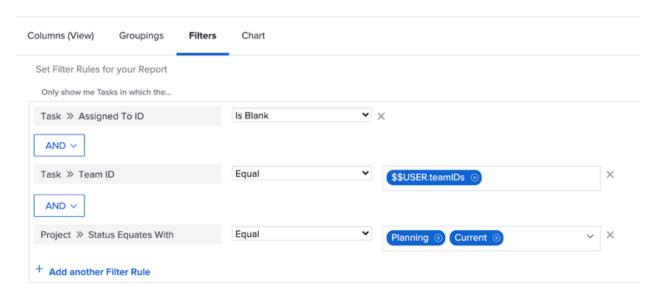# Understand built-in task filters activities

Activity: Create a task report

You want to make sure you are aware of tasks assigned to one of your teams that no one has agreed to work on it yet. Create a task report named "Unassigned Tasks on any of my teams."

Answer

Here is what the filter should look like:

Set up your column view to include the fields you're interested in or would like to be able to in-line edit. For example, you could include an Assignments column so you could assign a team member to a task directly from the report.

You might want to group the list based on the name of the team assigned to each task.

Here is what the report should look like:

Show Filters   Report Actions ⌄   As of Aug 18, 2021 5:02 pm Central Daylight Time

Details   Summary

Export ⌄   Filter Report Default ⌄   View Report Default ⌄   Grouping Report Default ⌄

Task Name	Assignments	Team: Name	Duration	Pln Hrs	Predecessors	Start On	Due On	% Complete
⌄ Team: Name: Training Team (2)								
Fall sale promotion	Training Team	Training Team	3 Days	2 Hours		4/6/20	4/8/20	0%
Creative Review	Training Team	Training Team	2 Days	16 Hours	⊶8	5/18/20	5/20/20	0%
⌄ Team: Name: Professional Services (3)								
Send contracts through team review	Professional Services	Professional Services	3 Days	4 Hours		11/23/20	11/25/20	0%
Team meeting to decide on corrections	Professional Services	Professional Services	1 Day	4 Hours	⊶5	11/25/20	11/25/20	0%
Proofread Creative	Professional Services	Professional Services	1 Day	8 Hours	⊶9	5/20/20	5/21/20	0%

Showing 5 tasks