

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:

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

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 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%)

The task list allows you to hide completed tasks with the **completed** checkbox.

Tasks can be removed by marking them as trash, and the "empty trash" button removes items.

Tasks and dates:

Editing a task:

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

- Struktüre tasks with wiki-syntax.
- accept tasks
- use Deadline
- use percentage update!
- 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)

User tasks

>> Titel (60%)

☐ Task to Intranet (30%)

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

Public tasks

Intranet ▼

go

(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 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](#)