

Workflow List Filter

OVERVIEW

The Workflow List Filter adds multi-category filtering to the Workflow List. Select from six filter groups — My Workflows, Issue Watch, Task, Transaction Type, Vendor, and Users — and combine selections across groups to narrow results to exactly what you're looking for. This feature is available on the new experience only — if you're still using the legacy experience, this update does not apply to your workflow list.

WORKFLOW FILTER

Filter Selection

Your choices here will be saved specifically for you and will be applied each time you load the WORKFLOW LIST page.

All

All Active

All Finalized

MY WORKFLOWS

Created or Assigned to Me

Assigned to Me

Created by Me

ISSUE WATCH

NIGO

Rejected

RFMI: Paperwork Missing or In...

RFMI: Need additional suitabili...

RFMI: Other

USERS

CREATED BY

Select

OWNER

Select

ASSIGNED

Select

TASK

Workflow Started

Workflow Finalized

Approved (BO Review)

Approved (in BO)

Approved (in FO)

For Review (BO)

For Signature

Pre-Finalize QA

Signed: For Final Review/Appr...

Submitted

TRANSACTION TYPE

Account Transfer

Account Update

ACH - New/Update

Address Change

Advisory Client Update

Advisory Fee Billing Update

Advisory Termination

Annual Review

Annuity Delivery Receipt

Asset Movement

Banking Instructions

Beneficiary Change

Broker Dealer Change

Brokerage Alternative Investm...

Check Deposit

Client Account Update

Client Profile Update

VENDOR

Other

test Product

Cancel

Clear Filter

Apply Filter

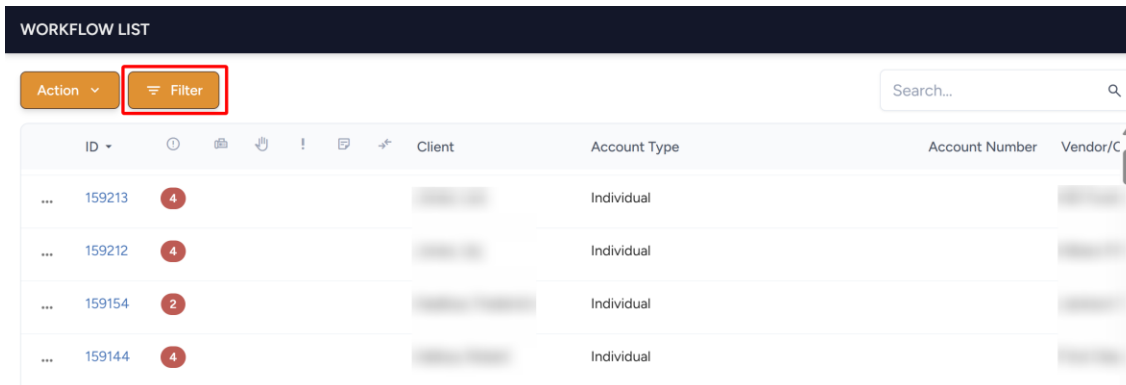
WHAT'S NEW

- Combine multiple filters at once across any group
- Narrow the list to just your work, work assigned to you, or both
- Surface workflows that need attention — NIGO, Rejected, or flagged RFMI issues
- Apply large scale filters instantly with the All / All Active / All Finalized toggles
- See at a glance how many filters are active on the Filter button

HOW TO USE THE FEATURE

To filter the Workflow List, follow these steps:

1. Click the **Filter** button at the top left of the Workflow List.

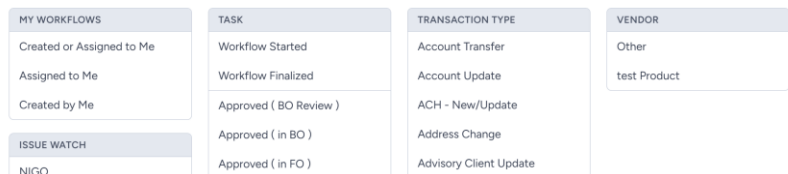


2. Once the Workflow Filter drawer opens, you can filter through two ways: **Large Scale Filters** or **Group Filters**. These two ways work independently of each other.

- **Large Scale Filters** – the three orange buttons at the top where you can filter by All, All Active, and All Finalized

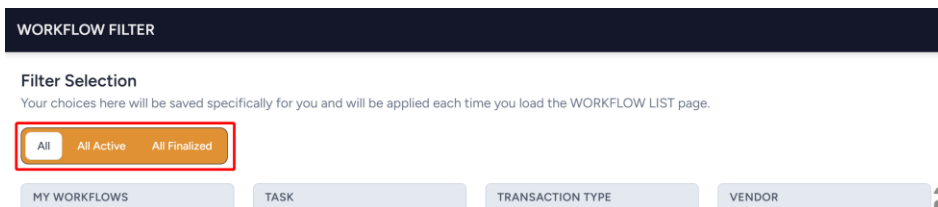


- **Group Filters** – different groups with individual options. You can select one or more options within any group or groups to filter



Note: The Large-Scale Filters and Group Filters are mutually exclusive — selecting one clears the other.

3. To filter on a large scale, select either All, All Active, or All Finalized and click the Apply Filter button at the bottom. The Workflow list will be filtered by your selection.



4. To filter by groups, select one or more options within any group or across multiple groups.
- **For example**, “Workflow Started” and “For Signature” are selected under the Task group, and “Account Transfer” is selected under the Transaction Type group.

The screenshot shows the 'WORKFLOW FILTER' interface. At the top, there's a 'Filter Selection' section with a note: 'Your choices here will be saved specifically for you and will be applied each time you load the WORKFLOW LIST page.' Below this are three tabs: 'All', 'All Active', and 'All Finalized'. The main area is divided into four filter groups: 'MY WORKFLOWS', 'ISSUE WATCH', 'USERS', and 'TASK'. The 'TASK' group is expanded, showing options like 'Workflow Started', 'Workflow Finalized', 'Approved (BO Review)', 'Approved (in BO)', 'Approved (in FO)', 'For Review (BO)', 'For Signature', 'Pre-Finalize QA', 'Signed: For Final Review/Appr...', and 'Submitted'. The 'TRANSACTION TYPE' group is also expanded, showing options like 'Account Transfer', 'Account Update', 'ACH - New/Update', 'Address Change', 'Advisory Client Update', 'Advisory Fee Billing Update', 'Advisory Termination', 'Annual Review', 'Annuity Delivery Receipt', 'Asset Movement', 'Banking Instructions', and 'Beneficiary Change'. The 'VENDOR' group is expanded, showing 'Other' and 'test Product'. At the bottom, there are three buttons: 'Cancel', 'Clear Filter', and 'Apply Filter'.

5. Click Apply Filter to update the list.

A close-up of the filter buttons at the bottom of the 'WORKFLOW FILTER' interface. The buttons are 'Cancel', 'Clear Filter', and 'Apply Filter'. The 'Apply Filter' button is highlighted with a red rectangle.

6. After the filter is applied, the Filter button will display the number of active filters.

The screenshot shows the 'WORKFLOW LIST' interface. At the top, there's a 'WORKFLOW LIST' header. Below it, there are two buttons: 'Action' and 'Filter'. The 'Filter' button is highlighted with a red arrow and a red circle, and it displays the number '3' in a blue circle, indicating that 3 filters are active.

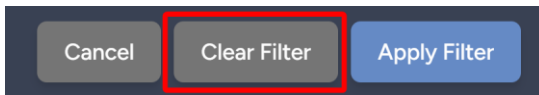
7. The Workflow List should show workflows that meet the criteria of the applied filters.

- As you can see, the Workflow List only shows workflows that are in Workflow Started or For Signature and have the Account Transfer transaction type.

Vendor/Custodian	Current Task	WF Assigned To	WF Owner	WF Creator	Transaction Type	Business Type
	For Signature				Account Transfer	Adv
	Started				Account Transfer	Adv
	Started				Account Transfer - Deliver	B/D
	Started				Account Transfer - Deliver	B/D
	Started				Account Transfer - Deliver	B/D
	Started				Account Transfer	B/D
	Started				Account Transfer - Deliver	B/D
	Started				Account Transfer - Deliver	B/D

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8. Click Clear Filter at any time to remove all selections and return to the default, unfiltered view.



NOTES

- Clicking several options **within** a group will expand the search results – you are looking for results from one **OR** the other.
 - **For example**, I select “Workflow Started” and “For Signature” under the Task group. The Workflow List will show me workflows that include the Started or Finalized task.
- Clicking several options **across** groups will reduce the search results – you are looking for results that must meet the combination of one groups' criterion **AND** another.
 - **For example**, I select “Workflow Started” and “For Signature” under the Task group and also select “Pershing” under the Vendor group. The Workflow List will show me workflows that are either Started or Finalized and have been processed via Pershing.
- The **Task** grouping in the new filter replaces the legacy **View** dropdown.
- The Assigned option under the Users Grouping only shows workflows for people who have specifically granted you visibility into their work. If no one has, this list will appear empty.