Filtering Your In/Outboxes

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
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<tbody>
<tr>
<td>1.</td>
<td>Access <strong>PARIS</strong> at: <a href="https://hr.apps.uillinois.edu/hrFrontEnd/ana/">https://hr.apps.uillinois.edu/hrFrontEnd/ana/</a>.</td>
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<tr>
<td>2.</td>
<td>Log in to <strong>PARIS</strong>.</td>
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<td>3.</td>
<td>Click <strong>In/Outboxes</strong>.</td>
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</table>
| 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**  
  - **CAMPUS**  
  - **COA**  
  - **COLLEGE**  
  - **DEPARTMENT**  
  - **ORGANIZATION**  
  - **UIN**  
  - **TRANS #**  
  - **OWNED BY UIN** |
| 7.   | Click the **Filter List** button to apply your temporary filter.  
**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.