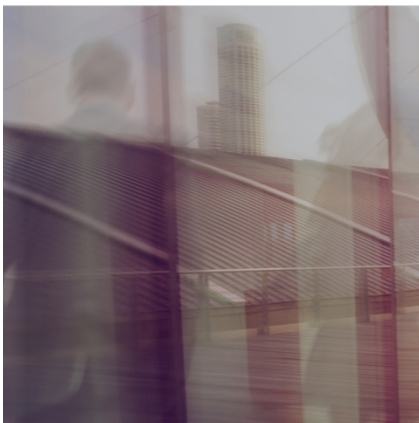# Broker TOOLS

Office Tasks in Broker Tools

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Office Tasks in Broker Tools

The Office Tasks section of the Broker Tools menu allows you to view all of the tasks that have been created by the agents in your office so you can track what needs to be completed and what has been completed.

1. Select the ![icon] icon from the menu at the left.
2. Select **Office Tasks.** A list of all the tasks that your agents have created in your office will display.
3. Use the options at the upper right to filter the data in the list:

   Search for a particular task or owner of a task.

   Displays a calendar view of tasks (select the ═ icon to return to the list).

   Sort by Date Created, Last Modified date, Task Name or Due Date.

   Filter by Task Status.

4. Complete a task by selecting the ⏳ icon to the right of the task in the list. The icon will change to an 🏁 icon indicating it is Complete. To revert to open status, select the 🏁 again.
5. Select the name of the task to open the task properties and modify task information such as the name or due date.

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