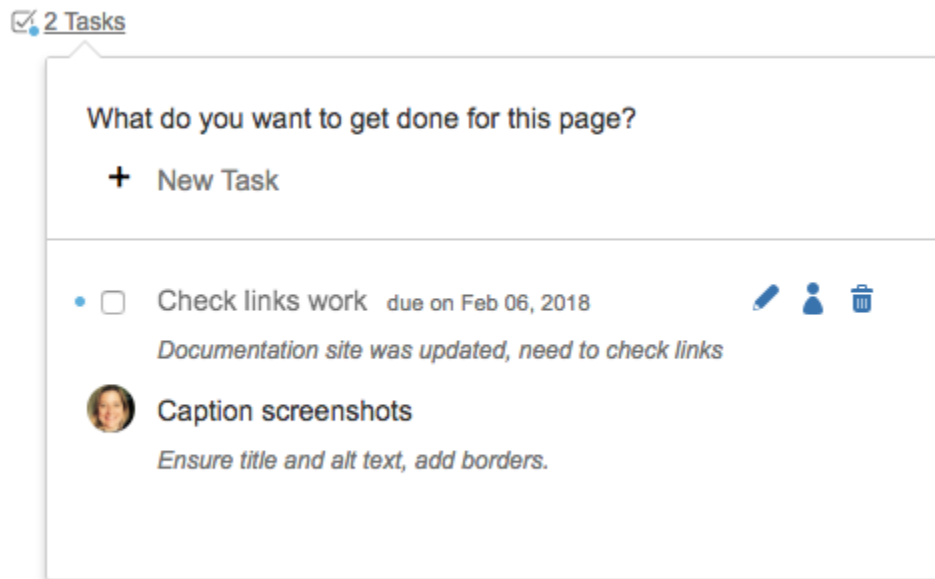


# Tasks Popup

## Overview

The **Tasks Popup** allows you to keep track of the tasks associated with the workflow, and edit, assign and complete them.



Note: If there's a small **blue dot** on the icon next to the **Tasks** link, or next to the task in the Tasks Popup, it means you are assigned to the task.

**Tasks** are usually added by the workflow. However, if the current workflow state is "taskable", you can [create your own tasks](#).

## Working with tasks

See the following guides to learn more:

- [Create a task](#)
- [Assign a task](#)
- [Edit a task](#)
- [Task expiry date](#)
- [Complete a task](#)
- [Delete a task](#)

## Workflow tasks vs. Confluence tasks

Workflow tasks share many similarities with Confluence tasks:

- They have caption that explains what needs doing
- They can be assigned to someone (using an **@mention** while creating the task, or by assigning someone to an existing task)
- They can have a due date

However, there are some important differences:

- Workflow tasks are separate from the content, so you don't need to put the task in the wiki page or blog post
- They can have a description to provide additional detail about the task
- They create internal [Events](#), which can be used to [TriggerActions](#), such as causing a state transition when all tasks are completed
- They can be interlinked with the workflow; for example, a content review can be [blocked until tasks are completed](#)
- The notifications associated with them can be customised to the requirements of the workflow

## See also

User Guide:

- [Workflow Status Bar](#)

Reporting Guide:

- [Report on tasks](#)

Workflow Authoring Guide:

- [Tasks](#)

[◀ Back to User Guide](#)