

# How to respond to a "To-do" in Canopy

7 Steps [View most recent version](#) 

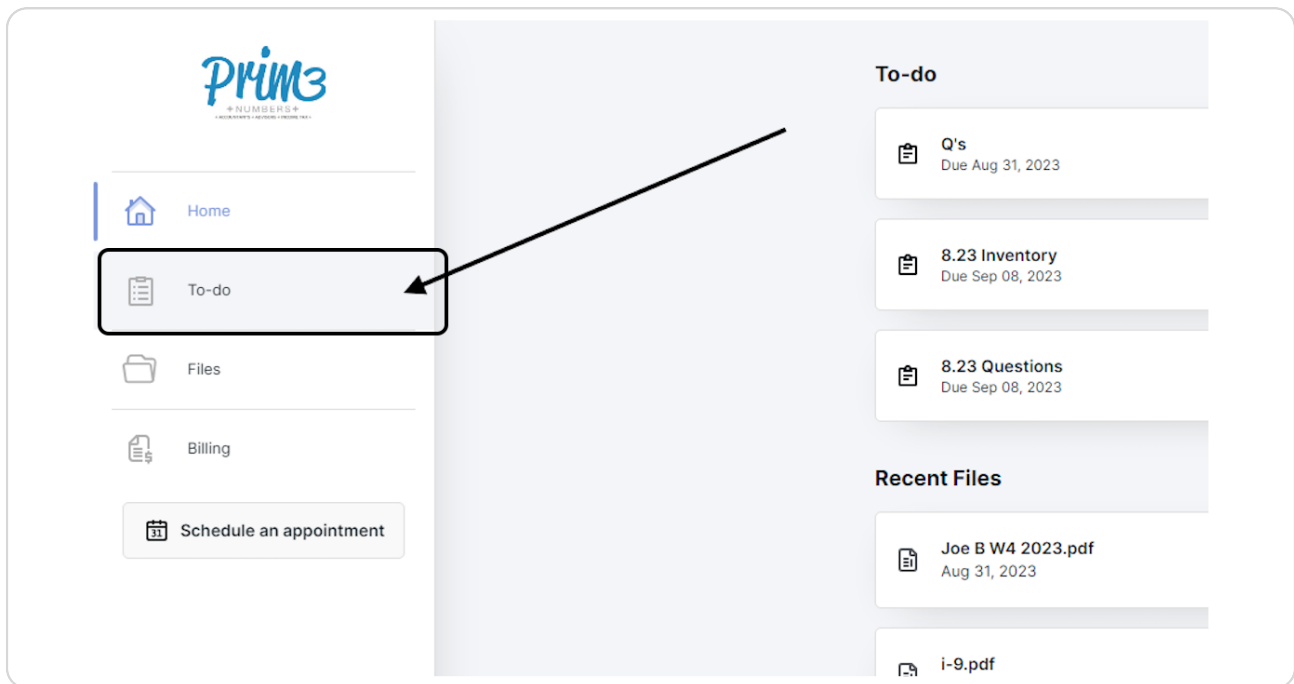
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Creation Date  
September 1, 2023

Last Updated  
September 1, 2023

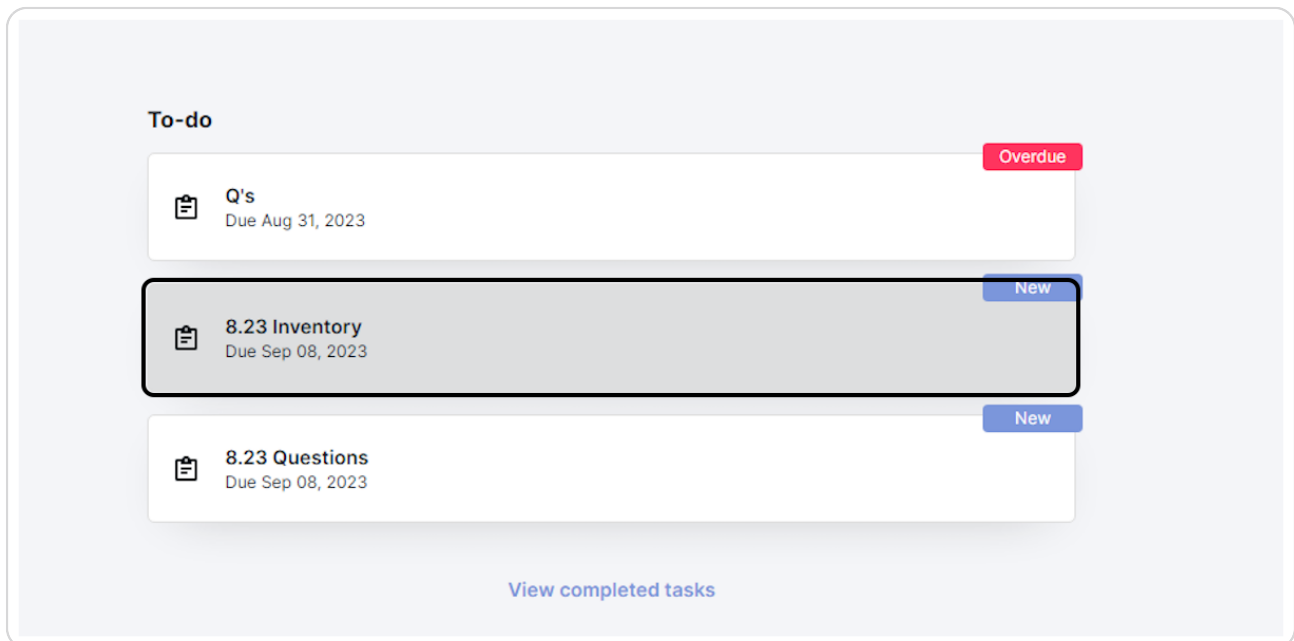
## STEP 1

### Click on To-do



## STEP 2

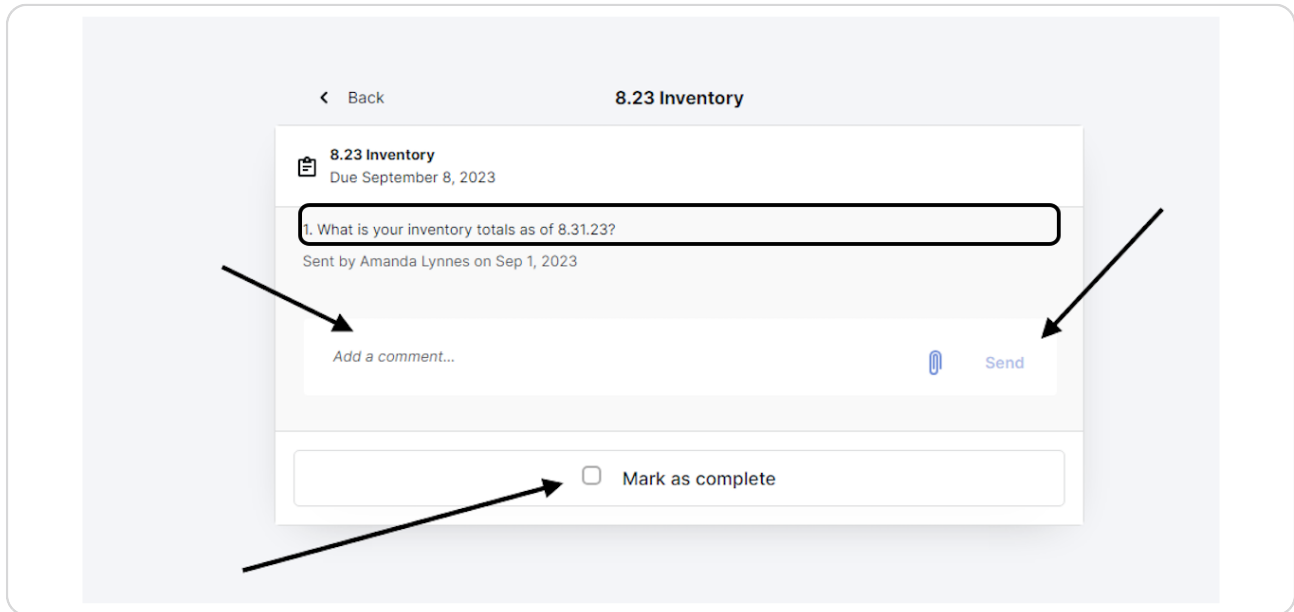
### Click on the To-do you would like to address



### STEP 3

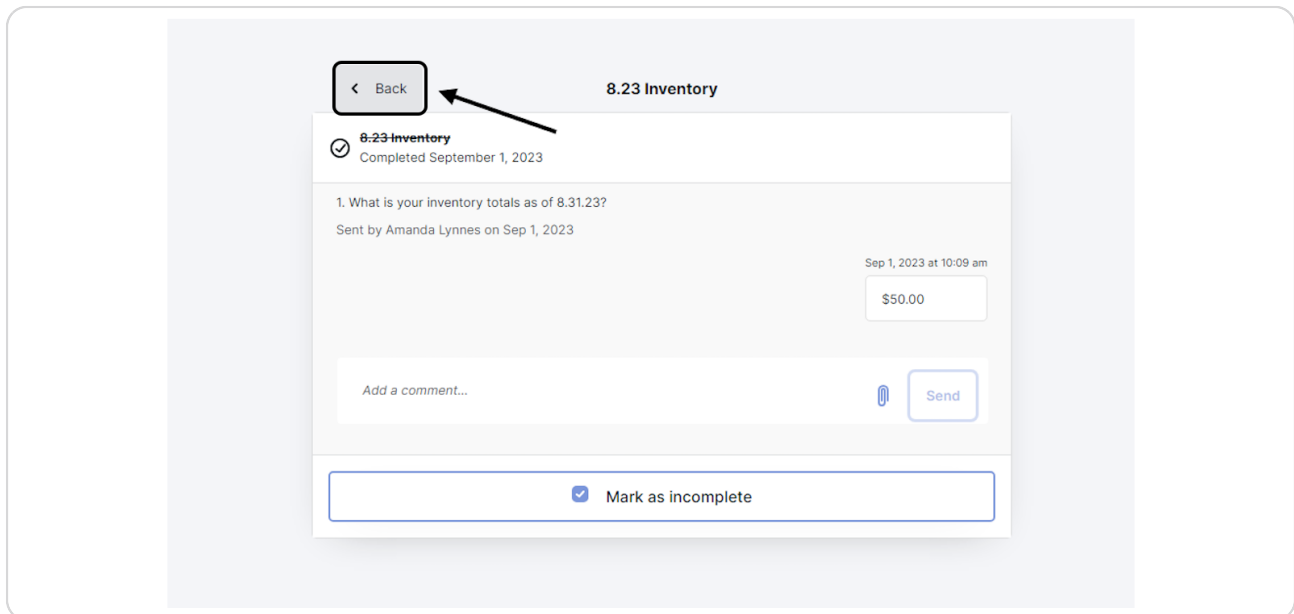
#### To respond, click on "Add a comment..."

Once comment is entered, click Send then "Mark as Complete" \*\*\*It is very important that you "Mark as Complete" otherwise Prime Numbers is not notified that you have responded\*\*\*



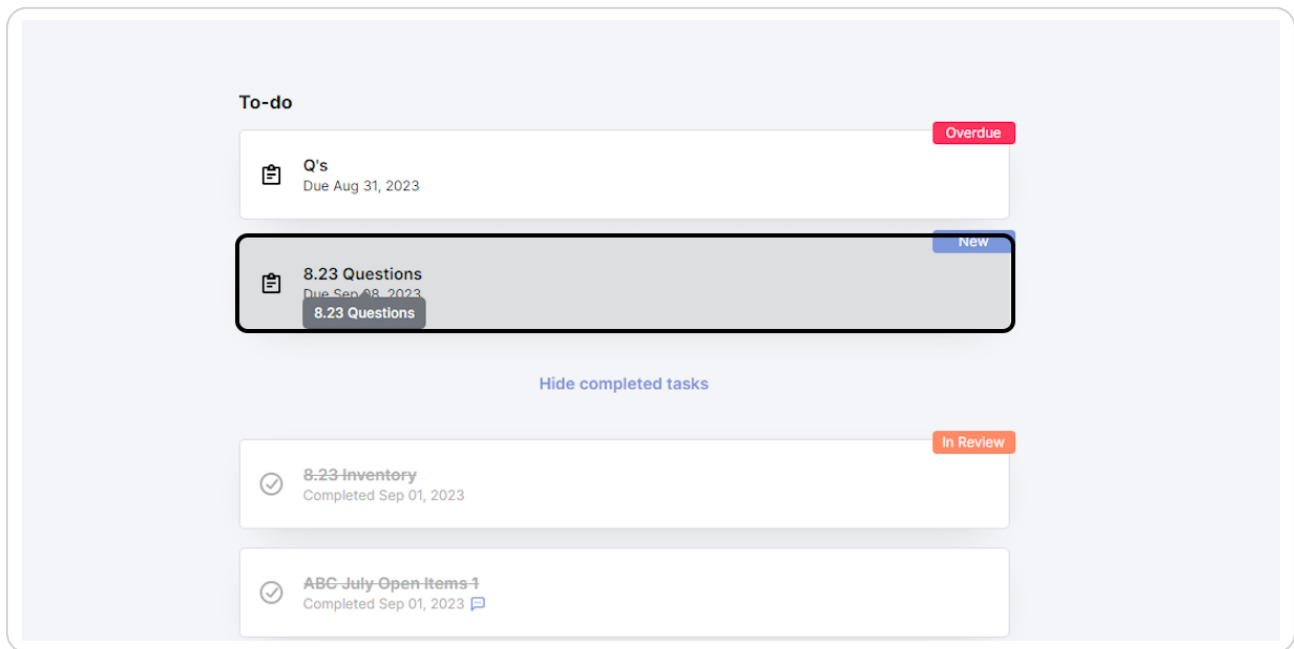
### STEP 4

#### Click on "Back" to do view other open To-do's



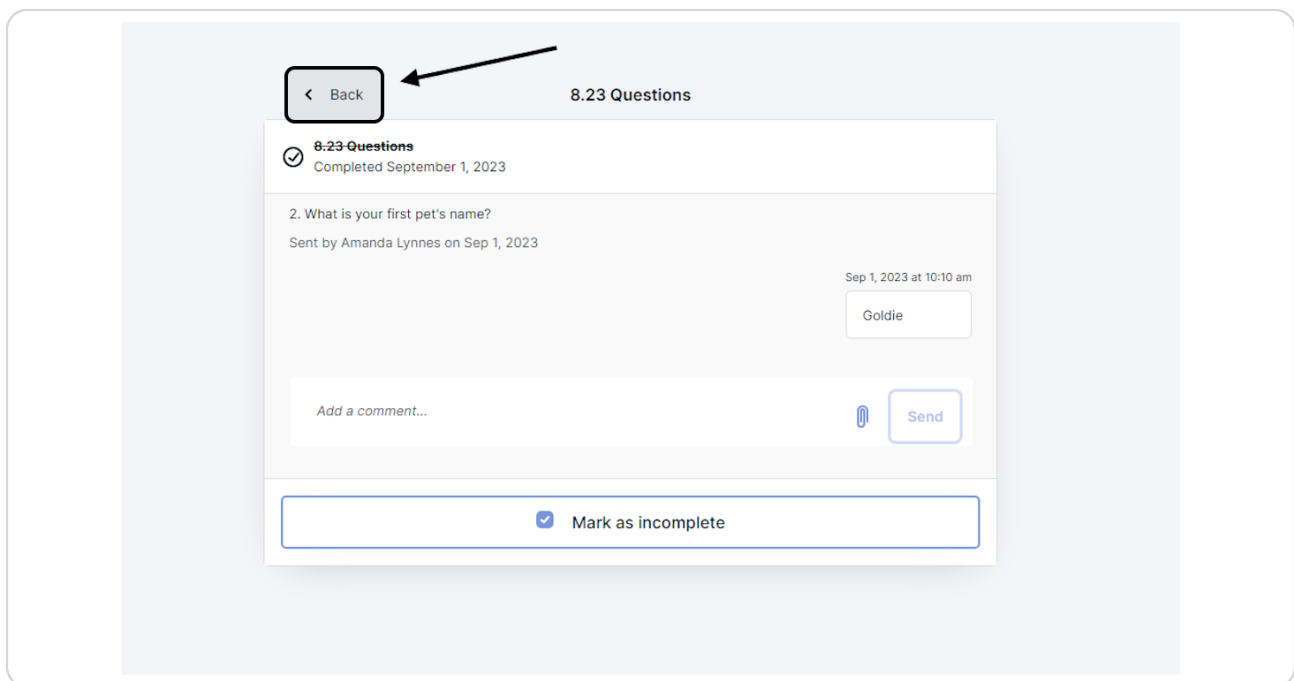
## STEP 5

### Responding to second open To-do, repeat step 3



## STEP 6

### Click on "Back" to get to main screen



STEP 7

Now all of your tasks have been completed!

