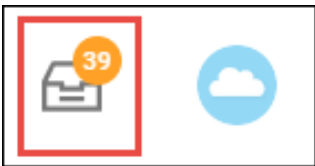


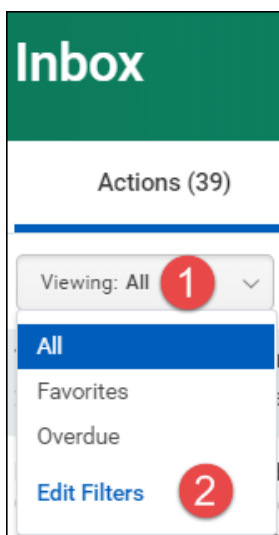
Adding and Removing an Inbox Filter

Inbox Filters allow you to quickly filter your inbox items to only display items that meet the parameters you have set. This job aid shows you how to Add and Remove Filters for your inbox items so you can easily search for like items.

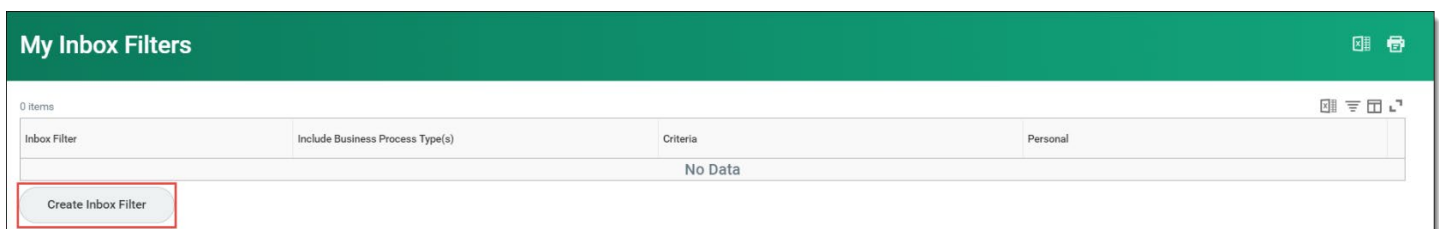
Step 1: On the *Home* page, click on your **Inbox** icon.




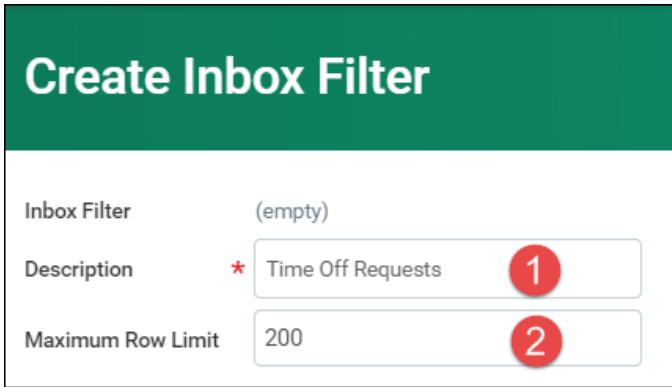
Step 2: Click on the *prompt* in the **Viewing** tab (1), and select **Edit Filters** (2).



Step 3: From the *My Inbox Filters*, click on **Create Inbox Filter**.

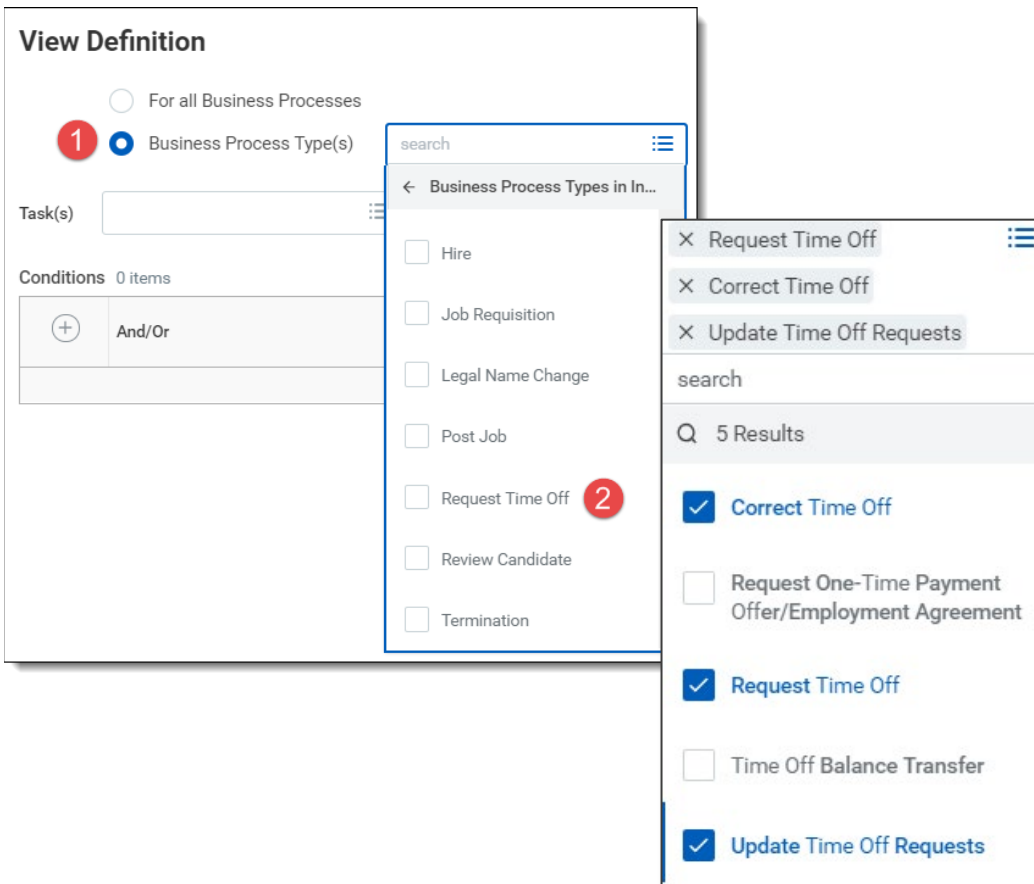


Step 4: In the **Description** field enter a name for your filter. This is the name of the filter that you will see in your menu (1). The recommended **Maximum Row Limit** is set at 200, but can be adjusted (2).



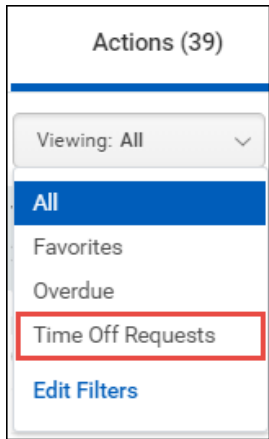
If you are going to have a lot of filters, you might want to add a number in front of the description, so you can prioritize the ones you use the most.

Step 5: Click on **Business Process Type(s)** (1). Click on the **search menu prompt** to select the business process filter you want (2). Click **OK** and **Done**.



You can add several Types to your filter by clicking more than one.

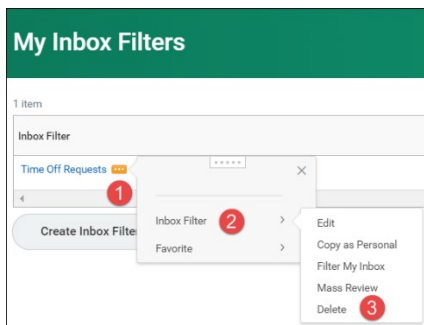
Step 6: Navigate back to your **Inbox**, you will see the newly created filter. Clicking on it will return only inbox items related to the specified filter. To remove the filter and view all inbox items again, click **All**.



To Delete a Filter

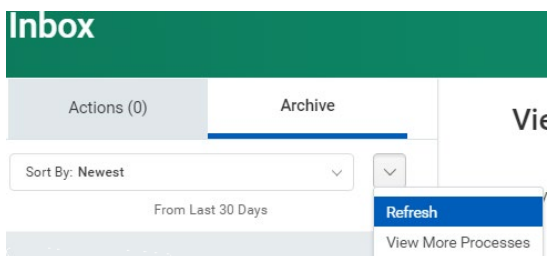
Step 1: Follow steps 1-2 above.

Step 2: From **My Inbox Filters**, click on the related actions icon next to the filter you want to delete (1). Hover over **Inbox Filter** (2), select **Delete** (3). Click **OK**.

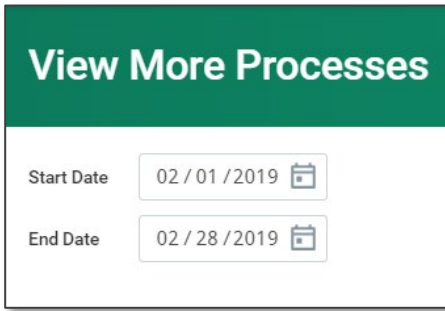


Filter Archive

Step 1: You can also locate items in your Archive box. Click on the **prompt** and select **View More Processes**.



Step 2: Select a date range. Click **OK**.



View More Processes

Start Date: 02 / 01 / 2019

End Date: 02 / 28 / 2019

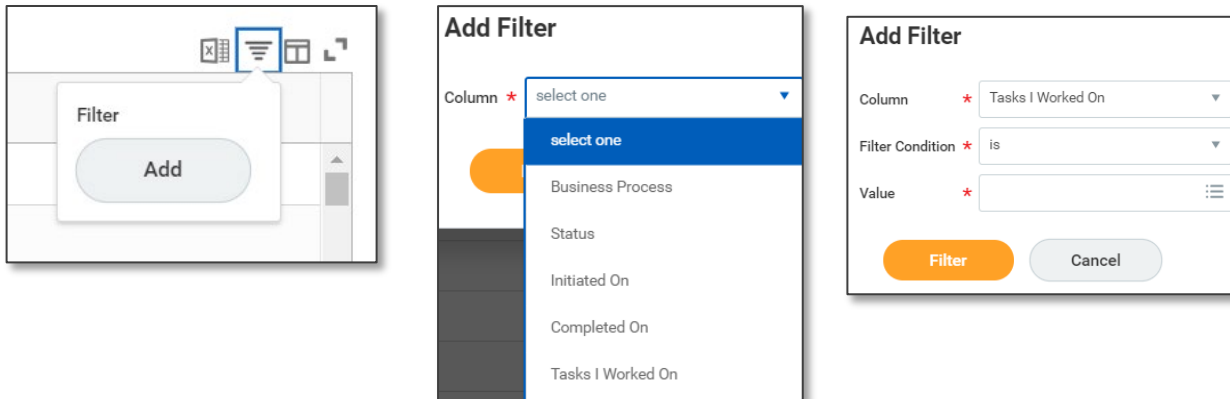
Step 3: If you have many Business Processes you can filter any of the columns at the top of the grid by selecting the **Filter** icon.



Business Process Participation 547 items

Business Process	Status	Initiated On	Completed On	Tasks I Worked On
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Step 4: Click **Add**. Select the column you want to filter and the filter condition to use. Click **Filter**.



Add Filter

Column * select one

- select one
- Business Process
- Status
- Initiated On
- Completed On
- Tasks I Worked On

Add Filter

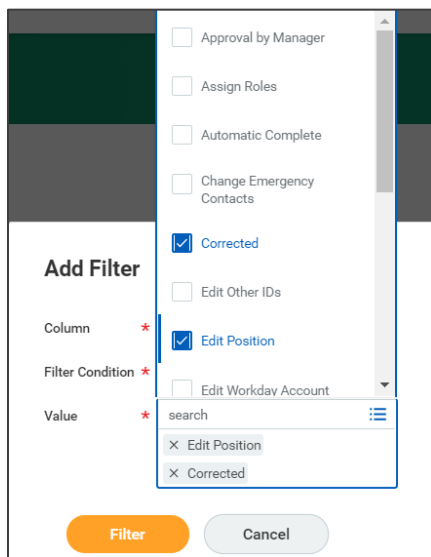
Column * Tasks I Worked On

Filter Condition * is

Value *

Filter Cancel

Step 5: Depending on the column you want to filter, the filter conditions and values available will vary. If there is a check box you can select multiple items.



Add Filter

Column *

Filter Condition *

Value *

- Approval by Manager
- Assign Roles
- Automatic Complete
- Change Emergency Contacts
- Corrected
- Edit Other IDs
- Edit Position
- Edit Workday Account

search

- × Edit Position
- × Corrected

Filter Cancel