Filtering Your In/Outboxes

You may apply temporary filters to your In/Outboxes to help organize and sort your transaction lists.

Step	Task
1.	Access ***PARIS*** at: https://hr.apps.uillinois.edu/hrFrontEnd/ana/.
2.	Log in to ***PARIS***.
3.	Click **In/Outboxes**.
4.	Select the option you want to view and filter: **MY INBOX** **MY GROUP INBOXES** **MY OUTBOX** **MY GROUP OUTBOXES**
5.	Click the **Show Filter and Preset Chooser** button to display filter criteria choices. **NOTE:** Click the **Hide Filter and Preset Chooser** button to hide search criteria.
6.	Select the criteria for your filter. Available criteria are: • **TRANSACTION TYPE** • **ROUTE STOP ROLE** • **ROUTE STOP ACTION** • **ROUTE STOP LEVEL** • **E-GROUP** – to select more than one, hold down the CTRL key when selecting • **CAMPUS** • **COA** • **COLLEGE** – to select more than one, hold down the CTRL key when selecting • **DEPARTMENT** - to select more than one, hold down the CTRL key when selecting • **ORGANIZATION** - to select more than one, hold down the CTRL key when selecting • **UIN** • **TRANS #** • **OWNED BY UIN**
7.	Click the **Filter List** button to apply your temporary filter. *The list fitting your criteria is below.* **NOTE:** You need to click the **Reset Filter** button or log out of the session to clear the temporary filter. See Creating Filter Presets for In/Outboxes Job Aid for instructions on how to save filters for reuse.