

Help & Troubleshooting — Task

August 17, 2026

Help & Troubleshooting — Task

Help and Troubleshooting › Task

Tasks

- A required task is not visible → The task list may contain many records → Use the **Search box** to narrow the list by relevant task text.
- A task needs further work after it was treated as complete → The task is no longer being treated as active work → Select the task by using **Select**, then select **Consider As Not Completed**.
- It is unclear which task should be addressed first → Multiple tasks have different dates and priorities → Review **Due date**, **Status**, and **Importance** in the task list.

Tasks