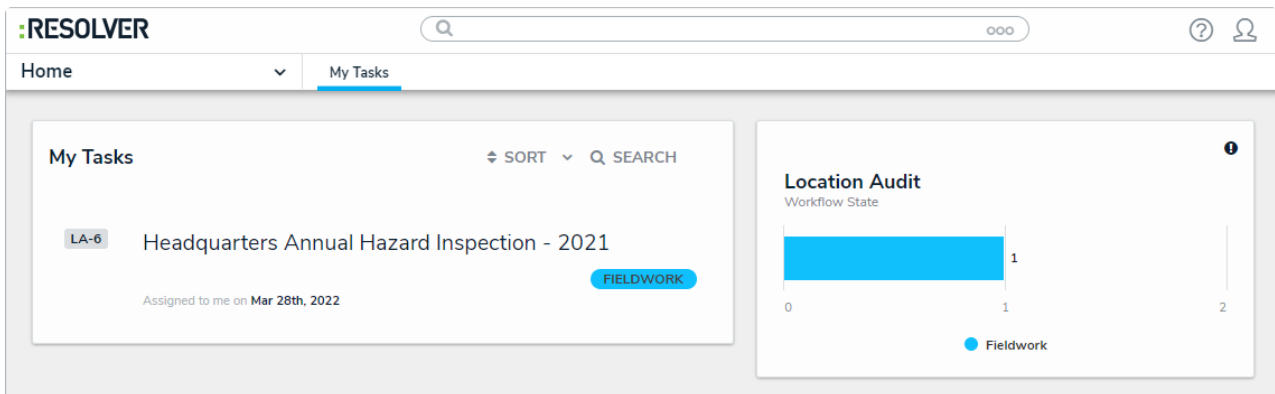


My Tasks

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My Tasks is a tab in the nav 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 nav 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 nav 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 nav 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 'My Tasks' page in the RESOLVER application. The page has a search bar at the top right and a navigation menu with 'Home' and 'My Tasks'. The main content area is divided into two columns. The left column, titled 'My Tasks', contains a list of six tasks, each with a unique ID, title, and status. A dropdown menu is open over the first task, showing options for 'Type', 'Name', 'Workflow State', and 'Assigned Date'. The right column contains two workflow state charts. The top chart, titled 'Incident', shows a bar chart with two bars: a grey bar for 'Draft' (value 1) and a blue bar for 'Triage' (value 9). The bottom chart, titled 'Issue', shows a bar chart with one yellow bar for 'Overdue' (value 1).

ID	Title	Status
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

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.

The screenshot shows the 'My Tasks' page with a search filter applied. The search bar at the top right contains the text 'fire'. A dropdown menu titled 'Search tasks' is open, showing a search input field with 'fire' entered. The main content area now only displays one task: 'INC-6: INC-2018-11-20-6 FIRE'. The right column still shows the 'Incident' workflow state chart, but it now only has one blue bar for 'Triage' (value 1). The 'Issue' chart is not visible.

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