# View Custom Report:
# INBOX_TASKS_PER_WORKER

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|  |  |
|---|---|
| **Report Name** | INBOX_TASKS_PER_WORKER |
| **Report Type** | Advanced |
| **Data Source** | Business Process Transactions |
| **Data Source Type** | Standard |
| **Primary Business Object** | Action Event |

## Additional Info

**Data Source Description**

Accesses the Action Event as its primary business object and returns business process transactions for all business process types.

Includes optional prompts for: Business Processes, Completed Date Range, Event Effective Date Range, Initiated Date Range, and Transaction Status.

Workday highly recommends that you use the Business Processes, Transaction Status, and date range (Initiated Date Range or Completed Date Range) as required prompts because this improves the performance of your report.

This report data source doesn't include outbound records for Staffing events that move workers from 1 organization to another. It only includes inbound records for this type of event.

Consider using event report data sources for specific functional areas if you're trying to access data within those events. Example: A report navigates to data using calculated fields as a prompt or filter.

If you need to filter by or report on individual step details, use the Business Process Event Steps report data source.

**Brief Description**

## Columns

| Business Object | Field | Column Heading Override | Format | Options |
|---|---|---|---|---|
| Action Event | Business Process Event |  |  |  |
| Action Event | Subject | subject |  |  |
| Action Event | Date Initiated | initiated |  |  |
| Action Event | Due Date | due |  |  |
| Action Event | Assignment Date |  |  |  |
| Action Event | Status |  |  |  |

## Sort

Specify how the results should be sorted

### Sort and Group

**Sort by first accessible column** Yes

| Field | Sort Direction | Display Headers | Summarize Detail Rows | Display Subtotals | Group Name Override |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

### Grouping and Totaling Options

**Enable Outlining based on Grouping**

**Include Group Name in Headers and Subtotals**

**Include "Total" label in Subtotals**

**Display Grand Totals**

## Filter

Filter on Instances

Filter conditions for filtering on instances

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| And/Or | ( | Field | Operator | Comparison Type | Comparison Value | ) | Indexed |
|---|---|---|---|---|---|---|---|
| And | | Business Process Name | exact match with the selection list | Value specified in this filter | Distribute Documents or Tasks | | |
| And | | Employee ID | equal to | Prompt the user for the value | Prompt #1 | | |

| | |
|---|---|
| **Condition as Text** | Business Process Name exact match with the selection list Distribute Documents or Tasks And Employee ID equal to from user input |

Filter on Aggregations
Filter condition for filtering on aggregated values

| And/Or | ( | Aggregation Function | Field | Operator | Comparison Type | Comparison Value | ) |
|---|---|---|---|---|---|---|---|

Prompts
Specify the prompt defaults that should be used

Prompt Instructions
**Instructions**

Runtime Date Prompts
**Effective Date**    Use date and time at runtime
**Entry Date**    Use date and time at runtime

**Display Prompt Values in Subtitle**    Yes

Prompt Defaults

| Field | Prompt Qualifier | Label for Prompt | Default Type | Default Value | Required | Do Not Prompt at Runtime | Do Not Include in Subtitle |
|---|---|---|---|---|---|---|---|
| Employee ID | Prompt #1 | ID | No default value | | Yes | | |

Output
Specify output options for the report

Output Type
**Output Type**    Table

Chart Options

Primary Axis
**Chart Type**

Secondary Axis
**Add Secondary Axis**
**Secondary Vertical Axis Chart Type**

**Categories (for label)**
**Series (for legend)**
**Horizontal Axis**
**Metrics to Include**

Top n Values
**Top n Values**    0

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| Sum Remaining Values | |
|---|---|

**Target Line**

| None | Yes |
|---|---|
| Target Line Label | |

**Vertical Axis Scale**

**Primary Axis Scale**

Minimum Value

| Automatically Scale | Yes |
|---|---|
| Fixed | 0 |

Increment Value

| Automatically Scale | Yes |
|---|---|
| Fixed | 0 |

Maximum Value

| Automatically Scale | Yes |
|---|---|
| Fixed | 0 |

**Horizontal Axis Scale**

Minimum Value

| Automatically Scale | Yes |
|---|---|
| Fixed | 0 |

Increment Value

| Automatically Scale | Yes |
|---|---|
| Fixed | 0 |

Maximum Value

| Automatically Scale | Yes |
|---|---|
| Fixed | 0 |

**Advanced**

| Horizontal Axis Title | |
|---|---|
| Vertical Axis Title | |
| Secondary Vertical Axis Title | |
| Options | |

**Gauge Options**

| Metered Value | |
|---|---|
| Metered Value Label Override | |

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| Gauge Range |
| --- |

## Worklet Options

| | |
| --- | --- |
| Enable As Worklet | |
| Available on | |
| Maximum Number of Rows | 0 |
| Maximize Report Options | |
| | Refresh Data |
| | Worklet Icon |
| | Options |

## Help Text

| | |
| --- | --- |
| More Info | |

## Share

Specify sharing options for the report definition

| | |
| --- | --- |
| Report Definition Sharing Options | |
| Don't share report definition | Yes |
| Report Owned by | sgarg / Sahil Garg |

## Advanced
**Specify advanced options for the report**

### Report Performance

| | |
| --- | --- |
| Optimized for Performance | |
| Background Only | |

### View Options

| | |
| --- | --- |
| Freeze First Column | |
| Enable Preferred Currency | |
| Enable Save Parameters | |
| Exclude Execution Link from Search | |

### Web Services Options
**A save and re-open is required to see and modify the web service aliases if they are not shown.**

| | |
| --- | --- |
| Enable As Web Service | |
| Web Service API Version | |
| Namespace | urn:com.workday/bsvc |

### Worksheets

| | |
| --- | --- |
| Enable for Worksheets | |

### Prism

| | |
| --- | --- |
| Enable for Prism | |

### Temporary Report

| | |
| --- | --- |
| Temporary Report | |

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| Date Report Definition will be Deleted |
| --- |