Views

Overview

Views can be added or edited and used to filter and sort the tasks shown on the Task List page

General

Information on the view such as a descriptive name is entered on this page.

Assignment

If a user would like to specify specific assignment criteria, various parameters can be entered. A user can specify only tasks assigned or owned by them, tasks assigned to a user's primary group, tasks assigned to any of a user's groups, tasks assigned to a user's subordinates, or tasks assigned or originally assigned to a specific group.

Dates

The task create date or task due date can be used to narrow a search for a specific range of dates.

Match

Various fields can be searched to match information supplied in the "match" field.

Priority

Includes only tasks with the desired priority level.

Sorting

Once tasks are filtered, they can be sorted based on the information specified under the "sort" tab. Tasks are first sorted using the primary sort field. If tasks contain equal information, they are further sorted by the secondary sort field.