

Changing a user's task status

You can reset a user's task status. This is useful if a user accidentally sets their status incorrectly.

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

Note: In order to change the user status, you have to reset it once. For example, if the current status is set to **Approved as-is**, you have to change the status to **Reset** once, and then repeat the steps to set it to **Not Approved**.

1. To change the user's task status, in the Projects, Libraries view, in the left pane, under the required project, click the triangle next to **Tasks** to expand the **Tasks** list.
2. Under **Tasks**, select the required task.
3. In the right pane, select an element whose user's status you want to reset.
4. From the **Task** menu, select **Change User Status**.
5. In the Change User Status dialog box, from the **Task Status** menu, select **Reset**, and then select a user.
6. (Optional) Type a comment—for example, explain why you are changing the user status for the task.
7. Click **Apply**.

The user's task status for the element is reset. You can repeat the steps to set the user's task status to a certain status.