

# Tasks Report - Space Tools

## Overview

The **Tasks Report** lists all tasks in the current space, and allows you to filter by assignee, and task status.

## Permissions

By default, this report is only available to users who can Add content (pages or blog posts) to the space.

Admins can make it available to everyone by changing the [Workflow Activity and Drafts Visibility](#) setting.

## Viewing the report

Choose **Space Tools** **Tasks** to view the Tasks Report:

image

Here's what the report looks like:

| Page ^                    | State ^     | Task  | Assigned by                | Assigned   | Assigned to                | Due Date ^ |
|---------------------------|-------------|---|----------------------------|------------|----------------------------|------------|
| <a href="#">HTTP 451</a>  | Approved    | <a href="#">Check links</a><br><i>Some seem broken or missing</i>                       | <a href="#">Guy Fraser</a> | at 7:21 AM | <a href="#">Guy Fraser</a> |            |
| <a href="#">THX-1138</a>  | Review      | <a href="#">Technical Review</a><br><i>How shall the new environment be programmed?</i> | <a href="#">Guy Fraser</a> | at 7:20 AM | <a href="#">Guy Fraser</a> |            |
| <a href="#">US6630507</a> | In progress | <a href="#">Check links</a><br><i>Make sure they point to correct space</i>             | <a href="#">Guy Fraser</a> | at 7:20 AM | <a href="#">Guy Fraser</a> |            |

## See also

- [Report on tasks](#)