



UPDATING TASKS

Users with appropriate permissions can approve tasks that were previously denied and update task assignees.

To Change the Status of a Notification Task

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 shows a 'Tasks' widget on the 25Live dashboard. The widget lists several task categories: 'You have No Tasks on Today's Agenda', '3 Outstanding Tasks', '4 Flagged Tasks', '3 Tasks Assigned By You', and '1 Task That Is My Saved Tasks Search'. Below the widget is a caption: 'Image: Tasks widget on the 25Live dashboard'. The top navigation bar includes '25Live', 'Event Form', 'Tasks 3' (circled in red), 'Jane Smith', and 'More'.

2. Find the Notification Task You Want to Change

The screenshot shows the 25Live Tasks page. At the top, there are tabs for 'List' and 'Calendar', and buttons for 'Select Columns', 'Create To Do Task', a refresh icon, and a 'Help' icon. Below the tabs, it says '1 Matching Task'. A table displays the task details:

Event	Title	Event State	Task Item	Type	Status	Actions	Respond By	First Date	Assigned To
Study Abroad Fair	Study Abroad Fair	Tentative	AV - Technician	Authorization	In Progress	Approve Deny	Thu Mar 21	Tue Apr 09	You

At the bottom of the table, there is a pagination control showing '1' and a 'Page Size: 25' dropdown.

3. Use the Approve Previously Denied Button

If you accidentally deny a task, you can use the **Approve Previously Denied** button to change the status.

Or, if another user has denied a task that you need to approve, you may do so with appropriate permissions.

To Update the Assignees on a Task

1. Find the Task You Want to Change
2. Click Add/Remove Users

<input type="checkbox"/>	Task Item	Type	Status	Actions	Flagged	Respond By	First Date	Assigned To	Comments
<input type="checkbox"/>	<input type="checkbox"/> AV - Data Projector [Quantity: 1]	Assign	In Progress	<input type="button" value="Assign"/> <input type="button" value="Deny"/>	<input checked="" type="checkbox"/>	Mon Nov 20 2023	Sat Dec 16 2023	<input type="button" value="Add/Remove Users"/> ▼ You	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> AV - Microphone Stand [Quantity: 2]	Assign	In Progress	<input type="button" value="Assign"/> <input type="button" value="Deny"/>	<input checked="" type="checkbox"/>	Mon Nov 20 2023	Sat Dec 16 2023	<input type="button" value="Add/Remove Users"/> ▼ You	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Send to Campus Calendar	Authorization	In Progress	None		Mon Nov 20 2023	Sat Dec 16 2023	▼ Communications, Office Of	
<input type="checkbox"/>	<input type="checkbox"/> AV - Sound System [Quantity: 1]	Assign	In Progress	<input type="button" value="Assign"/> <input type="button" value="Deny"/>	<input checked="" type="checkbox"/>	Mon Nov 20 2023	Sat Dec 16 2023	<input type="button" value="Add Assignees"/> ▼ You	<input type="checkbox"/>

3. Select or Deselect Users in the Assignee List
4. Press Done to Save