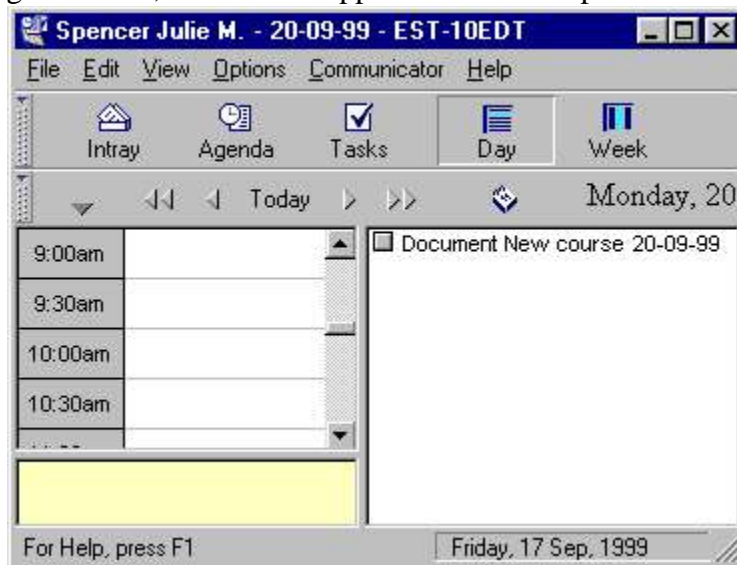


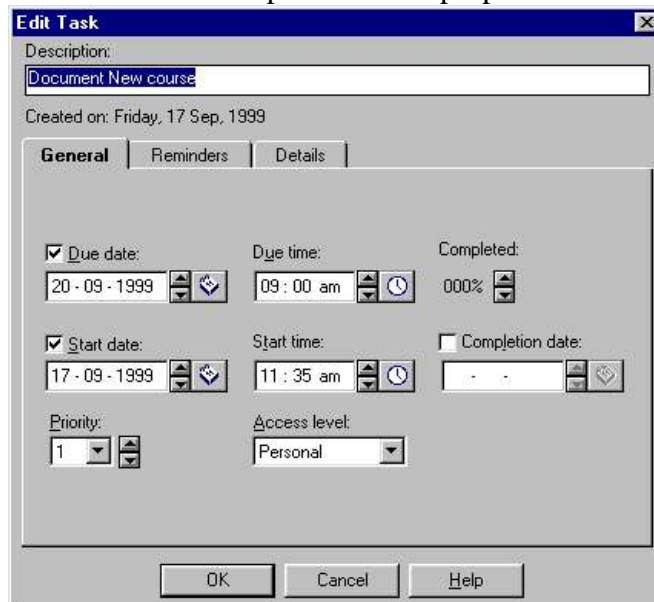
Editing Tasks

The Task pane

Under a daily Agenda view, active tasks appear in their own pane.



Double-clicking on one of these tasks opens the task properties.



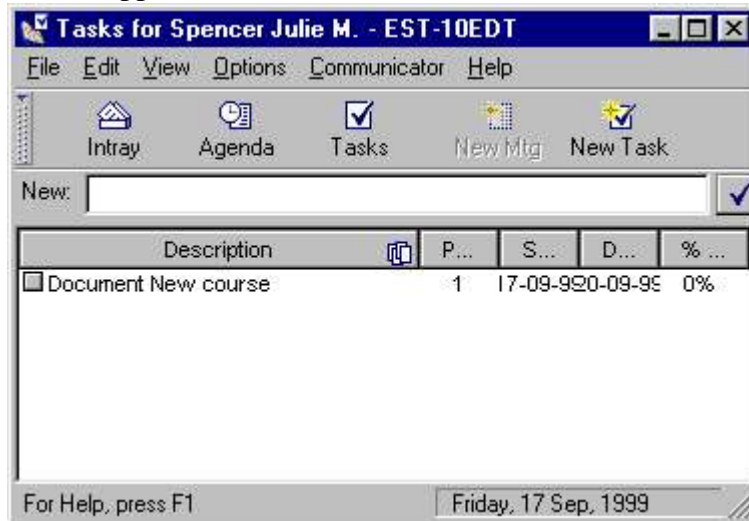
The properties of the task may now be changed, using the same techniques as used for creating the task.

It is important to realize that only active tasks are displayed in this window.

The tasks view

To open the tasks view, select File → Open Tasks → Open Tasks (alternative press **Ctrl+T**)

The tasks window will appear



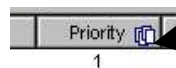
This window lists tasks and shows their

- Description
- Priority
- Start date
- Due date
- Percentage completion

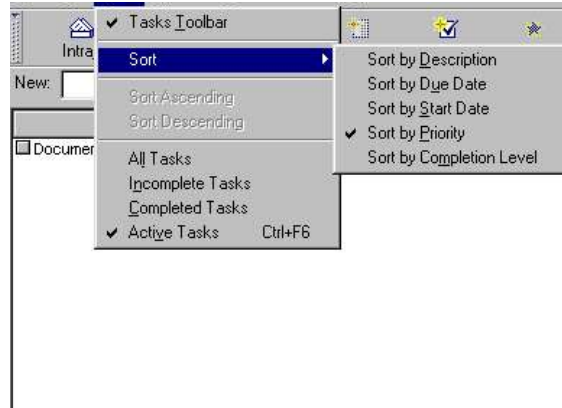
The headings at the top of each column are buttons, and allow the sorting of tasks to be altered. For instance, to sort tasks by priority - click on the priority button.



The currently sorted-by parameter is denoted with the addition of a sorting icon.

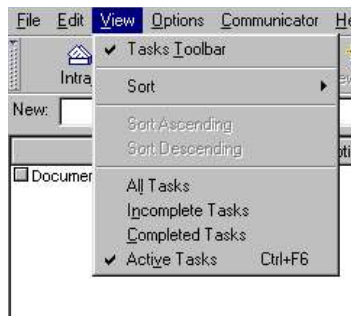


The sorting of tasks may also be selected using the menu View → Sort.



Displaying inactive tasks

By default, the active tasks assigned to a person are displayed. To change this, use the options in the View menu



Some extra operations on tasks become available when alternative views are selected.

To resurrect a completed task

1. Select View → Completed tasks

To set a task active before its start date

1. Select View → Incomplete Tasks
2. find the task to be made active
3. Double-click the task
4. set the start date to the current date (or earlier)