Personalizing Your EIT Worklist
- To Personalize your Worklist for optimal viewing, click the Personalize button
• 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
• 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
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- Under **Columns Shown and Column Order** and **Sort Settings**, accept all defaults
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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