

If you have a proxy set up for your Workflow account, you will both see the same items on your worklists, until one of you clicks on an item.

When your proxy clicks on an item in your shared worklist, that “reserves” that item for your proxy and you will no longer see that item on your worklist. When you click on an item in your shared worklist, that “reserves” that item for you and your proxy will no longer see that item on their worklist.

If you (or your proxy) have already clicked on an item in your shared worklist, but don't plan to complete it just yet, you should “release” it back to the worklist so that both you and your proxy can see the item on the shared worklist again.

Once you click on an item, you will see it with a status of “Performing”:

Organization	Workflow	Activity	Priority	Created	
UIWorkflow	<b>Study Plan Approval for Joe Vandal V000000</b> Performing	Manual 1	Normal	24-Jul-2012 01:24:16 PM	








To “release” the item so that both you and the other user can see it on each of your worklists again, click the “magnifying glass” (which shows as “View Details” when you put your mouse over it) at the far right:

Organization	Workflow	Activity	Priority	Created	
UIWorkflow	<b>Study Plan Approval for Joe Vandal V000000</b> Performing	Manual 1	Normal	24-Jul-2012 01:24:16 PM	

Then click the “Release” link on the next page to release the item from your worklist. Do not use any of the other Work Item Details links on this page:

## Work Item Details

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 [Start](#)  [Reserve](#)  [Complete](#)  [Skip](#)  [Release](#)  [Status](#)  [Stop Workflow Request](#)

Then the item will have a “Ready” status and can be viewed by another user with the same access, even though it will still show up in your worklist until someone else picks it up.

Organization	Workflow	Activity	Priority	Created	
UIWorkflow	<b>Study Plan Approval for Joe Vandal V000000</b> Ready	Manual 1	Normal	24-Jul-2012 01:24:16 PM	