

# 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.

The screenshot shows a navigation bar with 'List' and 'New' tabs. Below is a 'Trigger list' section containing three task entries:

Task Name	Action	Next	Frequency
Welcome Series - Third message	Action: 140 - Responsive mobile design: Example from Email On Acid	2015-10-23 10:00	daily
Welcome Series - Second message	Action: 5 - Congratulations! You are now a SuperStore Preferred Customer	2015-10-23 10:00	daily
Welcome Series - First message	Action: 1 - Getting Started   Read this message	2015-10-23 09:00	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.

The screenshot shows a search interface with a sidebar on the left containing navigation options: Messages, Statistics, Recipients, Marketing+, Filters, Dynamic content, Profile updates, Preference center, Automation (highlighted), and Settings. The main area has a search bar with the text 'welcome', filter dropdowns for 'Disabled' and 'Email', and 'Reset' and 'Search' buttons. Below the search bar is a 'Trigger list' table with three task entries:

Task Name	Action	Next	Frequency
Welcome Series - Third message	Action: 140 - Responsive mobile design: Example from Email On Acid	2015-10-23 10:00	daily
Welcome Series - Second message	Action: 5 - Congratulations! You are now a SuperStore Preferred Customer	2015-10-23 10:00	daily
Welcome Series - First message	Action: 1 - Getting Started   Read this message	2015-10-23 09:00	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"