

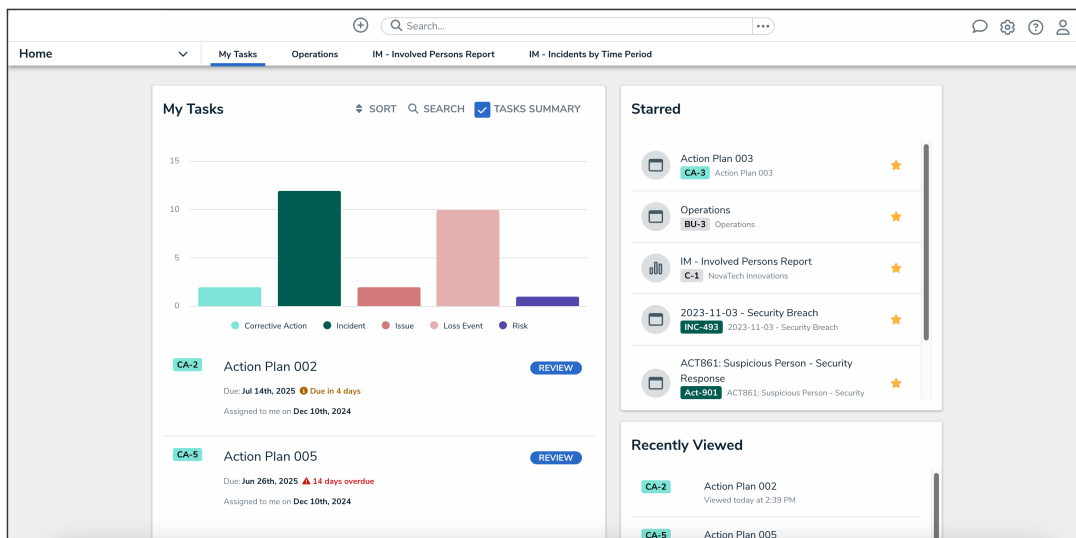
My Tasks

Last Modified on 09/18/2025 11:41 am EDT

Overview

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 on the **Home** page of your Org.

Any **starred reports**, including those that may have been flagged as the landing page, will always appear beside the **My Tasks** in the nav bar.



Home Page



Note:

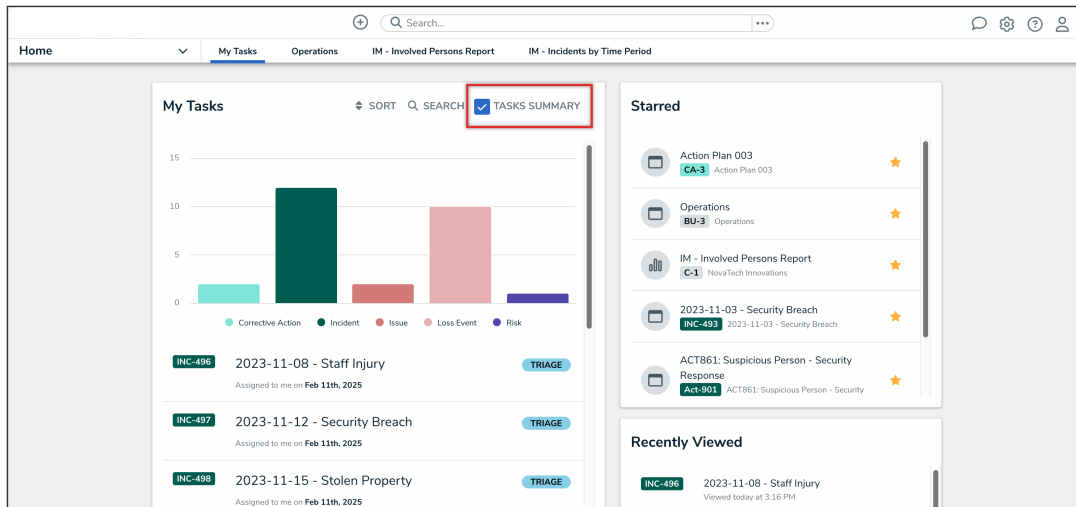
You can access the **My Tasks** tab on the **Home** page at any time by clicking the Resolver logo (or your company logo, if configured) in the top-left corner of any page.

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.

My Tasks Card

The bar chart in the **My Tasks** card outlines 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.

To hide the bar chart from the **My Tasks** card, click the **Tasks Summary** toggle switch to turn it off.



Tasks Summary Toggle Switch



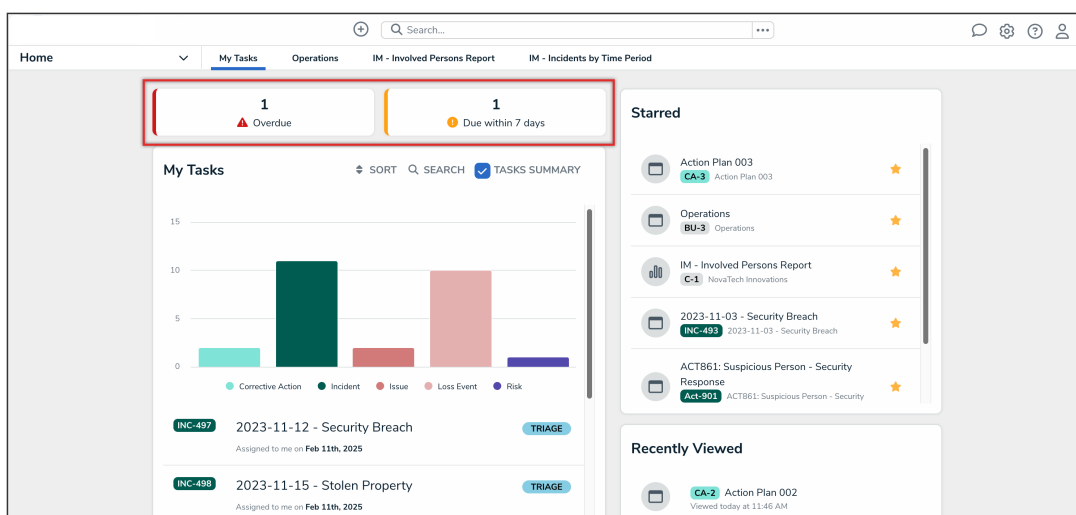
Note:

The **My Tasks** card will only display a maximum of 500 items assigned to the user.

Due Dates in the My Tasks Card

Objects and **assessments** listed in the **My Tasks** card with due dates are highlighted in red if they are overdue, and yellow if they are due in the next 7 days.

The Due Date filters will appear for a user if there is at least one object in their **My Tasks** list that has a due date. These filters show which tasks are overdue or due within the next 7 days. Clicking the **Overdue** or **Due within 7 days** buttons allows users to filter directly to overdue or due soon tasks.

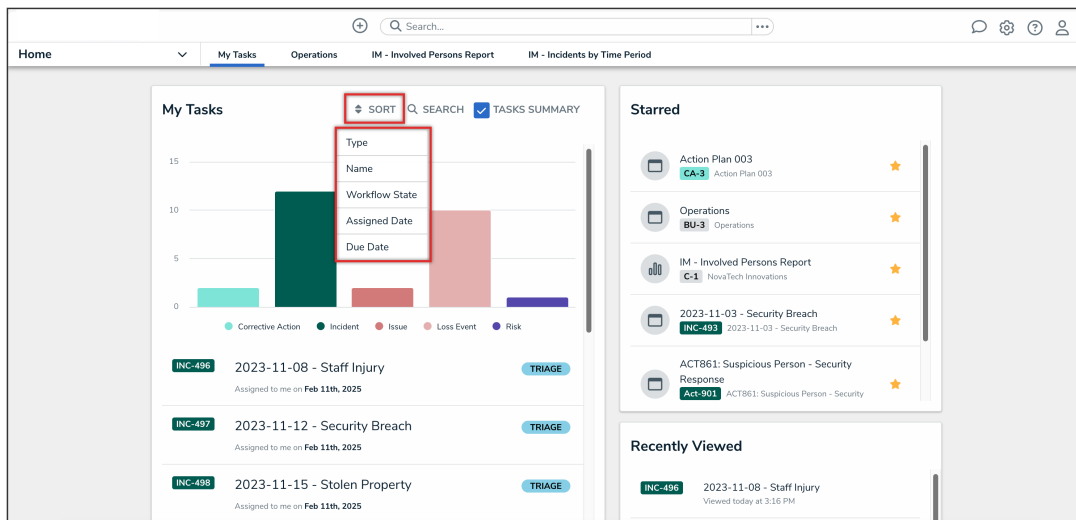


Sorting the My Tasks Card

To arrange how objects appear on the **My Tasks** card, click the **Sort** button, 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
- **Due date:** Sorts the assigned objects by their due dates

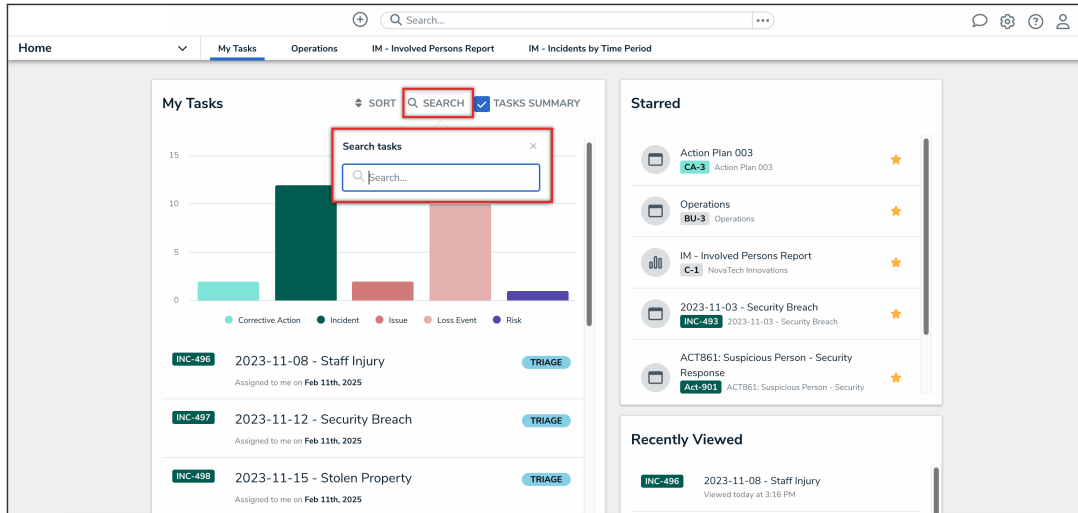
By default, clicking an option will sort the objects in ascending order (alphabetically or by newest date first). Clicking the option again will sort the objects in descending order.



Sort Button

Searching the My Tasks Cards

You can narrow down which objects are displayed in the **My Tasks** card by clicking the **Search** button and entering keywords from one or more object names.



Search Button

To once again view all the objects, click **Search**, then use **Backspace** on your keyboard to delete any search terms.