
Introduction**Process and Trigger**

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

Prerequisites.

None

Menu Path

BuWorks Central Portal Path → Worklist

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



2. Click the **Hide Preview** link label [Hide Preview](#).

Worklist - TPO



3. Select **Refresh** [Refresh](#).

Worklist - TPO

Tasks Alerts Notifications Tracking (3)

Show: All Create Task Show Filters Show Preview

Subject	From	Sent	Priority	@	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

- Click the **Show Filters** link label [Show Filters](#).

Worklist - TPO

Tasks Alerts Notifications Tracking (3)

Show: All Create Task Hide Filters Show Preview

High Priority Due Date: Select One... Sent Date: Select One... Text: Apply Reset

Subject	From	Sent	Priority	@	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

- Click the drop down arrow in the **Due Date:** field [Select One...](#)

Worklist - TPO

Tasks Alerts Notifications Tracking (3)

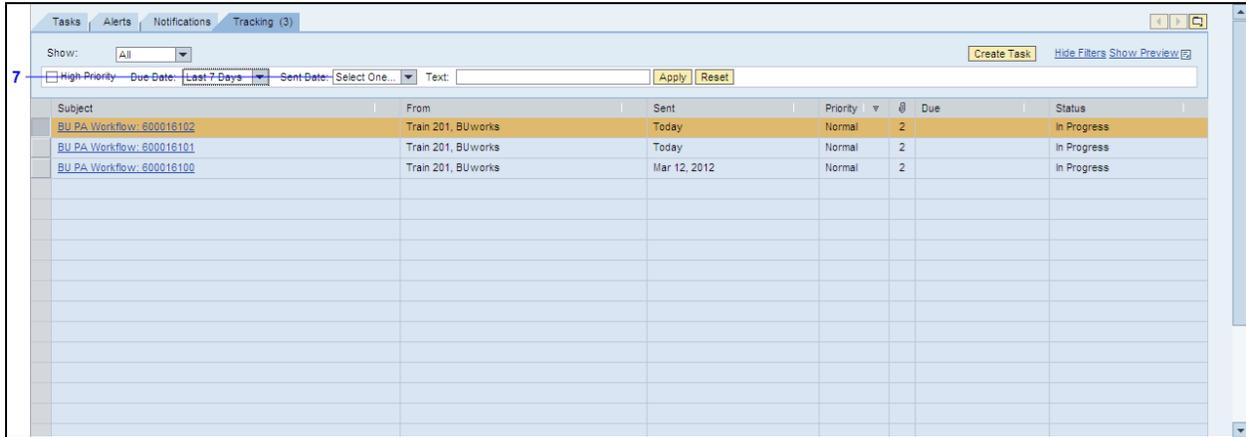
Show: All Create Task Hide Filters Show Preview

High Priority Due Date: Select One... Sent Date: Select One... Text: Apply Reset

Subject	From	Sent	Priority	@	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

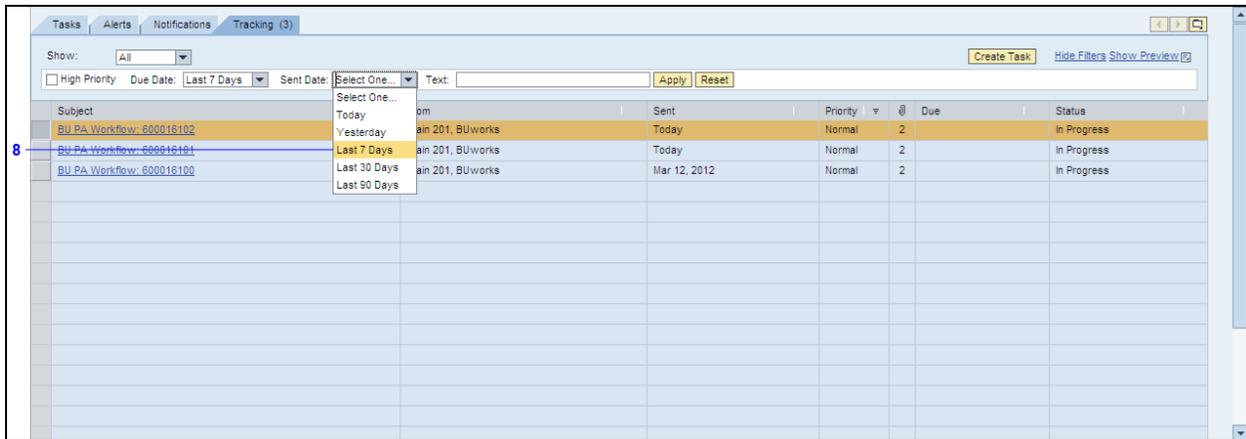
- Select **Last 7 Days** **Last 7 Days**

Worklist - TPO



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

Worklist - TPO



- Select **Last 7 Days** **Last 7 Days**

Results and Next Steps

You have successfully changed the filter for your worklist display.