

Viewing overall task status

You can view the overall status of a task assigned to you or other users. Overall status is a summary of the statuses set for the task by all users assigned the task.

Requirements: You must have a project role that includes the Task Status View user right.

For the tasks for element review or approval, you can only view the overall status for the current revision of an element, not for earlier revisions.

1. In the **Tasks** view for the project, select the task whose status you want to view.
The **Overall Status** column shows the overall status of the task and the percentage of completion for the task. For example, if two users are assigned a task and only one of the users has so far set the status for the task, the overall task status appears as **in progress - 50%**.

If two users are assigned a task for an element, and one user approves the element but the other user requests corrections to the element, the overall status for the task appears as **correction**.

2. You can also perform the following actions:
 - Expand a task and its associated elements to see the users assigned to the task and the individual task statuses
 - View the statuses of tasks that you created. In the **Filter** list, select **My Created**.

In the lower pane, in the **Task Summary** area, the **User Authentication** column indicates whether the user typed a system password at the time of changing the task status. Users and their approval status are displayed in their groups, and group property **First vote counts for group** is displayed if applicable.

3. You can also perform the following actions:
 - a. Under one of your projects, select **Elements**.
 - b. On the right pane, select an element.

In the lower part of the page, under **Tasks Summary for Element**, a list of all tasks in which this element has been added as a task element and their overall status, is displayed.

Important: In tasks for element review or approval, only the approvers' status are counted toward the overall percentage of completion. Reviews status does not affect the overall percentage of completion.