Customizing the Task History List

The following actions are available to customize how you view the "Task History" list:

- Hide/Show column
- Manage the number of items per page
- Sort the items in the list
- Filter the list

> **Tip**
> You can use these functions to search ("bubble up") for the necessary items in the list.

Hiding/Showing Columns | Sorting the List | Managing Items Per Page | Filtering the List

Hiding/Showing Columns

The columns can be hidden. Same as for the "Disk Safes" list. See Customizing the Disk Safes List.

Sorting the List

You can sort the "Task History" list on the basis of a column content in ascending or descending order. Same as for the "Disk Safes" list. See Customizing the Disk Safes List.

Managing Items Per Page

Same as for the "Disk Safes" list. See Customizing the Disk Safes List.

Filtering the List

You can reduce the number of visible Tasks in the "Task History" list using Basic and Advanced List Filters.

Filtered data displays only the records that meet the criteria you specify and hides records that you do not want displayed. Criteria are filter options you set to limit which records are included in the result view. You can use one or more filter options simultaneously.

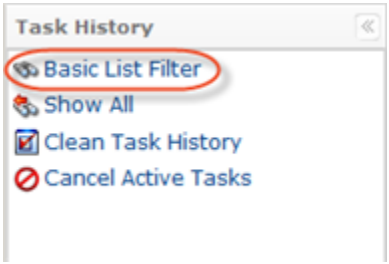
> **Tip**
> You can apply the filter as a search for the necessary items in the list.

Basic List Filter

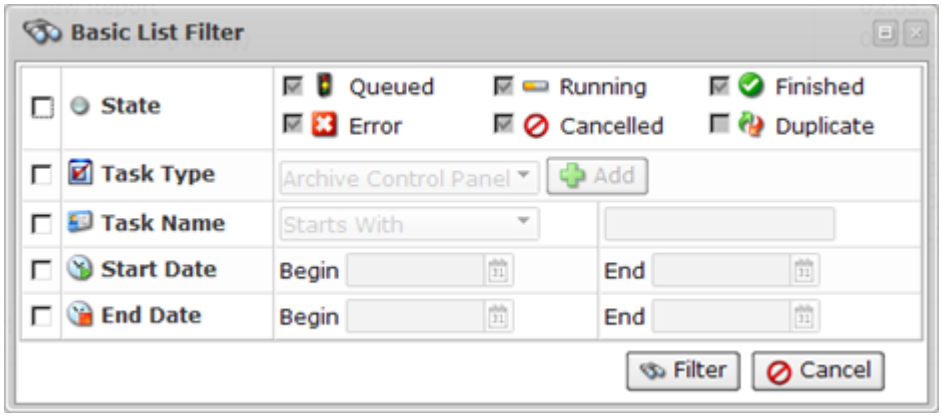
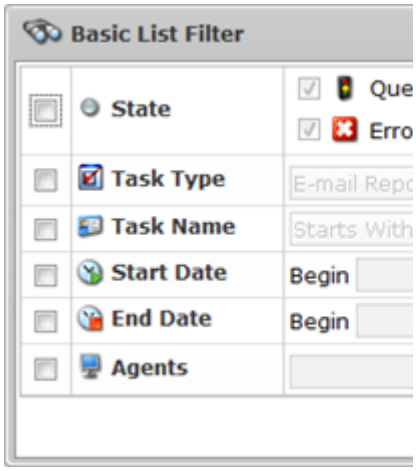
The Basic List Filter allows you to reduce the number of Tasks in the "Task History" list using the major filter options.

Follow the instructions below to apply the Basic Filter.

1. Click on "Basic List Filter" located in the Task History menu.



2. The "Basic List Filter" window opens.

Standard, Advanced Edition	Enterprise Edition
	

3. Define one or several filter options:

- State - Select this check-box to define Task State criteria. The following options are available if the "State" is checked:
  - Queued - To display queued Tasks.
  - Running - To display running Tasks.
  - Finished - To display finished Tasks.

- Error - To display Tasks stopped because of an error.
- Cancelled - To display canceled Tasks.
- Duplicate - To display duplicate Tasks.

> **Note**
> By default, all States are checked except "Duplicate".

- Task Type - Select this check-box to filter Tasks on the basis of the Task type:
  - Data Protection Policy
  - Vacuum
  - Restore Files
  - E-mail Report
  - Merge Recovery Points
  - Database Restore
  - Bare Metal Restore

> **Note**
> By default, all Task Types are checked and all Tasks types are displayed.

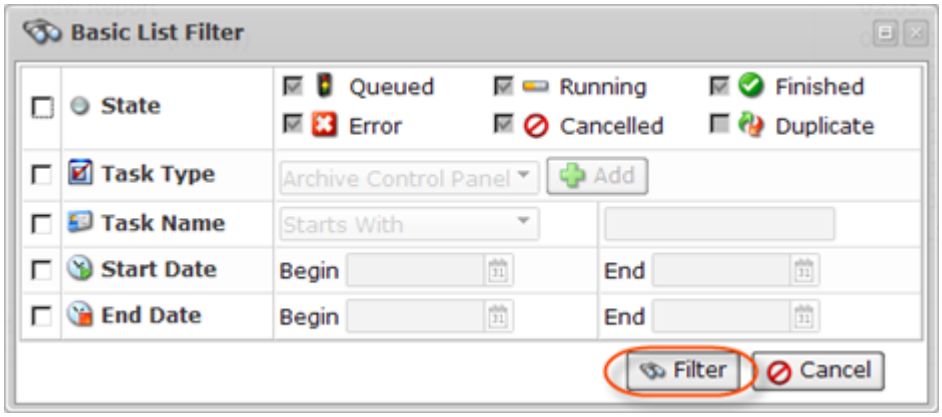
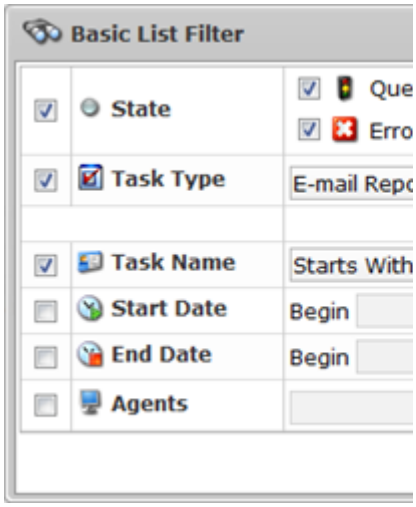
- Name - Select this check-box to filter by Task name. There are the following items in the drop-down list:
  - Starts with - To filter by Name that begins with a specific character(s). Type in the beginning characters of the Name.
  - Contains - To filter by Name that has specific character(s) anywhere in the text. Type in characters that are contained in the Name.
  - Ends with - To filter by Name that ends with a specific character(s). Type in the ending characters of the Name.

> **Tip**
> For example, there is a Name of a Task - "Marketing backup John". And you remember that there is "John" at the end of the Task Name. You can set the Name Ends with "John" to search for the Task. All Tasks ending with the "John" string will be displayed in the list.

- Start Time - Select this check-box to filter by the date the Task was started. You can define the days range
  - Begin - Select the first date in the date range. Use the pull-down calendar or type in the required date. The Tasks started on this date and after it will be displayed. Example: `Nov 27, 2010`.
  - End - Select the last date in the date range. Use the pull-down calendar or type in the required date. The Tasks started on this date and before it will be displayed. Example: `Nov 29, 2010`.

- End Time - Select this check-box to filter by date when the Task was finished. You can define the days range:
  - Begin - Select the first date in the date range. Use the pull-down calendar or type in the required date. The Tasks finished on this date and after it will be displayed. Example: `Nov 27, 2010`.
  - End - Select the last date in the date range. Use the pull-down calendar or type in the required date. The Tasks finished on this date and before it will be displayed. Example: `Nov 29, 2010`.
- Agents (Enterprise Edition) - Select this check-box to filter by assigned Agent. Select an Agent from the drop-down menu and click "Add."

4. Once the filter criteria are defined, click "Filter."

Standard, Advanced Edition	Enterprise Edition
	

> **Note**
> To cancel the filter settings, click the "Show All" link. Show All