

Task lists

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

🔧 Task lists

Configure task lists – dynamic and search-filter-based lists for overview, deadlines and workflows.

HOW-TO

ADMINISTRATOR

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APPLIES TO NUCLOS 4.2026.X

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Menu *Administration* *Task lists*. The personal task list provides an overview of pending tasks and exceeded deadlines and allows delegating tasks – the basis for simple workflows.

Types of task lists

- **Dynamic task list:** based on a data source (dynamic business object).
- **Search filter task list:** created from a saved [search filter](#) (see [search filters in task lists](#)).

Configuration (dynamic)

1. Create a new task: assign a name and the task business object (dynamic task list).
2. Tab **user groups**: add authorized groups.
3. Tab **labels**: define the menu path.

Display

Via *File* *Task lists* a tab opens that always shows the current search result; the refresh interval is configurable. The tab can be docked freely and resized.

Related pages

⚙️ Search filters in task lists

Filters.

[Open](#)

⚙️ Custom rules in task lists

Custom rules.

[Open](#)