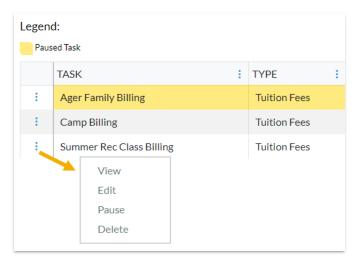# Task Management for Automation

When working with **automated tuition posting** and **automated ePayment processing** in Jackrabbit, the **Task Management** page (*Transactions > Automation*) lists all the tasks that have been created and offers detailed information about each, such as which User created it and when it was created.

You can manage tasks individually on this page with options to view, edit, pause, and delete tasks as needed.

Task Management

ALL TASKS

TASKS

5/5 Tasks

By Type

Frequency

Daily | Weekly | Monthly | Yearly | Custom

Showing 5 of 5 Tasks ⑦ HELP WITH GRIDS

Legend:

🟨 Paused Task

	TASK	TYPE	FREQUENCY	NEXT RUN	ENDS ON	REMINDER
⋮	Ager Family Billing	Tuition Fees	Monthly on the 30th @ 12:01 AM	Thu, Dec 30, 2021 12:01AM	Fri, Dec 31, 2021	1 Day
⋮	Monthly Payments	ePayment	Monthly on the fourth Wednesday @ 7:00 AM	Wed, Dec 22, 2021 7:00AM	Never	1 Day
⋮	Summer Billing	Tuition Fees	Monthly on the 1st @ 1:00 AM	Sat, Jan 1, 2022 1:00AM	Never	2 Days
⋮	Semi-Monthly Payments (15th)	ePayment	Monthly on the 15th @ 7:00 AM	Sat, Jan 15, 2022 7:00AM	Never	1 Day
⋮	Quarterly Payments	ePayment	Every 3 months on the 1st @ 9:00 PM	Tue, Mar 1, 2022 9:00PM	Never	2 Days

Manage Tasks

Options for working with each task are accessed from the row menu icon ⋮ .

Legend:

🟨 Paused Task

	TASK	TYPE
⋮	Ager Family Billing	Tuition Fees
⋮	Camp Billing	Tuition Fees
⋮	Summer Rec Class Billing	Tuition Fees

View
Edit
Pause
Delete

ⓘ The ability to manage an automated task is controlled by the User ID permission**Task Management**, in the *Automation* category. Users without this permission will not be able to edit, delete, or pause a

task. Learn more about **User ID Permissions**.

Expand/Collapse All

⌄ View Task

⌄ Edit Task

⌄ Pause or Resume Task

⌄ Delete Task