

Workday Inbox Filters



VUMC employees can create personalized filters for certain tasks in their Workday Inbox. Follow the steps below to create a filter for your Workday Inbox.

From the Workday Homepage:

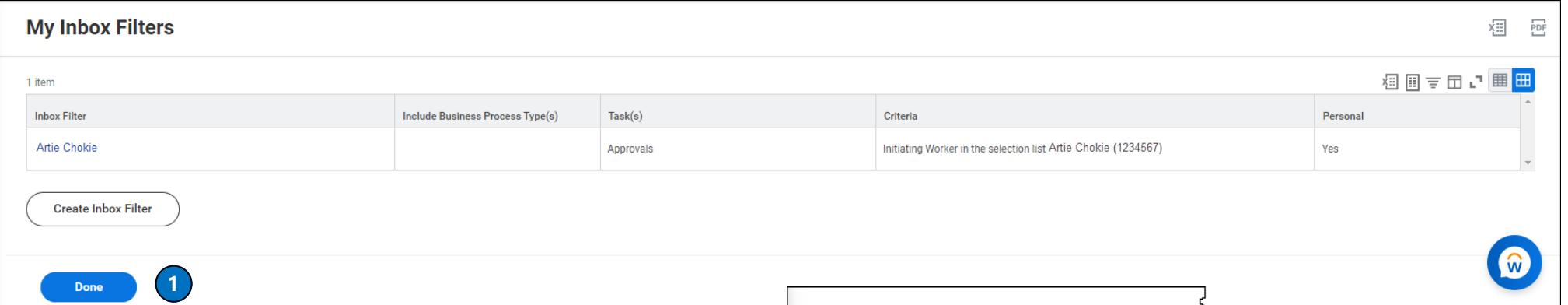
1. Select the **Inbox** icon.
2. Select the **Viewing: All** dropdown menu.
3. Select **Edit Filters**.
4. Your existing inbox filters will appear here if you have created them previously. Select **Create Inbox Filter**.
5. Enter a **Description**. This can be a specific task, feature, person, etc.
6. Under View Definition, select whether this will be **For All Business Process Types** or select specific **Business Process Types**.
7. Select or search for the **Task(s)** from the menu.
8. Select the **+** icon to add a condition to the filter.
9. Choose **And** or **Or** from the dropdown menu.
10. Select the **Source External Field**.
11. Select the **Relational Operator**.
12. Select the **Comparison Type**.
13. Select the **Comparison Value**. You can select multiple values in this field.
14. Select **OK**.



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From the My Inbox Filters Page:

1. Under My Inbox Filters, you will see all of the inbox filters you have created in a table. Select **Done**.
2. Return to your Workday Inbox by selecting the **Inbox** icon.
3. To find created filters, select the **Viewing: All** drop down menu. Created filters will appear in the menu.

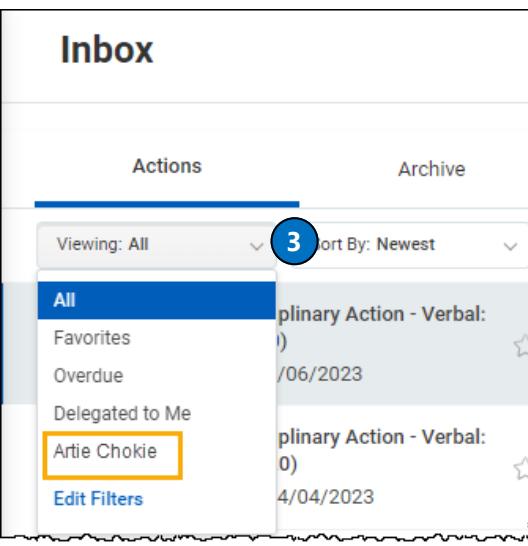


My Inbox Filters

Inbox Filter	Include Business Process Type(s)	Task(s)	Criteria	Personal
Artie Chokie		Approvals	Initiating Worker in the selection list Artie Chokie (1234567)	Yes

1 Create Inbox Filter

Done



Inbox

Actions Archive

Viewing: All 3 Sort By: Newest

All

- Favorites
- Overdue
- Delegated to Me
- Artie Chokie**
- Edit Filters

plinary Action - Verbal: 0) 06/2023

plinary Action - Verbal: 0) 04/2023

QUESTIONS?

Please email BusinessEducation@vumc.org.