Viewing Tasks by Due Date

07/08/2024 7:23 pm EDT
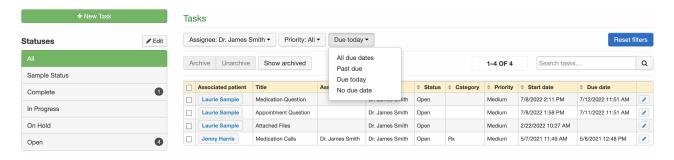
You can filter the view for tasks by different due dates in the task center

Click on the task center icon (

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Click on the **Due Date** filter dropdown menu and select the filter you would like to view the tasks by.

Tasks that do not have a due date will appear under different filter views.

All Due Dates: Every open task appears with or without a due date

Past Due Dates: Past due tasks OR tasks without a due date

Due Today: Past due tasks, due today tasks, OR tasks without a due date

No Due Date: Tasks with no due date listed

Additionally, you can also apply other filters like **Assignee** and **Priority**. Once you have your desired filters applied, you can go through your tasks.