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# iWD Manager Help

[Global Task List](#)

# Global Task List

The Global Task List (GTL) displays a list of tasks for the selected business context.

## GTL Display Actions

### Display Actions

Attribute/Action	Description
<b>Filter</b>	Refines the GTL and displayed columns, based on the selected filter. For more information on filters, see <b>Filters</b> .
<b>Advanced Filters</b>	Custom attributes can be displayed, where configured, in <b>Advanced Filters</b> . Advanced filters let you further narrow down the tasks that are listed in the GTL. Up to three additional conditions can be added to a selected filter. All of the task's core and extended attributes are available. To add an advanced filter, select the attribute name from the drop-down list. Advanced filters cannot be saved and are retained only during an iWD Manager session.
<b>Refresh</b>	Refreshes the Global Task List.
<b>Click task row</b>	Displays task details. The selected row is marked.
<b>Tooltips</b>	Displays the whole value in a tooltip when you hover the mouse over the value in any column of the GTL.

## Searching for a Task

You can search for a specific task by using:

- The **ID** Find field, if you know the task ID.
- The **Capture ID** Find field, if you know the task's capture ID.

## Task Operations

Task operations provide the ability to override manually the configured task-handling business logic. Task operations are performed on the selected task. The task is selected if the first column of the task row in the list is checked. To select/deselect all tasks in the list, click the first column in the table header. If no task is checked, but task details are opened for some task, this task is also considered to be selected.

### Hold

The **Hold** operation holds the selected task. When a task is held, it will not be reprioritized or distributed, but it can be canceled, updated, restarted or resumed.

### Resume

The **Resume** operation resumes processing of a held task. Only held tasks can be resumed.

### Cancel

The **Cancel** operation permanently cancels processing of the selected task. A task cannot be canceled if it has been completed, canceled, or rejected. A task can be canceled if it is already in an Assigned state.

### Modify

The **Modify** operation allows an update of a number of task attributes and, optionally a restart of the task.

An attribute will be updated only if the check box that is next to it is checked; it will be checked automatically if a value of the corresponding field has changed. If the task is also restarted, its status is set to New, and it is classified and prioritized again in the same way as a new task.

#### Important

If the **Priority** attribute is modified through the GTL while the task (interaction) is in the **Target** block of the Distribution strategy waiting to be routed to an agent, the internal queue in Universal Routing Server (URS) will take this new priority into account.

## Save and Restart

### Save & Restart

A task is assigned to a Process, but that Process has a start date that is in the future. In this scenario, the task is placed into the **iWD\_Rejected** queue. In order to re-initiate processing of this task once the start date of the Process has been reached, you must perform a **Save & Restart** in the GTL. Processing of the task will not re-initiate automatically.

1. Select one or more tasks in the GTL and click on the **Modify** button.
2. At the bottom of the screen, click **Save & Restart**. You do not have to modify any attributes. The result is that the interaction (task) will be placed back into the **iWD\_New** queue in the iWD business process.

This **Save & Restart** action might be taken if the task is in the **Rejected** status, or potentially for other business reasons where the task should be treated as if it has just been captured.

## Export to XML

The **Export to XML** operation exports all selected tasks from the GTL to an XML file. The XML file will contain all of the available attributes for each task in the standard iWD format.

Once it has been exported, a task from an XML file can be imported into a third-party application (such as Microsoft Office Excel) for further analysis and processing.

## Task Details-Attributes

### Display

When you select a task from the GTL, its attributes are displayed. Attributes are broken down into three sections:

- Top—Core task attributes.
- Middle—Extended task attributes. These are displayed only when the task has extended attributes.
- Bottom—Custom task attributes. (These attributes can be filtered by an administrator via the **Interaction Server Settings->Attribute Filter Include/Attribute Filter Exclude Services** menu options in the iWD GAX Plugin component.)

User-friendly, on-screen labels for custom attributes must be configured by administrators.

You can view the offset from the current time for attributes that display a timestamp, such as **Task Due D/T**, by moving the mouse cursor on top of the attribute. The offset is displayed in a tooltip.

You can also hover your mouse over a task attribute and view the whole value of the task attribute as a tooltip.

## More about Working with Task Attributes

Most of the iWD task attributes can be set when a task is created or updated through an iWD capture adapter, although some, such as interaction ID, are set by iWD components or by Interaction Server. Most of the task attributes are displayed in the **Attributes** tab when a task is selected in the Global Task List. These attributes are maintained as pieces of attached data of the interaction, as it is stored in the Interaction Server's interactions database table. Some of the attributes are stored in independent columns in that database table, while others are stored in a binary (BLOB) format in a column in the interactions table called `flexible_properties`.

There are many reasons to update or access the data stored in the iWD task attributes, including:

- Setting the value of one or more task attributes as part of an iWD message such as `CreateTask`, when working with an iWD capture point.
- Reading or updating task attributes in business rules.
- Using the data in the **Condition**, **Order**, and **Segmentation** tabs of Views in Genesys Business Processes.

### Important

You cannot use properties with a Timestamp data type on the **Segmentation** tab.

- Reading or updating the data contained in task attributes within a routing strategy.
- Making the data available to an agent or knowledge worker desktop application, either to display to the agent or to facilitate a screen pop.
- Filtering the display of the Global Task List.

## [+] CORE ATTRIBUTES

*Core attributes* describe the fundamentals of a task. These attributes are used in assembling tasks in the Global Task List, based on the business value and priority that are defined within iWD. Core attributes are either set automatically by iWD, or provided by the source system (through the Capture Point interface). The following are some iWD core task attributes:

- `activationDateTime`
- `assignedDateTime`
- `assignedToUser`
- `businessValue`
- `captureId`
- `category`
- `completedDateTime`
- `dueDateTime`
- `expirationDateTime`

- heldDateTime
- interactionid
- mediaChannel
- priority
- queue
- queueTarget
- queueType

### [+] EXTENDED ATTRIBUTES

*Extended attributes* provide additional context about a task, enabling you to tailor the service-level agreement (SLA) rules for managing tasks on the Global Task List. They can also aid in customizing current-day and historical reporting. For example, use of several capture dates allows an organization to measure performance against the date and time at which an order or loan application was received by the source system or was submitted by the customer via a web form. The following are some extended task attributes:

- customerId
- customerSegment
- productSubtype
- productType
- requestedAgent
- requestedSkill
- resultCode
- sourceCreatedDateTime
- sourceDueDateTime
- sourceFirstCreatedDateTime
- sourceProcessSubtype
- sourceProcessType
- sourceTenant

### Interaction Custom Properties

If you want to use the value of a task attribute in the **Condition**, **Order**, and **Segmentation** tabs of Views in Genesys Business Processes, or if you want to filter or sort the display of the Global Task List by using a task attribute, that task attribute must be represented in an independent column in the Interaction Server's interactions database table. If that task attribute is inside the binary data in the **flexible\_properties** column, you must create an Interaction Custom Property that corresponds to that attribute. The data type of the property can be a timestamp, string, or number.

## Configuring Custom Attributes

When you capture a task from a source system and that task has custom attributes in it, you will need to configure the system properly so that each custom attribute is recognized. Several steps are required to ensure the custom attribute:

- Appears on the Global Task List with a user-friendly label and can be used in advanced and custom filters.
- Can be properly populated in iWD Data Mart.
- Can be used in the Condition, Order, and Segmentation tabs of Views in Genesys Business Processes.

To achieve this, your administrators must:

- Add database columns and Interaction Custom Property for Custom Attributes.
- Edit the resource file on the application server.

## Task Details-History

Task History can be viewed by clicking the **History** tab in the **Task Details** view. It displays all of the task attributes' values and the task history events.

Attribute/Action	Event	Description
Date/Time		The date/time when the event occurred.
Actor		Shows who triggered the event. This is empty for iWD system-triggered events.
Event Code	NEW	Task has just been created.
	CLASSIFY_START	Task classification has started.
	CLASSIFY	Task classification has finished.
	PRIORITIZE_START	Task initial prioritization has started.
	PRIORITIZE	Task initial prioritization has finished.
	HOLD	Task is held. This can be triggered by the task source system or by the user with

Attribute/Action	Event	Description
		the task <b>Hold</b> operation (see Hold Tasks in the Task Operations tab).
	RESUME	Task is resumed from the held state. This can be triggered by the task source system or by the user with the task <b>Resume</b> operation (see Resume Tasks in the Task Operations tab).
	REJECT	Task was rejected. Either the department or the process to which the task was associated is expired or not yet active.
	ERROR	A processing error has occurred, and the task was held for that reason.
	UPDATE	Task attributes are updated. This can be triggered by a task source system or based on updates to a task's attached data from a routing strategy or Genesys Interaction Server client such as an agent or knowledge worker's desktop application.
	UPDATE_COMPLETE	Task attributes are updated after a task is completed.
	ASSIGN	Task is assigned to an agent.
	FINISH	Agent has finished working on the task.
	FINISH_RETURN	Agent has returned the task to queue.
	STOPPED	That task has stopped (removed from database).
	COMPLETE	Task is completed
	QUEUE	The task is queued.
	DISTRIBUTE_QUEUE	The task is put into a queue.
	DISTRIBUTE_WORKBIN	The task is put into a workbin.
	REPRIORITIZE	Task reprioritization has finished.



Attribute/Action	Event	Description
Event		A formatted description of the event.

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## Related Links

- [Filters](#)
  - [Media Icons](#)
  - [Import/Export](#)
  - [Custom Interaction Properties](#)
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