This job aid will guide you through the steps in filtering worklist tasks in the Universal Worklist. When approving tasks (Shopping Carts, P-Cards, Travel, etc.) on behalf of different approvers, the worklist may be filtered by the different approvers or simply display all items.

1. From the System Home Tab, click on Universal Worklist (UWL).

2. **My Items** filter your UWL to display your work items. **Items on Behalf Of** filter work items by the corresponding users from the drop down list. **All Items** display all items in your UWL, including work items that you are approving on behalf of other approvers.

   **Click the Items on Behalf Of radio button.**

3. Click the drop down list and select the desired user.

4. The example below show work items that originates from Requestor22.