## **Create simple report activities**

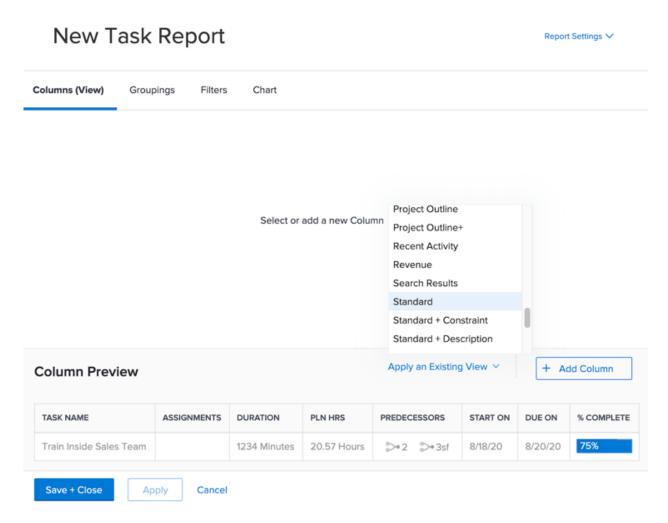
### Activity 1: Create a simple task report

You want to track all of your active tasks in a single report. Create a Task report named "My Current Tasks" using the following:

- Columns (View) = Standard
- Groupings = Project
- Filter = My Current Tasks
- Description = Incomplete tasks on Current projects where I am the task owner, grouped by project.

#### **Answer 1**

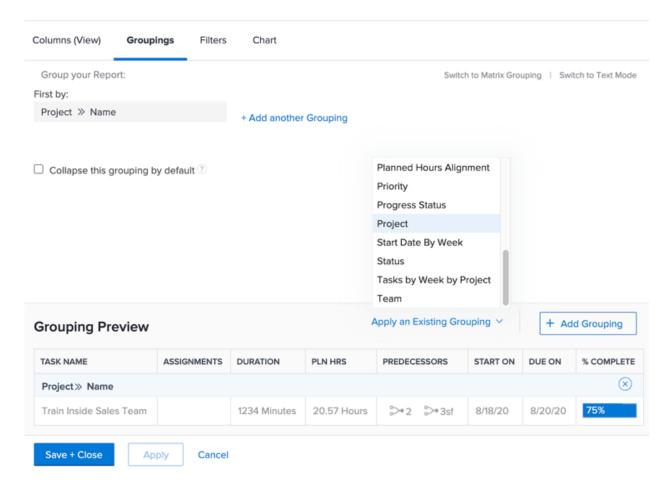
- 1. Go to the Main Menu and select Reports.
- 2. Click the **New Report** drop-down menu and select **Task Report**.
- 3. In Columns (View), click the Apply an Existing View menu and select Standard.



4. In the **Groupings** tab, click the **Apply an Existing Grouping** menu and select **Project**.

# New Task Report

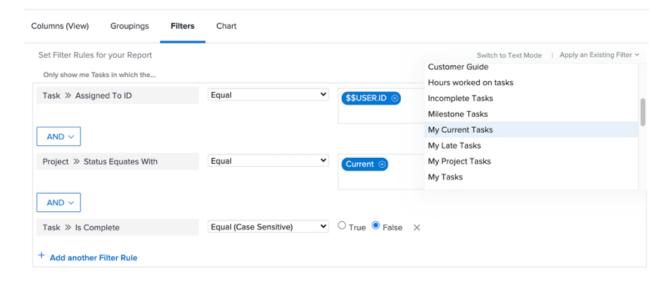




5. In the **Filters** tab, click the **Apply an Existing Filter** menu and select My Current Tasks.

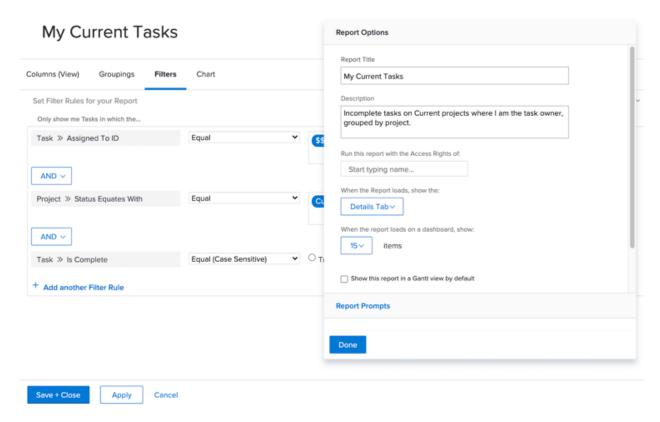
## New Task Report







- 6. Open Report Settings and name the report "My Current Tasks."
- 7. In the Description field, enter "Incomplete tasks on Current projects where I am the task owner, grouped by project."



8. Save and Close your report.