View My Tasks List

Last Modified on 10/15/2020 10:44 am EDT

V3.0 and later

On Flowtime, click **Ops Manager** > **My Tasks** > **Process Tasks** to display the list of tasks that are created in relation to the cases. These tasks are new requests created from cases, and are not cases by themselves.

		All o	Due Today 0 Overdue	0		55			
MY TASKS	My Tasks	My Tasks							
Ops Manager	- Default View -					Columns ▼ Sorting ▼ Ÿ Filters			
0	Open Completed					a 🔲 🗏 🖄 🗘			
C	•	Subject	Process Name	From	Received at	Case Target Date			
o₽	Open ····	New Request for Information Case ID 61	ICM New Request	11.00.000	2/18/2019 4:24 PM	2/6/2019 7:19 PM			
□−Ô	Open ····	New Request for Information Case ID 61	ICM New Request		2/18/2019 4:26 PM	2/6/2019 7:19 PM			
	Open ····	New Request for Information Case ID 25306	ICM New Request	10.00	3/12/2019 5:38 PM	3/13/2019 4:00 PM			
	Open ••••	New Request for Information Case ID 25616	ICM New Request	Concernance of Concernance	3/13/2019 11:16 AM	3/13/2019 4:00 PM			
	Open ····	New Request for Information Case ID 26374	ICM New Request	Operator4\$ Operator	3/13/2019 5:35 PM	3/14/2019 1:00 PM			

The following case metadata fields are displayed in the My Tasks grid:

- Caseld
- CasePriority
- CaseCategory
- CaseType
- CaseSubType
- Country

Starting from V3.3, in addition to the above mentioned fields, two new columns Target Date and Case Status are displayed.

Previous to V3.0

Click My Tasks List on Cora OpsManager Flowtime to display the list of tasks that are related to cases. These tasks are not cases by themselves.

My Tasks (4) Processes I Started 	COTO SeQuence		All 4 Due	Today 0 O	verdue 4			\$ ()
My Tasks Open Completed Processes I Started 	quence	My Tasks						
My Tasks (4) Processes I Started Image: Actions Subject Image: Process Name From Image: Process Name Image: Process Process Name Image: Process Procese Process Process Proces Process Process Procese Process Procese	ps Manager Home							
Processes i stated Image: Committee <	y Tasks (4)	Open Completed					Q X	8 Ø Ξ
Reports Image: Admin Imag	ocesses I Started	□ ∨ Actions Subject	Ŷ	Process Name	From \heartsuit	Received	√ Case Status √	Target Date
Ops Manager Admin ID 30061 ICM New Request 03/03/2019 Processing 04/03/2019 ID 30061 ICM New Request ICM New Request 13/03/2019 Ready for Processing 13/03/2019 ID 0pm ···· ID 45168 ICM New Request 13/03/2019 Ready for Processing 13/03/2019 ID 0pm ···· New Request for Information Case ID 45206 ICM New Request 13/03/2019 Ready for Processing 13/03/2019	eports	Open		ICM New Request		24/02/2019	-	25/02/2019
Open ··· ID 45168 ICM New Request 13/03/2019 Processing 13/03/2019 Open ··· New Request for Information Case ICM New Request 13/03/2019 Ready for 13/03/2019 Open ··· ID 45206 ICM New Request 13/03/2019 Ready for 13/03/2019	ps Manager Admin	Open and		ICM New Request	Uri Briskin	03/03/2019	-	04/03/2019
Com ID 45206 ICM New Request 13/03/2019 Processing 13/03/2019 Com		Open and		ICM New Request	Chana Raisser	13/03/2019		13/03/2019
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1 - 4 of 4 items H ◄ 1 ► H								>
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