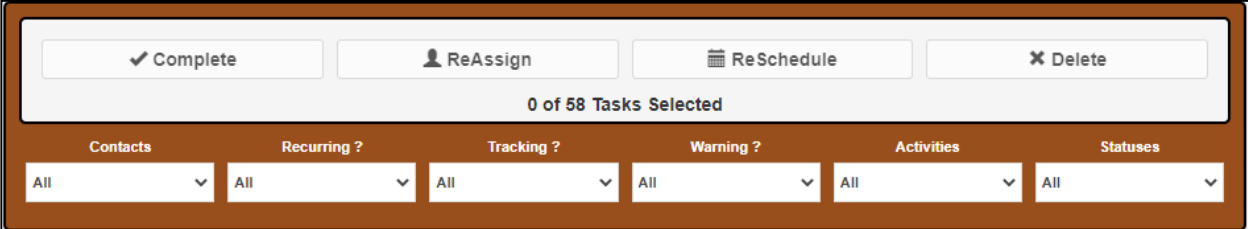# Management – Task Management

Access to the Task Management function should generally only be granted at a Supervisory level.

Task Management allows for multiple Global Editing Options of Tasks

1.   The Global changes of the Statuses of Tasks
         Multiple Tasks can be selected to be
                    Completed
                    Reassigned
                            Useful when multiple Tasks need to be reassigned to another Assignee
                    Rescheduled
                    Deleted

✔ Complete	👤 ReAssign	🗓 ReSchedule	✖ Delete
	0 of 58 Tasks Selected		

Contacts	Recurring ?	Tracking ?	Warning ?	Activities	Statuses
All	All	All	All	All	All

         The selection is done
                    a) by Assignee
                    b) then
                            Tasks for the Current Date
                    or all Tasks after the Current Date (future Tasks)
                    or Tasks for a specific Day

2.   The bottom part of the Editing Block allows for more refined selections to perform Editing

Contacts	Recurring ?	Tracking ?	Warning ?	Activities	Statuses
All	All	All	All	All	All
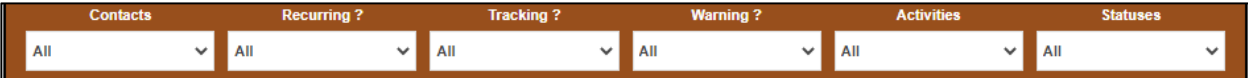
3.   Task activities can also be edited from Task Management

Expand the record display option   Show 5 ⌄ entries   to ensure all Tasks display