

# TECH TIP

## HIDE TASKS ORACLE PRIMAVERA UNIFIER

Sometimes there are workflow tasks that may remain in your task list for an amount of time while work is done outside of Unifier. If you like the look of a 'clean' task list, consider hiding such tasks from your view.

Hiding Tasks

1. From Tasks > select the Task.

#### 2. Click Actions > Hide



These tech tips are offered free of charge in the spirit of sharing knowledge with others. They do not include technical support, should you have a problem with them. We are always interested in how they can be improved, please do not hesitate to email us your comments. These tips have been thoroughly tested by our consultants in a variety of environments. Please read these tech tips thoroughly and be sure that you understand them before trying to use them. We can not be responsible for insues that develop because of the configuration of your hardware, technical environment or application of the tech memos. If you are not sure, then we urge you to contact technical support or your local support or sure tast you are not sure, then we urge you to contact technical support or your local support or sure that you are not sure.

## HIDE TASKS

Viewing Hidden Tasks

- 1. From Tasks > select the task.
- 2. Click View > Hidden Tasks.

Notice the other view options available. An alternative to hid-ing tasks is to only view tasks re-ceived in the last 7 days.



### Unhiding Tasks

1. From Tasks, click Actions > Unhide All.

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