

Viewing tasks on Manage Tasks page

Requirements: Your project role must include the View All Tasks user right.

1. On the navigation toolbar, click **Manage Tasks**.

Customer: Top Design Studio Project: Task: Status: All Active User: All Owner: All Task Report

Task Name	Overall Status	Due Date	Project	Active	User Count	Element Count	Annotation Count
Brochure_1001	not started - 0%	5/21/2018	Fall Catalog	✓	2	2	0
Fish picture	not started - 0%	Today	Fall Catalog	✓	2	1	0
Approver meeting	not started - 0%	5/29/2018	Fall Catalog	✓	2	1	0
Fall Coverpages	not started - 0%	5/30/2018	Fall Catalog	✓	2	2	0

Name: Fall Coverpages

Mixed Task

Task Summary

Task Approvers Summary		Overall Status	Annotation Count	Task Elements Summary		Overall Status	Annotation Count
John Doe (Me)	not started - 0%	0	Catalog24023_Coverpage.pdf	not started - 0%	0		
Robert Doe (RobertD)	not started - 0%	0	Catalog2402_Coverpage.pdf	not started - 0%	0		

Attributes

Creator: John Doe
Created: Today 11:52:52 AM
Last Changed: Today 11:52:52 AM
Due Date: 9/4/2016
Allow 'Approve With Changes' status: No
Only allow 'OK' status for reviewers: No
Color Target: None
Task Attributes: [View All](#)

Description: None

- The Manage Tasks page displays the list of all tasks that you are allowed to view.
 - You can filter the tasks by the project name, the tasks name, the task status, the user, and the owner.
 - You can perform more actions from the **Task** menu and the **Report** menu.
2. Select a task from the list.
The **Task Summary** of the selected task is displayed at the bottom.
 3. Click the thumbnail of the element to open the task in Smart Review.