

## 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



New Task Filter

Set Filter Rules for your Report

Only show me Tasks in which the...

Task » Is Complete

Equal (Case Sensitive) ▼



True



False



AND ▼

Project » Status Equates With

Equal ▼

Current ⓘ



AND ▼

Assigned To » Home Team ID

Equal ▼

\$\$USER.homeTeamID ⓘ



AND ▼

Task » Planned Completion Date

This Week ▼

\$\$TODAYbw ⓘ



\$\$TODAYew ⓘ



+ Add another Filter Rule

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.