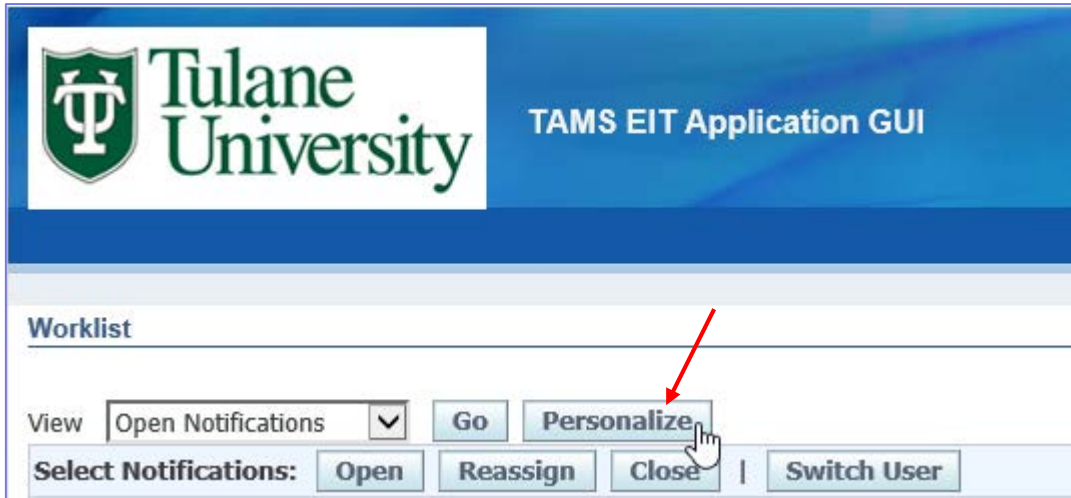# Personalizing Your EIT Worklist

Personalizing Your Worklist

- To Personalize your Worklist for optimal viewing, click the Personalize button

Personalizing Your Worklist

- When the Personalize Views screen opens, you will see a list of all of the Oracle EBS standard views
    - These views are not as practical as personalizing your own view
- Click the Create View button

Personalizing Your Worklist

- Under the **General Properties** heading of the **Create View** screen, type a personal view name in the View Name field
  - "TAMS EIT View" is recommended but not required
- For Number of Rows Displayed, accept the default of 25 Rows
- Click the "Set as Default" box so your personalized view will open automatically every time you access your Worklist
- You can leave the Description field blank

Personalizing Your Worklist

Column Properties

Update the appropriate column attributes as desired.

Columns Shown and Column Order

Available Columns		Columns Displayed	
Closed		Subject	
Date_Attribute1	^	From	
Date_Attribute2		Sent	
Date_Attribute3		Type	
Date_Attribute4		Status	
Date_Attribute5		Due	
Form_Attribute1	> Move		
Form_Attribute2	>>		
Form_Attribute3	Move All		
Form_Attribute4			
Form_Attribute5	<		
From Me	Remove		
Information Requested From	<<		
Message Name	Remove All		
Notification ID			
Number_Attribute1			
Number_Attribute2			
Number_Attribute3			
Number_Attribute4	v		
Number_Attribute5			

✓**TIP** Columns with totaling capabilities shown can only display as the end column of the table.

Sort Settings

	Column Name	Sort Order
First Sort	Sent	descending
Second Sort	Subject	ascending
Third Sort	From	ascending

- Under **Columns Shown and Column Order** and **Sort Settings**, accept all defaults

Personalizing Your Worklist

- Under **Advanced Search**, click "Show table data when any condition is met"
- Change the Subject field to "contains" and type "TAMS EIT" (without quotes) in the blank field to the right of the Subject field
- Click the Apply button to save your changes
- The next time you open your Personal Worklist from the Navigator, your personalized view will open as the default view