

Filtering tasks

You can filter tasks so that you only see tasks with a certain status—for example, tasks that have been inactivated.

1. In the **Tasks** view, in the **Filter** list, select one of the following options:

To use this filter	You must have this project role	These tasks appear
All Active		All tasks that are not inactive
My To Do		Tasks that are assigned to you
Waiting for Changes	If you have the Task Status View user right, you can also view the tasks waiting for changes that are assigned to other users.	Tasks that are assigned to you and have an overall status of changes or correction Use this filter to quickly view all of the elements that you must download and fix. For information about the changes required for a specific element, open the element in Smart Review and view annotations made by other users.
All Inactive	Admin Tasks	Tasks that have been made inactive
My Created	Create Tasks	Tasks that you created
My Owned	Admin Tasks	Tasks that you owned
Created by	Create Tasks	Tasks created by the selected user
Owned by	Admin Tasks	Tasks owned by the selected user