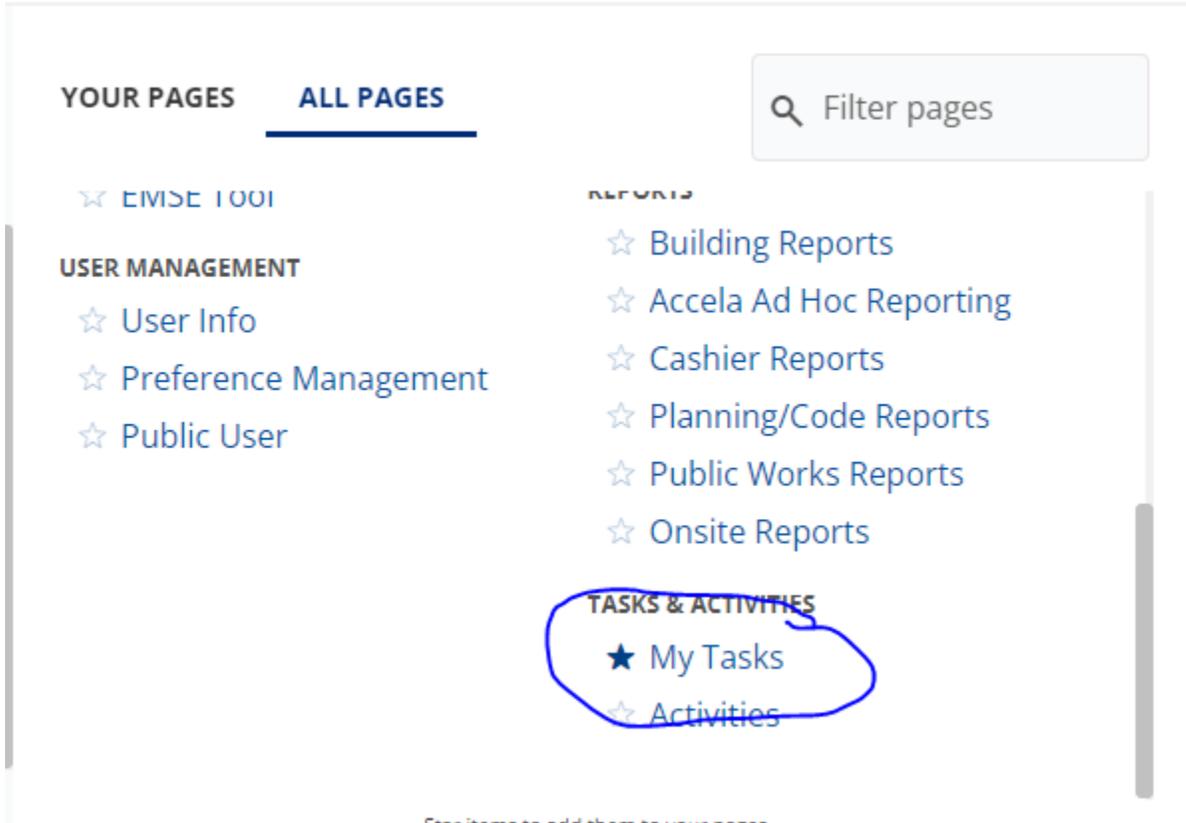
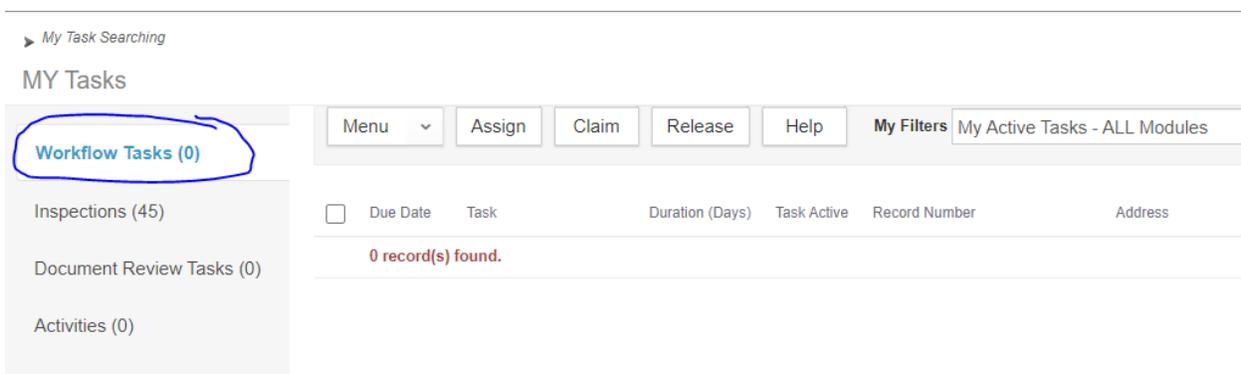


How to set a primary filter on My Tasks page:

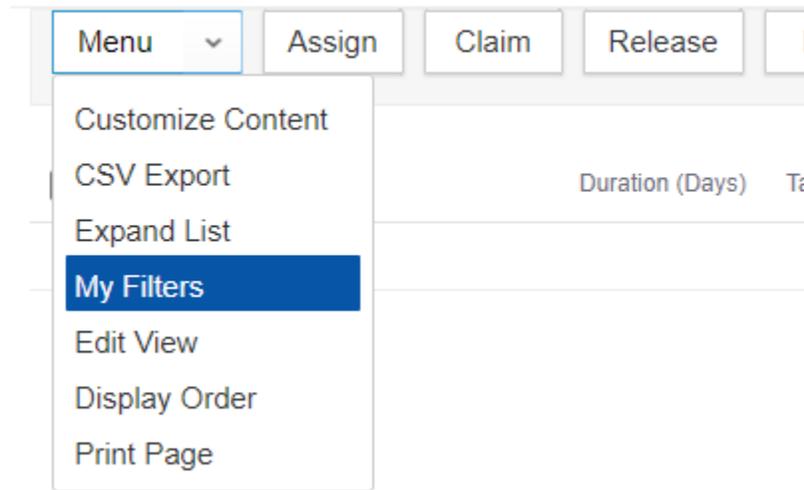
Open the My Tasks page. You may want to pin this page to save time later:



Select the My Tasks page you want to set the primary filter for:



Select My Filters from the Menu dropdown:



Select the filter you want to make primary by clicking on it:

My Filters

Menu ▾ New Delete Cancel Help

Showing 21-29 of 29

<input type="checkbox"/>	Name	Primary	Description
<input type="checkbox"/>	Task - Completeness	No	BLD,PW
<input type="checkbox"/>	My Active Tasks - ALL Modules	Yes	ALL MODS
<input type="checkbox"/>	Record Status - Ready To Issue	No	BLD,PW,ONS
<input type="checkbox"/>	Assigned Fire Reviews	No	BLD
<input type="checkbox"/>	Assigned Building Dept Reviews	No	BLD
<input type="checkbox"/>	Active (Assigned) PW Reviews - BLD and PW	No	BLD, PW
<input type="checkbox"/>	Active Task - Completeness	No	BLD,PW
<input type="checkbox"/>	Additional Info Needed	No	BLD,PLN,PW,ONS

Click on the primary button for the selected filter:

MY Tasks

Primary Cancel Help

Name *
My Active Tasks - ALL Modules

Description
ALL MODS

Open Parenthesis	Field	Operator
	Task Active	IS NOT NULL
	Assigned to Staff	=
	Assigned Date	<=

Resulting Query
(Task Active IS NOT NULL ' ') AND (Assigned to Staff = '\$\$USERID\$\$@#@#@#@#@') AND (Assigned Date <= '\$\$TODAY\$\$')

You should get a message that the filter(QuickQuery) has been set to Primary:

MY Tasks

Primary Cancel Help

This QuickQuery has been set to a primary QuickQuery successfully.

Name *
Unassigned Building Reviews

Description
BLD,PW

Open Parenthesis	Field
	Assigned to Staff
	Module Name

You can then hit Cancel twice to return to the main My Tasks page and your Primary filter should be set. Be careful not to set more than one primary filter per page or you may not get the results you want.