

My Tasks

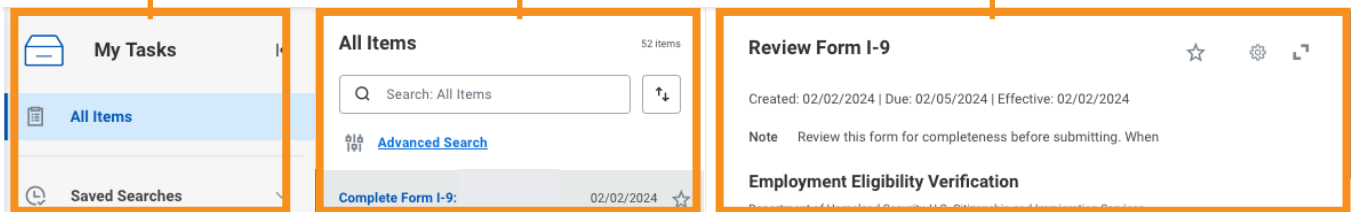
Inbox has been transformed to My Tasks. Now, there are more options to sort, filter, and organize your tasks!

At a Glance

Side Bar

Task List

Message



Overview

Side Bar

The Side Bar contains several key sections:

- My Tasks**: Includes a collapse sidebar button (left arrow icon).
- All Items**: View all tasks - old, new, and pending.
- Saved Searches**: Save Searches for specific tasks that you do/use daily.
- Filters**: Filter tasks to see only the ones you need.
- Archive**: View Archived tasks.
- Bulk Approve**: Approve multiple tasks at once.
- Manage Delegations**: Shortcut to delegating tasks to other managers.

Task List

The Task List interface includes the following features:

- All Items**: Shows what filter is used.
- Search: All Items**: Search for tasks by name.
- Sort By**: Sort By (up/down arrow icon).
- Advanced Search**: Search using additional criteria.
- Favorite**: Favorite (star icon).

Focus

Task List Sort By Options

The image shows a settings menu for a task list. At the top left is a small square icon with an up and down arrow. Below it is a 'Sort By' section with four options: 'Newest on Top' (highlighted in blue with a checkmark), 'Oldest on Top', 'Due Soonest on Top', and 'Display Density'. Below 'Display Density' are two options: 'Simple' and 'Detailed' (with a checkmark). Below that is a 'Date View' section with two options: 'Absolute' (with a checkmark) and 'Relative'. Orange lines connect each option to a descriptive text block on the right.

Note: The checkmarks show the current selection

Ascending Sort

Descending Sort

Prioritize Deadlines Sort

Do Not Display Effective Dates

Display Effective Dates

Displays the Date the task arrived in My Tasks

Displays the number of days the task has been in My Tasks

Message Display Options

Onboarding Setup

Message Title



Favorite Message



Quick Actions Menu



Enter and Exit Fullscreen

Delegate a Task to another manager without leaving the screen

Reassign to another person by providing the person and the reason it should be assigned to them

See more details about the task - including the step by step processes that came before you received the task and the ability to download as an Excel file or PDF

