

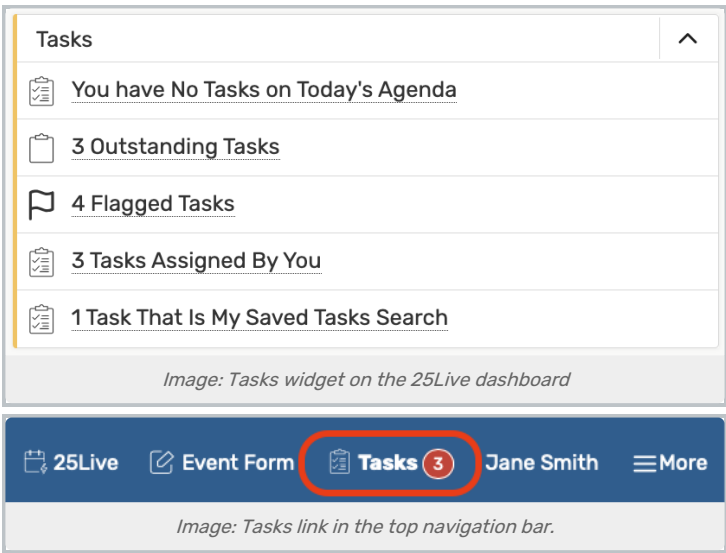
Updating Tasks

Users with appropriate permissions can approve tasks that were previously denied and update task assignees.

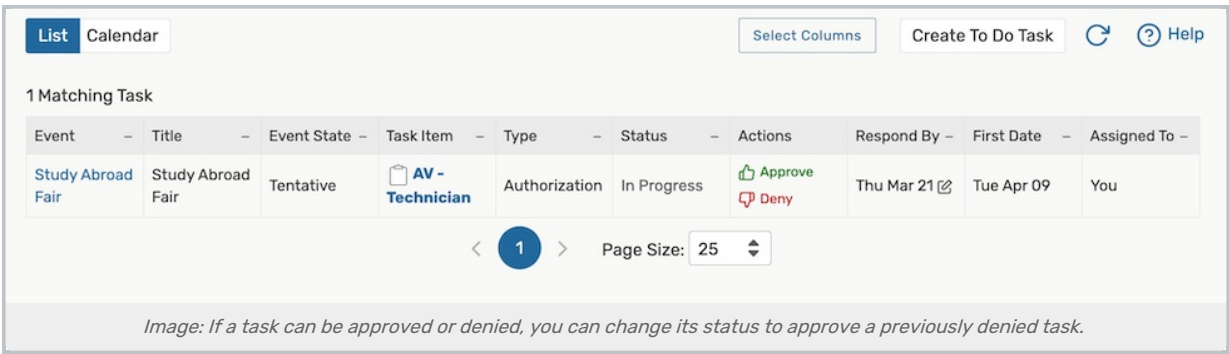
To Change the Status of a Notification Task

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 Notification Task You Want to Change



Your tasks are listed in the Tasks view, and labeled with the type. Find one that requires an **Approve** or **Deny** action.

3. Use the Approve Previously Denied Button

If you accidentally deny a task, you can use the **Approve Previously Denied** button to change the status.



Task Item	Type	Status	Actions
 Want to send FYI notification ?	Authorization	Denied	 Approve Previously Denied

Image: If you can change the task status, a button will display.

Or, if another user has denied a task that you need to approve, you may do so with appropriate permissions.



Tip: Dark Mode

The example above is shown in [dark mode](#), which you can set in your user settings.

To Update the Assignees on a Task

1. Find the Task You Want to Change

2. Click Add/Remove Users

















<input type="checkbox"/>	Task Item	Type	Status	Actions	Flagged	Respond By	First Date	Assigned To	Comments
<input type="checkbox"/>	 AV - Data Projector [Quantity: 1]	Assign	In Progress	 Assign  Deny	<input checked="" type="checkbox"/>	Mon Nov 20 2023	Sat Dec 16 2023	 Add/Remove Users ▼ You	
<input type="checkbox"/>	 AV - Microphone Stand [Quantity: 2]	Assign	In Progress	 Assign  Deny	<input checked="" type="checkbox"/>	Mon Nov 20 2023	Sat Dec 16 2023	 Add/Remove Users ▼ You	
<input type="checkbox"/>	 Send to Campus Calendar	Authorization	In Progress	None		Mon Nov 20 2023	Sat Dec 16 2023	▼ Communications, Office Of	
<input type="checkbox"/>	 AV - Sound System [Quantity: 1]	Assign	In Progress	 Assign  Deny	<input checked="" type="checkbox"/>	Mon Nov 20 2023	Sat Dec 16 2023	 Add Assignees ▼ You	

Image: Users with the appropriate permissions will be able to access the Add/Remove Users button in task lists.

3. Select or Deselect Users in the Assignee List

4. Press Done to Save