

Removing Worklist Entries

Request via the PS access form from IS the role_IS WORKLIST DELETE

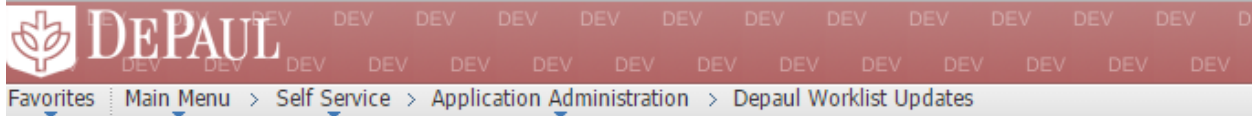
In PeopleSoft select worklist. Click on Detail View. In one of the far right hand columns, select the copy the Instance number of the record you wish to delete.

_Go to the below navigation and enter the Instance ID.

Main Menu > Self Service > Application Administration > Depaul Worklist Updates

- Security to this page through permission list and role will be required.

Permission List



Depaul Worklist Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Process Name: begins with

Instance ID: =

User ID: begins with

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Role required for Removing Worklist Entries for Business Process DU_SR_ONL_GRDCHANGES

SR-ADMIN_GRADE_ROSTER_UPDATE