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Intelligent Workload Distribution Administrator's Guide

Search, display, manage, and update work items

2/10/2026

Contents

- 1 Overview of search and filter functions
- 2 Search for work items
- 3 Filter by Category
- 4 Using the Filter & View tab
- 5 Save filters and views
- 6 Extended states
- 7 Search by time interval
- 8 Display and update work item attributes
 - 8.1 For individual work items
 - 8.2 For multiple work items
 - 8.3 Delete attachments from emails
- 9 Manage work items
- 10 Transfer of work items to Universal Queue

Quickly filter, find, display, manage the status of, or update the content attributes of work items, emails and leads ("work items") either individually or in bulk.

Related documentation:

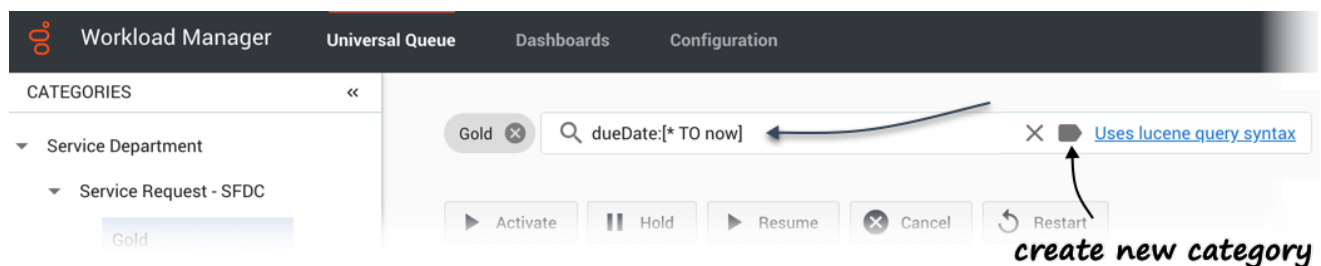
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Overview of search and filter functions

[Link to video](#)

You can use quick filters, filter by categories, create custom filters, and search for work items in the **Universal Queue** window.

Search for work items



- Search for a **specific work item** by entering its ID in the **Search** field at the top of the **Universal Queue** tab and clicking return.
- Search for any **list of work items** by entering a text string in the **Search** field and clicking return.
 - Search the **work items database** directly by using the Lucene query syntax described in the Lucene query syntax document.
 - Clear the current search criteria by clicking **X** in the **Search** field.
 - Create a new Category from the current search criteria by clicking the new Category button in the **Search** field.

Filter by Category

Workload Manager

Universal Queue

Dashboards

Configuration

CATEGORIES

Service Department

Service Request - SFDC

Gold

Silver

FILTER & VIEW

Search Filter & View

Favorites

Gold

Activate

Hold

Resume

	ID (id)	State (state)	Priority (priority)	First N (FirstNa
<input type="checkbox"/>	7488	» < ✓ Completed	480	Bill
<input type="checkbox"/>	7486	» < ✓ Completed	460	Anna
<input type="checkbox"/>	7481	» < ⌚	400	Anna

Select a Category on the collapsible **Categories** tab to quickly filter by work items that match the selected Category or sub-Category only.

Using the Filter & View tab

Workload Manager

Universal Queue

Dashboards

Configuration

CATEGORIES

«

▼ Service Department

▼ Service Request - SFDC

Gold

Silver

FILTER & VIEW

«

Search Filter & View

Favorites

No items yet

Filter & View

1 day to due date

10 days to due date

Assigned to agents

Close to due date

Completed but never assigned

Currently in routing

Default

Gold

🔍

▶ Activate

⏸ Hold

<input type="checkbox"/>	ID (id)	State (state)
<input type="checkbox"/>	7488	» < ✓ Completed
<input type="checkbox"/>	7486	» < ✓ Completed
<input type="checkbox"/>	7481	» < ⌚ Expired
<input type="checkbox"/>	7475	» < ⌚ Expired
<input type="checkbox"/>	7474	» < ✓ Completed
<input type="checkbox"/>	7472	» < ⌚ Expired
<input type="checkbox"/>	7471	» < ⌚ Expired
<input type="checkbox"/>	7468	» < ✕ Deleted

Rows per page 30

Use a saved or favorited filter/view on the collapsible **Filter & View** tab to

quickly apply filtering and view settings to work items list. If you have previously selected a Category, any Category defined inside the filter/view overrides the earlier Category selection. If you select **All Categories** inside the filter/view, any previous selection of Category is cleared.

Save filters and views

The image shows a 'Save Filter & View' dialog box in the foreground and a 'Views' dropdown menu in the background. The dialog box has a title bar 'Save Filter & View' and a text input field for 'Filter & View Name'. Below this are two sections: 'Filter details' and 'View details'. The 'Filter details' section shows 'Category' as 'All categories' and 'Query' as 'state: Routing'. The 'View details' section shows 'Table columns' as 'ID, State, Priority, First Name, Last Name, Email, Category, Subject, Created, Due Date' and 'Order by' as 'Created (desc), Priority (desc)'. There is a 'Save view' toggle switch which is currently turned on. At the bottom of the dialog are 'Cancel' and 'Save' buttons. The 'Views' dropdown menu is open, showing options: 'State column view', 'Color-coded', 'Extended' (which is selected with a checkmark), 'Simple', 'Filter & View', 'Save current state', 'Reset filtering', 'Restore default table view', 'Filter & View list', and 'Restore preconfigured'. An arrow points from the 'Save current state' option in the dropdown to the 'Save' button in the dialog.

Save Filter & View

Filter & View Name

Filter details

Category
All categories

Query
state: Routing

View details ☒ Save view

Table columns
ID, State, Priority, First Name, Last Name, Email, Category, Subject, Created, Due Date

Order by
Created (desc), Priority (desc)

Cancel Save

Views

State column view

Color-coded

✓ Extended

Simple

Filter & View

Save current state

Reset filtering

Restore default table view

Filter & View list

Restore preconfigured

Use the **Views** button to do the following:

- Select a view for the **State** column.
- Save/reset filters (Category + query) and views (columns + sorting):
 - Save the current filter and/or view for future use (subject to privileges).
 - Reset the filter to clear the filtering details from the page.
 - Reset the table view to the default.
- Restore the list of preconfigured filter and view states.

Extended states

The workitem's state is displayed in an extended **State** column in Workload Manager. The table below describes the meaning of the symbols.

Extended	Colored	Description
» » »	New	New
» » »		Not yet distributed
	Classified	Classified
	Queued	Queued
» »	Hold	Held
» < »	Routing	In routing state, not yet assigned
» » »	Assigned »	Being processed by an agent
» » »	Completed »	Completed with agent involvement
» » »	Expired »	Expired (reached its due date) with agent involvement
» < »	Completed	Completed without agent involvement
» < »	Expired	Expired (reached its due date) without agent involvement
	Deleted	Workitem has been deleted

Extended	Colored	Description
	<div>Error</div>	Workitem has an error

Search by time interval

Workload Manager Universal Queue Dashboards Configuration dsukhiitemp

Search... (e.g. FirstName: Adam OR state: Queued)

Time interval

Quick Absolute

From: 2022 Tue, 28 Jun To: 2022 Tue, 28 Jun

June 2022 June 2022

S M T W T F S S M T W T F S

1 2 3 4 1 2 3 4

5 6 7 8 9 10 11 5 6 7 8 9 10 11

12 13 14 15 16 17 18 12 13 14 15 16 17 18

19 20 21 22 23 24 25 19 20 21 22 23 24 25

26 27 28 29 30 26 27 28 29 30

00 : 00 Asia/Calcutta GMT+05 Day start Day end

Cancel Save

ID	State	Priority	First Name	Last Name	Email	Segment	Mystery	Mystery	22/6/2022, 19:33:39	21/10/2019, 21:51:23
115914 0	Queued	0	Sebastian	Anderson	Electa.OConnell87@ya...					
115914 1	Queued	0	Gene	Kshlerin	Maxime.Jakubows ki16@...					
115914 3	Queued	0	IW	DemTest	iwdemtest@genes ys.co...					
115914 7	Expired	0	Kaylin	Towne	Hiram_Block83@h otmai...					
115914 8	Expired	0	Gerda	Bernier	Kristy_Olson24@h otma...					
115914 9	Expired	0	Ally	Hessel	Brandi79@yahoo.c om					
115917 0	Queued	0	Eliezer	Swift	Amiya_Carter@yah oo.c...					
115917 1	Routing	0	Google		no-reply@accounts.go ...					
115917 4	Queued	0	IW	DemTest	iwdemtest@genes ys.co...					
115914 4	Expired	50000			dmtester@genesys lab...	Segment 1	Mystery	Mystery	22/6/2022, 19:33:39	21/10/2019, 21:51:23
115914 5	Expired	50000			dmtester@genesys lab...	Segment 1	Mystery	Mystery	22/6/2022, 19:54:57	21/10/2019, 21:51:23
115914 6	Expired	50000			dmtester@genesys lab...	Segment 1	Mystery	Mystery	23/6/2022, 11:52:06	21/10/2019, 21:51:23

Use the **Select time interval** button (which shows the currently selected time interval) to display either:

- Quick search using predefined time ranges such as *This week*, *Yesterday*, *Last 15 min*, *Last 7 days*, and so on.
- Absolute date/time ranges for customized time intervals.
 1. Select a **From** date and time using the date calendar and time drop-down field (*hh:mm* format). You can use the **Day start** and **Day end** selectors to select the day start and end times configured for your contact center. A time zone indicator is available to help you with time selection.
 2. Select a **To** date and time using the date calendar and time drop-down field (*hh:mm* format). You can use the **Day start** and **Day end** selectors to select the day start and end times configured for your contact center. A time zone indicator is available to help you with time selection.
 3. Click **Save** to apply the filter.

Display and update work item attributes

[Link to video](#)

For individual work items

Select a work item and/or click one of its attributes to display all its attributes.

Toggle the display of specific fields in the summary display by clicking the symbols indicated.

To update the attribute values of a work item, click the value you want to change, add the new value, then click the **Update** button. System properties of the work item are protected, so you can't update them.

Add an attribute to the display by clicking **Add attribute...** at the bottom of the first panel of attributes.

Search for other work items corresponding to a specific attribute value by clicking on the search symbol next to the attribute.

For multiple work items

To make an identical value change to one or more attributes of multiple work items:

1. Select the work items by checking their checkboxes or by filtering them using a search query
2. Click the value you want to change.
3. Add the new value(s).
4. Click the **Bulk Update** button.

System properties of the work item are protected, so you can't update them.

Delete attachments from emails

Supervisors can delete one or more attachments from emails.

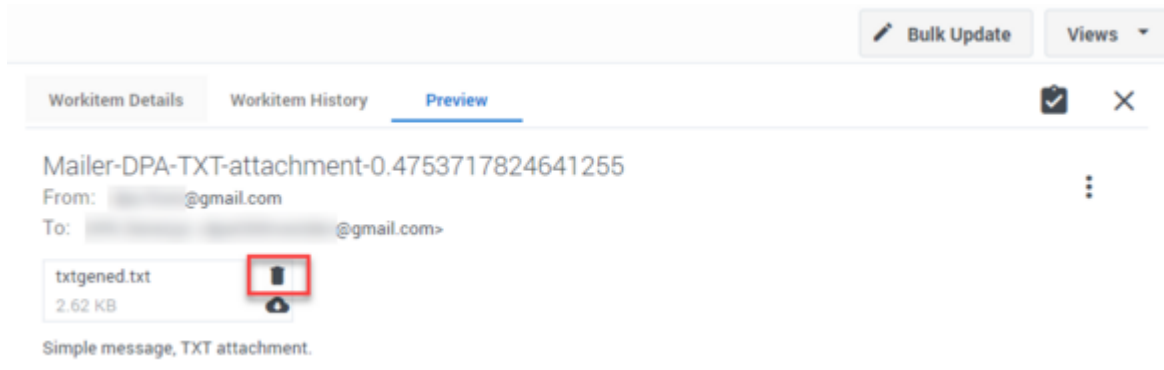
The Delete feature must be enabled using the option **enableDeleteAttachments** : *True* in Workload Manager's **interaction-workspace** section.

To delete an attachment from an email:

1. Select an email by clicking on the item. The **Workitem Details** tab displays the email properties.
2. Click **Preview**. A preview of the email is shown along with any attachments the email contains in the **Preview** tab.
3. Click the **Delete** icon displayed over the attachment that you want to delete.

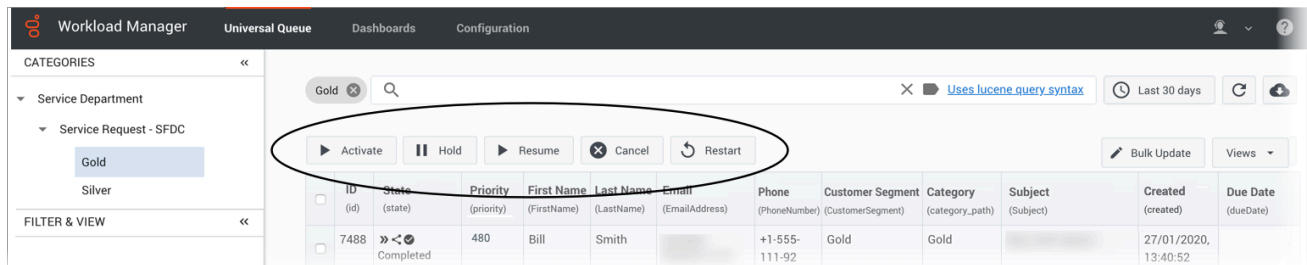
Tip

You can download an attachment using the download icon and see whether the attachment must be deleted or not. For example, if the attachment contains any Personal Identifiable Information (PII), you can choose to remove it.



4. Click **Yes** on the confirmation window. The attachment is deleted from the email.

Manage work items



Use the control buttons at the top of the **Universal Queue** window to do the following to either individual or multiple work items:

- **Activate** work item(s)—Select a work item(s) that has been assigned an activation date in the future, and click **Activate** to activate it immediately.
- **Hold** work item(s)—Select a work item(s) and click **Hold**. Held work items can't be reprioritized or distributed, but you can cancel, restart or resume them.
- **Resume** work item(s)—Select a held work item(s) and click **Resume** to resume processing. You can only resume held work items.
- **Cancel** work item(s)—Select a work item(s) and click **Cancel** to permanently cancel it. You can't cancel a work item if it's been completed, canceled, or rejected. But you can cancel a work item that has already been assigned to an agent. Canceled work items remain in IWD for a configurable (by Genesys)

amount of time before being deleted. Work items can only be completed through the source system or the API, so Genesys recommends canceling any workitems that you no longer want matched with an employee.

- Restart work item(s)—Select a work item(s) to send it back to the beginning of the process, where it will be treated as if it was new.

Any action can be applied to one or many individually selected items (checked in the table) or to all the items that satisfy the current query, including time frame and any applied Category filter.

Use the **Rows per page** counter at the bottom left to choose to display either 30, 50, 80 or 100 items per page.

Work items that are in the **Default** category have not been segmented by any of the existing Categories. Genesys recommend that administrators monitor these work items to decide whether a category should be established to segment them.

Transfer of work items to Universal Queue

After a work item is assigned to an agent, the work item can be transferred back to the Universal Queue during the following scenarios:

- Agents can transfer work items or emails back to the Universal Queue for re-classification from within the Agent Workspace if the agent identifies that the work item is categorized incorrectly.
- IWD can be configured to automatically pull work items or emails from agents' workbins if these items are not processed within the configured time. IWD subsequently sends these items to available agents again.