

# Manage Tasks

The tenant admin can view and manage tasks on all tenant users' task lists. Users, other than the tenant admin, can be designated as [flow admins](#) for each flow by the designer. Designating flow admins ensures that more than one person can manage tasks.

For example a vacation request form might be on a manager's task list waiting for approval but the manager is not available to approve that request. The tenant/flow admin can login and view the manager's task list and reassign that task to another person. See the [Modify a Task](#) topic in the Tasks List documentation chapter for more information.