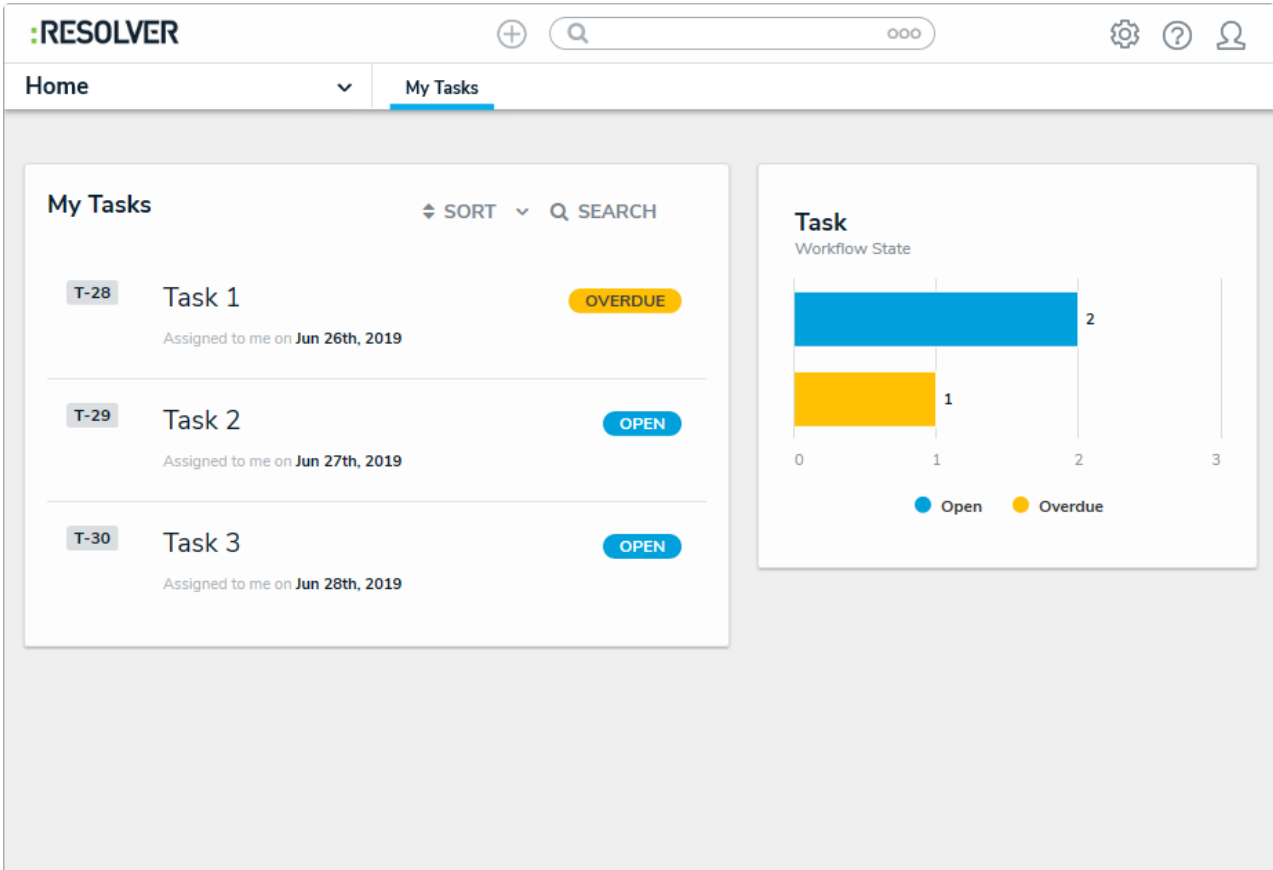# My Tasks

Last Modified on 02/10/2023 11:58 am EST

My Tasks is a tab in the nav bar that displays a list of existing objects that have been assigned to the user who is currently logged in. By default, the **My Tasks** tab is displayed as the landing page whenever you're working in the **Home** area of your organization (upon login, after clicking the company logo in the top-left of the page, or selecting **Home** from the nav bar dropdown menu). Any starred reports, including those that may have been flagged as the landing page, will always appear beside the **My Tasks** tab in the nav bar.
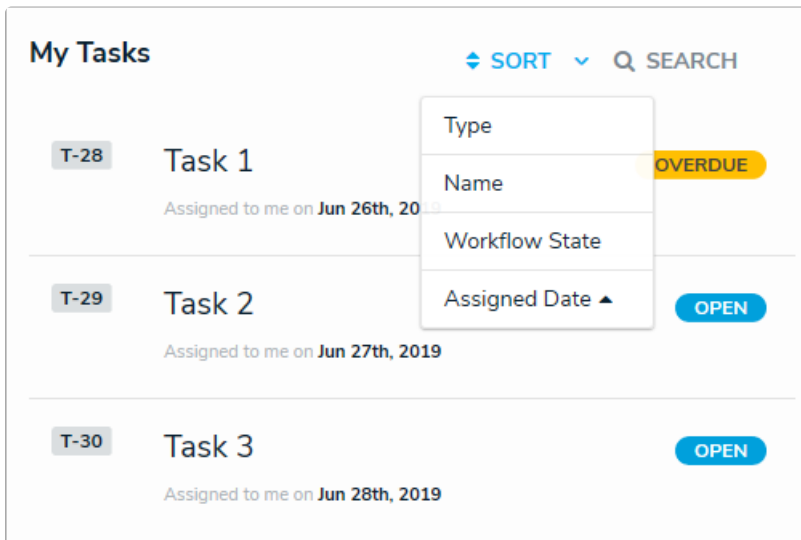

The My Tasks page.

You can access this page at any time by clicking the Resolver logo (or your company logo, if configured) in the top-left corner of any page or by clicking **My Tasks** in the nav bar while working in an application or activity. Note that if you're working in the Admin settings you will need to click the logo to return to the My Tasks page.

Objects can be viewed by clicking on them, but they won't appear in your tasks unless the **Assign** option has been enabled on one or more states in your role's workflow permissions for an object type. Additionally, the object must currently be in the state selected in the workflow permissions before it will appear in your tasks or on the charts. Edit, manage, and delete rights are configured through your role's workflow permissions, as is the form that's displayed when the object is viewed.

To arrange how the objects appear on the page, click **Sort**, then select one of the following options:
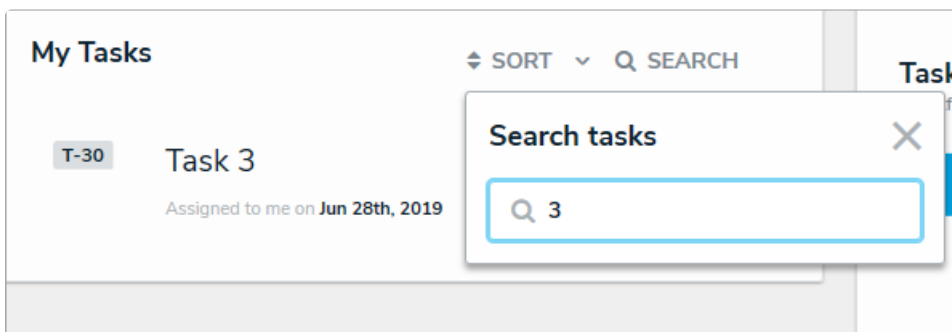
- **Type:** Sorts the assigned objects by object type name.
- **Name:** Sorts the assigned objects by name property.
- **Workflow State:** Sorts the assigned objects by their current workflow states.
- **Assigned Date:** Sorts the assigned objects by the date they were assigned to you.

By default, clicking an option will sort the objects in ascending order (alphabetically or by newest date first). Clicking the option again will sort the objects in descending order.

The sort option on the My Tasks page.

You can narrow down which objects are displayed by entering keywords from one or more object names. To once again view all the objects, click **Search**, then use **Backspace** on your keyboard to delete any search terms.

Clicking Search then entering keywords from an object's name will narrow down which objects are displayed.

The bar charts to the right of the **My Tasks** section on this page outline the number of objects assigned to you and their current workflow states. To filter your task objects by their current state, click a state in the bar chart. To remove this filter, click the state again.

Tasks filtered by their current workflow state.