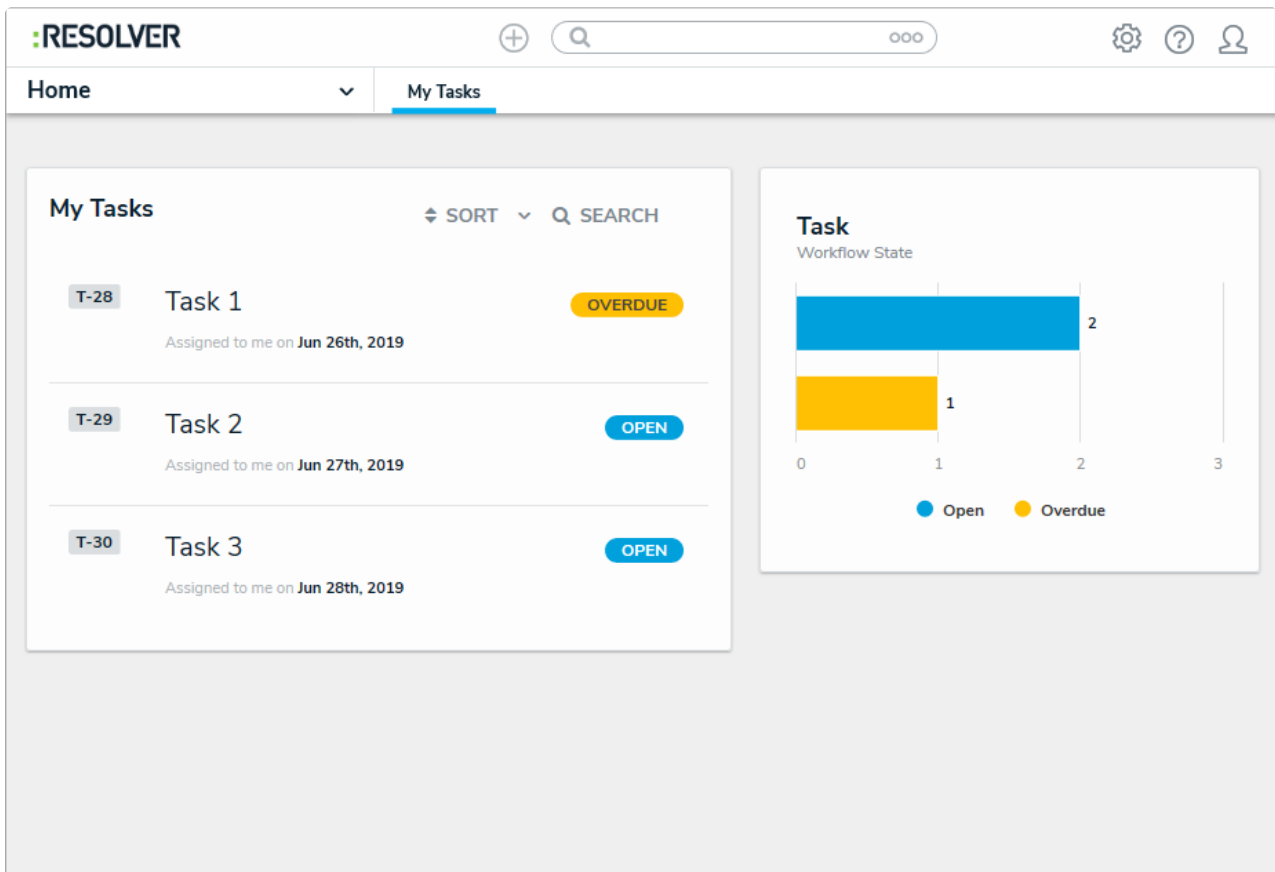


My Tasks

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My Tasks is a tab in the [nav bar](#) that displays a list of existing objects that have been assigned to the currently logged in user. 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).



The My Tasks page.

The charts to the right of the **My Tasks** section on this page outline the number of tasks assigned to you and their current workflow states. 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.

To arrange how the tasks appear on the page, click **Sort**, then select one of the following options:

- **Type:** Sorts the tasks by object type name.
- **Name:** Sorts the tasks by their names .
- **Workflow State:** Sorts the tasks by their current workflow states.
- **Assigned Date:** Sorts the tasks by assignment date.

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' section of the Resolver interface. At the top, there are 'SORT' and 'SEARCH' buttons. A dropdown menu is open, showing options to sort by 'Type', 'Name', 'Workflow State', and 'Assigned Date'. Below the menu, three tasks are listed: 'Task 1' (T-28, assigned Jun 26th, 2019, marked OVERDUE), 'Task 2' (T-29, assigned Jun 27th, 2019, marked OPEN), and 'Task 3' (T-30, assigned Jun 28th, 2019, marked OPEN).

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 your tasks, click **Search**, then use **Backspace** on your keyboard to delete any search terms.

This screenshot shows the 'My Tasks' page with a search filter applied. A 'Search tasks' dialog box is open, showing the search term '3'. The task list is filtered to show only 'Task 3' (T-30, assigned Jun 28th, 2019).

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.

The screenshot shows the 'My Tasks' section with two tasks: '2019-002 Fall from ladder' (INC-2, assigned Sep 16th, 2019, marked TRIAGE) and '2019-003 Near miss accident' (INC-3, assigned Sep 16th, 2019, marked TRIAGE). To the right, a bar chart titled 'Incident Workflow State' shows the distribution of tasks by state: 2 tasks are in 'Triage' (blue bar) and 1 task is in 'Open' (grey bar). The x-axis represents the count from 0 to 3.

Tasks filtered by their current workflow state.