


# Find or edit a Task

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 Clicking the "**Show more Tasks...**" link will show tasks through the end of the month. Keep clicking to add another week/month!


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.

 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.

 The tasks on the task list will display the user who created the task as well as the user who assigned the task.

6. Click **Save**.
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