

Features of My Tasks!

(Formerly known as Inbox)

Go Live Date: 9 March 2024



My Tasks Features: Name Change

The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a 'My Tasks' section, which is highlighted with an orange border. Below it are sections for 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The main content area shows a task detail view for 'Initiate Offer for Sergio Clayton - R-00194 Cloud Engineer'. A yellow arrow points from the 'My Tasks' sidebar to a yellow callout box that says 'Use the left-hand task bar to access the new Task Bar.'

My Tasks

- All Items
- Saved Searches
- Filters
- Archive
- Bulk Approve
- Manage Delegations

Initiate Offer for Sergio Clayton ... R-00194 Cloud Engineer ...

1 month(s) ago

Start

Target Hire Date (Job Requisition)

12/23/2023

Hire Date *

Hire Reason

Location *

San Francisco

Document Language

English (United States)

Next

Use the left-hand task bar to access the new Task Bar.

My Tasks Features: Improved Navigation

The screenshot displays the 'My Tasks' interface. On the left, a navigation sidebar is highlighted with an orange border and contains the following items: 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The 'All Items' item is selected and highlighted in blue. A yellow arrow points from this item to the 'All Items' section of the main content area. The 'All Items' section shows a list of tasks with columns for task name, date, and status. The first task is 'Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer' with a date of 01/26/2023. The second task is 'Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative' with a date of 01/24/2023. The third task is 'Compensation Review: Global Support Leadership' with a date of 01/17/2023. The fourth task is 'Compensation Review: Compensation Review' with a date of 01/17/2023. The fifth task is 'Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00' with a date of 01/03/2023. The sixth task is 'Calibrate: 2022 Talent Calibration - HR Services Department' with a date of 12/14/2022. The right side of the interface shows the details for the selected task, 'Initiate Offer for Sergio Clayton - R-00194 Cloud Engineer'. The details include a progress bar, a 'Start' button, and a 'Details' section with fields for 'Target Hire Date (Job Requisition)', 'Hire Date', 'Hire Reason', 'Location', and 'Document Language'. A yellow callout box on the right side of the interface provides descriptions for the navigation items: 'All Items - Displays all tasks in the My Tasks inbox', 'Filters - Displays all filters and options, including: Manage Filters - Select to view all current filters, Create Inbox Filter - Select to create a new filter', 'Archive - displays all archived tasks', and 'Manage Delegations - select to view: Current Delegations, Current Task Delegations, Delegation History, Delegated Tasks, Business Processes allowed for Delegation, Manage Delegation - select the button to make changes to the current delegation(s)'. The 'W' logo is visible in the bottom right corner.

My Tasks

- All Items
- Saved Searches
- Filters
- Archive
- Bulk Approve
- Manage Delegations

All Items 20 Items

Search: All Items

Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer 01/26/2023

Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative 01/24/2023

Compensation Review: Global Support Leadership 01/17/2023

Compensation Review: Compensation Review 01/17/2023

Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00 01/03/2023

Calibrate: 2022 Talent Calibration - HR Services Department 12/14/2022

Initiate Offer for Sergio Clayton ... R-00194 Cloud Engineer ...

1 month(s) ago

Start

Details

Target Hire Date (Job Requisition)

12/23/2023

Hire Date *

Hire Reason

Location *

San Francisco

Document Language

English (United States)

Next

All Items - Displays all tasks in the My Tasks inbox

Filters - Displays all filters and options, including:

- Manage Filters - Select to view all current filters
- Create Inbox Filter - Select to create a new filter

Archive - displays all archived tasks

Manage Delegations - select to view:

- Current Delegations
- Current Task Delegations
- Delegation History
- Delegated Tasks
- Business Processes allowed for Delegation
- Manage Delegation - select the button to make changes to the current delegation(s)

My Tasks Features: Sort

The screenshot displays a web application interface for managing tasks. The main content area shows a list of tasks under the heading "All Items". A dropdown menu is open, allowing the user to sort the tasks. The menu options are:

- Sort By
- Newest on Top (checked)
- Oldest on Top
- Due Soonest on Top
- Display Density
- Simple
- Detailed (checked)

The task list includes the following items:

Task Title	Due Date	Star
Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer	01/26/2023	
Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative	01/24/2023	
Compensation Review: Global Support Leadership Effective: 04/01/2023	01/17/2023	
Compensation Review: Compensation Review Effective: 04/01/2023	01/17/2023	☆
Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00 Due: 01/05/2023	01/03/2023	☆
Calibrate: 2022 Talent Calibration - HR Services Department	12/14/2022	☆

The interface also features a search bar at the top, a sidebar with navigation options (My Tasks, Saved Searches, Filters, Archive, Bulk Approve, Manage Delegations), and a right-hand panel for task details (Initiate Offer for Sergio Clayton - R-00194 Cloud Engineer).

My Tasks Features: Title Search

The screenshot displays the 'My Tasks' interface. On the left, a sidebar contains navigation options: 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The main area is divided into two columns. The left column, titled 'All Items' (29 items), features a search bar with the placeholder text 'Search: All Items', which is highlighted with an orange border. Below the search bar is a link for 'Advanced Search'. A list of tasks is shown, including 'Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer' (01/26/2023), 'Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative' (01/24/2023), 'Compensation Review: Global Support Leadership' (01/17/2023), 'Compensation Review: Compensation Review' (01/17/2023), 'Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00' (01/03/2023), and 'Calibrate: 2022 Talent Calibration - HR Services Department' (12/14/2022). The right column, titled 'Initiate Offer for Sergio Clayton ... R-00194 Cloud Engineer ...', shows a progress bar and a 'Start' dropdown menu. Below this is a 'Details' section with fields for 'Target Hire Date (Job Requisition)' (12/23/2023), 'Hire Date *', 'Hire Reason', 'Location *' (San Francisco), and 'Document Language' (English (United States)). A yellow callout box contains the text: 'Search – You can now search within any filter by typing in a business process name (eg: Hire, Onboarding), worker name, date, and more.' A 'Next' button is visible at the bottom of the right column.

My Tasks Features: Advanced Search

The screenshot displays the 'My Tasks' application interface. On the left is a navigation sidebar with options like 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The main content area shows a task list under 'All Items' with columns for task name, date, and status. A task titled 'Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer' is selected. The details for this task are shown on the right, including 'Target Hire Date (Job Requisition): 12/23/2023', 'Hire Date', 'Hire Reason', 'Location', and 'Document Language'. An 'Advanced Search' modal is open on the right side, highlighted with an orange border. The modal contains a search bar, a 'Reset All' link, and several filter sections: 'Task' with 'Task Type' and 'Task Step' dropdowns; 'Date Range' with 'Date Type' dropdown and 'Start'/'End' date pickers. A yellow callout box is overlaid on the modal, providing instructions for each filter type. At the bottom of the modal are 'Search' and 'Cancel' buttons.

Advanced Search [Reset All](#)

Task

Task Type

Task Step

Date Range

Date Type

Start

End

Advanced Search - Select to search by the following:

- Task**
 - Task Type** – Select from a list of all task types in your inbox, including *Assign Roles, Hire Interview, Onboarding Setup, Post Job, and more.*
 - Task Step** – Select from a list of task steps based on the task type selected above. (ex: *action, approval, complete questionnaire, to do, etc.*)
 - Date** – You can enter a date range to further filter your search
- Date Type** - Select from the list (Created Date, Due Date, Effective Date)
- Start** - Enter a start date
- End** - Enter an end date

Search Cancel

My Tasks Features: Saved Searches

The screenshot displays a web application interface for 'My Tasks'. On the left, a sidebar contains navigation options: 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The 'Saved Searches' section is highlighted with an orange border and lists three items: 'Any Calibration', 'Any Requisition', and 'Shared Participation Comp Review'. The main content area is divided into two columns. The left column, titled 'All Items' (20 items), shows a list of tasks with search filters and a table of items. The right column, titled 'Initiate Offer for Sergio Clayton R-00194 Cloud Engineer', shows a progress bar and a 'Details' section with fields for 'Target Hire Date', 'Hire Date', 'Hire Reason', 'Location', and 'Document Language'. A 'Next' button is visible at the bottom of the details view.

My Tasks

All Items 20 items

Search: All Items

[Advanced Search](#)

Saved Searches

- Any Calibration
- Any Requisition
- Shared Participation Comp Review

Filters

Archive

Bulk Approve

Manage Delegations

Initiate Offer for Sergio Clayton ... R-00194 Cloud Engineer ...

1 month(s) ago

Start

Details

Target Hire Date (Job Requisition)
12/23/2023

Hire Date *

Hire Reason

Location *
San Francisco

Document Language
English (United States)

Next

My Tasks Features: Existing Functionality

The screenshot displays the 'My Tasks' application interface. On the left, a navigation menu is visible with the following items: 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The 'Filters' item is highlighted with an orange border. The main content area is divided into two sections. The top section, titled 'All Items', shows a list of tasks with columns for task name, date, and a star icon. The tasks listed are:

- Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer (01/26/2023)
- Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative (01/24/2023)
- Compensation Review: Global Support Leadership (01/17/2023)
- Compensation Review: Compensation Review (01/17/2023)
- Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00 (01/03/2023)
- Calibrate: 2022 Talent Calibration - HR Services Department (12/14/2022)

The bottom section, titled 'Initiate Offer for Sergio Clayton R-00194 Cloud Engineer', shows a progress bar and a 'Start' button. Below this, a 'Details' section lists various fields:

- Target Hire Date (Job Requisition): 12/23/2023
- Hire Date *
- Hire Reason
- Location * (San Francisco)
- Document Language (English (United States))

A yellow callout box on the right side of the screen contains the following text:

Business Process Task Window – Located on the right side of the screen
Submit/Save for Later/Cancel - Action buttons are not fixed at the bottom of the screen. You no longer need to scroll through the business process to reach the action buttons