

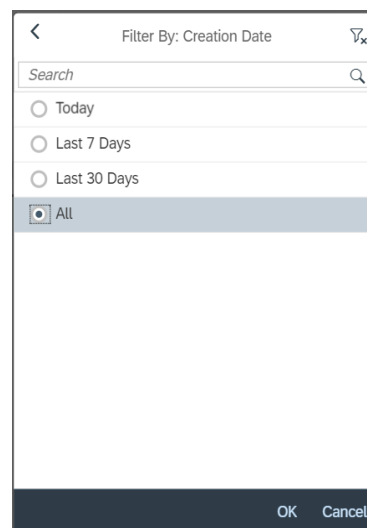
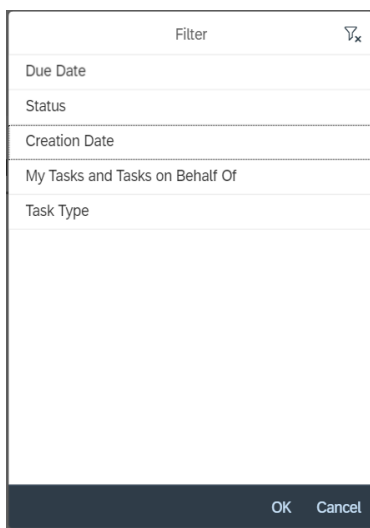


### Using Filters in My Inbox

1. When you go into My Inbox it shows items submitted in the previous 6 months – to update this select the

filter icon - 

2. Choose the filter “Creation Date” and choose the date you wish to filter by – ALL will show all existing items



3. You can also filter by “Task Type” if you wish to view a specific type – tick appropriate task and these items will show in inbox only (if there are items older than 6 months you will need to use Creation Date filter too).  
*Note that it is only Task Types which are in your Inbox that will appear on this list.*