

Viewing your tasks

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

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

Customer: Top Design Studio **Project:** **Task:** **Status:** Not Completed

Task Name	Due Date	Project	Customer
Brochure_1001	5/21/2018	Fall Catalog	Top Design Studio
Fish picture	Today	Fall Catalog	Top Design Studio
Approver meeting	5/29/2018	Fall Catalog	Top Design Studio
Fall Coverpages	5/30/2018	Fall Catalog	Top Design Studio

Name: Fall Coverpages

My Task Summary

Element	Status	Annotation Count	Comment	User Authenticated	Updated
Catalog24023_Coverpage.pdf	status not set	0			
Catalog2402_Coverpage.pdf	status not set	0			

Attributes

Creator: John Doe **Description:** None
Created: Today 11:52:52 AM
Last Changed: Today 11:52:52 AM
Due Date: 3/4/2016
Allow 'Approve With Changes' status: No
Only allow 'OK' status for reviewers: No
Color Target: None
Task Attributes: [View All](#)

- If you have a task that is overdue or due today, a red indicator with the total number of such tasks appears next to **My Tasks** on the toolbar.
 - The My Tasks page displays the list of your tasks sorted by due date.
 - You can filter the tasks by the project name, the tasks name, and the task status.
2. Select a task from the list.
The task summary and other details of the selected task are displayed at the bottom.
 3. Click the thumbnail of the element to open the task in Smart Review.

Task icons

Tasks		Overdue or due today
Mixed Task		
Mixed Task with the require password authentication for approvers option selected		
Action Task		
Legacy task types		
Approval Task		

Approval Task with the require password authentication for approvers option selected		
Review Task		