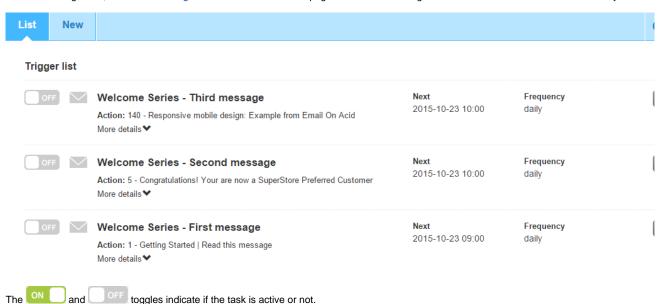# View Existing Tasks
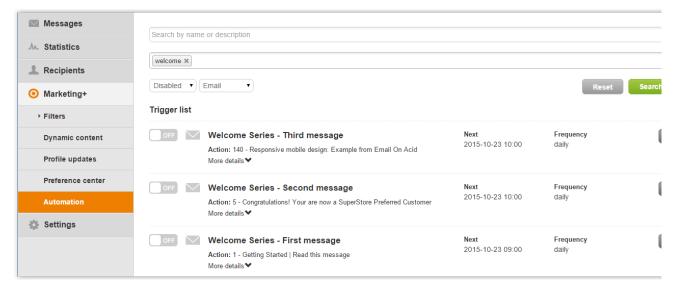
To view existing tasks, click on Marketing+ > Automation > Tasks. A page will be shown listing all the tasks that have been added to the system.

**List**    New

**Trigger list**

OFF ✉ **Welcome Series - Third message**
Action: 140 - Responsive mobile design: Example from Email On Acid
More details ❤
Next 2015-10-23 10:00     Frequency daily

OFF ✉ **Welcome Series - Second message**
Action: 5 - Congratulations! Your are now a SuperStore Preferred Customer
More details ❤
Next 2015-10-23 10:00     Frequency daily

OFF ✉ **Welcome Series - First message**
Action: 1 - Getting Started | Read this message
More details ❤
Next 2015-10-23 09:00     Frequency daily

The **ON** and **OFF** toggles indicate if the task is active or not.

Click on the *Actions* menu on the right of each task to:

- edit an existing task
- simulate what would happen if it was run now
- view statistics on the mailings of the message sent with that task
- delete it
- create a copy of the task (useful when creating a set of automated emails that share the same settings).

Clicking on the search icon in the upper right will bring up the search function.

✉ Messages
〽 Statistics
👤 Recipients
◎ Marketing+
  › Filters
  Dynamic content
  Profile updates
  Preference center
  **Automation**
⚙ Settings

Search by name or description

welcome ✕

Disabled ▾    Email ▾                                          Reset    Search

**Trigger list**

OFF ✉ **Welcome Series - Third message**
Action: 140 - Responsive mobile design: Example from Email On Acid
More details ❤
Next 2015-10-23 10:00     Frequency daily

OFF ✉ **Welcome Series - Second message**
Action: 5 - Congratulations! Your are now a SuperStore Preferred Customer
More details ❤
Next 2015-10-23 10:00     Frequency daily

OFF ✉ **Welcome Series - First message**
Action: 1 - Getting Started | Read this message
More details ❤
Next 2015-10-23 09:00     Frequency daily

To search for tasks, you need to specify at least one of these criteria:

- task name or description
- tag
- status (enabled/disabled)
- type (email/sms/groups)

After defining the criteria, click "Search" to get the results. If after running a search you want to restore the full list of tasks, just click on "Reset"