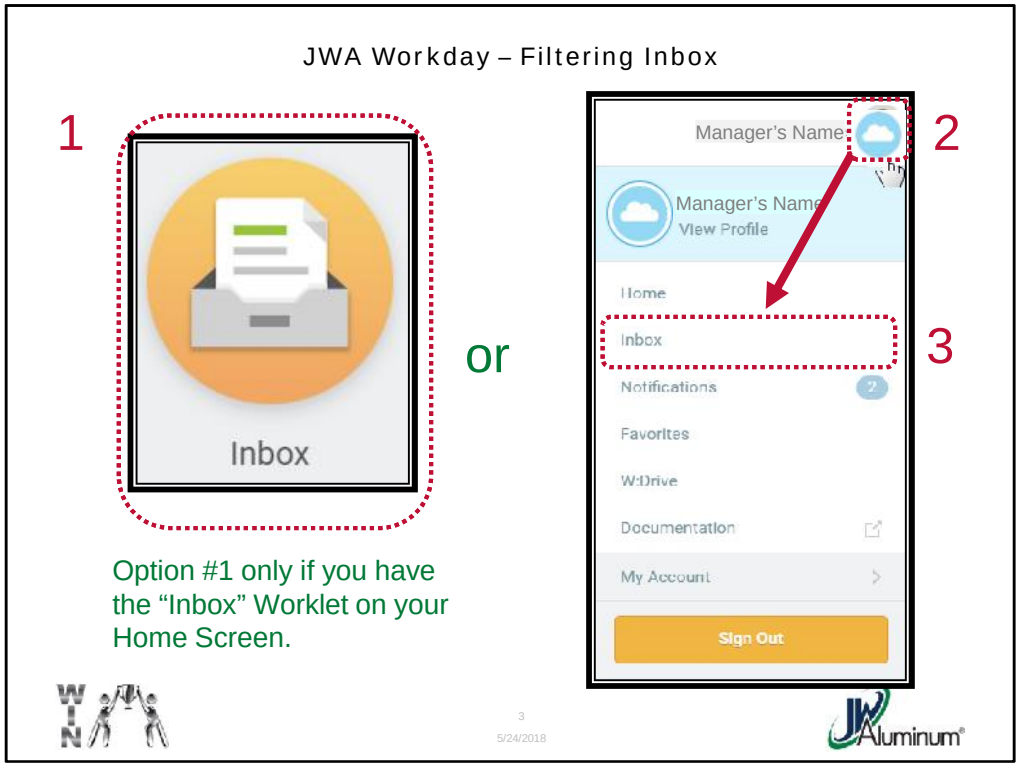
JWA Workday Computer or Kiosk

Filtering Inbox for Non-Delegated Activities

- This Training Module Covers:
  - Filtering Your Inbox for Non-Delegated Activities

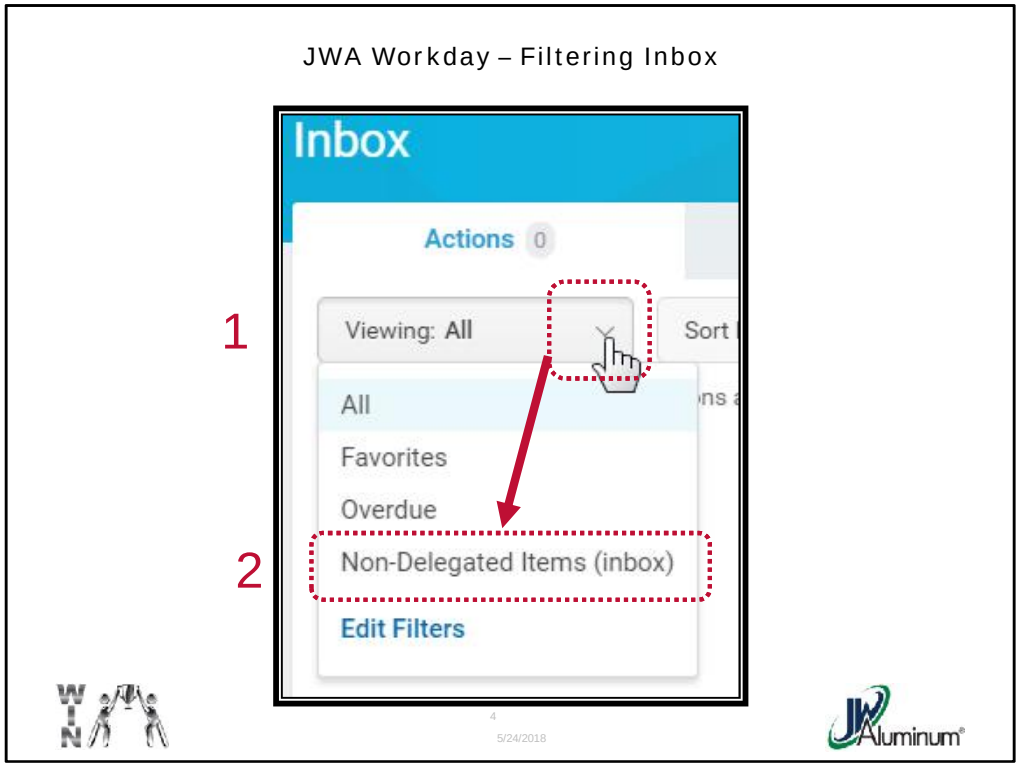


Access you Inbox by:

1. If you have the "**Inbox**" Worklet on you Desktop Home Screen, select the worklet, else:

2. Click on your **Profile Icon** at the top right portion of the screen.

3. Select "**Inbox**" on the Profile Menu.



When the **Inbox** screen appears, Scan over to the far left where the **Inbox** list of actions and archive items are located.

1. On the "**Viewing: All**" button, Click on the **Down Arrow** to open the sub-menu.

2. Select "**Non-Delegated Items (inbox)**."