

Editing a task

You can change a task's name, due date, and description, turn password authentication on or off, and add and remove users in the task.

Requirements: You must have a project role that includes the Modify Tasks user right.

1. To edit a task, perform the following actions:
 - a. In the left pane, under **Projects**, click **Tasks**.
 - b. In the right pane, select a task and from the **Task** menu, select **Edit Task**.
2. Perform the following actions as needed:

For this option	Do this
Name	Type the task name.
Due Date	Select the due date by which users must set the task status. If you do not select a date, the next day automatically appears as the due date.
Description	Type information about the task.
Require Password Authentication	Select this check box if you want users to enter the system password before setting the status for the task.
Exclude task from automatic reminders	Select this check box if you want to exclude this task from the auto-task reminder mechanism which may be configured for the customer.
Owner list	Select an owner user for the task. This property can be used for efficient task management, such as searching and filtering.
Template: Save as Template	Click this button if you want users to save this task as a template in the project's Task Templates folder, for future use.

Users and user groups	Select this check box for each user that you want to add to the task, and clear the check box for each user that you want to remove from the task. This is useful when you want different users to review the elements that are already associated with a task. If you add a user group to the task, you can also select the Group Vote check box if you want the first user in the group that sets the status for the task to set the status for the whole group. (No other members of the group can set or change the task status.) Notes: • You can modify the Sequence and Due Date on both user and user groups. If you modify the sequence numbers, the sequence order state of the task is re-evaluated, and the users with the lowest sequence number who have not set the status receive the task notification. • If a user group was originally assigned the task, the check boxes for individual users in the group are selected, but the user group is not selected. The group vote is also lost. You can re-add the group to the task and reselect the group vote.
------------------------------	--

3. To finalize, click **Update**.
The task name, due date, and assigned users are updated.