

# Understanding Flowtime Inbox

Last Modified on 11/28/2017 5:58 am EST

## v8.3 and earlier

Flowtime Inbox displays open and closed messages you received from your processes. The messages are either tasks to complete, or notifications that do not require action.

To view the available actions for a task, right-click the task.

If you select one or more messages, you can perform actions on them by clicking one of the tile buttons above the inbox.

### Inbox Icons

Icon	Description
	Task
	Notification
	Opened task
	Opened notification
	Question about a process
	Queued task you can fetch
	Task reminder
	High priority
	Task is overdue
	Message includes an attachment

## v8.3.4 and later

By default, the Notifications section displays your open messages that you received from your processes. The messages are either tasks to complete, or notifications that do not require action. You can toggle to your closed messages by clicking the arrow icon next to **INBOX: MY OPEN MESSAGES**.

To view the available actions for a task, right-click the task.

If you select one or more messages, you can perform actions on them by clicking one of the tile buttons above the inbox.

The screenshot shows the Genpact Cora interface. On the left is a dark sidebar with navigation links: 'New Process', 'My Tasks' (32), 'Notifications' (14), 'Processes I Started', 'Active Processes', 'Analytics', 'Delegations', and 'Hot Operations'. The main content area is titled 'Notifications' and shows a table of 'INBOX: MY OPEN MESSAGES'. The table has columns: From, Subject, Received, Due Date, Reminder, Workflow Name, and Stage. It lists 14 items, including tasks like 'Expected Launch Date', 'Customer Verification', 'Review Status', and 'Order Notification'. At the bottom right of the table, it says '1/4 of 4 items'.

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