

# Task overview

The overview screen displays all active tasks including their current status.

The corresponding status symbols indicate the current status of the tasks (see symbols key for the meaning of the status symbols).

The screenshot shows a 'Task overview' interface with a table of tasks and a legend below it.

Task ID	Task name	Customer	Manager of the task	Start of task	End of task	Customer budget/consumption	Internal budget/consumption
Task 001	Task 001	Customer	Manager	Start	End	100000.0 / 100000.0	100000.0 / 100000.0
Task 002	Task 002	Customer	Manager	Start	End	100000.0 / 100000.0	100000.0 / 100000.0
Task 003	Task 003	Customer	Manager	Start	End	100000.0 / 100000.0	100000.0 / 100000.0

Legend:

- Task is active and time has been booked
- Task is not active and time has been booked
- Customer budget exceeded
- Internal budget exceeded
- Task recorded / has been booked
- Task not recorded / has been booked
- Max. booking for week reached
- Max. booked
- Task completed

To display completed or cancelled projects, click on the [blocked URL](#) toggle switch.

To select the columns that should be displayed in the overview table, click on [blocked URL](#):

The 'Columns' dialog shows a list of columns that can be selected for display in the task overview table. All columns are currently checked.

Column	Selected
Status	<input checked="" type="checkbox"/>
Task ID	<input checked="" type="checkbox"/>
Task name	<input checked="" type="checkbox"/>
Customer	<input checked="" type="checkbox"/>
Manager of the task	<input checked="" type="checkbox"/>
Start of task	<input checked="" type="checkbox"/>
End of task	<input checked="" type="checkbox"/>
Customer budget/consumption	<input checked="" type="checkbox"/>
Internal budget/consumption	<input checked="" type="checkbox"/>

The 'Blocked URL' toggle switch is shown in the 'on' position, indicated by a checkmark icon.

The 'Status messages' panel displays a list of messages with corresponding status symbols and links to more information.

- [No times booked yet](#)
- [Customer budget exceeded](#)
- [Time recording was k](#)
- [Project is running and time has be](#)
- [Internal budget exceeded](#)
- [Project period exceeded](#)
- [Max. booking for week](#)
- [Max. booked](#)
- [Project completed](#)