

Completing Tasks

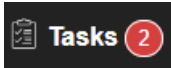


Security Note

You must be signed in to 25Live 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.

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

- **Overdue:** Incomplete tasks assigned to you, due today or within the past 60 days
- **Outstanding:** Incomplete tasks assigned to you, due between X days in the past and Y days in the future
 - This status will be reflected with a red notification 
- **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 tasks you've assigned to other users

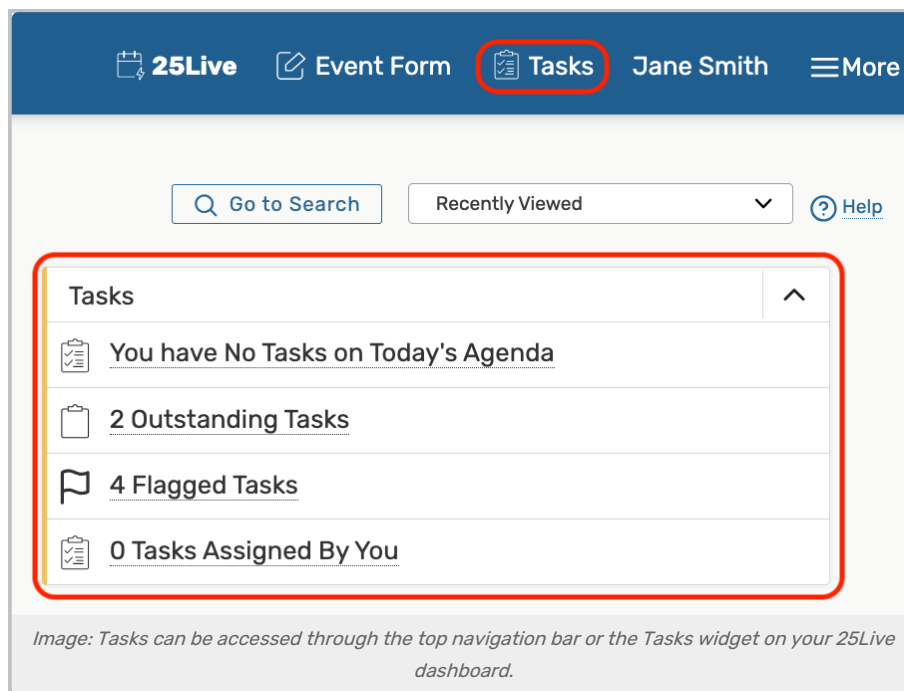
By default, X and Y in the searches above are each 30 days, but this can be changed in the [Search Settings](#).

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.



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.

The screenshot shows a 'Edit To Do Task' form with the following fields and controls:

- Task Name:** Reach out to Catering (with an edit icon)
- Assigned By:** service25
- Comment:** Reach out to catering for the Spring faculty lunch. (with an edit icon)
- Due Date:** Mon Mar 03 2025 (with an edit icon)
- Actions:** Two buttons: 'Complete' (green) and 'Ignore' (red).
- Assigned To:** A dropdown menu showing 'Select Contact' and a selected contact 'X Smith, Jane'.
- A footer note: *Image; Cancel button may be available under appropriate circumstances.*

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.

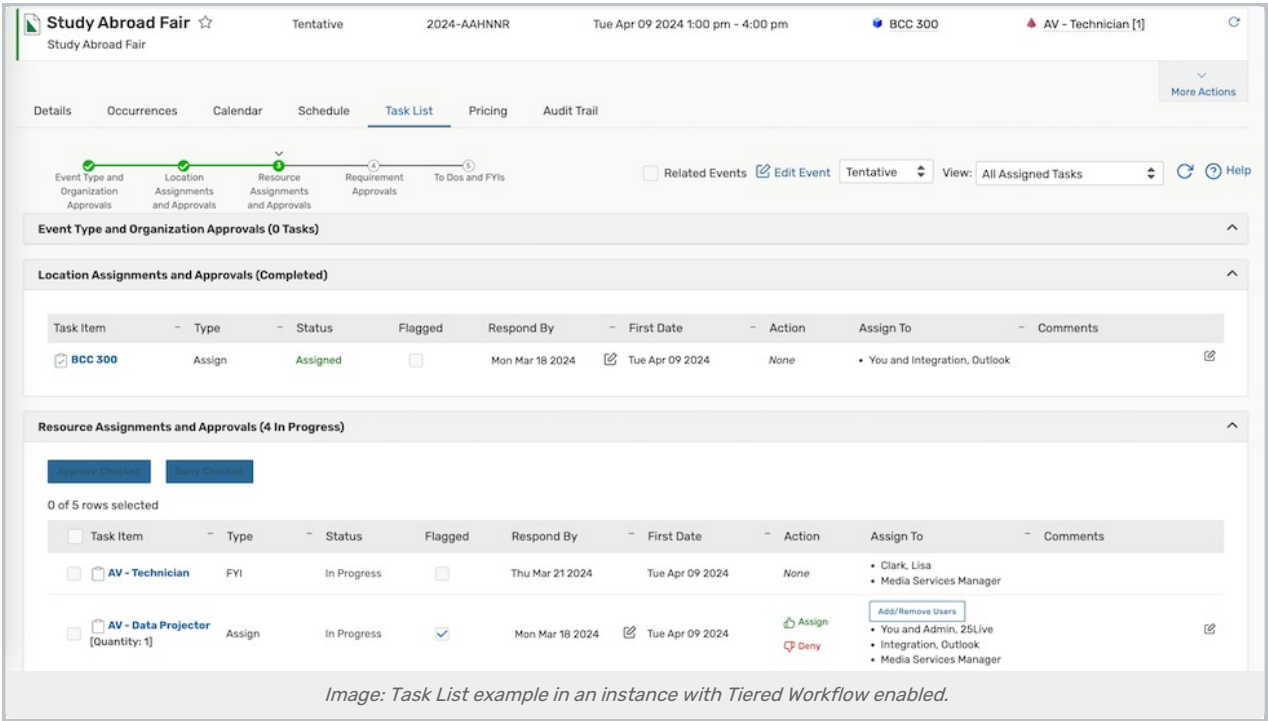
2. Open the Event and Choose the Task List View



Note: 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. Please note that the layout of the Task List will look different than these images if you do not have [Tiered Workflow](#) enabled in your instance.




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


3. Find and Complete the Task


Click the appropriate action to complete the task:


- **Approve** or **Deny** to complete an approval notification
 - *Note: You can approve a previously denied notification task. See [Changing Notification Task Status](#).*
- **Assign** or **Deny** to complete a location or resource assignment request
- **Complete** or **Ignore** to complete a To Do task


Actions

 Approve

 Deny

 Complete

 Ignore

 Assign


 Deny

Image:
Actions
buttons.

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



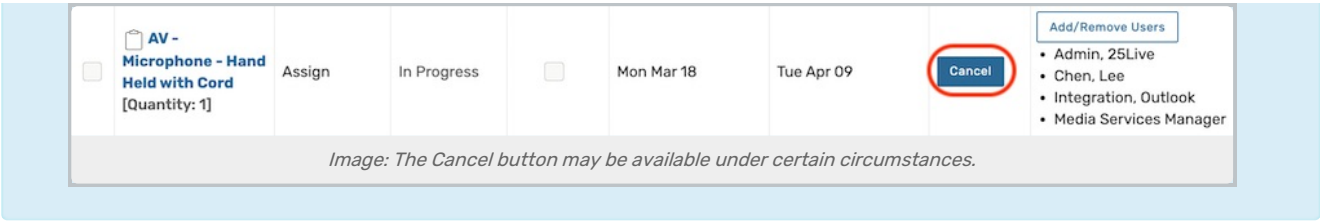
Tip: Using Event Save Emails for Tasks?

Completing one task at a time will send an email for each task completed. To avoid multiple emails when completing multiple tasks, check each of the items you'd like to complete, then use one of the "Checked" buttons such as "Approve Checked".



Note: Cancelling Tasks

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



4. Enter any Comments Related to the Task

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



Tip: Digest Emails & 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](#).