

View workflow tasks

All of the tasks involved with a workflow are recorded in the tasks list that is associated with the workflow. The tasks list for a workflow is designated when the workflow is added to a list, library, or content type. A workflow can use the default **Tasks** list for the site, or it can use a custom tasks list that is unique to the workflow.

In some cases, an organization may restrict users' permission to view a workflow tasks list, especially if workflow tasks involve sensitive or confidential information.

What do you want to do?

- [View workflow tasks in the **Tasks** list](#)
 - [Locate a custom tasks list for a workflow and view all tasks](#)
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View workflow tasks in the **Tasks** list

If a workflow records all workflow tasks in the default **Tasks** list for a site, you can use the **My Tasks** filter to locate and view your workflow tasks.

Note If a workflow records the workflow tasks in the default **Tasks** list for a site, the **Tasks** list may display both workflow tasks and nonworkflow tasks.

1. On the Quick Launch, click **Tasks** to view the tasks for the site.

If **Tasks** does not appear on the Quick Launch, click **View All Site Content**, and then click **Tasks**.

2. On the **View** menu, click the name of the view that you want, such as **My Tasks**.

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Locate a custom tasks list and view all the tasks for a workflow in progress

If the workflow for which you want to view tasks does not record workflow tasks in the default **Tasks** list, you can locate the custom tasks list for the workflow by going to the Workflow Status page for the workflow item.

1. Go to the list or library where the workflow item is saved.
2. Point to the document or item that is involved in the workflow, click the arrow that appears, and then click **Workflows**.
3. Under **Running Workflows**, click the name of the workflow for which you want to view tasks.
4. On the Workflow Status page, under **Tasks**, click the link to the tasks list for this workflow.
5. On the **View** menu, click the name of the view you want, such as **My Tasks**.

Note If you already know the name for the custom tasks list for a workflow, you can also locate it by clicking **View All Site Content** on the Quick Launch and then selecting the name of the list.

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