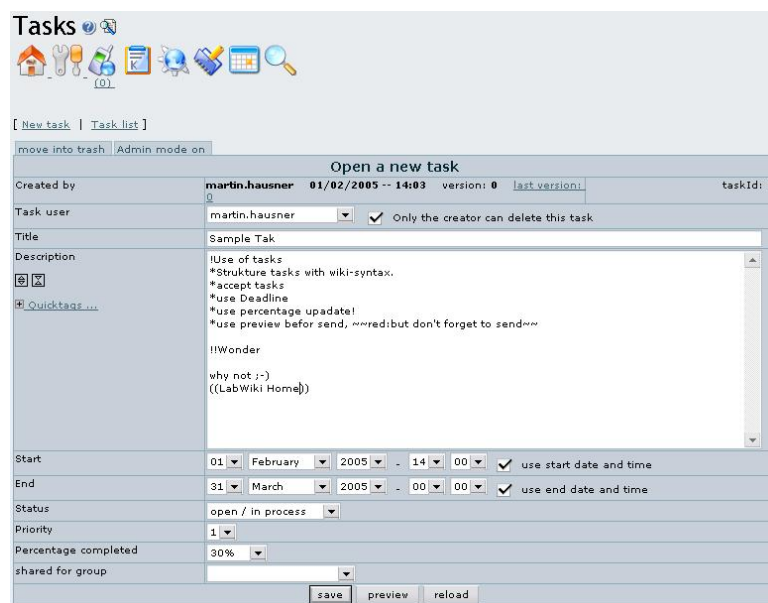
Similar to many other programmes is here also something like a trash implemented. You can mark tasks as trash and you can empty the trash with the button "empty trash".

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. What is this? If dates are being used then tasks with a start date higher than the current date ARE not displayed in the listing or module, this can be used to program tasks for the future. If dates are not used then all tasks are always active. 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 application interface for creating or editing a task. At the top, there's a header with the word 'Tasks' and several icons. Below the header, there's a navigation bar with links like 'New task' and 'Task list'. The main form is titled 'Open a new task' and contains various fields for task details. The 'Created by' field is set to 'martin.hausner' with a timestamp of '01/02/2005 -- 14:03'. The 'Task user' field is set to 'martin.hausner' and has a checkbox for 'Only the creator can delete this task'. The 'Title' field is 'Sample Tak'. The 'Description' field contains a list of instructions: '!!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 :-)', and '((LabWiki Home))'. The 'Start' field is set to '01 February 2005 14:00' with a checkbox for 'use start date and time'. The 'End' field is set to '31 March 2005 00:00' with a checkbox for 'use end date and time'. The 'Status' field is 'open / in process', the 'Priority' is '1', and the 'Percentage completed' is '30%'. There are 'save', 'preview', and 'reload' buttons at the bottom.

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: !!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:

save preview reload

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](#)

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

Use of tasks

- Structure tasks with wiki-syntax.
- accept tasks
- use Deadline
- use percentage update!
- use preview before 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)

User tasks

☐ Task to Intranet (30%)

public Usertask-module (shows public tasks) (this picture with activated mouse-over-feature)

Public tasks

Intranet

(30%) Task to Intranet

Task: Task to Intranet

Task from **intranet** for **intranet**.
 Priority: **3**, (30%) done.
 Start date: 17:00 -- 01. Feb. 2005
 End date: 00:00 -- 13. Mar. 2005

Task for Intranet

make all working

TikiWiki

A special module is provided to show tasks to the user when using your Tiki site. The module is called user tasks and it is displayed on the left. The user can add a new task to the list of tasks and he can also view the tasks that are active and mark some tasks as done or delete a number of tasks if he wants. This nice module is perfect to be used as a to-do list.

Try it out

please link to the live Feature on tikiwiki.org

Notes

Knowledgebase / tutorial / FAQ / How-to

TikiTeam

Who is working here generally? [Link](#) [UserPage](#).

For more information

UserTasks

UserTasksDev