

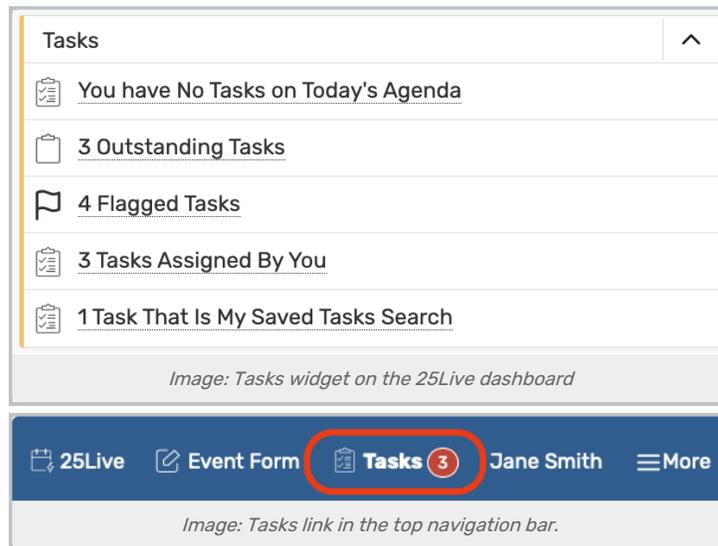
# Updating Tasks

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

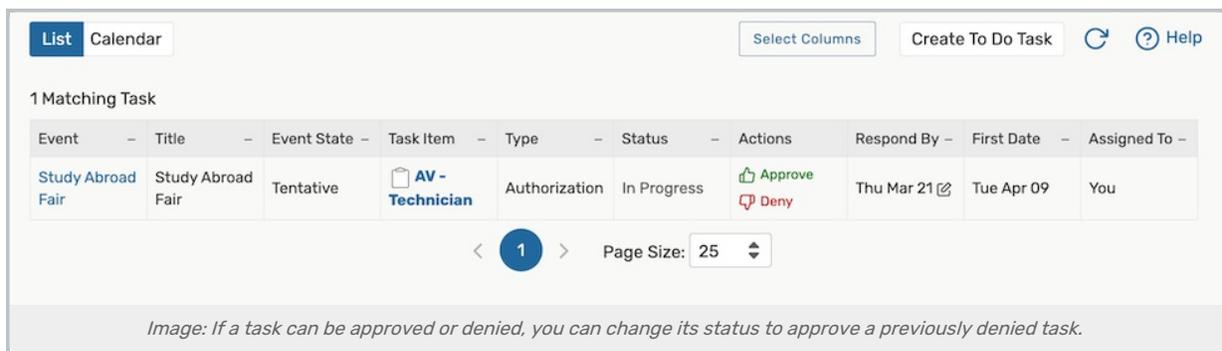
## To Change the Status of a Notification Task

### 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.



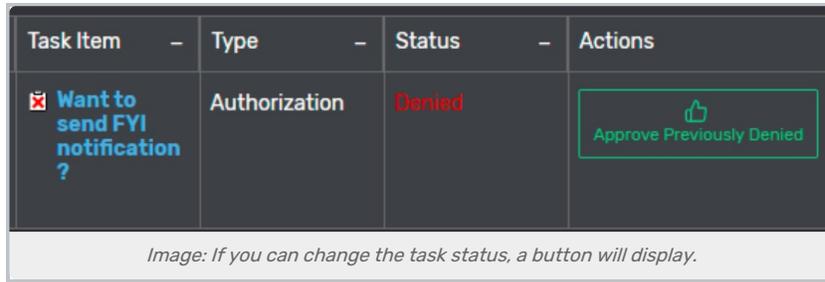
### 2. Find the Notification Task You Want to Change



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.



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"/>	<input type="checkbox"/> AV - Data Projector [Quantity: 1]	Assign	In Progress	<input type="button" value="Assign"/> <input type="button" value="Deny"/>	<input checked="" type="checkbox"/>	Mon Nov 20 2023	Sat Dec 16 2023	<input type="button" value="Add/Remove Users"/> ▼ You	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/> AV - Microphone Stand [Quantity: 2]	Assign	In Progress	<input type="button" value="Assign"/> <input type="button" value="Deny"/>	<input checked="" type="checkbox"/>	Mon Nov 20 2023	Sat Dec 16 2023	<input type="button" value="Add/Remove Users"/> ▼ You	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/> Send to Campus Calendar	Authorization	In Progress	None		Mon Nov 20 2023	Sat Dec 16 2023	▼ Communications, Office Of	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/> AV - Sound System [Quantity: 1]	Assign	In Progress	<input type="button" value="Assign"/> <input type="button" value="Deny"/>	<input checked="" type="checkbox"/>	Mon Nov 20 2023	Sat Dec 16 2023	<input type="button" value="Add Assignees"/> ▼ You	<input type="text"/>

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