

MySCEmployee

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Manager Self Service

Filtering the Universal Worklist (Inbox)

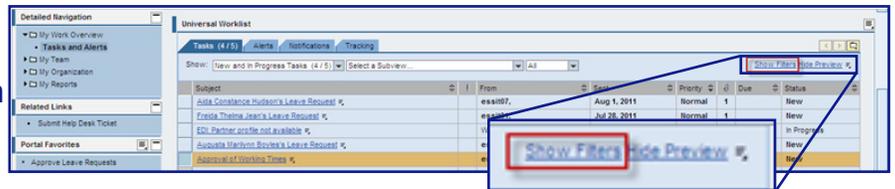
Filtering can be helpful for managers who have several direct reports, or if a manager also has finance or materials management roles.

Note: The MSS Universal Worklist is also known as the Business Workplace and the Inbox.

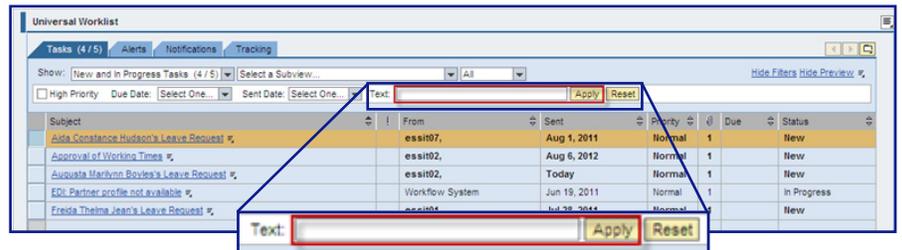


1. Click on the **Manager Self-Service** tab.

2. Select Tasks and Alerts under the My Work Overview option. In the universal worklist section of the screen, click on **Show Filters** to access filtering options.

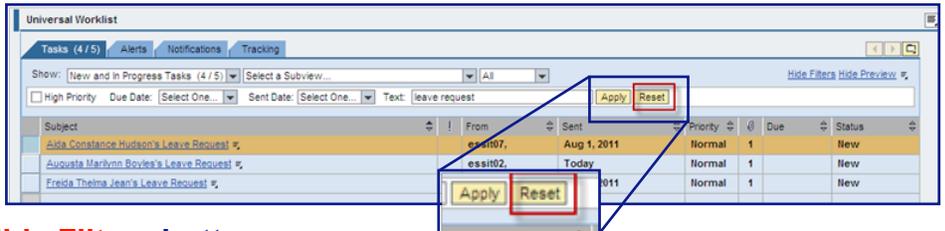


3. To filter your inbox, type the text of one inbox item such as approval of working times, leave request, travel, etc., in the text field. After entering the text, click the **Apply** button. This should filter out all items other than type of request you typed in text box.



Note: Filtering options are also available by sent date.

4. To clear the filter, click the **Reset** button. This will display all items in your inbox.



5. To hide filters, click on the **Hide Filters** button.

