

Managing tasks

- [About managing tasks](#)
- [Creating a task](#)
- [Creating a task from a task template](#)
- [About auto tasks](#)
- [Creating an auto task](#)
- [Deleting a task](#)
- [Adding elements to a task](#)
- [Adding task elements from an existing task to another task as reference element](#)
- [Removing elements from a task](#)
- [Editing a task](#)
- [Creating a task template](#)
- [Editing a task template](#)
- [Copying and moving a task template](#)
- [Deleting a task template](#)
- [About task reminders](#)
- [Sending a task reminder](#)
- [Managing automatic task reminders](#)
- [Making a task inactive](#)
- [Reactivating an inactive task](#)
- [Viewing the number of annotations associated with a task](#)
- [Viewing review and approval comments](#)
- [Filtering tasks](#)
- [Managing Tasks view](#)