Trimble Unity™

Update Tasks Using the Task Utility Tool

The **Task Utility** tool is an alternate method to access and update information on tasks found on the **Workflow** panel.
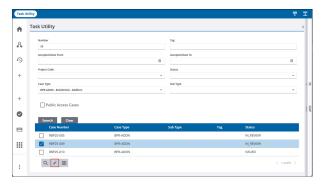
1. Open the **Task Utility** page.

   💡 **TIP**: You may need to add a menu item in order to access the page. See Add Menu Items in the Respond Guide for Trimble Unity Maintain and Trimble Unity Permit for more information.

2. Search for a case by entering criteria in the search fields, such as the case number or case type, and clicking **Search**.
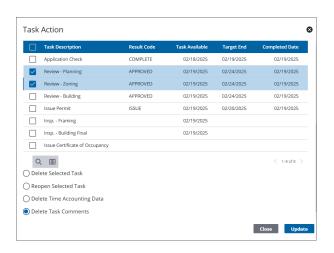
Results matching your search criteria display below the search form.

3. Select the check box next to the desired case number and click **Actions**.

The **Task Action** panel opens and displays all tasks associated to the case.

4. Select one or more tasks to update and select an action, such as: **Delete Selected Task**, **Reopen Selected Task**, **Delete Time Accounting Data**, or **Delete Task Comments**.

5. Click **Update** to save the changes.

6. Click **Close** to close the **Task Action** panel.

7. Select another case to continue editing, or click **Clear** to clear the list of results and search for other cases.