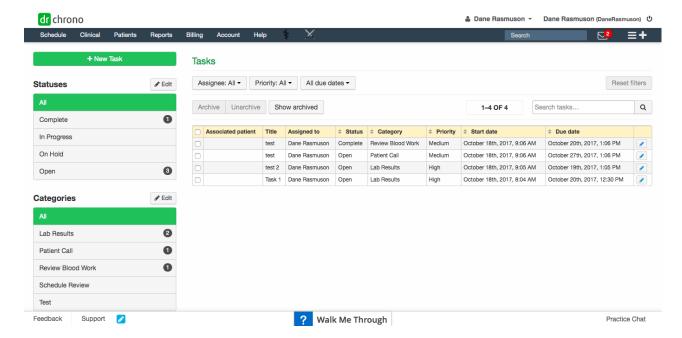
How do I edit a task?

07/08/2024 7:40 pm EDT

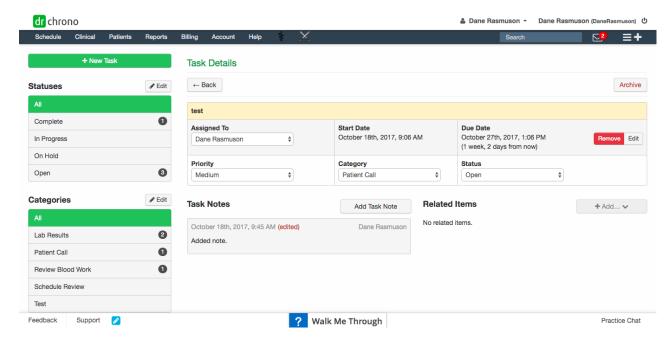
1. To edit a task that is assigned to you, please click on the task itself, or the blue pencil icon (



) on the right of the screen.



2. After clicking on the task, you'll be redirected here, where you're able to make changes to who the task is assigned to, the task's priority level, the task category, the status, the due date, and even add a note.



3. You can also search for tasks via the **Search** box.

