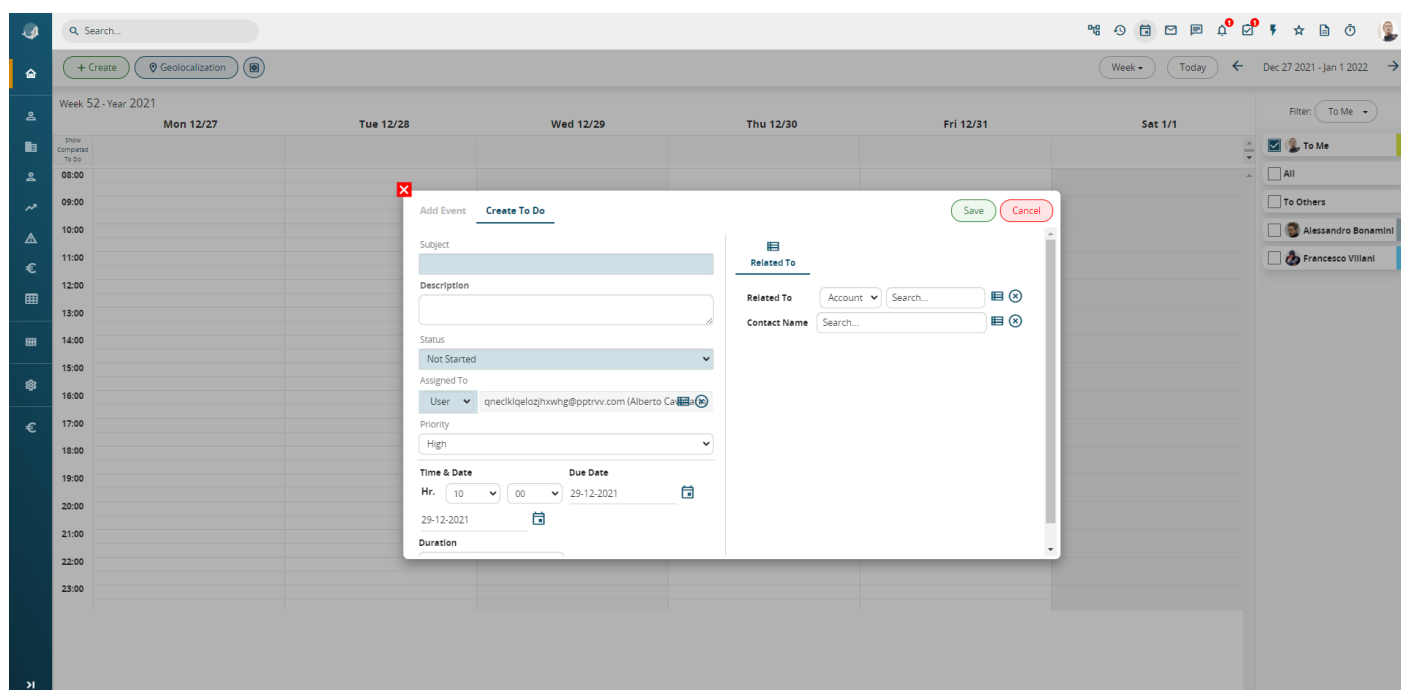


# 4.2 To-Dos

To-dos are always assigned to a user or a group of users; it is not however possible to invite other users or link more than one contact. The to-do can be transferred to another user by changing the assignee.

The input procedures are the same as for the events: from the related object, from the Calendar module graphic interface, or using the CREATE button.



<b>Subject</b>	Enter a name (title) for the to-do
<b>Priority</b>	Set a priority level
<b>Description</b>	Add a short description to the to-do
<b>Status</b>	By default the status is “not started”; the value can be changed if necessary
<b>Assigned to</b>	By default, the user who creates the task is the assignee, with the facility to change the user if necessary
<b>Time &amp; Date and Due Date</b>	Each to-do has a start and end and it can proceed also over several days

The to-dos to be completed are displayed in the upper area of the calendar.

You can view the list of open to-dos from any point of vtenext by clicking on the icon in the menu on the right side.

🔍 Search...

+ Add window

📑 Change layout

⚙ Settings

👤

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📰 News

🔄 Business Process

Todos

BY DATE

BY DURATION

☐

Schedule an appointment with client  
Will expire in 8 hours

Revision #1

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