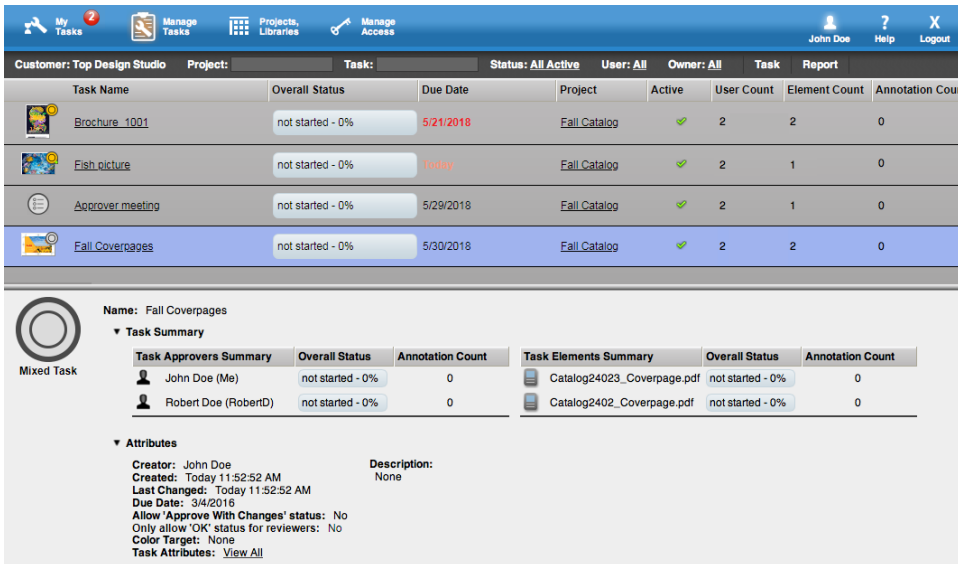


Viewing tasks on Manage Tasks page

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

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



The screenshot displays the 'Manage Tasks' interface. At the top, there's a navigation bar with 'My Tasks', 'Manage Tasks', 'Projects, Libraries', and 'Manage Access'. Below this, a filter bar shows 'Customer: Top Design Studio', 'Project:', 'Task:', 'Status: All Active', 'User: All', 'Owner: All', and buttons for 'Task' and 'Report'. The main table lists tasks with columns: Task Name, Overall Status, Due Date, Project, Active, User Count, Element Count, and Annotation Count. The 'Fall Coverpages' task is highlighted. Below the table, the 'Task Summary' section is expanded, showing 'Task Approvers Summary' and 'Task Elements Summary' tables. The 'Task Approvers Summary' table lists John Doe (Me) and Robert Doe (RobertD) with their overall status and annotation count. The 'Task Elements Summary' table lists two PDF files: Catalog24023_Coverpage.pdf and Catalog2402_Coverpage.pdf, both with 'not started - 0%' status and 0 annotations. The 'Attributes' section is also visible, showing creation and last changed dates, due date, and other task-specific attributes.

- The Manage Tasks page displays the list of all tasks that you are allowed to view.
 - You can filter the tasks by the project name, the tasks name, the task status, the user, and the owner.
 - You can perform more actions from the **Task** menu and the **Report** menu.
2. Select a task from the list.
The **Task Summary** of the selected task is displayed at the bottom.
 3. Click the thumbnail of the element to open the task in Smart Review.