

Introduction

Process and Trigger

Perform this procedure when you need to change the filter for your worklist display.

Prerequisites.

None

Menu Path

Transaction Code

None

Tips and Tricks

At times you may need to use your scroll bar to view additional information.

Reports

None



Procedure

1. Start the transaction using the above menu path, portal path or transaction code.

Worklist - TPO

Tasks Alerts Notifications Tracking (3) Image: Create Task Show: Filters Hide Preview (2) 2 Subject From Sent Priority 0 Due Status in Progress BUP AWorkflow: 600016102 Train 201, BUworks Today Normal 2 in Progress in Progress BU PA Workflow: 600016100 Train 201, BUworks Mar 12, 2012 Normal 2 in Progress BU PA Workflow: 600016100 Train 201, BUworks Mar 12, 2012 Normal 2 in Progress BU PA Workflow: 600016102 From Email Email <t< th=""></t<>							
Show: All					Create Task	Show Filters Hide Preview	2
Subject	From	Sent	Priority =	0	Due	Status	
BU PA Workflow: 600016102	Train 201, BUworks	Today	Normal	2		in Progress	
BU PA Workflow: 600016101	Train 201, BUworks	Today	Normal	2		In Progress	
BU PA Workflow: 600016100	Train 201, BUworks	Mar 12, 2012	Normal	2		In Progress	
Row 1 of 3							
BU PA Workflow: 600016102					You can also		
Status: In Progress	Sent: Today by Train 201, BU	works			Display Detail	Is in SAP GUI	
Processor: WF-BATCH	Priority: Normal				View History		
Attachments							
Type Title General Notification: Additional Payments							-

2. Click the Hide Preview link label Hide Preview .

Worklist - TPO

Tasks Alerts Notifications Tracking (3)							1	
Show: All					Create Task	Show Filters Hide Preview 🗊 Refresh		3
Subject	From	Sent	Priority =	0	Due	Personalize View		
BU PA Workflow: 600016102	Train 201, BUworks	Today	Normal	2		Manage Substitution Rules		
BU PA Workflow: 600016101	Train 201, BUworks	Today	Normal	2		Display Connection Status		
BU PA Workflow: 600016100	Train 201, BUworks	Mar 12, 2012	Normal	2		in Progress		
A Row 1 of 3 * * *								
BU PA Workflow: 600016102	tions Tracking (3) Tracking (0:				
Status: In Progress	Sent: Today by Train 201, BU	works			Display Detai	ils in SAP GUI		
Processor: WF-BATCH	Priority: Normal				View History	L		
Attachments								
Type Title							•	-

3. Select Refresh Refresh



Worklist - TPO

Tasks Alerts Notifications Tracking (3)	Ale Image: Create Task Show: Fleera: Show: Previous (Previous (Pr							
Show: All					Create Task	Show Filters Show Preview	-	- 4
Subject	From	Sent	Priority =	Ū	Due	Status		
BU PA Workflow: 600016102	Train 201, BUworks	Today	Normal	2		In Progress		
BU PA Workflow: 600016101	Train 201, BUworks	Today	Normal	2		In Progress		
BU PA Workflow: 600016100	Train 201, BUworks	Mar 12, 2012	Normal	2		In Progress		
							7	*

4. Click the Show Filters link label Show Filters.

Worklist - TPO

	Tasks Alerts Notifications Tracking (3)							
Show: All 💌								
5	High Priority Due Date: Select One V Sent Date: Select One	▼ Text:	Apply Reset					
	Subject	From	Sent	Priority =	J	Due	Status	
	BU PA Workflow: 600016102	Train 201, BUworks	Today	Normal	2		In Progress	
	BU PA Workflow: 600016101	Train 201, BUworks	Today	Normal	2		In Progress	
	BU PA Workflow: 600016100	Train 201, BUworks	Mar 12, 2012	Normal	2		In Progress	

5. Click the drop down arrow in the **Due Date:** field Select One...

Worklist - TPO

	Tasks Alerts Notific	ations Trackin	ig (3)							-
	Show: All	•						Create Task	Hide Filters Show Preview	
	High Priority Due Date:	Select One 💌	Sent Date: Select One	▼ Text:	Apply Reset					
	Subject	Select One		From	Sent	Priority =	ภ	Due	Statue	
	BU PA Workflow: 6000161	Tomorrow		Train 201 Bllworks	Today	Normal	2	500	In Progress	
	BU PA Workflow: 6000161	Yesterday		Train 201, BUworks	Today	Normal	2		In Progress	
6 -	BU PA Workflow: 6000161	Last 7 Days		Train 201, BUworks	Mar 12, 2012	Normal	2		In Progress	
		Next 7 Days								
		Last 30 Days								
		Next 30 Days								
		Next 90 Days								
										_
										-



6. Select Last 7 Days Last 7 Days

Worklist - TPO

	Tasks Alerts Notifications Tracking (3)							
	Show: All	Create Task	Hide Filters Show Preview					
7	High Priority Due Date: Last 7 Days Sent Date: Select Or	e 💌 Text:	Apply Reset					
	Subject	From	Sent	Priority =	J	Due	Status	
	BU PA Workflow: 600016102	Train 201, BUworks	Today	Normal	2		In Progress	
	BU PA Workflow: 600016101	Train 201, BUworks	Today	Normal	2		In Progress	
	BU PA Workflow: 600016100	Train 201, BUworks	Mar 12, 2012	Normal	2		In Progress	

7. Click the drop down arrow in the Sent Date: field Select One...

Worklist - TPO

	Tasks Alerts Notifications Tracking (3)								
	Show:						Create Task	Hide Filters Show Preview	
	High Priority Due Date: Last 7 Days 💌 Sent Date:	Select One 🔻	Text:	Apply Reset					
	Subject	Select One	am	Sent	Priority =	ภ	Due	Statue	
	BU PA Workflow: 600016102	Vectorday	ain 201. BUworks	Today	Normal	2	500	In Progress	
8-	BU PA Workflow: 600016101	Last 7 Days	ain 201, BUworks	Today	Normal	2		In Progress	
	BU PA Workflow: 600016100	Last 30 Days	ain 201, BUworks	Mar 12, 2012	Normal	2		In Progress	
		Last 90 Days							
_									

8. Select Last 7 Days Last 7 Days



Worklist - TPO

Tasks Alerts Notifications Tracking (3)							1	
Show: All					Create Task	Hide Filters Show Preview		
High Priority Due Date: Last 7 Days Sent Date: Last 7 Days	Text:	Apply Reset					-	- 9
Subject	From	Sent	Priority =	Ū	Due	Status		
BU PA Workflow: 600016102	Train 201, BUworks	Today	Normal	2		In Progress		
BU PA Workflow: 600016101	Train 201, BUworks	Today	Normal	2		in Progress		
BU PA Workflow: 600016100	Train 201, BUworks	Mar 12, 2012	Normal	2		In Progress		
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9. Click the Apply button Apply.

10. The transaction is complete.



Results and Next Steps

You have successfully changed the filter for your worklist display.