

My Tasks

Version 9

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On the Tasks page, you can view, edit, and delete personal tasks and tasks in all the spaces you are a part of.

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[Create Tasklist](#)

[Edit Tasklist](#)

[Delete Tasklist](#)

[Create Task](#)

[Edit Task](#)

[Delete Task](#)

[Update Task Status](#)

[Update Task Priority](#)

[Add Task Time Log](#)

[Delete Task Time Log](#)

[Sort Tasks](#)

Filter

On the Tasks page, you can view your personal tasks or filter tasks by space.

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You can also filter tasks in the following ways:

- Open
- Closed
- Due Today
- Late
- All
- Assigned to me
- Starred
- Due this week
- Created by me

To allow people to view all task lists in all their spaces at once, go to Control Panel > System > [System Properties](#) and set IncludeViewAllSpacesInTasks to true.

tags : member