

Working Of Tasks Filter



1. Filter by

"Filter by" allows you to filter tasks based on contact number, team member, or the task creator.



2. Click on the task icon to filter the task.

Good afternoon, Tiarabytj , 🙋

Let's see what's going on ...

Total chats: 12092 | Tasks pending: ? | Total contacts: 27323 | Response rate: 3.95%

Your channels:

- Whatsapp • Connected
- Messenger • Connected
- Instagram • Connected
- Webchat • Connected
- Commerce • Connected
- Ads manager • Connected

Quick actions:

- New contact
- New Task (highlighted with a yellow arrow)
- New broadcast
- New template
- Generate QR code

Integrated number: [redacted] | Status: [redacted] | Quality rating: [redacted] | Daily messaging limit: [redacted]

3. Click on "Filter by".

Tasks

Show tasks for : All time

39 Pending

Publish Blog

Menu Update

Technical & On-Page SEO

Test K-7

2 In progress

Contact Us Page Update

Change the banner image

Schema Addition

Remove banner

Policy Update

10 Completed

New Category

Completed 6d

Click on "Filter by".

4. Enter the name of the team member whose assigned tasks you want to view.

Tasks

Show tasks for : All time

39 Pending

Publish Blog

Menu Update

Technical & On-Page SEO

Test K-7

Filters

Search

Task for contact

Select...

Assigned to

Unassigned TiarabyTJ, Priya Verma, tm 3, tm 5, Tm 4, MD Jain, test 3 23 sept, AKshay test, Danish Shah, Maria Leo, Tanisha More, Sonu Desai, Rishi Das, Rahul Patil, Rex Sharma

Created by

TiarabyTJ, Priya, tm, Tm, MD

Clear all See more

5. Search by the team member's name to view the number of tasks assigned to them.

A screenshot of the Jwero Chats Tasks page. On the left, there's a sidebar with various icons. The main area shows a list of tasks. A callout box with a yellow arrow points from the text "Search by the team member's name to view the number of tasks assigned to them." to the search bar in the top right corner, which contains the text "sonu". Another callout box with a yellow arrow points from the text "Total 1 results" to the results section below. The results show one task assigned to "Sonu Desai".

6. "Task for contact" lets you filter tasks based on the contact number.

A screenshot of the Jwero Chats Tasks page. A callout box with a yellow arrow points from the text "'Task for contact' lets you filter tasks based on the contact number." to a dropdown menu labeled "Task for contact". The dropdown menu is open, showing a list of contacts: "Select...", "Rahul More", "mb6384946", "Jwero.ai | Automating Jewellery Businesses", "Rahul More", "Jwero Support 1 Mainkar", "Runal Ghadi", "Manav Jagani", and "Lynn Jewellers".

7. Filter tasks based on the team members they are assigned to.

The screenshot shows the JWERO platform interface. On the left, there's a sidebar with various icons and a 'Tasks' section. The main area displays a grid of tasks. A large yellow arrow points from a callout box at the top left towards the filter panel on the right. The callout box contains the text: "Filter tasks based on the team members they are assigned to." The filter panel has a heading "Filters" and a search bar. It lists several assignees with checkboxes: "Rahul More" (unchecked), "TiarabyTJ" (checked), "Rahul" (unchecked). Below this is a section for "Created by" with similar filter options. At the bottom of the filter panel, it says "Total 0 results".

8. Filter tasks based on the task creator.

This screenshot is nearly identical to the previous one, showing the JWERO platform interface. A large yellow arrow points from a callout box at the top left towards the filter panel on the right. The callout box contains the text: "Filter tasks based on the task creator." The filter panel has a heading "Filters" and a search bar. It lists several creators with checkboxes: "Rahul More" (unchecked), "TiarabyTJ" (checked), "Rahul" (unchecked). Below this is a section for "Created by" with similar filter options. At the bottom of the filter panel, it says "Total 0 results".

9. Click on "Clear all" to remove all filters applied.

The screenshot shows the JWERO Chats application interface. On the left, there's a sidebar with icons for Home, 220+ notifications, Tasks, New, and Settings. The main area is titled "Tasks". A search bar at the top says "Search anything". Below it, a dropdown menu says "Show tasks for : All time". There are several task cards: "Publish Blog" (Pending), "Menu Update" (Overdue 47d), "Technical & On-Page SEO" (Overdue 48d), and "Test K-7" (Overdue 47d). To the right, a sidebar titled "Filters" includes a search bar, a dropdown for "Task for contact" (set to "Select..."), and a section for "Assigned to" with many user names listed. A callout bubble with a yellow arrow points to the "Clear all" button at the bottom of the sidebar.

Click on "Clear all" to remove all filters applied.

10. Click on "See results" to view the tasks.

This screenshot shows the same JWERO Chats interface as the previous one, but with a specific filter applied. The search bar now contains "sonu". In the "Assigned to" section, the checkbox for "Sonu Desai" is checked. A callout bubble with a yellow arrow points to the "See results" button at the bottom right of the sidebar. The sidebar also shows "Total 1 results".

Click on "See results" to view the tasks.

11. Filter tasks based on a specific time range.

Filter tasks based on a specific time range.

The screenshot shows the JWERO CHATS application interface. On the left, there's a sidebar with various icons. In the center, under the 'Tasks' section, there's a dropdown menu titled 'Show tasks for :'. This dropdown has a yellow border and a yellow arrow pointing to it from the top-left. Inside the dropdown, the 'All time' option is selected (indicated by a blue circle). Other options include 'Today', 'This week', and 'This month'. To the right of the dropdown, there's a search bar and a 'Filter by' button. Below the dropdown, there's a summary of tasks: 1 Pending, 10 Completed, and 0 In progress. A message at the bottom says 'No tasks in progress'.

12. Select the time from the available options.

Select the time from the available options.

This screenshot is similar to the one above, showing the JWERO CHATS interface. The 'Show tasks for :' dropdown is open, and the 'All time' option is now highlighted with a yellow border and a yellow arrow pointing to it from the bottom-left. The other options ('Today', 'This week', 'This month') are shown with grey outlines. The rest of the interface, including the task summary and the right-hand completed tasks list, remains the same.