

A1914 - Complete a task

Overview

In this section, the completed task will then be moved to the Activity History related list for the record to which it was associated.

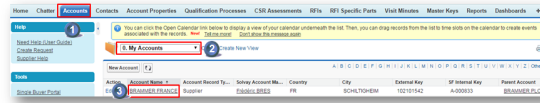
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Step-By-Step

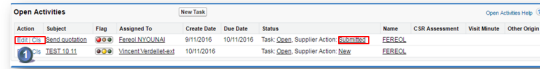
STEP 1

- 1- In Tabs => Click on **"Accounts"**
- 2- In View Menus => Select **"My Accounts"**
- 3- Click on **"Account" BRAMMER FRANCE**



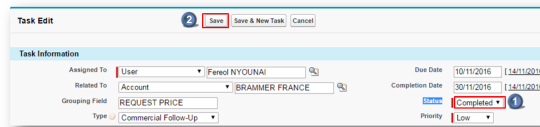
STEP 2

- Scroll down to the **"Open Activities"** related list of tasks,
- 1- Click on **"Edit"** on the task supplier action is **Submitted**



STEP 3

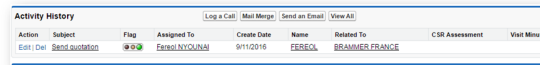
- Task Information view
- 1- In **"Status"** field, and choose **"Completed"**
 - 2- Click on **"Save"**



STEP 4

After Save, after save, task will then be moved to the Activity History related list for the record to which it was associated

Scroll down to the **"Activity History"**



Related articles

- [A1910 - New task](#)
- [A1911 - Supplier's task](#)
- [A1912 - New task after a Visit Minute](#)

Need help?

How to ask for assistance?

Dear Salesforce Convergence user,

For any question or issue regarding Convergence, please :

- create a request in **Service One** with the following information:
 - I want to update data in Convergence [Maintain data ownership in CONVERGENCE](#)

- I want to mass upload procurement data [Maintain procurement data in CONVERGENCE](#)
- Process : Data & Analysis
- PTP-Subprocess: Purchasing Tools Support
- PTP-Category: Convergence

For account creation, please refer to [here](#).

Thank you very much,

Convergence Team.