

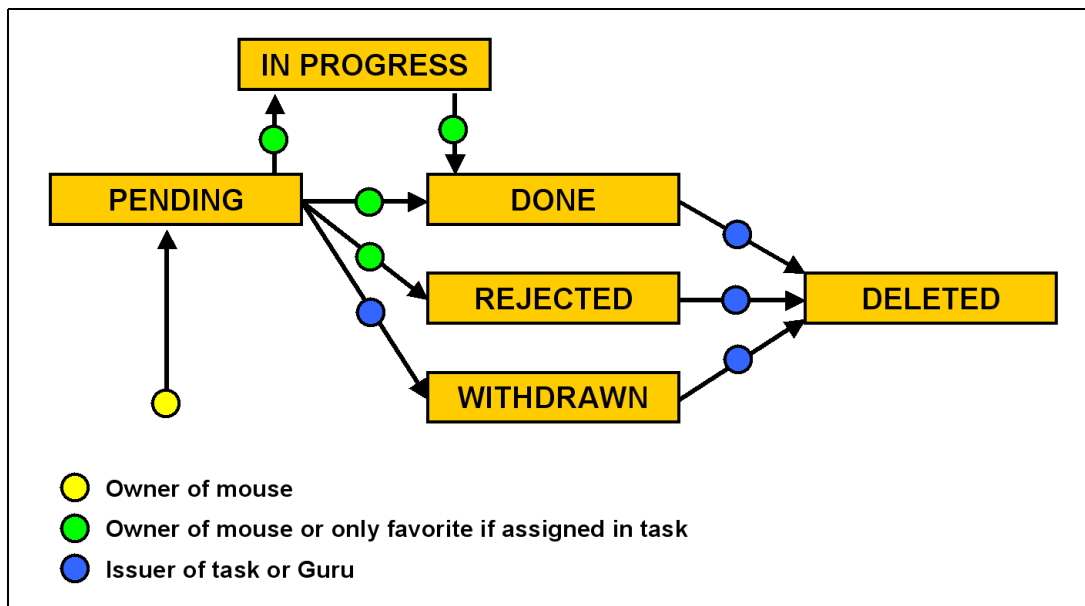
## Tasks

Tasks in Mausoleum give you the opportunity to schedule jobs to be done. This can be used either as a reminder if you plan a certain procedure to be performed on a later date or you can plan your daily work in the mouse room right at your desktop. It also enables you to issue a task to be carried out by someone else. This can be either everyone who owns the specific mouse or a designated favorite whose skills you trust most. Using the Mausoleum task feature you can follow up whether and if so when and by whom this task was performed or whether it is already in progress.

A task in Mausoleum has one of these status:

- **Pending:** The task is issued but no action has taken place so far
- **In Progress:** Someone is currently performing the task but it is time consuming and cannot be done in a single step
- **Done:** The task is finished
- **Rejected:** The task cannot be performed. The reason for it should be given in the comment field
- **Withdrawn:** The issuer can withdraw a task.
- **Deleted:** The task is deleted and not visible any more.

The life cycle of a task is shown in this picture:



Life-cycle of Mausoleum tasks

As you can see every owner of a mouse can issue a new task. This is done by selecting a mouse and clicking the “Add task“ button in the mouse inspector:

	genotype	strain	PD	ID
	[all]	[all]	[all]	[all]
				221
				220
				219
				210
				209
				208

1. Select mouse

2. Click on „Add task“

In the next dialog you can specify the date when the task should be performed, the type of action and you can as an option select a favorite user, who should perform the task.



**Type:** Here you specify the type of the task. This can be either one of the standard procedures or any other job which then has to be specified. The standard procedures include e. g.:

- Set eartags
- Kill
- Cut tails
- Transfer to new cage

The nice thing about the standard tasks is that if possible the task will be automatically marked as done as soon as the respective operation is performed in the database. For example if the type of the task is “Set eartags” and you specify the eartag of the respective mouse you do not need to take care of the task. It is automatically marked as done. This does not apply for standard task like “Cut tails” which do not change the data of the mouse in the database,

**Description:** If you have selected “Other” in the Type-selection you have to specify the type of the task manually. You will type in the description in this field. Of course these tasks cannot be marked as done by the program and the user who has done the the job will have to tell the program when the task was finished.

**Favorite:** If you want that the task should be performed by a specific person you can select here the user. The task will then be shown exclusively to this user.

A mouse with a task assigned to it has a red triangle in the first column of any mouse table.

Owner	M	ET	S	cage	Rack	
[all]	[all]	[all]	[all]	[all]	[all]	
tester		1245	♀	4	Rack1	
tester		1348	♂	5	Rack1	
tester		1349	♂	456	Rack1	
tester		1350	♂	2	Rack1	
tester		7. Dec 2009	[Set eartags]	Pending	8	Rack1
tester					6	Rack1
tester		1353	♂	4	Rack1	
tester		1354	♂	11	Rack1	

If you move the mouse pointer over the respective line in the mouse table a little tooltip appears which shows the detail of the tasks assigned to that mouse. You see the date, the type and the status of the task.

Selecting Tasks in the inspector opens a table with all remaining tasks.

ET	Status	date	Description	Initiator	Date of order	comment	Perform	Perform	Favorite
?	Pending	29. nov 2009	aaa ist Favor...	tester	29. nov 2009	Sein Sturmpartner bei der ...			aaa
544634	Pending	25. nov 2009	Mach halt	aaa	23. nov 2009	Sein Sturmpartner bei der ...			
544633	Pending	25. nov 2009	Mach halt	aaa	23. nov 2009	Sein Sturmpartner bei der ...			
544634	Pending	25. nov 2009	Mach halt	aaa	23. nov 2009	Sein Sturmpartner bei der ...			
544633	Pending	25. nov 2009	Mach halt	aaa	23. nov 2009	Sein Sturmpartner bei der ...			
544643	Pending	29. nov 2009	bbb ist Favo...	tester	29. nov 2009	Sein Sturmpartner bei der ...			bbb
544642	Pending	29. nov 2009	bbb ist Favo...	tester	29. nov 2009	Sein Sturmpartner bei der ...			bbb
544641	Pending	29. nov 2009	bbb ist Favo...	tester	29. nov 2009	Sein Sturmpartner bei der ...			bbb
544696	Pending	29. nov 2009	bbb ist Favo...	tester	29. nov 2009				bbb
544700	Pending	29. nov 2009	neuer Test	tester	29. nov 2009				aaa
544699	Pending	29. nov 2009	neuer Test	tester	29. nov 2009				aaa
544698	Pending	29. nov 2009	neuer Test	tester	29. nov 2009				
544697	Pending	29. nov 2009	neuer Test	tester	29. nov 2009				
1349	Pending	7. Dec 2009	[Set eartags]	tester	6. Dec 2009				
4570	Done	26. Oct 2009					tester	5. Dec 2...	
?	Done	26. Oct 2009					tester	5. Dec 2...	
?	Done	26. Oct 2009					tester	5. Dec 2...	

On the left you see a tree which contains the tasks of your mice ordered by status and issue timestamp. If you select a line in that tree the list of tasks will be shown in the table on the right. Here you can see all relevant information about the tasks. This includes:

- Eartag of the mouse
- Status of the task
- The task date
- Description of the job
- Name of the Issuer or Initiator
- Date of issue
- The comment to this task
- Name of the user who performed the task
- Date when the task was finished
- Name of the favorite user to perform the task

Unfinished tasks are colour coded. White indicates a task in the future, green the task date is in 3 days, yellow in 2 days, red tomorrow and black shows that there are mice with tasks date today or past due. If the task-window is the active one the task inspector is shown in the inspector window:

On top you have a table which shows all the mice involved in the selected tasks in the task table. Below you see a field showing the comment if only one task is selected.

On the bottom there are the Action buttons. First there are the buttons to switch between the various status of a task. With these buttons you can mark a task as in progress, done, rejected or withdrawn if you have the necessary privilege to do so. Finished tasks can be deleted. Finished tasks are deleted automatically 6 weeks after they have been finished.

Clicking the button "Show position" shows the cage in the rack window where this mouse can be found.

The other buttons let you add a comment to this task, change the task date or specify the favorite user for this task.