

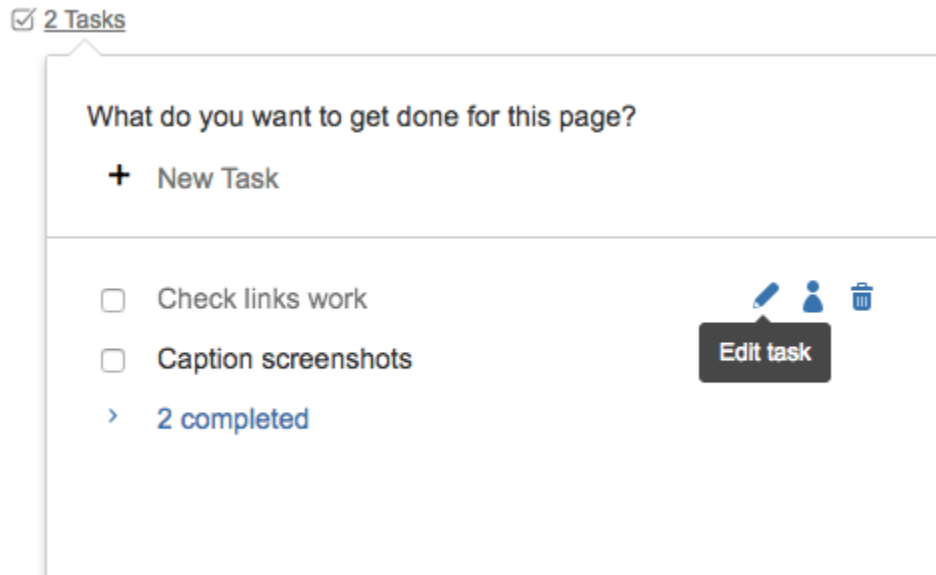
Task expiry date

Overview

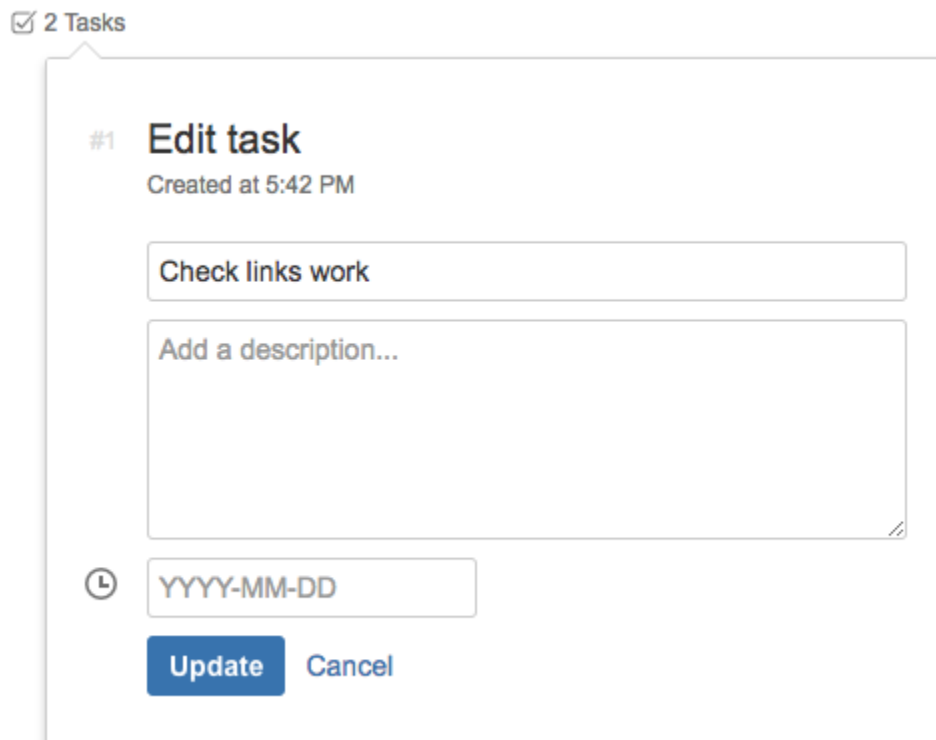
Tasks can be given **due dates** (expiry dates).

Setting the due date

Open the [Tasks Popup](#), and hover over the task you want to change:



Choose **Edit task** to edit the task:



Select the **date** at the bottom to display the **date picker**:

☑ 2 Tasks

#1 **Edit task**

| February 2018 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | | | |

🕒 2018-02-14

Update Cancel

Once you're done, choose **Update** to save the changes.

The **due date** will be shown alongside the task:

☑ 2 Tasks

What do you want to get done for this page?

+ New Task

- Check links work due on Feb 14, 2018
- Caption screenshots

Removing the due date

From the **Edit task** screen, **delete the date** and then choose **Update**.

Notifications and reporting

Depending on App configuration (see below) anyone assigned to the task, or watching the page will receive notifications to let them know of the changes.

Details of the changes will also be stored in the [Activity Report - Content](#).

See also

Reporting Guide:

- [Report on tasks](#)

Workflow Authoring Guide:

- [Expiry Dates](#)
- [Tasks](#)

Administration Guides:

- [Notifications - Space Tools](#)

[◀ Back to Tasks Popup](#)