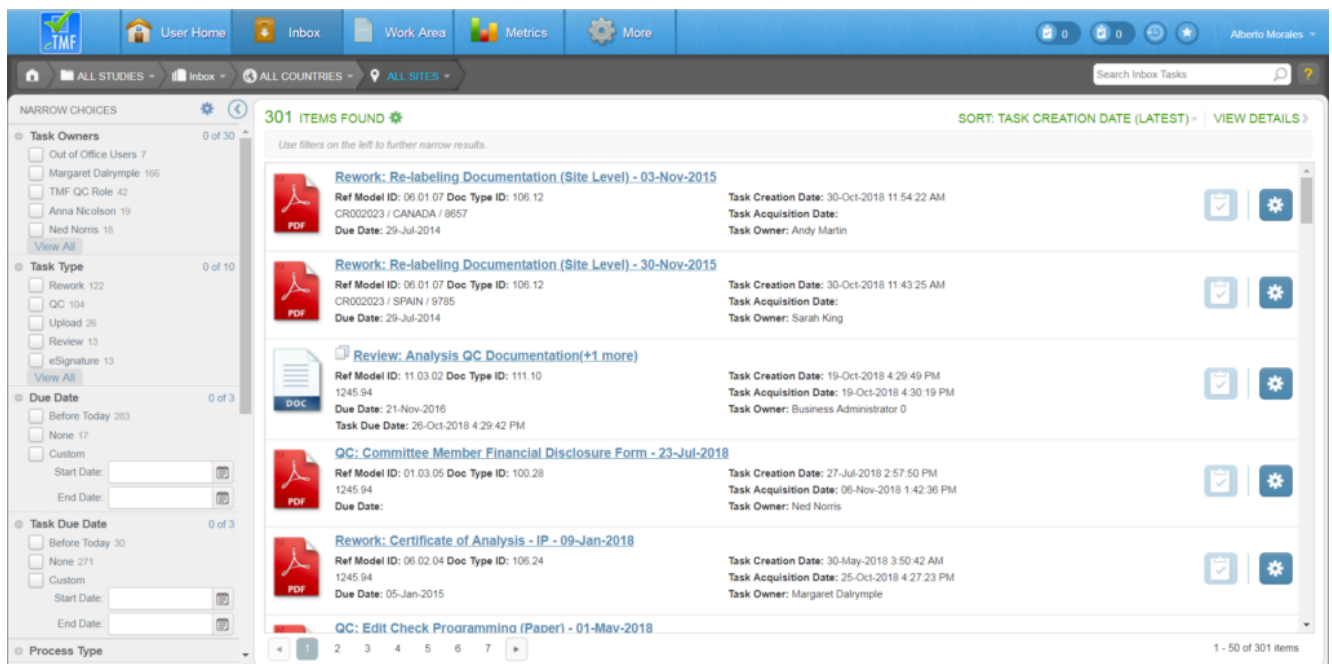


# Managing Other Users' Inboxes

Business Administrators and Study Owners can view the Inboxes of other users in order to manage tasks. Business Administrators can manage all tasks, while Study Owners can manage tasks related to their studies.



Managing tasks may involve [acquiring](#) tasks, delegating tasks, or returning tasks from a user's Inbox to the Group Inbox. This may be necessary for users who are Out of Office or otherwise unable to tend to their Inbox.

The image below shows the Inbox as it appears to a Study Owner, who can use the values in the Narrow Choices panel to filter the Inbox by task owner, task type, etc.