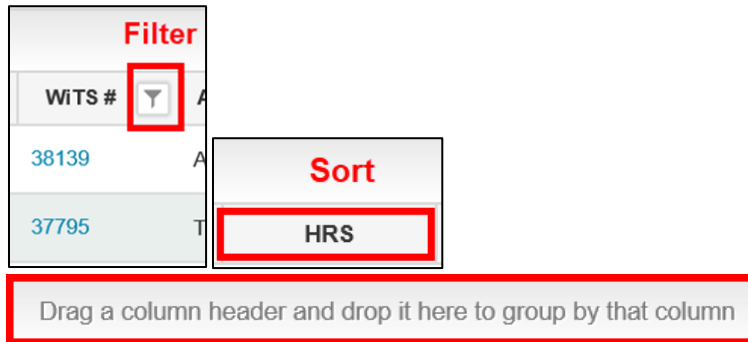


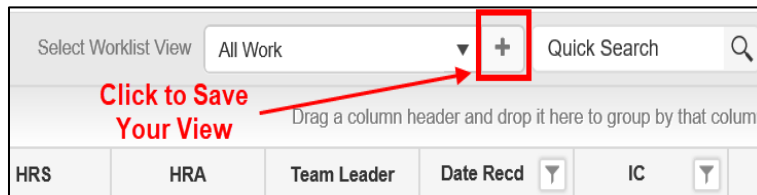
QRG: How to Create a Worklist View

1.



Rearrange your worklist the way you prefer to view your actions. This includes moving columns, filtering, sorting, and grouping.

2.



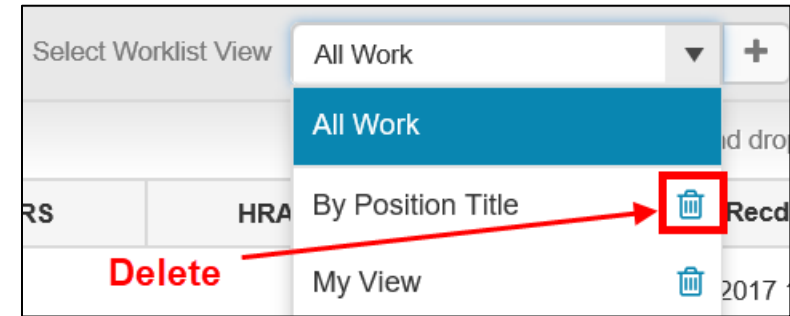
Once you have rearranged your worklist, click on the plus symbol at the top of your worklist.

3.



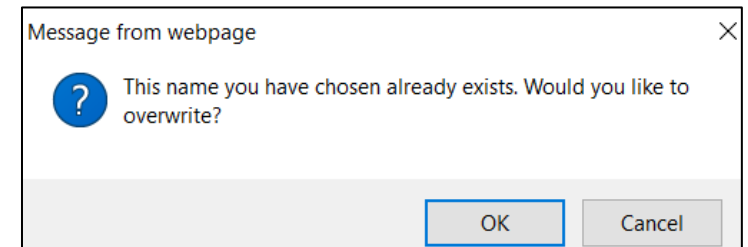
You can save as many worklist views as you like. Give your view a name and click save.

4.



Your views are accessible through the drop-down menu at the top of your worklist. To delete a view, click on the trash can icon next to the worklist you wish to delete.

5.



To update a view, save the worklist under the same name and click 'OK' when asked if you would like to 'overwrite' the view.