

My Tasks in Internal Audit Management

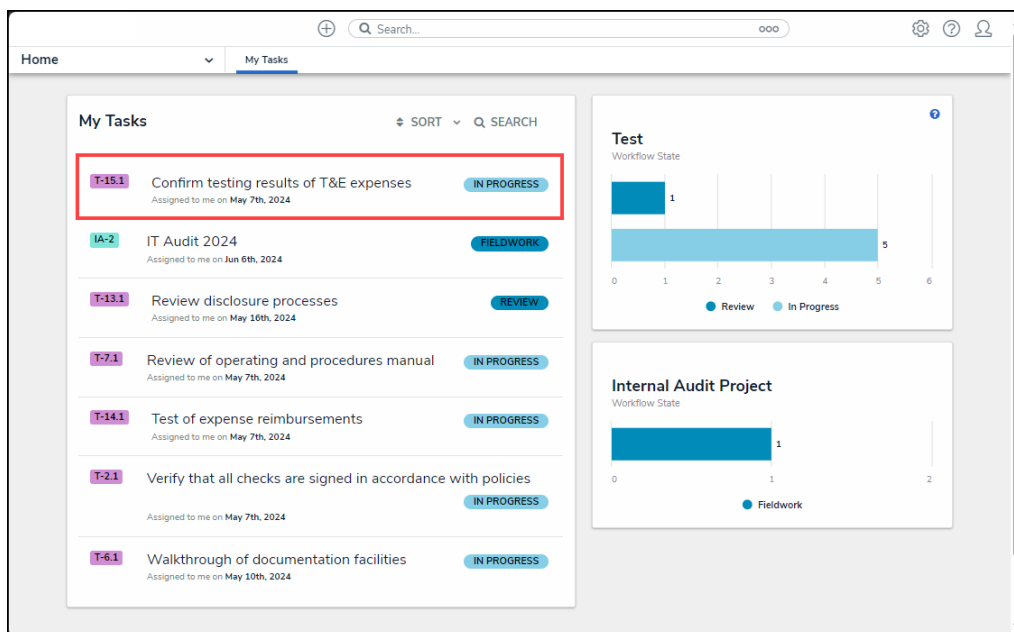
Last Modified on 07/05/2024 2:39 pm EDT

Overview

The **My Tasks** section on the **Home** screen displays a list of internal audit projects, controls, tests, issues, or corrective actions assigned to your user currently logged into the system. By default, the **My Tasks** section will appear on the **Home** screen when a user logs into the system if the user has Objects assigned to them. You can view this section 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.

My Tasks Section

A User can click assigned Objects (e.g., internal audit projects, controls, tests, etc.) on the **My Tasks** section to view more Object details. Depending on a User's permissions, a User can access unassigned Objects through searching, activities, reports, and applications.



Click on a Task

Sorting Tasks

A User can sort Tasks by clicking the Sort link and selecting a sort option from the dropdown menu:

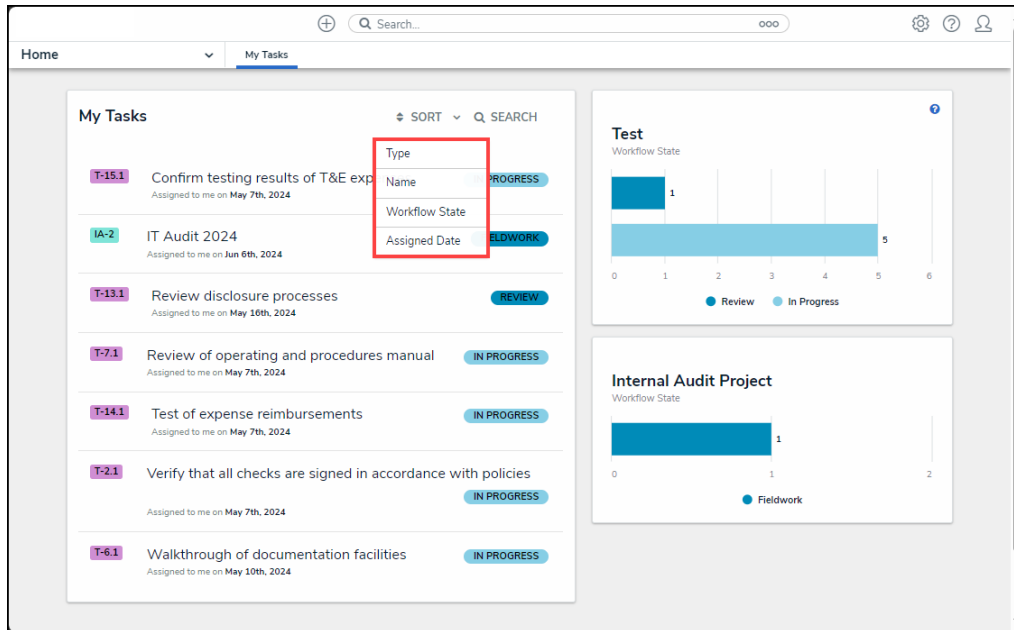
- **Type:** The **Type** option sorts Tasks by Object Type.
- **Name:** The **Name** option sorts Tasks by Task Name.
- **Workflow State:** The **Workflow State** option sorts Tasks by Workflow State.
- **Assigned Date:** The **Assigned Date** option sorts Tasks by the date the Task was assigned

to the User.



Note:

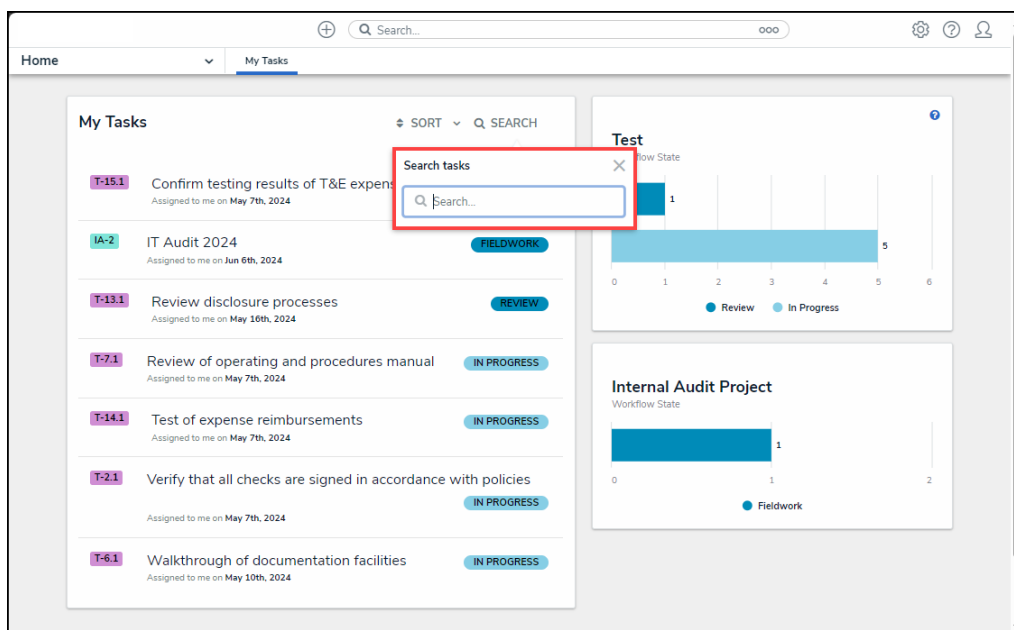
By default, the Sort List is arranged in ascending order (e.g., alphabetically or first to last). Click on the **Sort** link to arrange the Sort List in descending order.



Sort Dropdown Menu

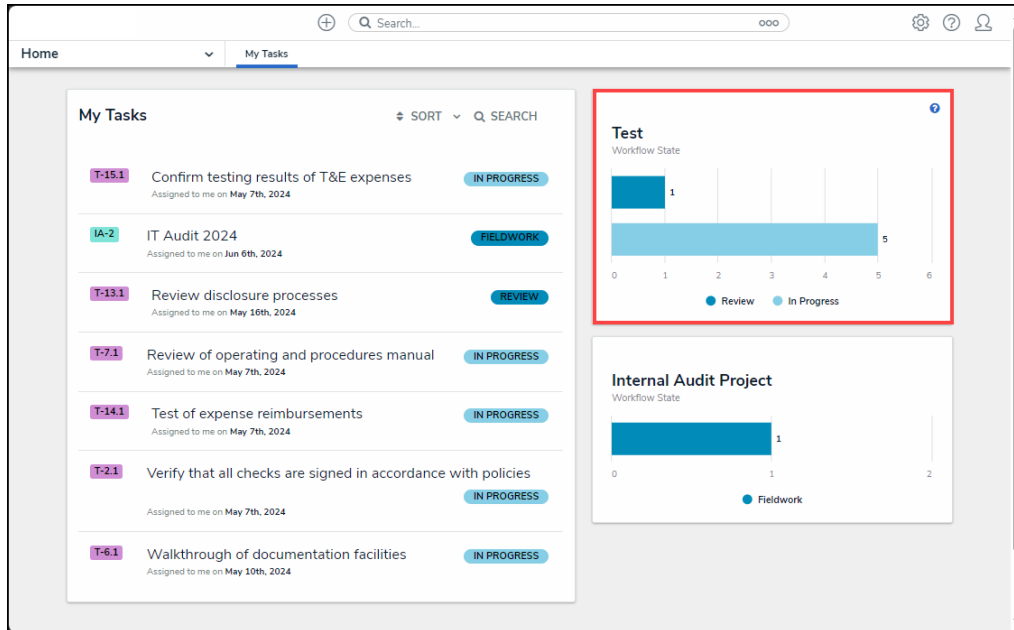
Searching for Tasks

A User can narrow the Tasks that appear in the **My Tasks** section by clicking the **Search** icon and entering a keyword in the **Search** field on the **Search tasks** pop-up. Click the **x** on the **Search tasks** pop-up to remove any keywords affecting the search results.



Workflow State Chart

The **Workflow State Chart** section appears beside the **My Task** section on the **Home** screen. The **Workflow State Chart** section, outline the number of objects assigned to you and their states (e.g., assess, review, or monitoring). Click a bar on the chart or a state at the bottom to sort the chart by a specific state.



Workflow State Chart