

Completing Tasks

Security Note

You must be signed into 25Live Pro to complete tasks assigned to you. Object security may affect your ability to respond to tasks for a particular event.

Tasks of all types can be completed from the Tasks page. Event-related tasks can also be completed from the event.



Related Topics

- [Viewing Tasks](#)
- [Searching for Tasks](#)
- [Acting on Saved Task Searches](#)
- [Creating To Do Tasks](#)
- [Viewing Event Details](#)

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

- **Overdue:** Incomplete tasks assigned to you due today or within the past X days
- **Outstanding:** Incomplete tasks assigned to you, due between X days in the past and Y days in the future
- **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:** All tasks you've assigned to other users
- **Assigned by You: Completed:** Tasks you've assigned to other users that have been completed
- **Assigned by You: Denied:** Tasks you've assigned to other users that have been denied
- **Assigned by You: Outstanding:** Tasks you've assigned to other users that haven't been acted on yet

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.

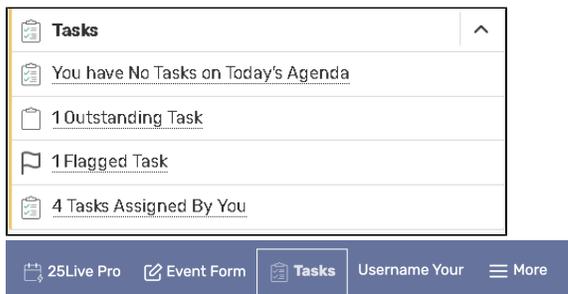


Image: Two ways to access the Tasks page from your 25Live Home page.

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

Tip: Using the Edit Task Window

Before you act on a task, you may want to click the task's link to open the Edit Task window to see the task details, possibly record comments, then complete the task from there.

Edit To Do' Task

Associated Event: Junior Violin Recital

Task Name: Email Ed Jones

Assigned By: Pardee, Margo

Comment:

Due Date: Thu Sep 13

Actions:

Complete Ignore

Assigned To:

EDIT

X Smith, Jane

Image: The full Edit Task display.

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

Tip: Confirming an Event Doesn't Complete All Event Tasks

If an event's **Event State** is changed to confirmed, the tasks in that event are not automatically completed (nor are they required to be completed in order to change the Event State).

Click the event name to open the event, then choose the Task List view.

Study Abroad Fair

Details Occurrences Calendar Schedule **Task List** Pricing Audit Trail

Related Events State Template View: All Assigned Tasks More Actions

Task Item	Type	Status	Actions	Respond By	First Date	Assigned To	Comments
Contact Coordinator	PMO	In Progress	Complete Ignore	Fri Sep 09	Sat Nov '10	You	

Image: Example of an event in Task List view.

3. Find and Complete the Task

Click 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

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

Note: Cancelling Tasks

A requester that has been given appropriate permissions in their security group can cancel a task.



<input type="checkbox"/>	DEFAULT SCHEDULER 1	Assign	In Progress	Cancel	WED Mar-25	THU Mar-26	▼ Scheduler 1: Scheduler 2: Scheduler 3
<input type="checkbox"/>	DEFAULT SCHEDULER 1	Assign	In Progress	Cancel	WED Mar-25	FRI Mar-27	▼ Scheduler 1: Scheduler 2: Scheduler 3

Approve Checked Deny Checked

Image: Cancel button may be available under appropriate circumstances.

4. Enter any Comments Related to the Task

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

Tip: Digest Emails

Your 25Live administrator can set your permissions so you receive automated digest emails when all tasks related to events you're responsible for have been completed.

Tip: Task Digest Emails

Your 25Live administrator can set your permissions so you receive automated digest emails when all tasks related to events you're responsible for have been completed.

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](#).