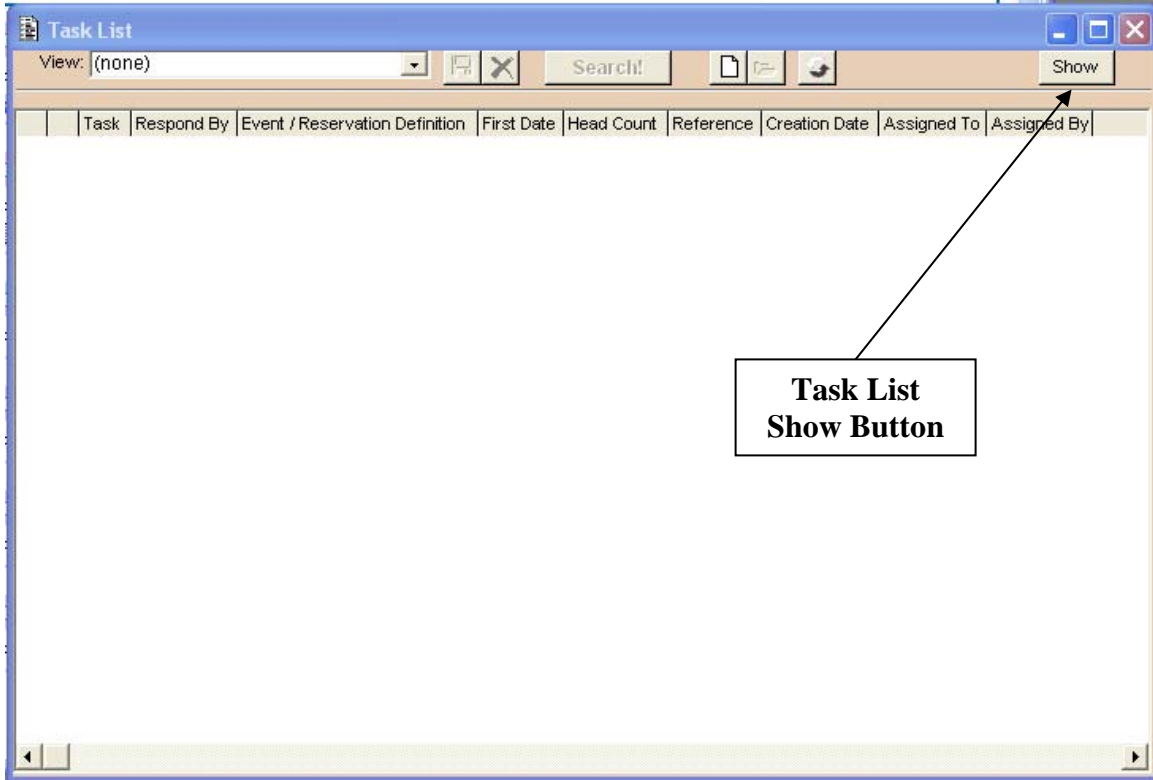
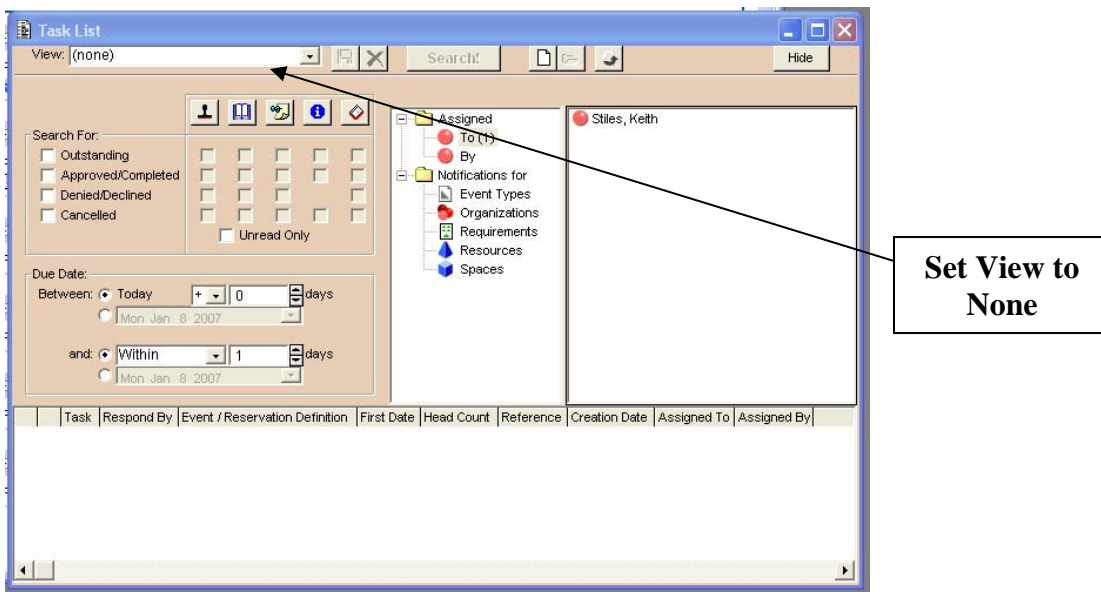


## Creating a Workflow View Viewing Workflow Assigned by You to Others

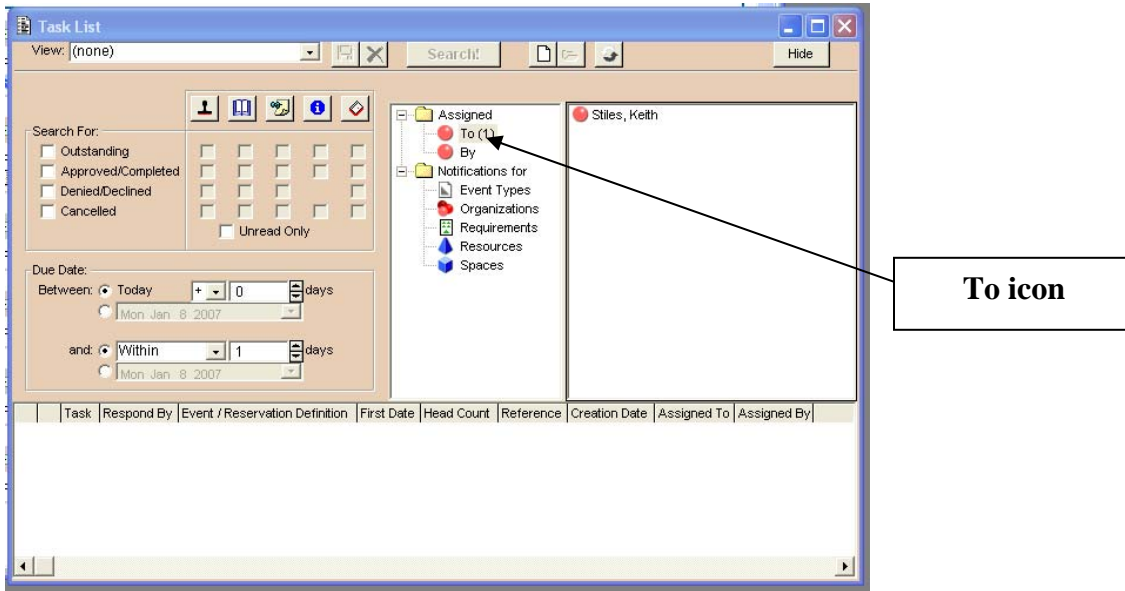
1. Open the Workflow Task List and click the **Show** button.



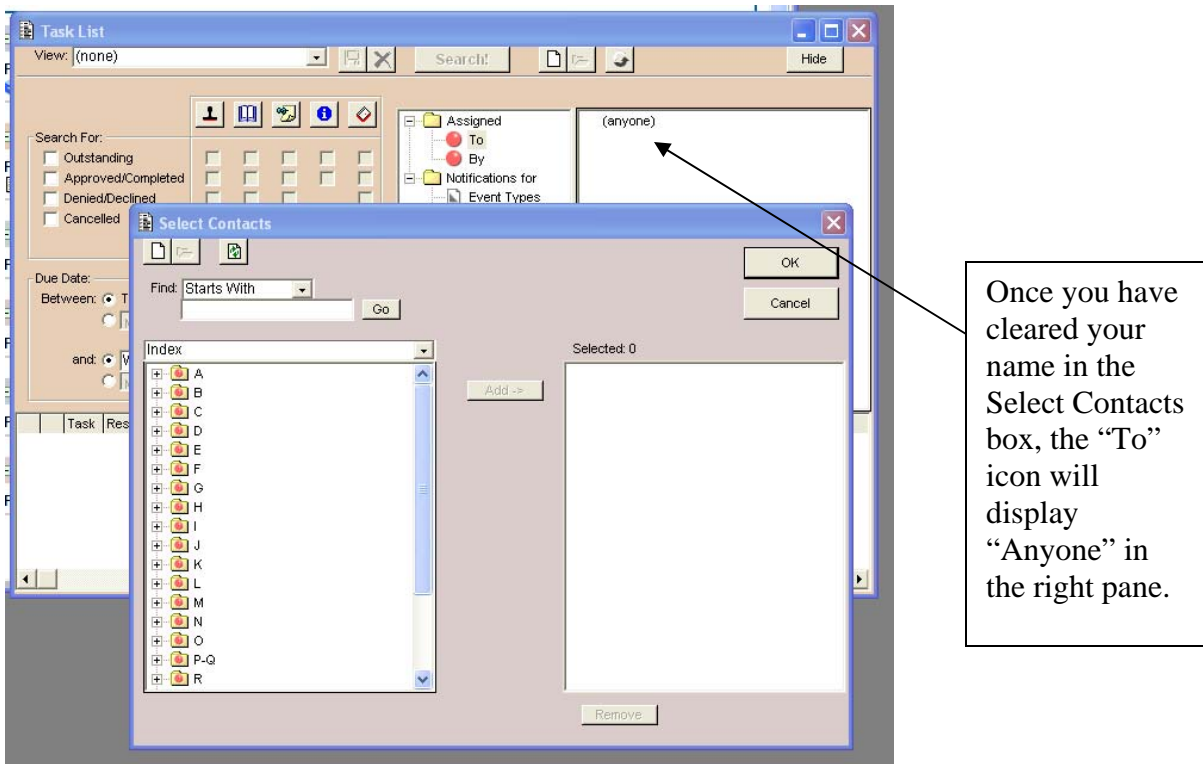
2. Click the **View** drop-down list and select **None**. This activates the window for creating a new view.



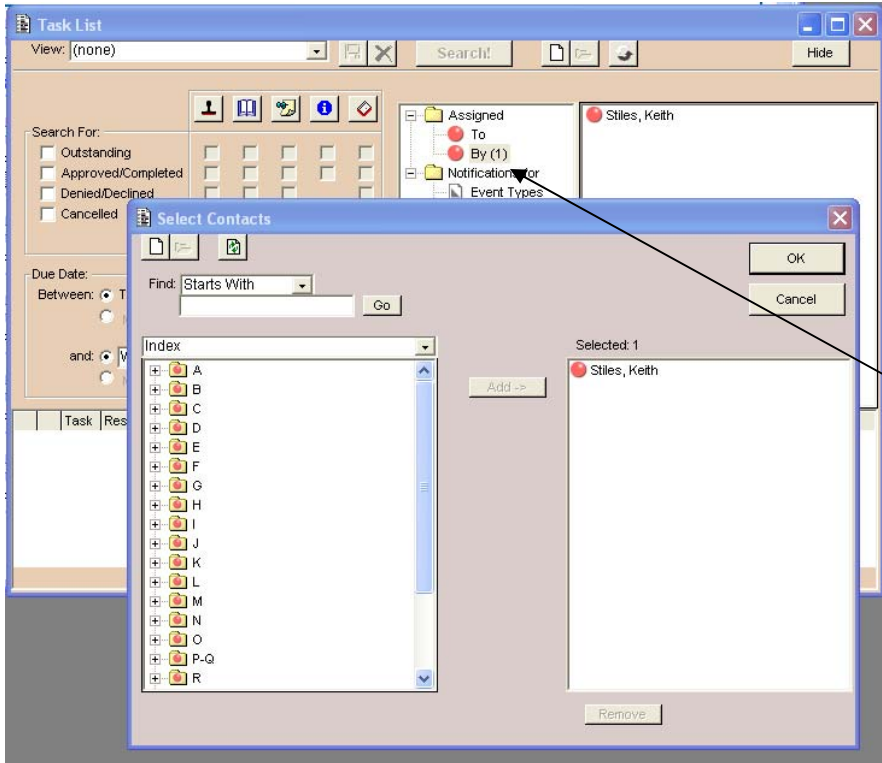
3. Expand the **Assigned** folder, and then double-click the **To** icon.



4. In the selection window, double-click your **UserId** to remove it from the right-hand list, and then close the window.

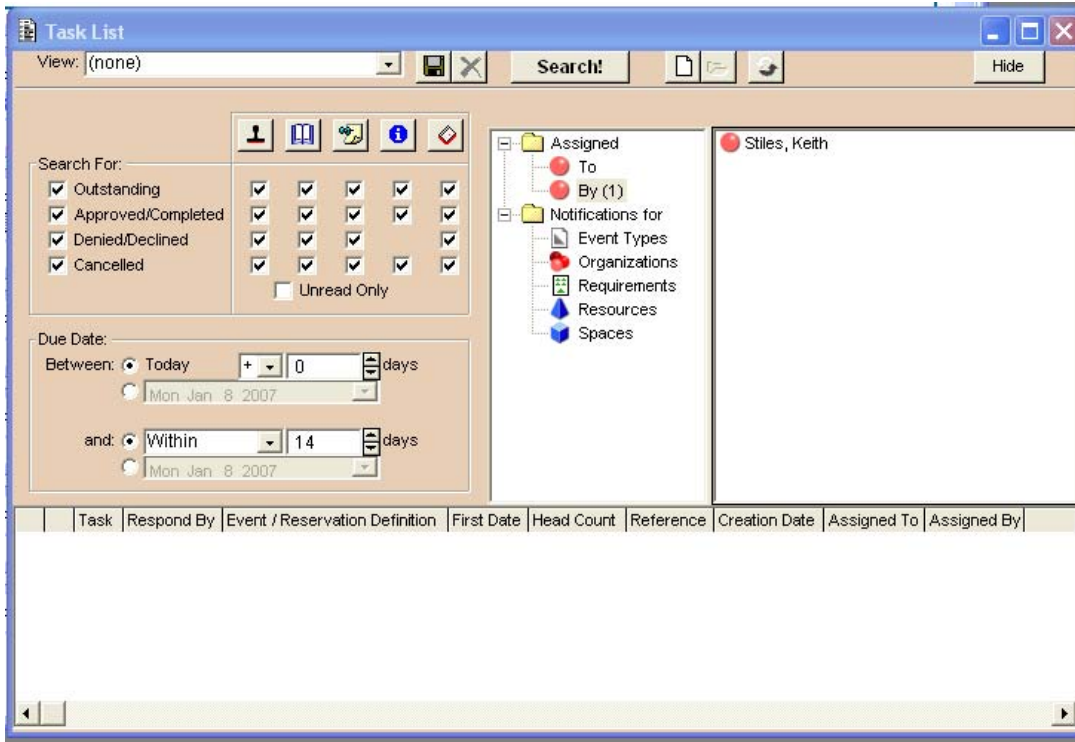


5. Under the **Assigned** folder, double-click the **By** icon.



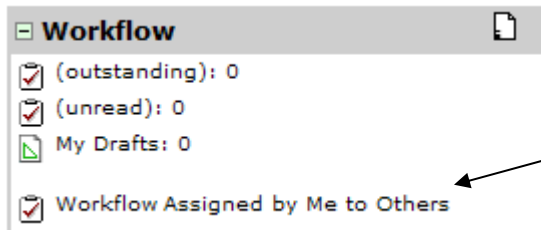
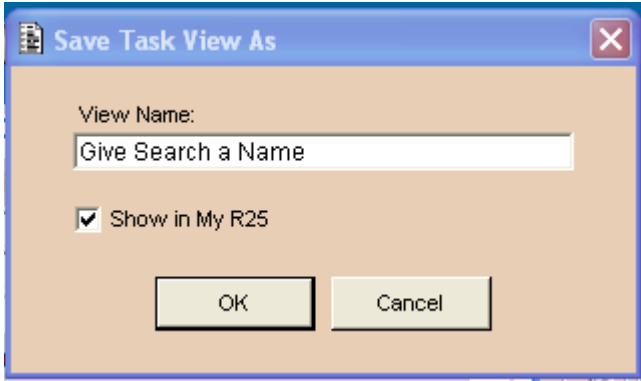
6. In the selection window, find your **UserID** in the left-hand list and then double-click it to move it to the right-hand list. Then **Close** the window. This sets the view to look for workflow that has been assigned by you (see figure above).

- Click the checkboxes for the types of workflow items you want to include in the search: **Outstanding, Approved/Completed, Denied/Declined, Cancelled**. [Hint: If you include them all, you will see all of your workflow items that you have assigned to others.]



- Set the date selection to search between **Today** (+ 0 days) and **Within** 14 days. That will show you two weeks of workflow (see image above).
- Click the **Search** button and verify that you are seeing the workflow that has been assigned by you to others. You should be able to quickly see from the list which ones were completed, denied, are outstanding, etc. [**Note:** If you haven't assigned anyone workflow yet, you will see no results in your search.]

10. Click the **Save** button and give the search a meaningful name. You can choose to show this view on your My R25 page. Doing so will allow you to look at your generated workflow on a daily basis and allows you to run the workflow automatically from your My R25 page.



**Your New Workflow  
Assigned By You  
Search**