Universal Worklist – Use of Filters (Faculty/Staff)
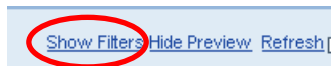
Location(s):
    myNKU

Purpose: Perform this procedure when the Universal Worklist has numerous work items and you are trying to quickly locate a specific task.
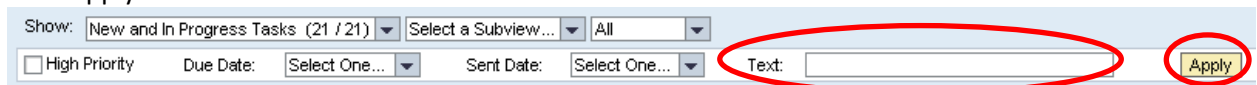
1. Log into myNKU
2. Click Universal Worklist


3. Click Show Filters towards the right side

- In the Text area, enter the word(s) that appear in the Subject portion of the item for which you are looking – for example, the last name of the person for whom the item was submitted.
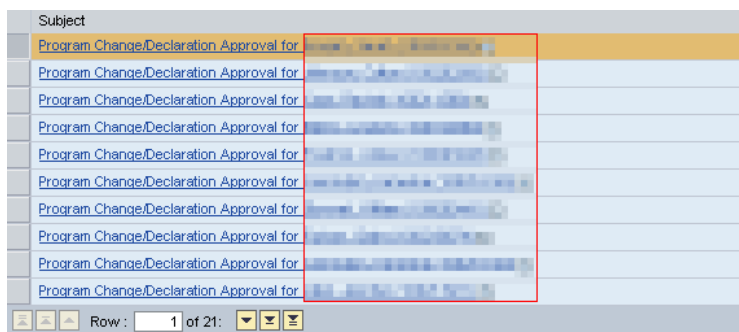- Click Apply

Note: The filter is not case sensitive and the use of the wildcard is not needed

- Only the specific submissions which include your search text are now reflected in the UWL task list
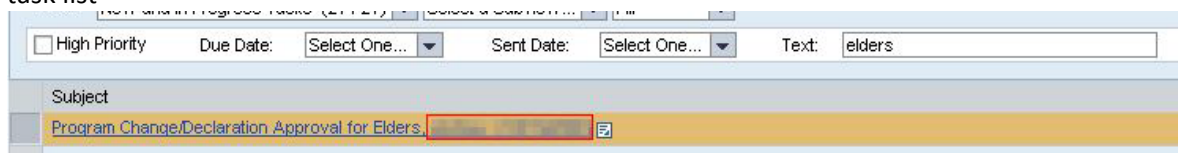
Screen shot of only 1 row after filtering with last name of elders

Screen shot of 21 rows of requests before filtering