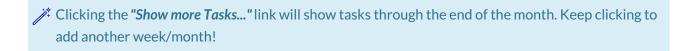
ind or edit a Task

t Modified on 04/19/2024 4:30 pm EDT



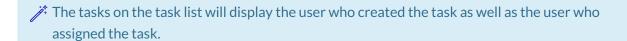
- 1. Select Home > Tasks > My Tasks.
- 2. Enter a keyword or short phrase into the **Search for tasks by title or description** field to search for the task.

 $\ensuremath{\cancel{/}}$ You can also search for tasks using the:

Advanced Search button: Search by title or description, task linked to, date range, or you can hide completed tasks to show incomplete tasks. Then click **Search**. To view completed tasks, set your filters and ensure the **Hide completed tasks** checkbox is unchecked.

Show tasks for others button: In order to find tasks assigned to a specific user, select the user from the drop-down menu, then click **Administer**.

- 4. Use the **Customer** drop-down menu to filter your tasks based on the Customer Account the task is associated with.
- 5. Select the Task from the list.



6. Click Save.