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## Performance Review Task - Create/Edit - General

Use the Performance Review Task General tab to define or edit due dates, assignees, assignment rights, rating scales, delivery, and who is reviewed for this performance review.

To access performance review tasks, go to Admin > Tools > Performance Management > Tasks.

- If you are creating a new review task, you must complete the General tab to move to the next tab.
- To edit a review task, in the Options column, click the edit icon for the appropriate performance review task.

## Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Performance Review Task - Manage	Grants ability to assign performance review tasks and manage activity within those tasks. This permission works in conjunction with the Admin Visibility settings for the performance review task. Administrators who have this permission and are within the Admin Visibility settings can view the task, edit the task, add users, and view the task details. However, the admin cannot edit the Admin Visibility settings for the task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission control which users can be added to the task.	Performance - Administration
Performance Review Task Administration	Grants ability to create/assign performance review tasks and manage activity within those tasks. This permission also gives the ability to enable and view co-planners for a task from the administration pages. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User.	Performance - Administration

Note: The information that you can edit is based on the current status of the performance review task. See Review Task - Edit.

