

About managing tasks

You can manage tasks in several ways—for example, create new tasks, assign tasks to users, set the task status, edit an existing task, and send reminders.

- You can manage tasks in the following ways:
 - Create a task or auto task, including adding users to the task
 - Create task templates
 - Set the status for a task that is assigned to you
 - Rename a task
 - Delete a task
 - Add elements to a task
 - Remove elements from a task
 - Add users to a task and remove users from a task
 - Change the due date for a task
 - Send reminders to users who have not set the task status
 - Reset a user's task status
 - Set the final status for a task
 - Inactivate a task or reactivate an inactive task
 - View task attributes