

Edit a Task

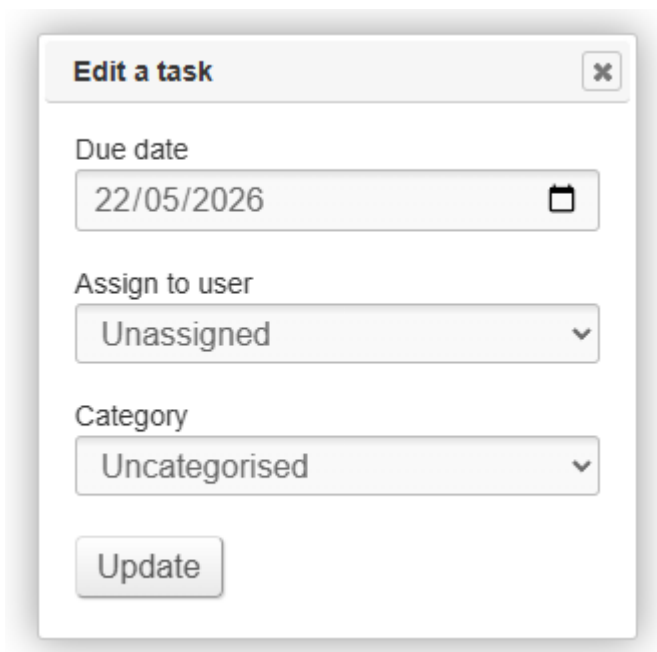
Use this control to edit a Task.



This control may be used in order to change:

- the User responsible for the Task
- the date the Task is due
- the category of the Task

Simply use the dialogue to make the amends and click save.

A screenshot of a dialog box titled "Edit a task" with a close button (X) in the top right corner. The dialog contains three form fields: "Due date" with the value "22/05/2026" and a calendar icon; "Assign to user" with a dropdown menu showing "Unassigned"; and "Category" with a dropdown menu showing "Uncategorised". At the bottom of the dialog is an "Update" button.

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