

Report on tasks

Overview

These are the ways you can keep track of workflow tasks...

At a glance

The outstanding number of tasks to complete are shown on the [workflow status bar](#)

Policy and Practice

Created by admin, last modified a minute ago  Polishing  2 Tasks





In detail

See task descriptions, any assignees, and due dates on the [tasks popup](#)

 Polishing  2 Tasks

What do you want to get done for this page?

+ New Task

- Analyse team feedback practice   
-  Check current legal update online streams due on Feb 18, 2021
Check current month updates

A blue dot indicates tasks you're assigned to as the current user.

Mouse over a task to view options to edit the task, add or edit assignees or delete the task

Use the checkbox to confirm completion of a task.

In context

View tasks in context of other actions on the current content (page or blog post) in the [Activity Report - Content](#)

Policy and Practice

Filter by: [States](#) [Edits](#) [Tasks](#) [Comments](#)Order by date: [↓ Oldest](#)[Export to CSV](#)

Feb 02, 2021	Actor	Type	Activity	Version
Polishing	admin	Task	completed task <i>Analyse team feedback practice</i> at 1:34 PM	
			Feedback added from ALL 4 teams on workflow management practice	
		Task	assigned task <i>Analyse team feedback practice</i> to admin at 1:31 PM	
		Task	assigned task <i>Check current legal update online streams</i> to Suni Conn at 1:31 PM	
		Task	created task <i>Analyse team feedback practice</i> at 1:31 PM	
		Task	created task <i>Check current legal update online streams</i> at 1:31 PM	
			Check current month updates	
		State	changed state to Polishing at 1:31 PM	v3

In summary

See a summary of all tasks in a space with the [Tasks Report - Space Tools](#)

Tasks Report

Assigned to: [Anyone](#) | [elle](#) | [matilde](#) | [suni](#)
 Tasks: [Active](#) | [Completed](#) | [All](#)

Page ^	State ^	Task	Assigned by	Assigned	Assigned to	Due Date ^
Policy and Practice	Polishing	Check current legal update online streams <i>Check current month updates</i>	admin	at 1:31 PM	Suni Conn	Feb 18, 2021
HR Management Tasks Planning	Editing	Webinar Script	admin	at 1:21 PM	Matilde Sipes	
Recruitment Channels	Review	Review online recruitment sites <i>Update current list of sites, identify and tag sites specific to vacancy area</i>	admin	at 1:23 PM	Elle Brakus	Feb 28, 2021

Use the report filters to

- view completed, active or all tasks
- view tasks by assignee

Assigned to you

See lists of tasks assigned to you:

- [My Document Actions - Profile](#)

With macros

Add your own reports:

- [Workflow Report Macro - Dashboard](#)
- [Workflow Report Macro - Tasks](#)

With search filters

Use workflow filters in Confluence search:

- [Confluence Search](#)
- [Content by Label macro](#)

- [Page Properties Report macro](#)

Requires **Workflows 5.1** and **Confluence 5.8** or above.