

Syncing Tasks with Your Calendar

Sync your Pipeline tasks with any calendar app that supports subscribing to a calendar from a URL, such as Google Calendar, Apple Calendar (iCal), or Outlook.

Introduction

Get the complete picture by syncing every task you have access to. Perfect for managers who need visibility across their entire team.

Apply filters first — like key-date tasks, @ Your Tasks, or agent-checked items — then sync only what you need. Great for staying focused on your specific responsibilities.

Your calendar automatically refreshes every few hours, so you'll never miss a newly assigned task or updated deadline.

How It Works

Why Sync Tasks

Keeping tasks synced with your calendar helps you stay on top of deadlines, reminders, and key dates without needing to log into Pipeline. Once subscribed, your calendar automatically pulls in tasks you have permission to view, ensuring you don't miss important due dates.

Sync All Your Tasks

Copy the calendar link from the Tasks page without applying filters to sync all tasks you can access. This gives you a complete view of every task on your calendar, including deadlines assigned to you and those you can see for your team.

Sync Some Tasks

Apply a search or filter first — such as key-date tasks, @ Your Tasks, or agent-checked tasks — before copying the link. Only the tasks shown in your filtered list will sync, allowing you to focus on the tasks that matter most to your role.

Refresh Timing

Your calendar app will refresh the subscribed calendar automatically. Most apps update every few hours, though the exact timing depends on the calendar provider.

Sync Tasks

Sync your Pipeline tasks to any supported calendar by copying the calendar link and pasting it into your calendar app's "Add from URL" option.

Who Can Do This: Anyone.

To sync your Pipeline tasks to your calendar:

Go to the [Tasks List Page](#) :

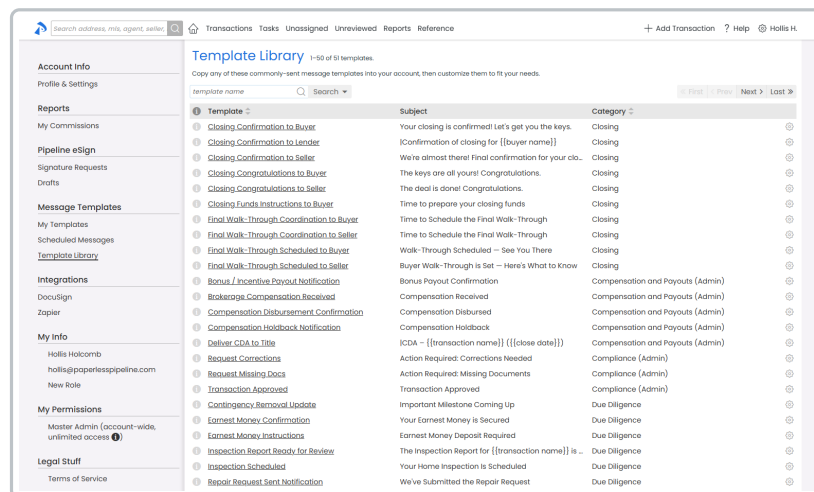
- Click [Tasks] from the top menu.

(Optional) Search or Filter Tasks

- Use the Search options to narrow down the tasks you want to sync. Examples:
filter to only key-date tasks, @ Your Tasks, or tasks that are agent-checked.

Copy the Calendar Link

- Right-click the link for your calendar type (Google, iCal or Outlook).
- Choose [Copy Link Address].



Paste to Your Calendar App

- In your calendar app, select the option to add a calendar from URL or Subscribe by web.
- Paste the copied link and save.

Your Pipeline tasks will now appear in your calendar, either as all tasks or just the filtered set.

Unsync Tasks

Remove Pipeline tasks from your calendar by unsubscribing from the Pipeline calendar in your calendar app.

Who Can Do This: Anyone.

To unsync your Pipeline tasks to your calendar:

Open Your Calendar App

- Launch the calendar where tasks are currently synced.

Locate the Pipeline Tasks Calendar

- Look for the subscribed calendar labeled "Pipeline Tasks" (or similar).

Remove the Calendar

- Select the option to Unsubscribe or Remove Calendar.

Once removed, tasks will no longer appear in your calendar. You can re-subscribe anytime by following the sync steps again.