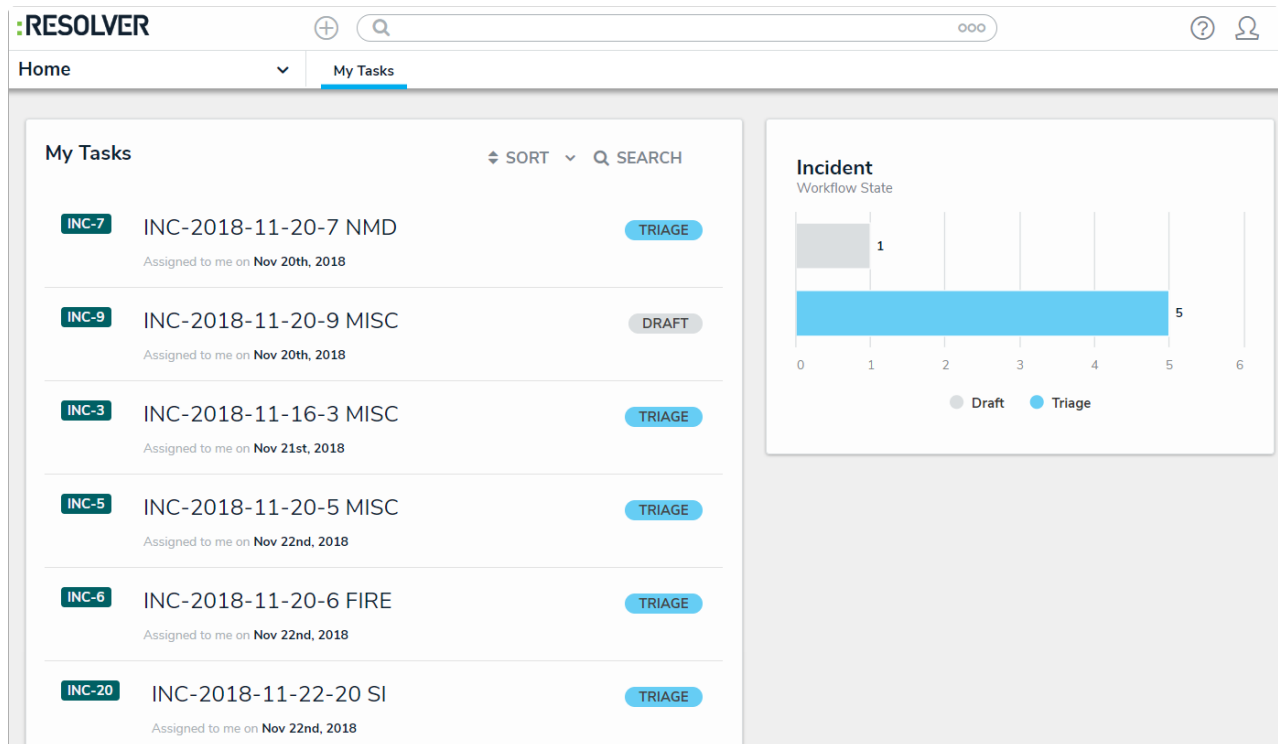


# My Tasks

Last Modified on 02/19/2025 11:02 am EST

**My Tasks** is a tab in the nav bar that displays a list of existing incidents and other 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), 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 on this page outline the number of objects assigned to you and their states, such as **Triage**, **Under Investigation**, 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 tasks unless that has 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 the following 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' tab selected. A dropdown menu is open for the 'SORT' button, showing options: Type, Name, Workflow State, and Assigned Date. The task list includes:

- INC-9: INC-2018-11-20-9 MISC (Assigned to me on Nov 20th, 2018) - DRAFT
- INC-6: INC-2018-11-20-6 FIRE (Assigned to me on Nov 22nd, 2018) - TRIAGE
- INC-21: INC-2018-11-23-21 MISC (Assigned to me on Nov 23rd, 2018) - TRIAGE
- INC-22: INC-2018-11-23-22 MISC (Assigned to me on Nov 23rd, 2018) - DRAFT
- INC-37: INC-2018-11-27-37 MISC (Assigned to me on Nov 27th, 2018) - DRAFT
- INC-46: Unauthorized Person Nov 16 2018 (Assigned to me on Nov 28th, 2018) - TRIAGE

On the right, the 'Incident Workflow State' chart shows 3 Draft tasks (grey bar) and 3 Triage tasks (blue bar).

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 objects, click **Search** then click the **X** to remove the keywords.

The screenshot shows the Resolver interface with the 'My Tasks' tab selected. A 'Search tasks' dialog box is open with the keyword 'fire' entered. The task list now only displays:

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

The 'Incident Workflow State' chart on the right now shows 1 Triage task (blue bar).

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