ProjeQtor

How to enter Results when activity status changed to Done

In the Project Management, when an activity is completed you need to change the status toÂ **DONEÂ** **.** Once you have changed an activity toÂ **DONEÂ** you are required to enter a detailed explanation of what was done to complete the activity.Â Type a detailed record of what you did to complete the work, item, task or activity. This is what your manager, or supervisors checks and reads to ensure that you have done what is required. Writing the word "completed" or "done" is not acceptable as you are asked and required to write in detail what you did and the result that was achieved in doing the activity.

The **RESULTS** section will only be saved when the status is changed to**Â DONEÂ .**

After you change the status of the activity to done your supervisor will check the work, validate it and mark it as completed or it has problems. If you are informed of your work or the activity has a problem you may be asked to redo the work or a new activity may be created for you to do.

Do not forget to enter your real-time hours worked on the timesheet and finalise your real work allocation hours on your timesheet.Â After you do this your work for this work item, task or activity is done and you can begin the whole process again by moving on to your next work activity, task or work you have to do.

For your information the result description box where you enter your results is found in the Treatment Section of ProjeQtor.

If you need to create a note or send a note to another work or supervisor by sending them the notification click on the links on the two ways you can send a notification note.

Attached files:

Unique solution ID: #1314
Author: n/a
Last update: 06-May-2020 03:11

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URL: https://staff.iconic.productions/KB/content/0cat=68/315/en/how-to-enter-results-when-activity-status-changed-to-done.html