

IRIS Inbox Icons

The icons shown below are the ones you will find most useful in managing your work items. The icons are shown in the order in which they appear (from left to right) on the screen.



Update – refreshes the list to show any additional work items that may have been released since you first displayed the list.



Execute – executes the highlighted item. This icon can be used instead of double-clicking on the item.



Display – displays general information on the item.



Reserve – reserves the item for your execution only. The item is removed from all other inboxes, if applicable. Nothing happens to this item until you act on it.



Replace – “unreserves” the item and replaces it in other inboxes, if applicable.



Forward – allows you to specify an IRIS user and forward the document to that person.



Manage attachments – allows attachments to be created, modified, or deleted.



Print list – lists all current work items in a printable format.



Details – gives details on the workflow item.



Choose display variant – allows you to choose a display variant. For example, to list work items without showing the amount column.



Sort – allows a sort on multiple columns. This allows a complex sort as opposed to the simple sort on one column that can be done by clicking on the column heading.



Set filter – allows you to view only items that meet the criteria you set.



Find in list – allows you to enter a term to search on in the list.