

Occasionally, an Ignite quarterly update will affect how the Worklist is displayed. This QRG details how to adjust the Worklist settings.

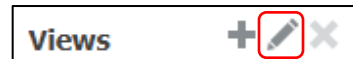
Log into **Ignite**

Select the **Notification Bell icon**  in the upper right corner of the screen

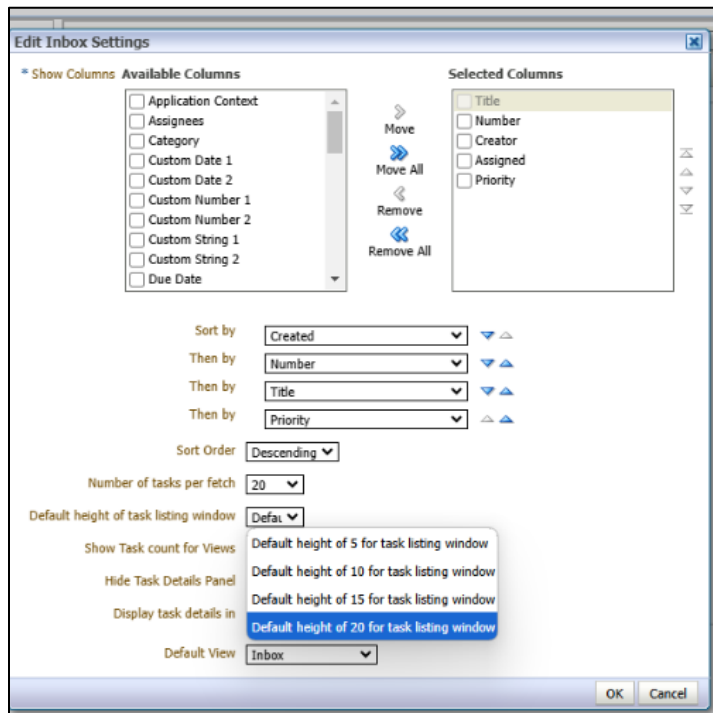
Select **Show All**

Select the **Worklist button**  in the upper right corner of the screen.

In the Worklist window, select the **pencil icon** in the Views field.



The **Edit Inbox Settings** window, allows users to edit various aspects of the worklist.



In the **Show Columns** section, users can control which columns are visible by selecting items and moving them to the Selected Columns box, or selecting an item in the Selected Columns box and removing it, using the arrow commands between the Available Columns and Selected Columns boxes.

The next section allows users to modify how items are **sorted** in the Worklist. Use the dropdown menus in the fields provided to define how the worklist should be displayed.

Use the dropdown menu next to the **Default height of task listing window** option to select the number of tasks you prefer to see per page in the worklist.

Click **OK** once the settings are ready to be saved.

Enter an [Ignite Service Desk Request](#) if you need additional assistance adjusting these settings.