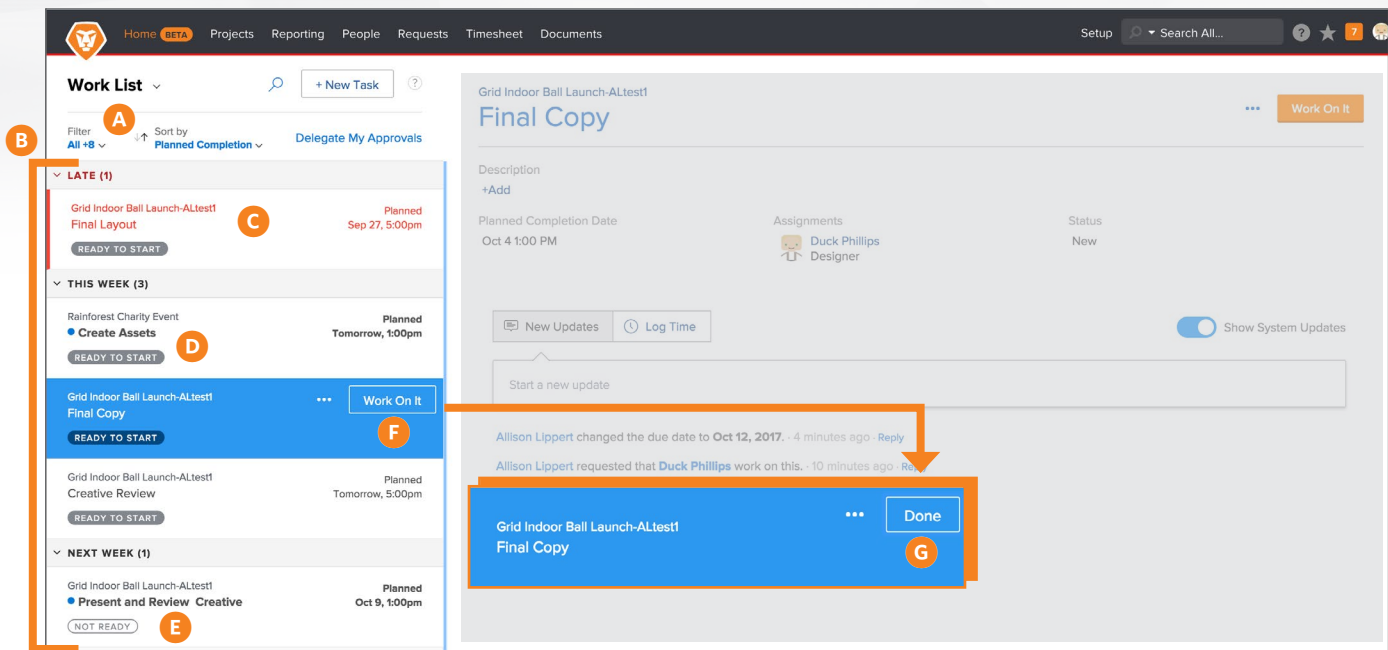


# Workfront Home Overview

Use Workfront Home to easily manage your daily work, review and accept work requests, make updates on your work in progress, and indicate work is complete.



The left side of **Home** is your list of work assignments and work in progress.

- A** Use the **Filter** options to filter the list of items in the Work List by item type, project, due date, etc. Use the **Sort By** options to group the items by date, priority, etc.
- B** Each **work assignment listing** shows the project name, item name, if the assignment is ready to start, what type of assignment it is, and the due date. The blue dot helps you track which assignments you haven't viewed yet.
- C** When assignments display in **red**, the deadline has passed.
- D** **Ready to Start** items have nothing preventing them from being worked on. In addition, the start date has already passed or is the current date. Use the Filter dropdown to include/exclude these items from your Work List.
- E** Assignments with the **Not Ready** indicator have predecessors that aren't complete yet; constraints preventing the item from being worked on now; or the start date for the item is in the future. Use the Filter dropdown to include/exclude these items from your Work List.
- F** Hover over an item to access the **Work on It** button to accept a work request.
- G** When you're done with an assignment, hover over it and click the **Done** button. This changes the item status to complete.

## More menu

The options under the menu change, depending on whether you've clicked the Work On It button.

**Reply** — Send a message to the person who assigned you the item.

**Reassign** — Assign the item to another user.

**Convert to work request** — If you've clicked Work On It, this allows you to undo that action.

**Remove** — Removes your name and job role from the assignment field on the item.

**Add to My Priority** — Set a personal priority on items so they appear under the My Priority grouping.

# Workfront Home Overview (cont.)

The screenshot displays the Workfront Home interface. On the left is a 'Work List' with filters and a list of tasks. The right side shows a detailed view of a task named 'Final Copy' under the project 'Grid Indoor Ball Launch-ALtest1'. The task view includes a description, planned completion date, assignments (Duck Phillips, Designer), and a comment box with a notification field. Callout letters A through H are placed over various UI elements: A (Project/Task Name), B (Done button), C (+Add button), D (Log Time button), E (New Updates button), F (Comment text), G (Status dropdown), and H (Update history).

The right side of the **Home** area displays information about the item selected in the Work List.

- A** The **project name** and **work item name** are at the top of the window. Click either to go to that item's landing page.
- B** If you've already accepted the assignment, the **Done** button displays. Click to indicate all work on the assignment is complete.
  - If you haven't accepted the assignment yet, the **Work On It** button displays. Click this to accept the assignment.
- C** Find information and documents related to the assignment (information may vary depending on system setups).
- D** Click the **Log Time** button to enter the daily amount of time spent on the assignment.
- E** Click **New Updates** and then click into the **Start a new update** field to enter questions, comments, etc., about the assignment. Use this to keep others updated on the work you're doing.
- F** Type **@co-worker's name** and select them from the list to "tag" a person on a comment. Or type their name in the Notify field.
- G** Change the **status** of the assignment to indicate if work hasn't been started yet, is in progress, or is complete.
- H** The **update history** shows a history of comments, status changes, etc., for the item.

Find a series of articles about **Workfront Home** on Workfront's support website at [support.workfront.com](https://support.workfront.com).