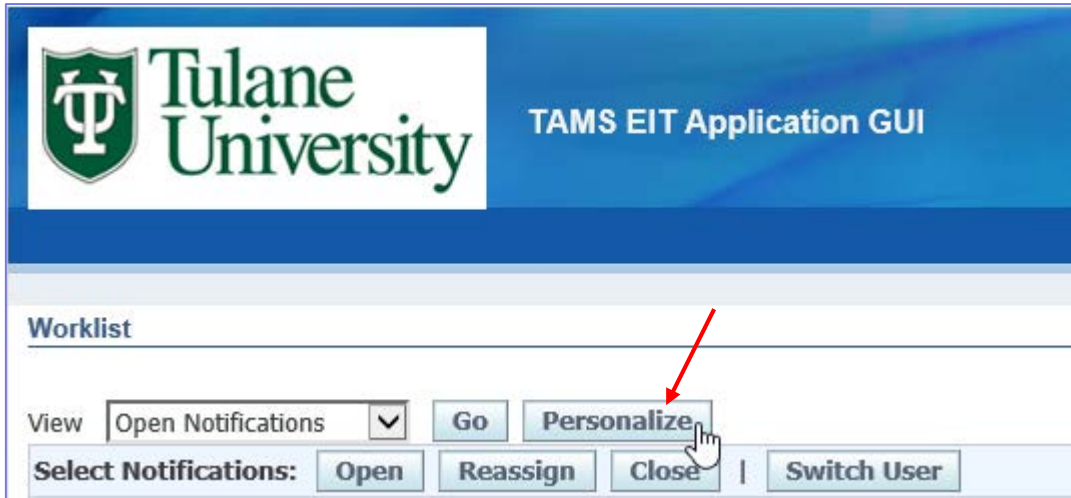


Personalizing Your EIT Worklist

Personalizing Your Worklist



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

Personalizing Your Worklist

Tulane University TAMS EIT Application GUI

Personalize Views

Below is a list of all pre-configured and/or personalized views applicable to "Customizable and..."

Select View: Duplicate | Create View

Select View Name	
<input type="radio"/>	All Notifications
<input type="radio"/>	FYI Notifications
<input type="radio"/>	Notifications From Me
<input checked="" type="radio"/>	Open Notifications
<input type="radio"/>	To Do Notifications

- 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

Tulane University TAMS EIT Application GUI

Create View

Below is a list of attributes that can be edited to change the view and/or filter the data that is displayed in your table.
* Indicates required field

General Properties

* View Name TAMS EIT View

Number of Rows Displayed 25 Rows

Set as Default

Description

- 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

- Closed
- Date_Attribute1
- Date_Attribute2
- Date_Attribute3
- Date_Attribute4
- Date_Attribute5
- Form_Attribute1
- Form_Attribute2
- Form_Attribute3
- Form_Attribute4
- Form_Attribute5
- From Me
- Information Requested From
- Message Name
- Notification ID
- Number_Attribute1
- Number_Attribute2
- Number_Attribute3
- Number_Attribute4
- Number_Attribute5

Columns Displayed

- Subject
- From
- Sent
- Type
- Status
- Due

Move
Move All
Remove
Remove All

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

Search Query to Filter Data in your Table

Specify parameters and values to filter the data that is displayed in your table.

Advanced Search

Show table data when all conditions are met.

Show table data when any condition is met.

Subject contains TAMS EIT

From is

Message Attribute is

Sent is

Add Another Closed Add

Cancel Revert Apply and View Results Apply

- 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