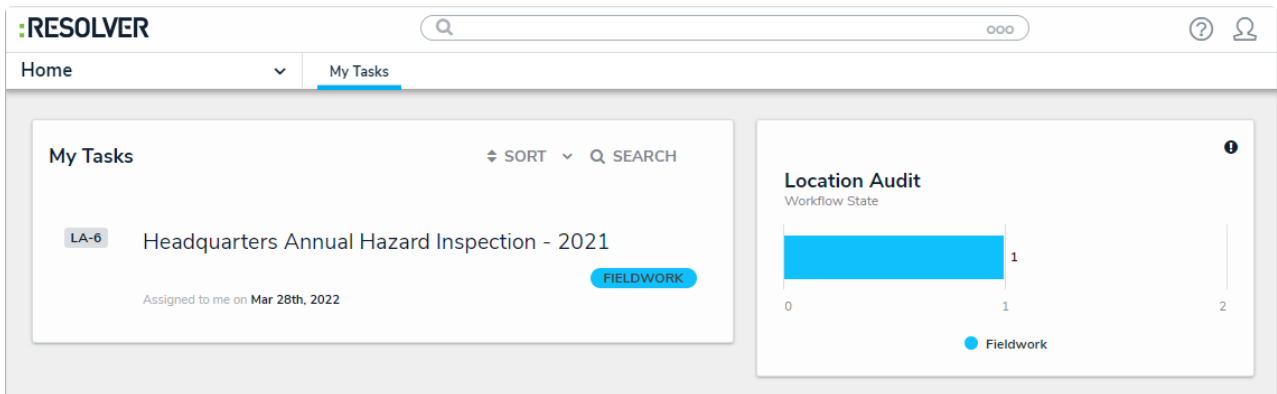


My Tasks

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My Tasks is a tab in the navigation bar that displays a list of existing objects 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 navigation bar dropdown menu), although reports may also be designated as your landing page by an administrator. Any starred reports, including those that may have been flagged as the landing page, will always appear beside the **My Tasks** tab in the navigation bar.



The My Tasks page

The charts to the right of the **My Tasks** section will outline the number of objects assigned to you and their states, such as **Scoping**, **Fieldwork**, or **Review**. 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 navigation bar while working in an application or activity.

Objects can be viewed by clicking on them, but they won't appear in your task unless they have been enabled for your role. Users can still access objects, depending on their user permissions, through **Search**, activities, reports, and applications.

To arrange how objects appear on the page, click Sort, then select one of these options:

- **Type:** Sorts the assigned objects by object type.
- **Name:** Sorts the assigned objects by name.
- **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 screenshot shows the Resolver interface with the 'My Tasks' page selected. A dropdown menu is open over the 'SORT' button, showing options: Type, Name, Workflow State, and Assigned Date. The task list includes:

- INC-4** INC-556: 2019 - Unauthorized Person (DRAFT)
- INC-22** INC-635: 2019 - Slip (TRIAGE)
- INC-49** INC-950: 2019 - Internal Fraud (TRIAGE)
- INC-60** INC-674: 2019 - Inappropriate Written Communication (TRIAGE)
- INC-97** INC-828: 2019 - Employee Conduct Complaint (TRIAGE)
- INC-110** INC-733: 2019 - Unauthorized Activity (TRIAGE)

On the right, there are two workflow state charts:

- Incident Workflow State:** A horizontal bar chart showing 1 Draft (grey) and 9 Triage (blue) items.
- Issue Workflow State:** A horizontal bar chart showing 1 Overdue (yellow) item.

The Sort option on the My Tasks page.

You can narrow down which objects display by entering keywords from one or more object names. To view all objects once again, click **Search** then click **X** to remove the keywords.

This screenshot shows the same 'My Tasks' page but with a search filter applied. A 'Search tasks' dialog box is open, containing a search input field with the text 'fire'. The task list is now filtered to show only one item:

- INC-6** INC-2018-11-20-6 FIRE (Assigned to me on Nov 22nd, 2018)

The workflow state charts on the right are also updated to reflect the search results, showing 1 Triage (blue) item for the Incident and 0 items for the Issue.

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