1. **Step 1: Search for a Task**

   1.1. Search for a task using the [Frevvo User Guide](#).

2. **Step 2: Click the Pencil Icon**

   2.1. Click the “pencil icon” within the task you are seeking to modify (i.e., below the date on the right-hand side). **Only some personnel have authority to modify tasks**, so you will likely need to speak with the Office of Sponsored Programs for assistance.

3. **Step 3: Revise as Appropriate**

   3.1. Using the checkbox at the top or the three drop down boxes, you can: (i) abort this task; (ii) assign the task to a different user; (iii) assign the task to a different role (unlikely); or (iv) reset the task to a different step in the workflow. Always provide a rationale in the “reason” box and then click “Submit.”