# Manage Tasks

## Find or edit a Task

> ⚡ 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.
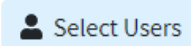
6. Click **Save.**

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## Change Task status

1. **Select Home > Tasks** > **My Tasks.**

2. **Find** or **Create a task**.

3. Use the **Status** drop-down menu to assign this task a new status.

> ⚡ Click the [🕑] icon to see view a list showing when and by whom the status of the task was changed.

3. Click **Save**.

## Assign a Task to another user

1. Select **Home** > **Tasks** > **My Tasks**.

2. Find or Create a task.

3. Enter the username you would like to assign this task to. Or Click [👤 Select Users] and select the user from the list.

> ⚡ All users can create and assign tasks to other users, but you must have the "**Administer All**" permission to modify existing tasks for other users.

4. Click **Save**.

## View Task History

The Task History on the task details page tracks the changes to the task. Any time a user modifies any of the fields, a new entry is added to the Task History. All entries include the date, time, nature of the change, and who made the change.

1. Select **Home** > **Tasks** > **My Tasks**.

2. Find the task you want to view the history for in the task pane.

3. Click on the **View History** icon [🕑] to the right of the task for the history to be displayed.