

Search filters in task lists

🌐 Language: [Deutsch](#) · [English](#)

🔧 Search filters in task lists

Use saved search filters as a task list – transfer, progress monitoring and list view columns.

HOW-TO

USER / ADMINISTRATOR

UPDATED: JUL 2026

APPLIES TO NUCLOS 4.2026.X

On this page

- [Example](#)
- [Procedure](#)
- [Adjust the list view \(columns\)](#)
- [Related pages](#)

Besides tasks, **search results** can be stored as a task list to monitor work progress. The basis is a saved [search filter](#).

Example

A user needs an ongoing overview of open complaints. They save a search filter *status = in progress* as „open complaints“ and transfer it to the task list. When a complaint changes status, it automatically disappears from the list.

Procedure

1. Save a personal search filter.
2. Show it in the tree via *Menu File Show my search filters*.
3. Transfer it to the task list via the context menu.

Adjust the list view (columns)

Since columns cannot be configured directly in task lists:

1. Create a list view for the result list.
2. Assign the list view to the search filter.
3. Create the task list from this search filter.
4. In the task list, use *Tools „Adopt list view from business object“* to adopt the assigned list view.



Provide to others

To share with other users, the list view and task list must be assigned to the groups in the web client (*manage settings*) and re-shared if changed.

Related pages



Search filters

Filters.

[Open](#)



Task lists

Task lists.

[Open](#)

