## Create filters with user-based wildcards activities

## **Activity 1**

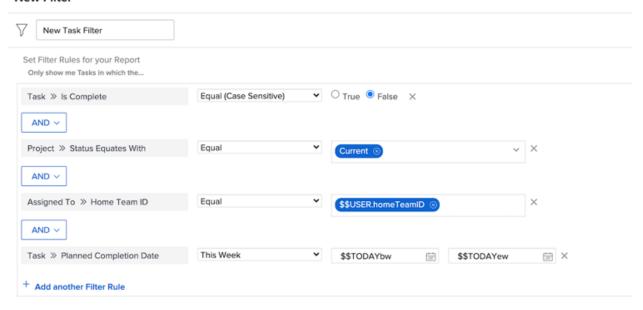
You have a bit of extra time this week, so you want to see if there's anyone on your team who could use some assistance with their assignments. Create a task filter to find tasks that are due this week that haven't been completed.

## Answer 1

You're awesome for helping out your teammates! With the filter set up like the image below, you'll find tasks:

- That haven't been completed (meaning they don't have a Complete status or status that equates to Complete);
- That are in projects with a Current status (after all, you don't want to find tasks for projects that haven't launched yet);
- That are assigned to someone on your home team, as defined by Workfront team settings;
- And that have a completion date of sometime this week (this rule used the pre-built date filter to define "this week").

## **New Filter**



You may need to add some additional filters if you need to limit the list a bit more. For example, you may want to add a filter rule that looks at a specific program or portfolio that your team works out of.