

# 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.

Toggle	Task Name	Action	Next	Frequency
<input type="checkbox"/> OFF	Welcome Series - Third message	Action: 140 - Responsive mobile design: Example from Email On Acid More details ▼	2015-10-23 10:00	daily
<input type="checkbox"/> OFF	Welcome Series - Second message	Action: 5 - Congratulations! You are now a SuperStore Preferred Customer More details ▼	2015-10-23 10:00	daily
<input type="checkbox"/> OFF	Welcome Series - First message	Action: 1 - Getting Started   Read this message More details ▼	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.

Search by name or description

welcome ✕

Disabled Email

Reset Search

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<input type="checkbox"/> OFF	Welcome Series - Third message	Action: 140 - Responsive mobile design: Example from Email On Acid More details ▼	2015-10-23 10:00	daily
<input type="checkbox"/> OFF	Welcome Series - Second message	Action: 5 - Congratulations! You are now a SuperStore Preferred Customer More details ▼	2015-10-23 10:00	daily
<input type="checkbox"/> OFF	Welcome Series - First message	Action: 1 - Getting Started   Read this message More details ▼	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"