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2.01.30 To Do

The mask **to do** manages general or assigned tasks within the system. The assigned tasks are assigned either to [contacts](#), [contact persons](#) and/or [work packages](#). The ToDo mask contains information about the processing status, date, employee, contact data and the assigned work package. The To-Dos are mainly assigned to work packages and then used as a checklist.

The mask consists of the following elements:

General Data



- **Description:** The short name of the task can be entered here.
- **Status:** This field indicates the processing status of the task. In the standard system, the entries Created, In process, Completed and Terminated are available here.
- **Note:** This field allows you to enter a detailed description of the task.
- **Target Date:** This field allows you to enter a due date for the to-do (to be completed by when).
- **Priority:** This field allows you to enter a priority level of this to-do.
- **Employee:** The responsible employee can be assigned to a task. If the to-do is created in the work package, the processor of the work package is preset here. The employees are defined in the mask [employees](#).
- **Responsible:** This field refers to the customer's support person.
- **Company:** This field refers to the customer of the project. If the to-do is created in the work package, the customer of the assigned project is preset here. The customers are managed in the mask [company](#).
- **Contact Person:** The Contact person field indicates the contact person and is automatically preassigned by the system if the to-do is created in the work package. The contact persons are managed in the mask [contact persons](#).
- **Project:** This field indicates the project belonging to the to-do.
- **Job:** This field allows you to link to-do's with jobs. When a to-do is created from the [job](#), this field is preset.

Misc



- **Private:** This flag can be used for private To-Dos
- **Creator, Created:** The system enters the user and the creation date here.
- **Parent To Do:** Each to-do can be divided into any number of to-dos and this field contains all superior to-dos.
- **Subordinate To Do:** This field contains all subordinate tasks of the to-do, if the to-dos have been subdivided.

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