



COMPLETING TASKS

Tasks can be accessed in any of the following pre-defined groups:

- Overdue: Incomplete tasks assigned to you, due today or within the past 60 days
- Outstanding: Incomplete tasks assigned to you, due between X days in the past and Y days in the future
 - This status will be reflected with a red notification
- Flagged: All tasks that are flagged for attention, due between X days in the past and Y days in the future
- Completed: All tasks assigned to you and completed, due between X days in the past and Y days in the future
- Assigned by You: All tasks you've assigned to other users

By default, X and Y in the searches above are each 30 days, but this can be changed in the Search Settings.

When viewing tasks, keep in mind that by default, 25Live shows tasks in 30-day ranges, but your administrator can set the range to be more or less in the 25Live System Settings Search Settings.

To Complete a Task From the Tasks Page

1. Access the Tasks Page

From your 25Live Home page, access the Tasks page by clicking a link in the Tasks area or by clicking Tasks in the top navigation bar.




The screenshot displays the 25Live interface. At the top, a dark blue navigation bar contains the 25Live logo, 'Event Form', 'Tasks' (highlighted with a red circle), 'Jane Smith', and a 'More' menu icon. Below the navigation bar, there is a search bar with 'Go to Search', a 'Recently Viewed' dropdown menu, and a 'Help' icon. The main content area shows a 'Tasks' section with a red border, containing four items: 'You have No Tasks on Today's Agenda', '2 Outstanding Tasks', '4 Flagged Tasks', and '0 Tasks Assigned By You'.

2. Find the Task You Want to Complete

Use the links for the appropriate action to complete the task:

- **Approve** or **Deny** to complete an approval notification
- **Assign** or **Deny** to complete a location or resource assignment request
- **Complete** or **Ignore** to complete a To Do task

Edit To Do Task

Task Name: Reach out to Catering 	Assigned By: service25
Comment: Reach out to catering for the Spring faculty lunch. 	Due Date: Mon Mar 03 2025 

Actions:

Assigned To:

Smith, Jane

To Complete an Event-Related Task From the Event

1. Find the Event

From your 25Live Dashboard, find the event using a Quick Search or some other method.

2. Open the Event and Choose the Task List View

Click the event name to open the event, then choose the Task List view. Please note that the layout of the Task List will look different than these images if you do not have Tiered Workflow enabled in your instance.

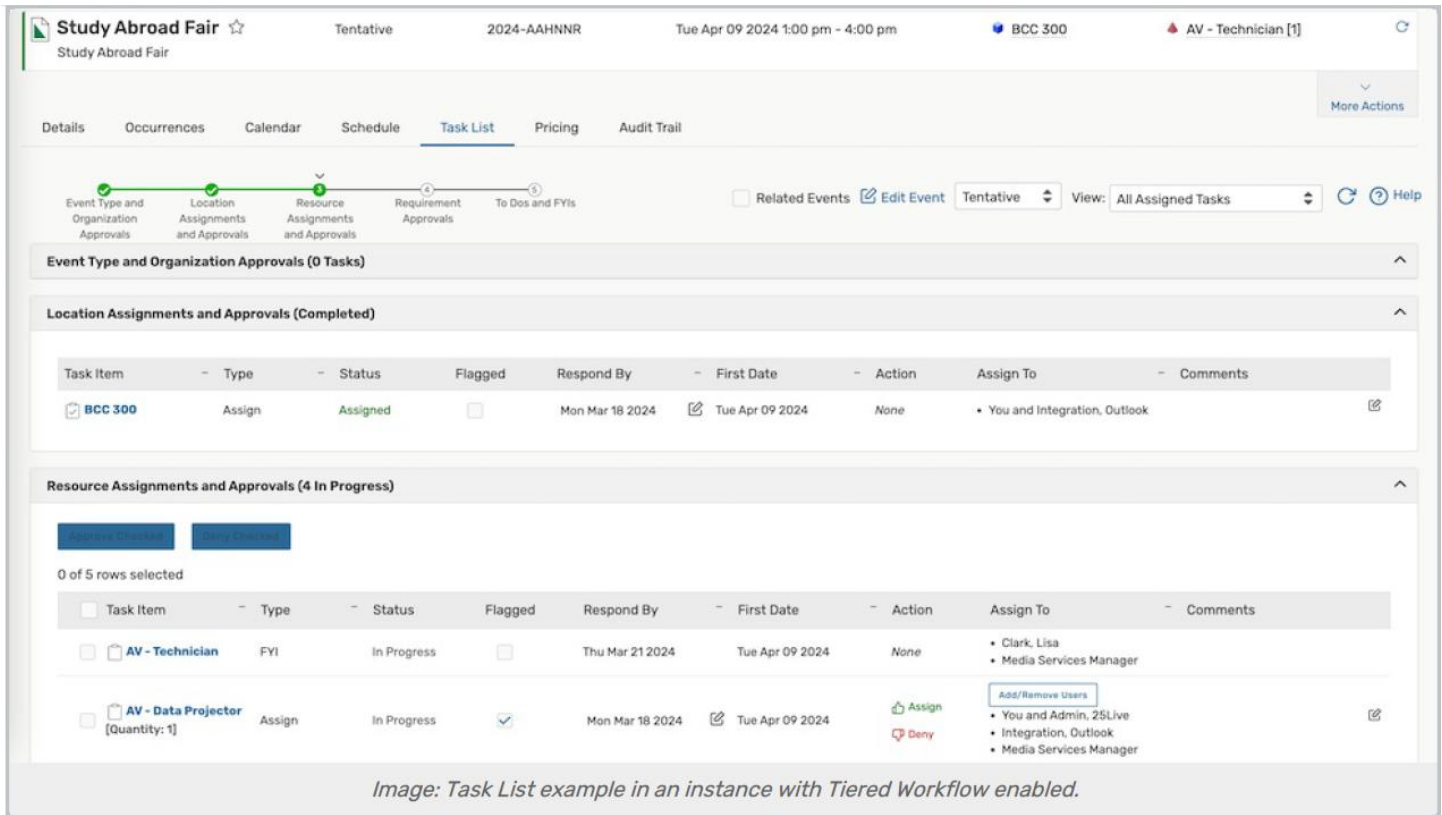


Image: Task List example in an instance with Tiered Workflow enabled.

3. Find and Complete the Task

Click the appropriate action to complete the task:

- **Approve** or **Deny** to complete an approval notification
 - Note: You can approve a previously denied notification task. See Changing Notification Task Status.
- **Assign** or **Deny** to complete a location or resource assignment request
- **Complete** or **Ignore** to complete a To Do task

You may also use the checkbox column and the **Approve Checked** or **Deny Checked** buttons.



4. Enter any Comments Related to the Task

Use the edit icon to add comments in the Comments column.

To Complete a Task from a Search

You can also complete tasks directly from the results of an advanced task search. For information on performing an advanced task search, see Searching for Tasks.