

# Task List

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The Task List is the central hub of the Web Interface. It lists all of the active tasks that are available for the current user.

Each task contains summary information that includes the name of the process, its current assignment, its due date, the person initiating the task, and some brief information describing the instance of the task.

The list of tasks can be filtered and sorted in many different ways by selecting a view. More information on creating and using views is discussed later in this guide.

If a user is connected in test mode, there will be an option to switch the user. When a user is selected, a new task list is displayed based on the user's groups and roles.

In cases where there are a large number of active tasks, the task list may encompass several pages. The total number of tasks and current page are listed at the top left of the screen. The number of tasks displayed per page can be

changed in the User Preferences page.

More information about each task can be viewed by clicking on the “View” icon. The Task Detail page will be shown for the current task in “Read-Only” mode and will not change ownership of the task.

When a user wishes to work on a task, they should request ownership of the task by clicking on the “Work” icon. If successful, the user will now be the sole owner of the task until it is completed, assigned back to its original owner, or assigned to someone else. The user will be presented with the Task Detail page for the selected task.

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