(Last Revised 08/20/2015)

Quick Reference Guide: *Create Inbox Filter*

Keep in mind

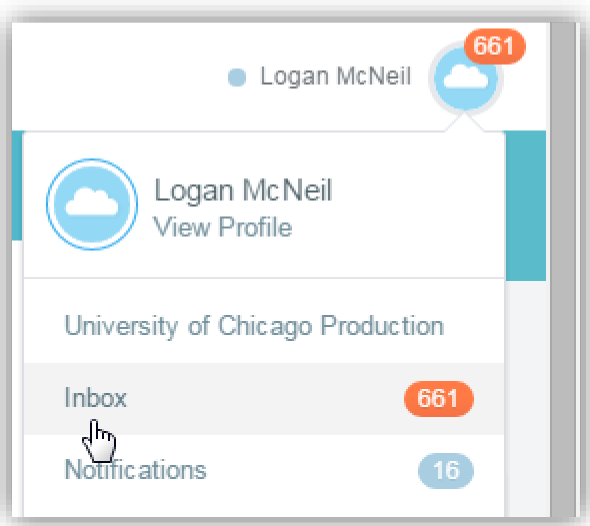
- Only one inbox filter can be applied at a time.
- There is no restriction on how many inbox filters you can create.

Information Needed

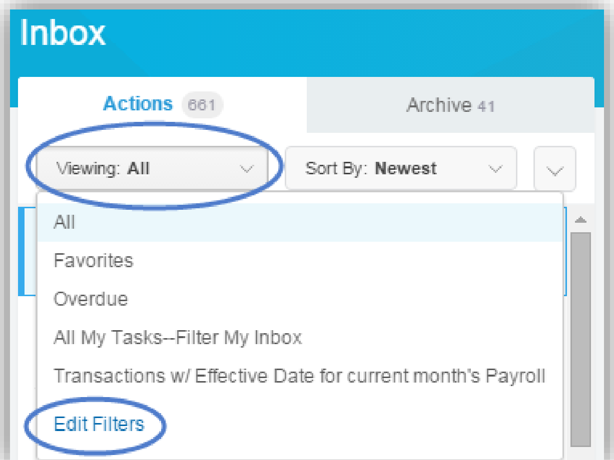
- Description
- Criteria for filter (e.g. type of tasks, tasks that have been sent back, etc.)

Steps:

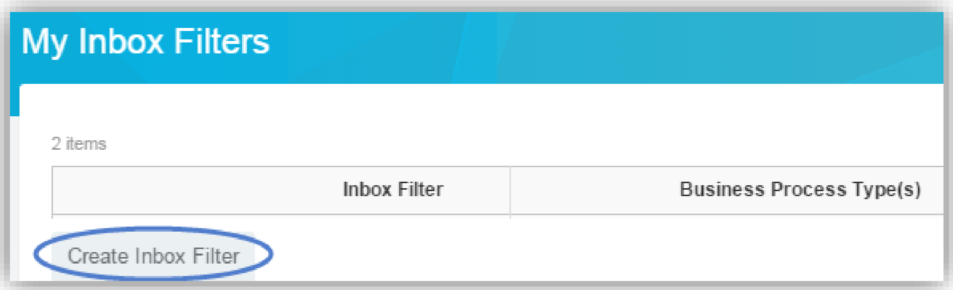
1. From the Home page, navigate to your Inbox by clicking on the Circle to the right of your name in the top right hand corner of the Workday screen. Click **Inbox**.



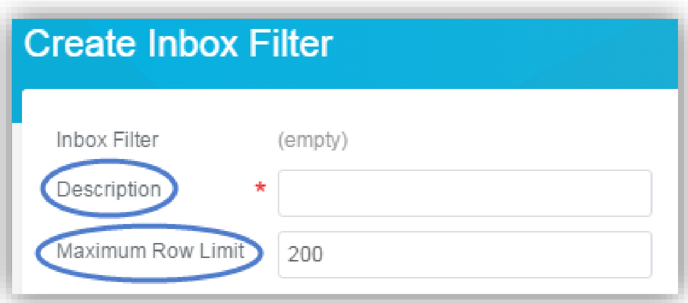
2. From the Inbox, click the Viewing icon and select **Edit Filters**.



3. Select **Create Inbox Filter**.

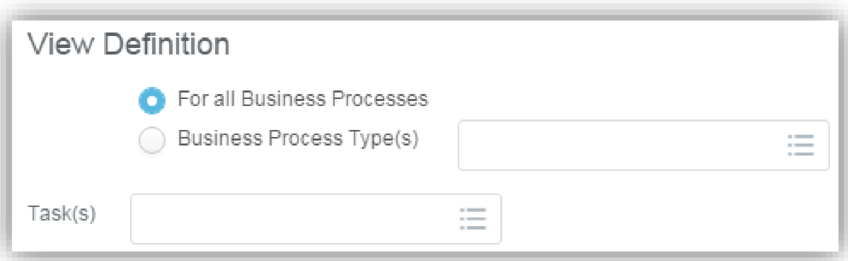


4. Enter a **Description.** This title is displayed in filter lists and prompts**.**
5. Enter a **Maximum Row Limit** (optional) to limit the number of items displayed on the Filter My Inbox task. (This does not apply to the Inbox Actions tab.)



6. Under View Definition:
   a. Select **For all Business Processes**, if you want to apply this filter to all business processes.
   b. Select **Business Process Type(s)**, and select one or more business process definitions from the prompt.

7. Select one or more Task(s) from the prompt, if you want to further limit the business process tasks you see in your Inbox. The prompt lists all the individual tasks for the business processes you selected above.



9. Click the 

icon to exit the Inbox Filters screen. The inbox filter will be available for you to use in your inbox. Remember to remove the filter to view all action items that have been sent to your inbox.