

## 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:

The screenshot shows the 'Filters' tab of a report configuration tool. At the top, there are tabs for 'Columns (View)', 'Groupings', 'Filters' (which is active), and 'Chart'. Below the tabs, the text 'Set Filter Rules for your Report' is displayed. A sub-header reads 'Only show me Tasks in which the...'. Three filter rules are listed, each with a field, an operator, and a value, and a remove button (X):

- Rule 1: Field 'Task >> Assigned To ID', Operator 'Is Blank', Value (empty), Remove button.
- Rule 2: Field 'Task >> Team ID', Operator 'Equal', Value '\$\$USER.teamIDs' (with a remove button), AND button.
- Rule 3: Field 'Project >> Status Equates With', Operator 'Equal', Value 'Planning' and 'Current' (with remove buttons), AND button.

At the bottom, there is a link '+ Add another Filter Rule'.

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:



REPORT

## Unassigned Tasks on any of my teams

[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



<input type="checkbox"/> Task Name	Assignments	Team: Name	Duration	Pln Hrs	Predecessors	Start On	Due On	% Complete
Team: Name: Training Team (2)								
<input type="checkbox"/> Fall sale promotion	Training Team	Training Team	3 Days	2 Hours		4/6/20	4/8/20	0%
<input type="checkbox"/> Creative Review	Training Team	Training Team	2 Days	16 Hours	01-08	5/18/20	5/20/20	0%
Team: Name: Professional Services (3)								
<input type="checkbox"/> Send contracts through team review	Professional Services	Professional Services	3 Days	4 Hours		11/23/20	11/25/20	0%
<input type="checkbox"/> Team meeting to decide on corrections	Professional Services	Professional Services	1 Day	4 Hours	01-05	11/25/20	11/25/20	0%
<input type="checkbox"/> Proofread Creative	Professional Services	Professional Services	1 Day	8 Hours	01-09	5/20/20	5/21/20	0%

Showing 5 tasks