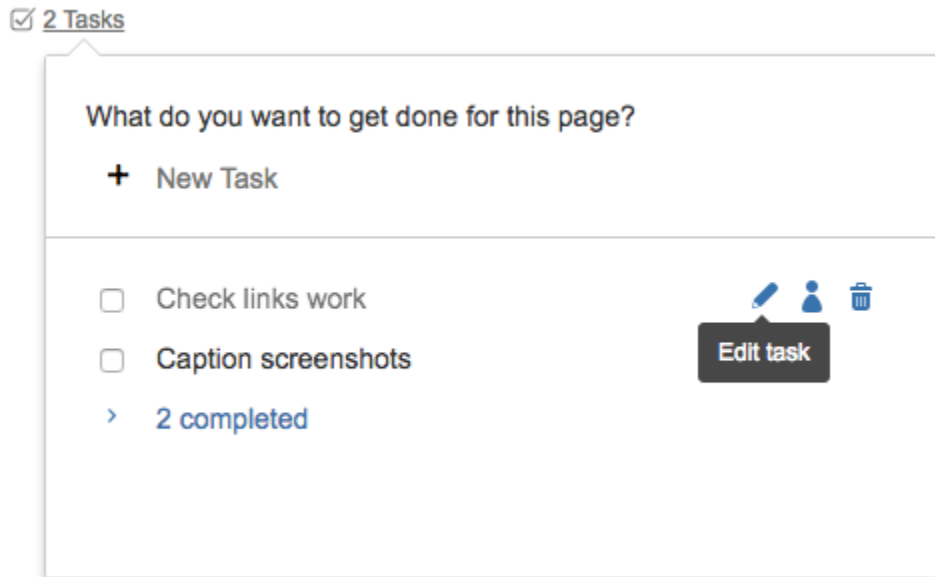


Edit a task

Overview

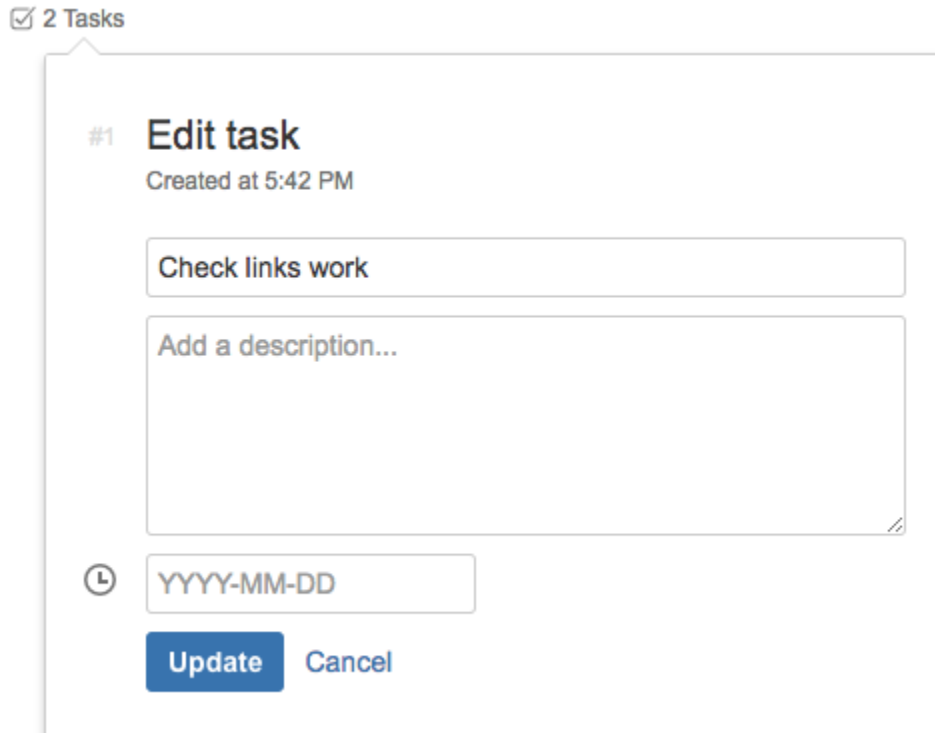
To **edit** a task, open the [Tasks Popup](#), hover over the task then click the pencil icon that appears next to it:



What can I change?

You will be taken to the **Edit Task** screen, where you can change:

- Task name
- Task description
- Task expiry date



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

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:

- [Tasks](#)

Administration Guides:

- [Notifications - Space Tools](#)

[◀ Back to Tasks Popup](#)