Aras Innovator 2026 Release

Configurable InBasket

Document #: *D-008094*

Last Modified: *10/15/2026*

Copyright Information

Copyright © 2026 Aras Corporation. All Rights Reserved.

Aras Corporation
100 Brickstone Square
Suite 100
Andover, MA 01810
Phone: 978-691-8900

E-mail: support@aras.com

Website: https://www.aras.com/

Notice of Rights

Copyright © 2026 by Aras Corporation and/or its affiliates. All rights reserved.

This document is protected by U.S. and international copyright laws and conventions. No copyright may be obscured or removed from this document. This document may not be modified or altered, or reproduced or transmitted in any form, without the explicit permission of the copyright holder.

Aras Innovator, Aras, and the Aras Corp "A" logo are registered trademarks of Aras Corporation in the United States and other countries.

All other trademarks referenced herein are the property of their respective owners.

Notice of Liability

THIS DOCUMENT IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY, AND THE CONTENTS HEREOF ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE INFORMATION CONTAINED IN THIS DOCUMENT IS DISTRIBUTED ON AN "AS IS" BASIS, WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR A WARRANTY OF NON-INFRINGEMENT. ARAS SHALL HAVE NO LIABILITY TO ANY PERSON OR ENTITY WITH RESPECT TO ANY LOSS OR DAMAGE CAUSED OR ALLEGED TO BE CAUSED DIRECTLY OR INDIRECTLY BY THE INFORMATION CONTAINED IN THIS DOCUMENT OR BY THE SOFTWARE OR HARDWARE PRODUCTS DESCRIBED HEREIN.

Table of Contents

Send Us Your Comments **4**

1 Overview **5**

2 Filtering Tasks/Assignments **6**

2.1 Searching and Filtering Tasks/Assignments 6
2.2 Saved Search 6
2.3 End User Configurability 6

3 Claiming and Unclaiming a Task **7**

4 Completing a Task **8**

4.1 Completing Workflow Activity/Task 8

5 Configuring InBasket **10**

5.1 Viewing Others' Assignments/Tasks 10
5.2 Creating InBasket Task ItemType 12

5.2.1 Creating an ItemType 12
5.2.2 Configure InBasket Task ItemType (Meeting Task ItemType) 14
5.2.3 SQL Table and View Execution 15
5.2.4 Viewing New InBasket Task ItemType 18

5.3 Adding a New Column to the InBasket 19

5.3.1 Adding a new column to the New InBasket ItemType 19
5.3.2 Adding the column to other Poly Source Items 20
5.3.3 Rebuilding SQL Views 22
5.3.4 Adding the column to the InBasket Task Item 25
5.3.5 Viewing the New Column in Configurable InBasket 26

5.4 Creating an Import Package to add a Column 28
5.5 Managing Language Preferences 31

©2026 Aras Corporation All Copyrights Reserved.

Send Us Your Comments

Aras Corporation welcomes your comments and suggestions on the quality and usefulness of this document. Your input is an important part of the information used for future revisions.

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where and what level of detail?
- Are the examples correct? Do you need more examples?
- What features did you like most?

If you find any errors or have any other suggestions for improvement, indicate the document title, and the chapter, section, and page number (if available).

You can send comments to us in the following ways:

Email:
TechDocs@aras.com
Subject: Aras Product Documentation

Or,

Postal service:
Aras Corporation
100 Brickstone Square
Suite 100
Andover, MA 01810
Attention: Aras Technical Documentation

If you would like a reply, provide your name, email address, address, and telephone number.

If you have usage issues with the software, visit https://www.aras.com/support/

©2026 Aras Corporation All Copyrights Reserved.

1 Overview

My InBasket, the destination for Workflow assignments, is now configurable, customizable, and searchable. The new features are:

- Search and filter InBasket: You can search and filter InBasket Items. All the search modes: Simple, Advanced, AML, and Hide Search Criteria are now available for InBasket items.
- Saved Search: You can save searches that can be used to retrieve searches that have been created previously.
- Configuration (administrators only): You can add additional source items to the InBasket query, beyond the currently supported items (Workflow Activities Items).
- Customization (administrators only): You can customize the InBasket to add columns to the InBasket display, hide existing columns, re-label columns, and change column widths and order.

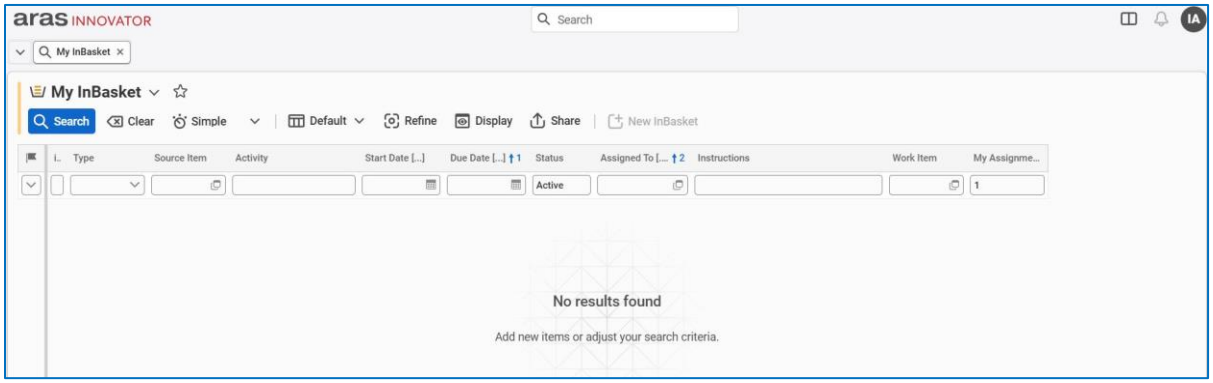
Warning Do not use any of the InBasket tasks as related source id or data source or data property in the relationship grid.

©2026 Aras Corporation All Copyrights Reserved.

2 Filtering Tasks/Assignments

2.1 Searching and Filtering Tasks/Assignments

You can now use the search toolbar and the various search modes to search and filter assignments in the InBasket. Using the search toolbar, you can specify different search criteria and filter assignments in the search grid. You can also use these search modes: Hide Search Criteria, Simple Search, Advanced Search, and AML Search to create different search criteria.



To perform a simple search, type search terms into the blue search bar. You can use * or % as wildcards.

For example, the term ‘a*b’ in the Activity column searches for any Item beginning with ‘a’ and ending with ‘b’. You can use * on its own to select non-blank values. For columns with checkboxes, use 0 or 1, where 0 means not-checked.

2.2 Saved Search

The Saved Search enables you to retrieve searches that have been created previously.

Whenever you create a search, the Search Mode and search terms are saved automatically, when a user returns to an item the last search is automatically restored. After you have made a Search, you may save the Search, giving it a name, so that it can be retrieved and re-used, with or without modification, in the future. Each user can execute Saved Searches they have made in addition to searches shared by other users.

2.3 End User Configurability

You can configure the InBasket grid similar to other search grids. The configuration includes rearranging, resizing, and hiding or showing columns in the grid. The changes you make are stored as preferences.

©2026 Aras Corporation All Copyrights Reserved.

3 Claiming and Unclaiming a Task

You can claim ( ) or unclaim a task if you have the required access rights to the task. When you claim a task, it prevents other users from claiming the task. After you unclaim the task, you or another user may claim the task to submit additional changes to the task.

Table 1: Different icons for search criteria and their descriptions.

Icon	Description
	Claimed by you. Other users are prohibited from claiming the task you have claimed.
	Claimed by others. You cannot claim or complete a task claimed by another user.
	Claimed by Anyone. This icon appears in the grid.

Claiming a Task

When you claim ( ) a task, other users are prevented from claiming that task. Similarly, you cannot claim a task claimed by another user.

There are multiple ways to claim a task. In the grid, select the task, and then use one of the following methods:

- Click the down arrow in the first grid column and select from the context menu.
- Use the right mouse button (right-click) to open the context menu and click **Claim Task**.

Unclaiming a Task

You can only unclaim a task that is claimed by you. You cannot unclaim a task that is claimed by another user. From the grid, right-click the task to be unclaimed, and select **Unclaim Task** from the context menu.

©2026 Aras Corporation All Copyrights Reserved.

4 Completing a Task

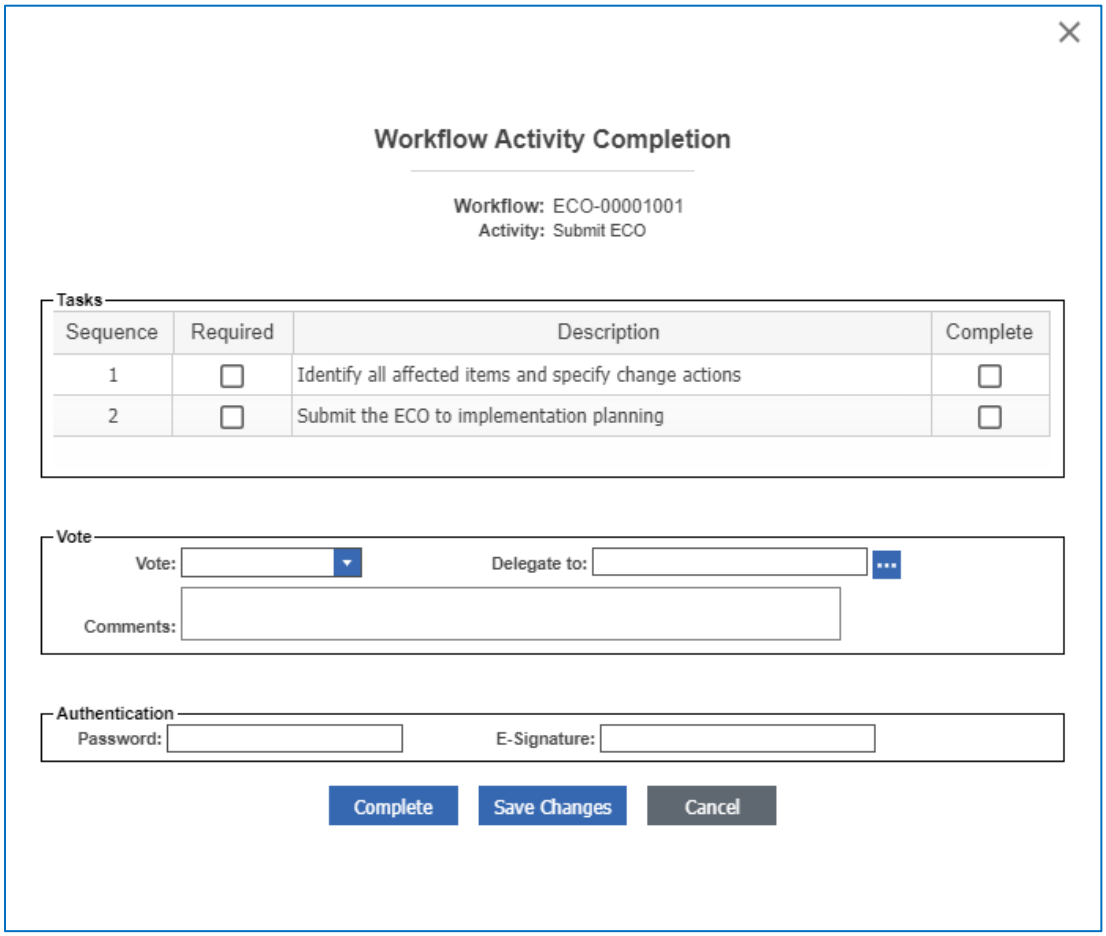
4.1 Completing a Workflow Activity or Task

When a Workflow Activity becomes active, Aras Innovator sends it to all assignees specified in the **Assignments** tab of the Activity. The identities who receive these activities can then view all of their assigned activities in their InBasket.

To update a Workflow Activity:

1. Log on to Aras Innovator.
2. Navigate to **My Innovator > InBasket**.
3. Select the Activity to be updated from the main grid, right-click and select **Complete Task** from the context menu that pops up.

   The **Workflow Activity Completion** window appears.



4. Complete the Activity:
   a. Select the **Complete** check box for the tasks that you have completed.

©2026 Aras Corporation All Copyrights Reserved.

Note: If the **Required** check box is selected for a task, you must complete the task. If you try to vote and complete the Workflow Activity without completing the required task, an error appears.

b. Submit your vote by selecting the appropriate option from the Vote drop-down. The voting options are dynamically built based on the Workflow Process definition.

c. If required, enter your Password and/or E-Signature for authentication. Depending on the configuration by the administrator, you may have to provide either a Password or an E-Signature or both for authentication purposes.

   The Workflow Activity Completion provides a location to collect authentication data such as passwords and e-signatures and a location to vote an Exit Path. The result of this vote is then used by the Workflow Process to determine the next set of actions to perform.

5. Click one of the following:

   - **Complete**: Checks the activity (to make sure that all required tasks have been checked, variables entered, etc.), marks the activity as complete, and continues the Workflow.
   - **Save Changes**: Saves all information entered on the form but does not process the activity.

     This is a useful option for activities having a long list of tasks, where an assignee wishes to keep track of what has been completed. If the activity is assigned to a group, different members of the group can work on different tasks. Once a task is completed, marked as complete, and saved, all members of that group see this information on their Worksheets, which reduces duplication of effort.
   - **Cancel**: Closes the form without saving any of the changes made to it since it was opened or last saved.

   Unlock the Activity before it moves to the next state.

©2026 Aras Corporation All Copyrights Reserved.

5 Configuring InBasket

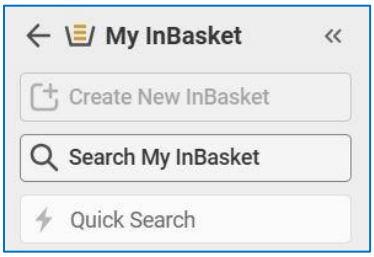
5.1 Viewing Others' Assignments/Tasks

Users can now easily view tasks that are not assigned to them directly. Users can search for tasks in other users' **InBasket**.

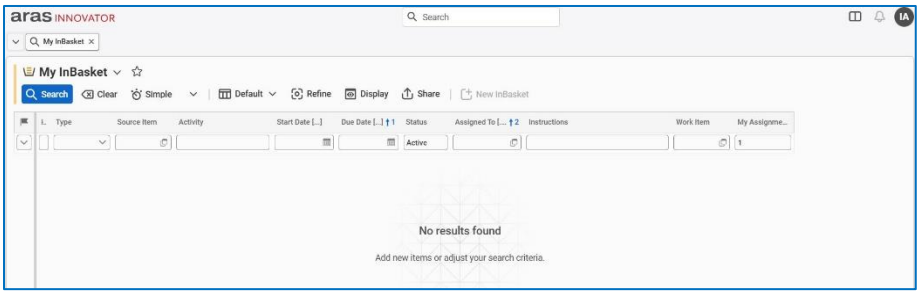
By default, only members of the *Administrators* group have the permissions necessary to see others' tasks.

Viewing Others' Assignments

1. Log on to Aras Innovator with administrative privileges.
2. Select **My Innovator > My InBasket** in the TOC. Click the magnifying glass icon  to access the Search grid.
3. When you click the My InBasket icon in the TOC, the following menu appears:

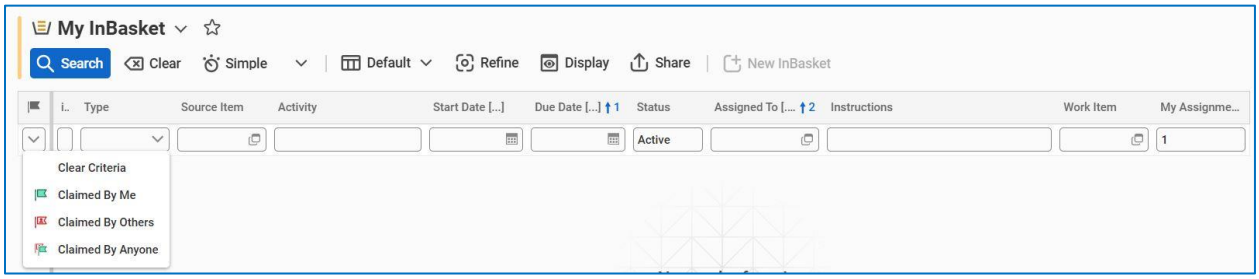


By default, the search grid displays tasks assigned to you with 'Active' status.



©2026 Aras Corporation All Copyrights Reserved.

4. Click in the grid to filter the search criteria. A menu similar to the following appears:



   - **Clear Criteria** erases any search criteria that you entered.
   - **Claimed by Me** displays a list of the tasks that you have claimed.
   - **Claimed by Others** displays a list of tasks that have been claimed by other users.
   - **Claimed by Anyone** displays tasks claimed by you along with tasks claimed by other people.

5. Click 

to view the search results. The InBasket search grid now displays all the tasks.

©2026 Aras Corporation All Copyrights Reserved.

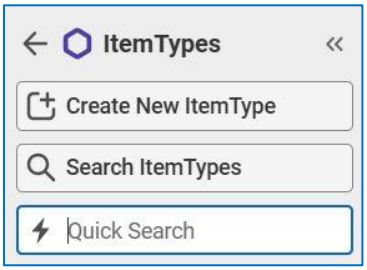
5.2 Creating InBasket Task ItemType

By default, the configurable InBasket supports Workflow Tasks. However, you can now create and add new Task or Activity ItemTypes to the InBasket Task.

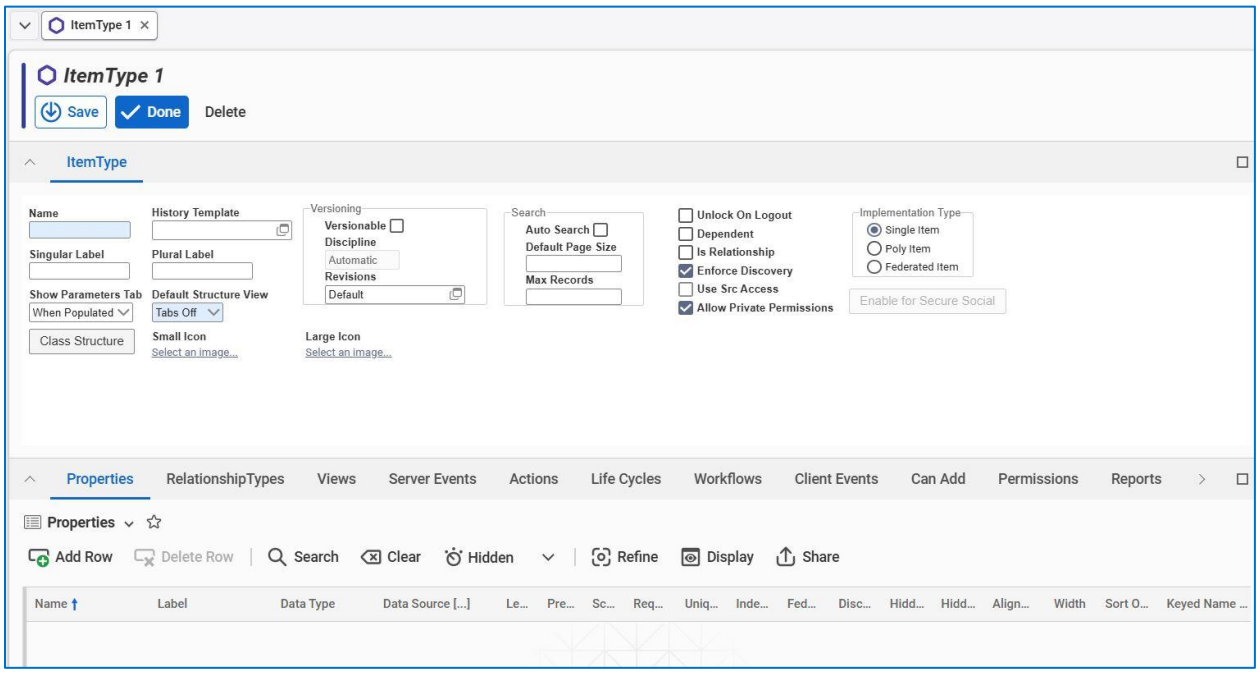
The following example creates a Meeting Task ItemType and adds it to the InBasket Task Item. Creating InBasket Task ItemType involves four main procedures. The procedures are described in the following sections.

5.2.1 Creating an ItemType

1. Log on to Aras Innovator with administrative privileges.
2. Select **Administration > ItemTypes**. The following menu appears:



3. Select **Create New ItemType**. The ItemType window appears.



©2026 Aras Corporation All Copyrights Reserved.

4. Enter Meeting in the Name field and click 

. In the **Properties** tab, click the **New Property** icon  and add the **Meeting** ItemType properties as defined in Table 3.

Table 2: The **Meeting** ItemType properties

Property Name	Label	Data Type	Data Source	Length
assigned_to	Assigned To	item	Identity	
container	Source Item	item	Document	
container_type_id	Container Type	item	ItemType	
due_date	Due Date	date		
instructions	Instructions	string		1024
item	Work Item	item	Part	
item_type_id	Item Type	item	ItemType	
my_assignment	My Assignment	boolean		
name	Activity	string		128
start_date	Start Date	date		
status	Status	String		64
icon	Icon	Image		
language_code_filter	Language Code Filter	String		3

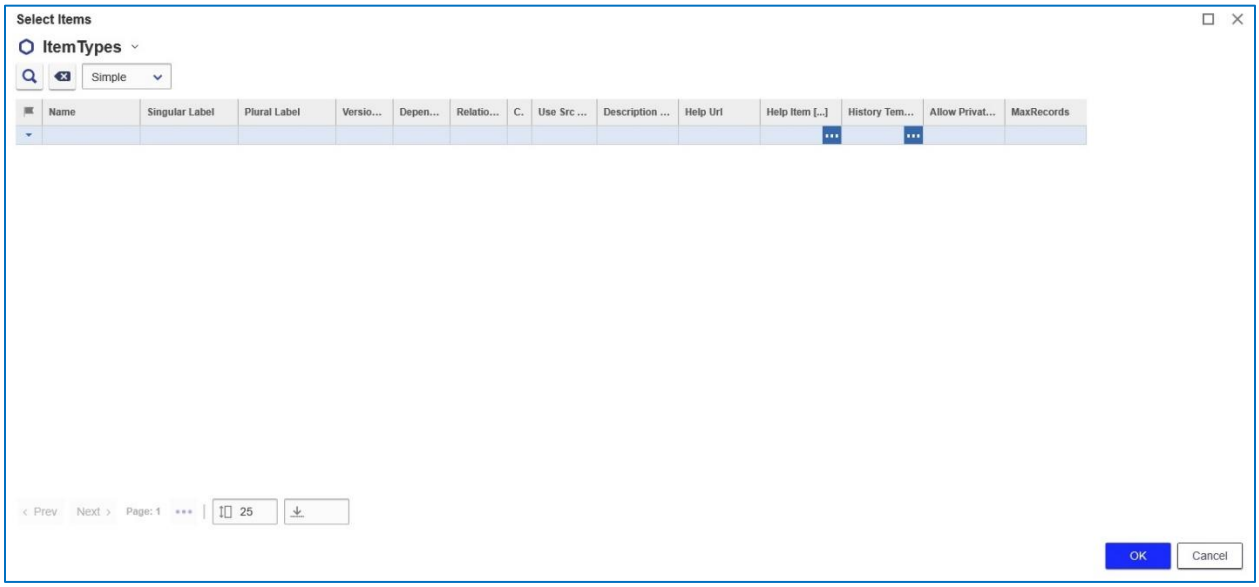
5. In the **TOC Access** tab, add users (Identities), who should be able to see the ItemType in the TOC Pane so that they can select the Item.
6. In the **Can Add** tab, add users (Identities), who can add a new Item of this type to the database.
7. In the **Permissions** tab, add users (Identities) to indicate the access rights to the ItemType.
8. Click the **Save** and **Done** buttons to save and unlock.

©2026 Aras Corporation All Copyrights Reserved.

5.2.2 Configure InBasket Task ItemType (Meeting Task ItemType)

1. Log on to Aras Innovator with administrative privileges.
2. Navigate to **Administration** > **ItemType**.
3. From the grid, search for **InBasket Task** Item, double-click it and then click 

to open the Item for editing.
4. In the **Poly Sources** tab, click  to add a new related Item. The **Select Items ItemTypes** search dialog box appears.



5. Enter **Meeting** in the Name field to search for the Meeting ItemType. In this example, you create a Meeting Task Item as a related Item with the following properties on the Properties tab:.

Table 3: The **Meeting** ItemType properties

Property Name	Label	Data Type	Data Source	Length
assigned_to	Assigned To	Item	Identity	
container	Source Item	Item	NULL (or any value)	
container_type_id	Source Item	Item	ItemType	
due_date	Due Date	Date		
instructions	Instructions	String		1024

©2026 Aras Corporation All Copyrights Reserved.

Property Name	Label	Data Type	Data Source	Length
item	Work Item	Item	NULL (or any value)	
item_type_id	Item Type	Item	ItemType	
my_assignment	My Assignment	Boolean		
name	Activity	String		128
start_date	Start Date	Date		
status	Status	String		64
icon	Icon	Image		
language_code_filter	Language Code Filter	String		3

6. Add the following forms to the **Views** tab.

Table 4: The **Views** tab forms

Form Name	Type	Description
Meeting Task	Default	Form to be displayed to the user for actions such as View, Edit, and so on related to the Meeting ItemType.
Meeting Task Complete	Complete	An empty form or a placeholder used when the Meeting Task is Complete.

7. In the **TOC Access** tab, add users (Identities), who should be able to see the ItemType in the TOC Pane so that they can select the Item.
8. In the **Can Add** tab, add users (Identities), who can add a new Item of this type to the database.
9. In the **Permissions** tab, add users (Identities) to indicate the access rights to the ItemType.
10. Click **Class Structure**. Add a node for Meeting Task.
11. Click Save and Done to save and unlock the ItemType.

5.2.3 SQL Table and View Execution

1. Log on to Aras Innovator with administrative privileges.
2. Navigate to **Administration > SQLs**.
3. Create a SQL View to drop the Meeting table:
   a. Click **File > New** or use the right mouse button (right-click) and select **New SQL** from the context menu.

©2026 Aras Corporation All Copyrights Reserved.

b. The SQL window appears. Configure the following properties:

Name = Meeting_Task_Step1_Drop
Type = Table
Execution Flag = Manual
SQL:

```
IF  EXISTS (SELECT * FROM sys.tables WHERE object_id =
OBJECT_ID(N'[innovator].[Meeting_Task]'))
DROP TABLE [Meeting_Task]
IF  EXISTS (SELECT * FROM sys.views WHERE object_id =
OBJECT_ID(N'[innovator].[Meeting_Task]'))
DROP VIEW [Meeting_Task]
```

c. Click **Save** and click **Unlock** to save and unlock the SQL Item.

d. Navigate to **Actions > SQL Execute** in the SQL window.

e. Verify that the table [innovator].[Meeting_Task] is dropped from your database.

4. Create a temporary view for Meeting_Task ItemType

a. Navigate to **Administration > SQLs**.

b. Click **File > New** or use the right mouse button (right-click) and select **New SQL** from the context menu.

c. The SQL window appears. Configure the following properties:

Name = Meeting_Task_Step02_Create_Tmp_View
Type = View
Execution Flag = Manual

SQL:

```
CREATE VIEW [Meeting_Task_Step02_Create_Tmp_View]
AS
  SELECT STUFF(MEETING_TASK.id, 13, 1, '0') AS ID,
         MEETING_TASK.ASSIGNED_TO    AS ASSIGNED_TO,
         MEETING_TASK.ITEM           AS ITEM,
         MEETING_TASK.Item_TYPE_ID   AS ITEM_TYPE_ID,
         MEETING_TASK.START_DATE     AS START_DATE,
         MEETING_TASK.Due_DATE       AS DUE_DATE,
         MEETING_TASK.INSTRUCTIONS   AS INSTRUCTIONS,
         '1'                    AS MY_ASSIGNMENT,
         MEETING_TASK.NAME,
         MEETING_TASK.CONTAINER      AS CONTAINER,
         MEETING_TASK.CONTAINER_TYPE_ID AS CONTAINER_TYPE_ID,
         MEETING_TASK.STATUS            AS STATUS,
MEETING_TASK.Agenda AS AGENDA,
```

©2026 Aras Corporation All Copyrights Reserved.

```
                it.open_icon AS ICON,
                MEETING_TASK.CLASSIFICATION,
                MEETING_TASK.KEYED_NAME,
                MEETING_TASK.CREATED_ON,
                MEETING_TASK.CREATED_BY_ID,
                MEETING_TASK.OWNED_BY_ID,
                MEETING_TASK.MANAGED_BY_ID,
                MEETING_TASK.MODIFIED_ON,
                MEETING_TASK.MODIFIED_BY_ID,
                MEETING_TASK.CURRENT_STATE,
                MEETING_TASK.STATE,
                MEETING_TASK.LOCKED_BY_ID,
                MEETING_TASK.IS_CURRENT,
                MEETING_TASK.MAJOR_REV,
                MEETING_TASK.MINOR_REV,
                MEETING_TASK.IS_RELEASED,
                MEETING_TASK.NOT_LOCKABLE,
                MEETING_TASK.CSS,
                MEETING_TASK.GENERATION,
                MEETING_TASK.NEW_VERSION,
                MEETING_TASK.CONFIG_ID,
                MEETING_TASK.PERMISSION_ID,
              MEETING_TASK.TEAM_ID,
                lang.code
        AS language_code_filter
        FROM   innovator.Meeting AS MEETING_TASK
        INNER JOIN innovator.ITEMTYPE AS it on it.name = N'Meeting Task'
                LEFT OUTER JOIN innovator.LANGUAGE AS lang
                        ON lang.ID is NOT NULL
```

d. Click **Save** and **Done** to save and unlock the SQL Item.

e. Navigate to **Actions > SQL Execute** in the SQL window.

f. Verify that the temporary view named Meeting_Task_Step02_Create_Tmp_View exists in your database.

5. Rename view for Meeting Item Type.

a. Navigate to **Administration > SQLs**.

b. Click **File > New** or use the right mouse button (right-click) and select **New SQL** from the context menu.

©2026 Aras Corporation All Copyrights Reserved.

c. The SQL window appears. Configure the following properties:

Name = Meeting_Task_Step03_Rename_View
Type = Table
Execution Flag = Manual
SQL:

```
sp_rename 'Meeting_Task_Step02_Create_Tmp_View', 'Meeting_Task'
```

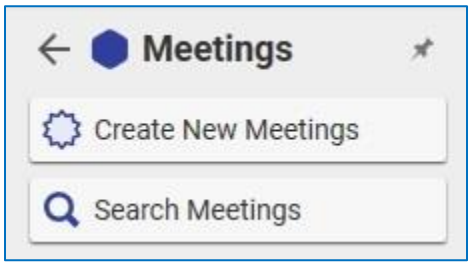
d. Click **Save** and **Done** to save and unlock the SQL Item.

e. Navigate to **Actions > SQL Execute** in the SQL window.

f. Verify that the temporary view `Meeting_Task_Step02_Create_Temp_View` is renamed to Meeting.

5.2.4 Viewing the New InBasket Task ItemType

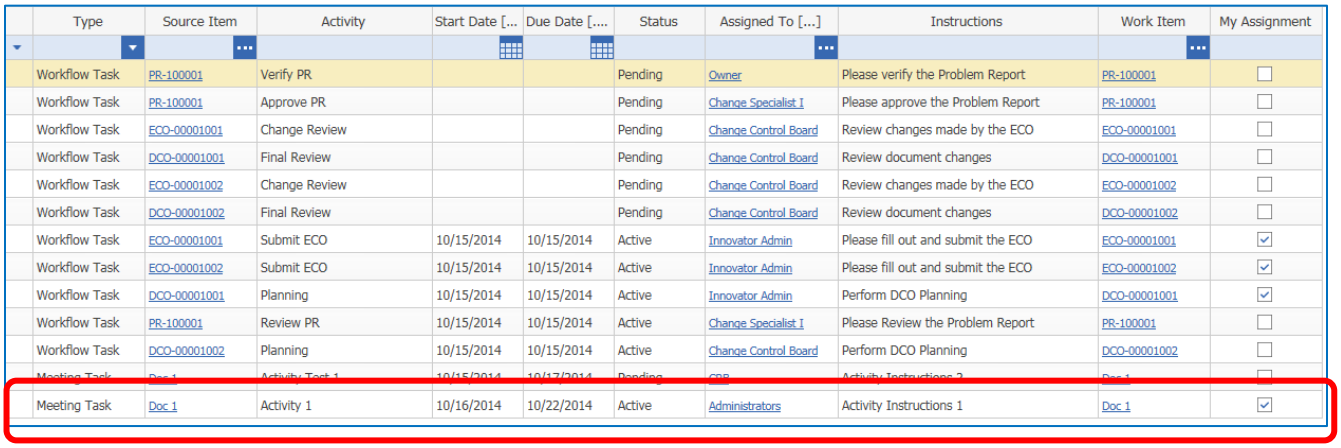
1. Log on to Aras Innovator with administrative privileges.
2. Click **Meetings** in the TOC. In our example, we created a Meeting ItemType. The following menu appears:



3. Click **Create New Meeting** to create an instance of Meeting ItemType.
4. Provide the required information for the Meeting ItemType:
   - **Container**: Document
   - **Name**: Meeting Task
   - **Start Date**: Today
   - **Due Date**: Today+1
   - **Status**: Active
   - **Assigned to**: Administrators
   - **Instructions**: Activity Instructions 1
   - **Item**: Doc_1 (create if necessary)
5. Click Save, Done and Close.
6. Navigate to **My Innovator** > **InBasket**.
7. Execute search.

©2026 Aras Corporation All Copyrights Reserved.

The Meeting Task appears in the InBasket.



Type	Source Item	Activity	Start Date [...	Due Date [....	Status	Assigned To [...]	Instructions	Work Item	My Assignment
Workflow Task	PR-100001	Verify PR			Pending	Owner	Please verify the Problem Report	PR-100001	☐
Workflow Task	PR-100001	Approve PR			Pending	Change Specialist I	Please approve the Problem Report	PR-100001	☐
Workflow Task	ECO-00001001	Change Review			Pending	Change Control Board	Review changes made by the ECO	ECO-00001001	☐
Workflow Task	DCO-00001001	Final Review			Pending	Change Control Board	Review document changes	DCO-00001001	☐
Workflow Task	ECO-00001002	Change Review			Pending	Change Control Board	Review changes made by the ECO	ECO-00001002	☐
Workflow Task	DCO-00001002	Final Review			Pending	Change Control Board	Review document changes	DCO-00001002	☐
Workflow Task	ECO-00001001	Submit ECO	10/15/2014	10/15/2014	Active	Innovator Admin	Please fill out and submit the ECO	ECO-00001001	☑
Workflow Task	ECO-00001002	Submit ECO	10/15/2014	10/15/2014	Active	Innovator Admin	Please fill out and submit the ECO	ECO-00001002	☑
Workflow Task	DCO-00001001	Planning	10/15/2014	10/15/2014	Active	Innovator Admin	Perform DCO Planning	DCO-00001001	☑
Workflow Task	PR-100001	Review PR	10/15/2014	10/15/2014	Active	Change Specialist I	Please Review the Problem Report	PR-100001	☐
Workflow Task	DCO-00001002	Planning	10/15/2014	10/15/2014	Active	Change Control Board	Perform DCO Planning	DCO-00001002	☐
Meeting Task	Doc 1	Activity Test 1	10/15/2014	10/17/2014	Pending	CCB	Activity Instructions 2	Doc 1	☐
Meeting Task	Doc 1	Activity 1	10/16/2014	10/22/2014	Active	Administrators	Activity Instructions 1	Doc 1	☑

5.3 Adding a New Column to the InBasket

The InBasket Task is a Poly Source Item. To add a new column or a new property to any of the Poly Source Items, you need to add the column or the property to all the other Poly Source Items as well as to the InBasket Task Item.

Adding a new column to the InBasket involves five main procedures, which are described in the following sections.

The following example adds a column named **Agenda** to the newly created Meeting ItemType.

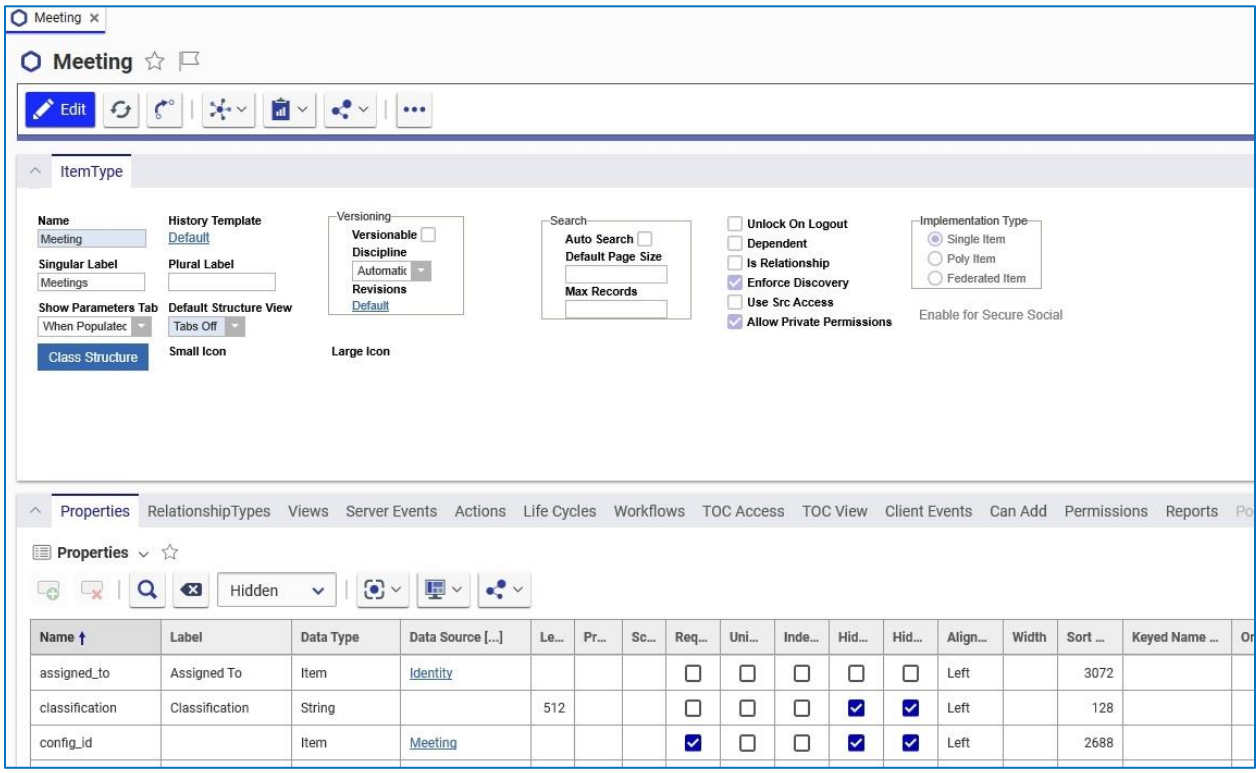
Note: If you add a column or a property to any of the Poly Source Items, ensure that it is added to other Poly Source Items and the InBasket Task Item. Otherwise, an error appears.

5.3.1 Adding a new column to the New InBasket ItemType

1. Log on to Aras Innovator with administrative privileges.
2. Navigate to **Administration** > **ItemTypes**.
3. Search for the newly created InBasket ItemType in the search grid. Select the Item and open for editing.

©2026 Aras Corporation All Copyrights Reserved.

In this example, you created the **Meeting** ItemType. Open the **Meeting** ItemType for editing. The Item window appears.



4. Click  to unlock the ItemType.
5. In the **Properties** tab, click  to create a new property. A blank row is added in the relationship grid.
6. Provide the required information for the property. In our example, we add the details for Agenda column.
   - **Name**: agenda
   - **Label**: Agenda
   - **Data Type**: Text
7. Click  and .

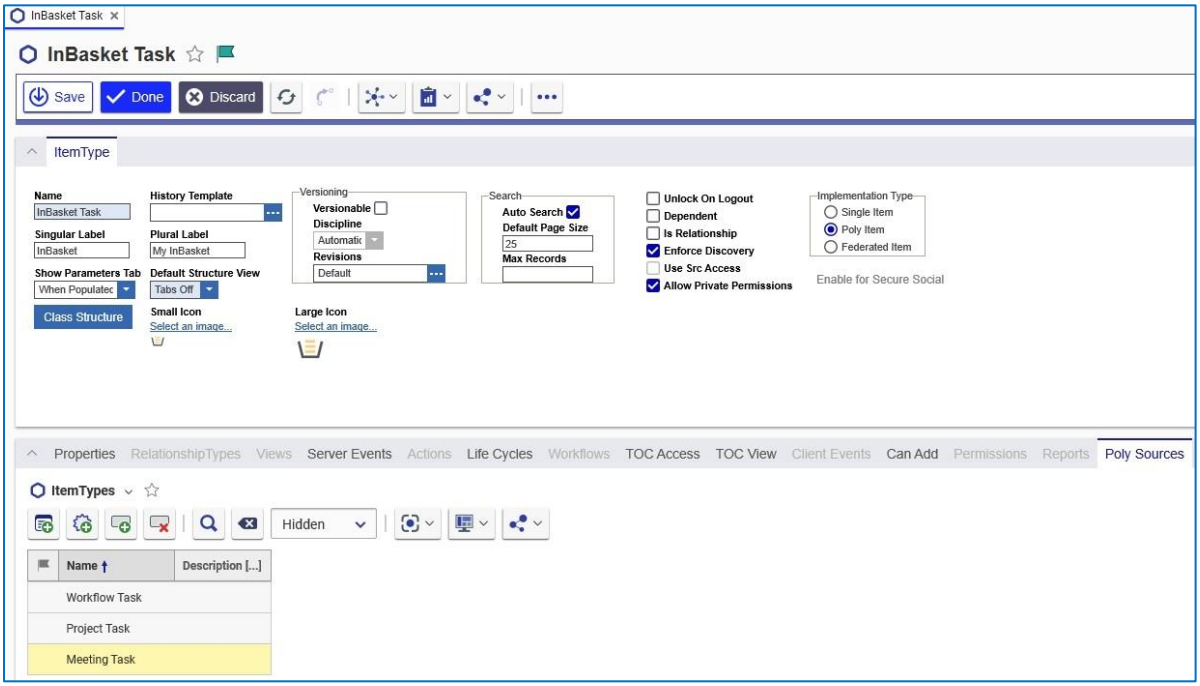
5.3.2 Adding the column to other Poly Source Items

1. Log on to Aras Innovator with administrative privileges.
2. Navigate to **Administration** > **ItemTypes**.
3. From the grid, search for **InBasket Task** Item and open the Item for editing.

©2026 Aras Corporation All Copyrights Reserved.

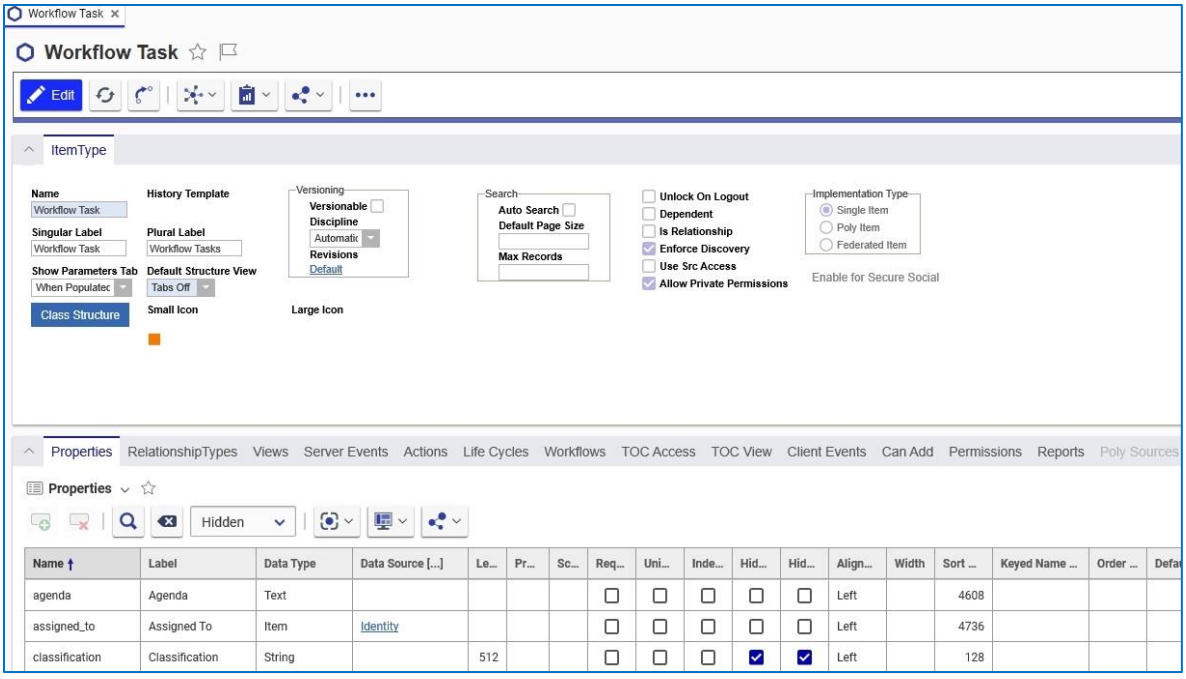
4. Click the **Poly Sources** tab.

The Poly Source Items appear.



You need to edit and add the property to each of the Poly Source Items. Start with the **Workflow Task** Item.

5. Right-click the **Workflow Task**, and then click **Open**. The Workflow Task Item window appears.



©2026 Aras Corporation All Copyrights Reserved.

6. Click  to unlock the Workflow Task Item for editing.
7. In the **Properties** tab, click  to create a new property.

   A blank row is added in the relationship grid.
8. Provide the required information for the property. Here you add the details for the Agenda column.
   - **Name**: agenda
   - **Label**: Agenda
   - **Data Type**: Text
9. Click Save, Unlock and Close on the Workflow Task Item window.
10. Repeat step 5 to step 9 for Meeting Task.
11. Close the **InBasket Task** Item window.

Note: If adding a property of type Item, the behavior of this property must be set to *Fixed* on **InBasket Task** and all of its **Poly Sources**.

5.3.3 Rebuilding SQL Views

5.3.3.1 Rebuilding SQL View for New InBasket ItemType

1. Log on to Aras Innovator with administrative privileges.
2. Navigate to **Administration** > **SQLs**.
3. Search for the Drop SQL View that you created for the new ItemType.

   In this example, you created the Meeting_Task_Step1_Drop SQL `view`. For more information, refer to section 5.2.3 SQL Table and View Execution.
4. Select `Meeting_Task_Step1_Drop` in the search grid, right-click and select **SQL Execute** from the context menu.
5. Search for the Create Temp SQL View that you created for the new ItemType.

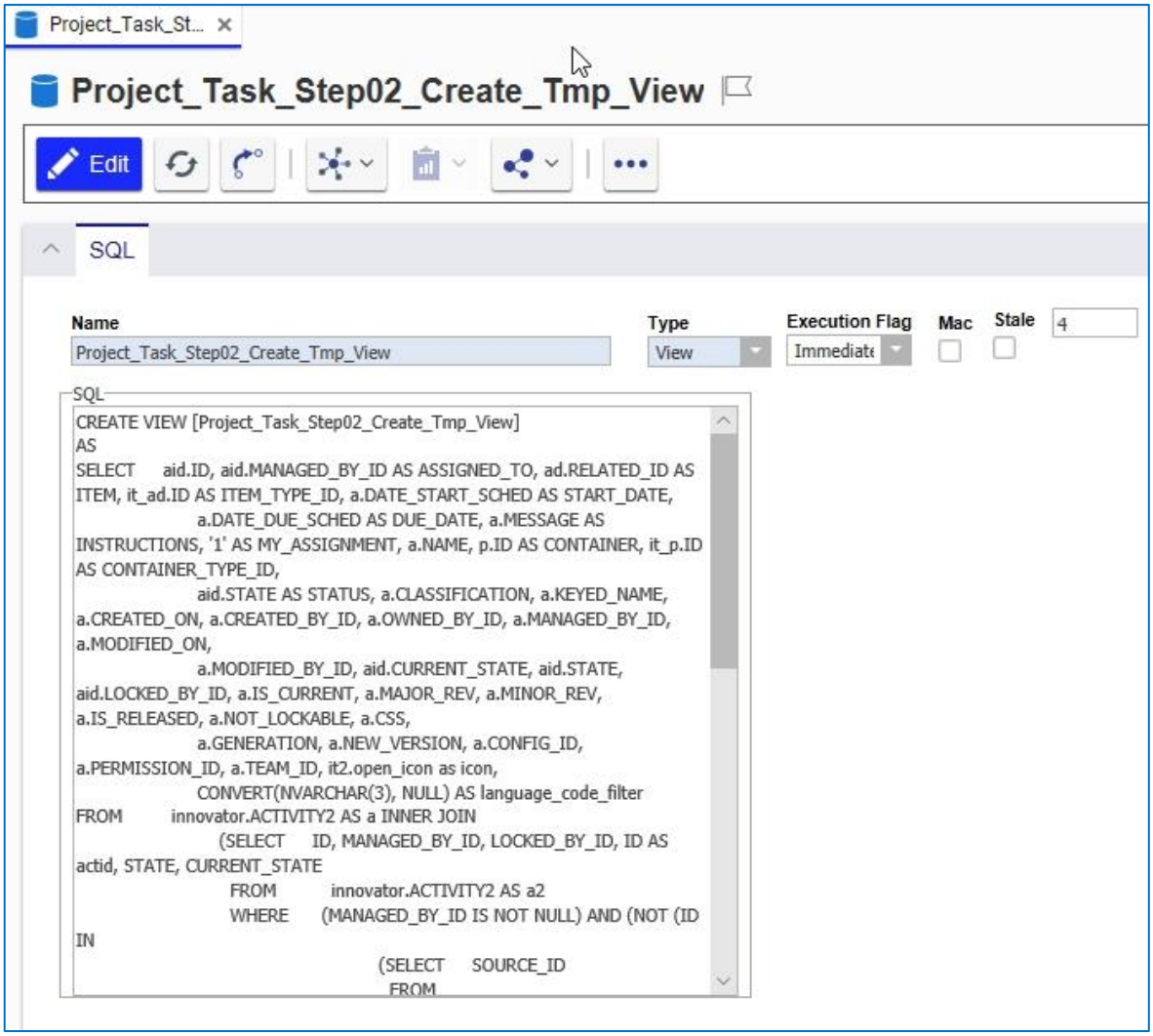
   In this example, you created `Meeting_Task_Step02_Create_Temp_view`. For more information, refer to section 5.2.3 SQL Table and View Execution.
6. Select `Meeting_Task_Step02_Create_Temp_view` in the search grid, right-click and select **Edit** from the context menu.

   The SQL `Meeting_Task_Step02_Create_Temp_view` window is displayed.

©2026 Aras Corporation All Copyrights Reserved.

7. Add the following line to the SQL field.

```
MEETING_TASK.Agenda AS AGENDA
```



8. Click 

and 

to save and unlock the SQL Item.
9. Click **Actions** > **SQL Execute** in the SQL window and then close the SQL window.
10. Search for the Rename SQL View that you created for the new ItemType.

    In this example, you created `Meeting_Task_Step03_Rename_View`. For more information, refer to section 5.2.3 SQL Table and View Execution.
11. Select `Meeting_Task_Step03_Rename_View` in the search grid, use right mouse button (right-click) and select **SQL Execute** from the context menu.

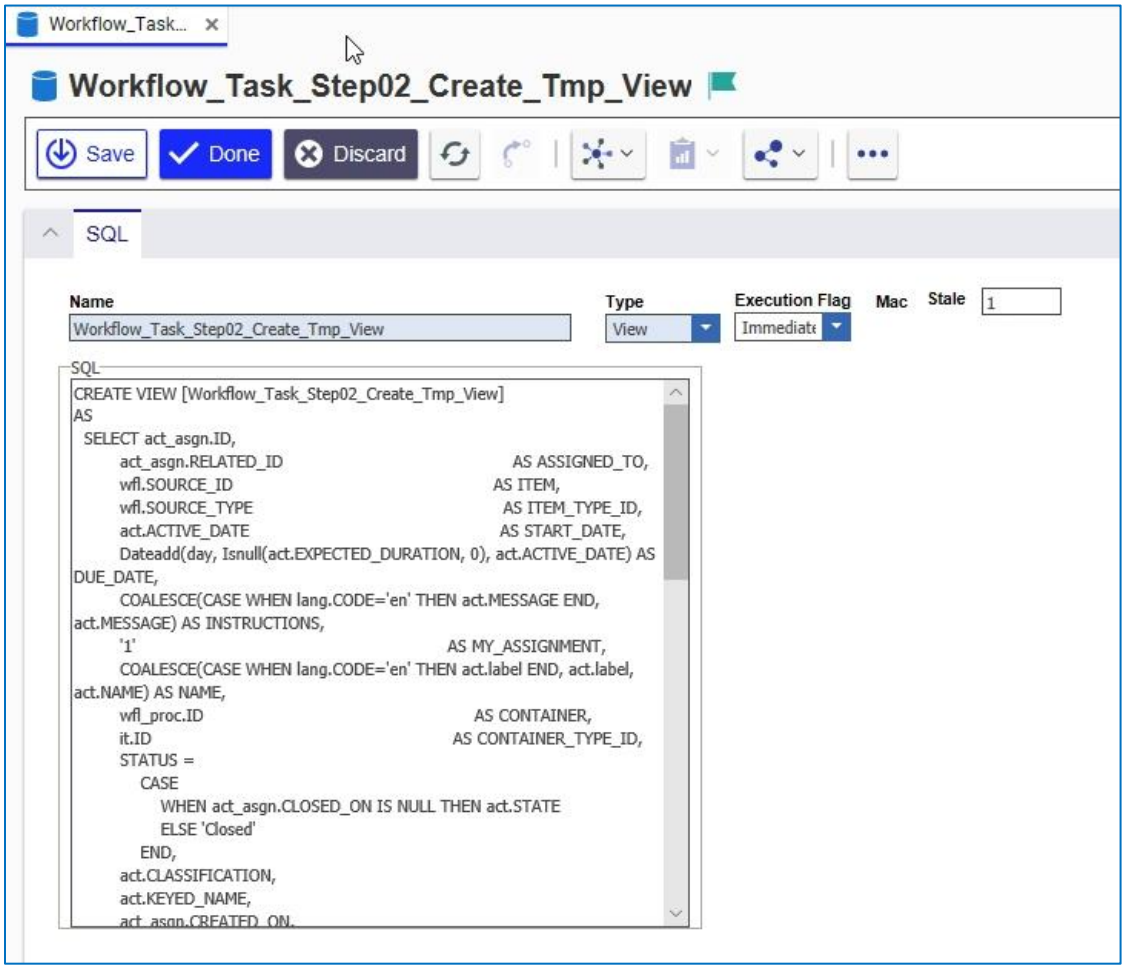
5.3.3.2 Rebuilding SQL View for Other Poly Source Items

1. Log on to Aras Innovator with administrative privileges.

©2026 Aras Corporation All Copyrights Reserved.

2. Navigate to **Administration > SQLs**.
3. Rebuild SQL view for Workflow Item Task.
   a. From the search grid, search `Workflow_Task_Step01_Drop`.
   b. Select `Workflow_Task_Step01_Drop` in the search grid, right-click and select **SQL Execute** from the context menu.
   c. From the search grid, open `Workflow_Task_Step02_Create_Tmp_View`.
   d. Click Edit to edit the `Workflow_Task_Step02_Create_Tmp_View`.
   e. In SQL field, add the following line:

```
CONVERT(NVARCHAR(128), NULL) AS AGENDA,
```



   f. Click Save and Done to save and unlock the SQL Item.
   g. Click **SQL Execute** from the **Actions** menu.
   h. Close the window.

©2026 Aras Corporation All Copyrights Reserved.

i. From the search grid, search `Workflow_Task_Step03_Rename_View`.

j. Select `Workflow_Task_Step03_Rename_View` in the search grid, use the right mouse button (right-click) and select **SQL Execute** from the context menu.

5.3.4 Adding the column to the InBasket Task Item

1. Log on to Aras Innovator with administrative privileges.
2. Navigate to **Administration > ItemType**.
3. From the grid, search for Workflow Task Item and click 

.
4. Save, unlock, and close the Workflow Task Item.
5. Repeat steps 3 and 4 for the Meeting Task Item.

Note: InBasket Task won't let you edit and save the Item Type until after you've saved, unlocked, and closed the Poly Items connected to it.

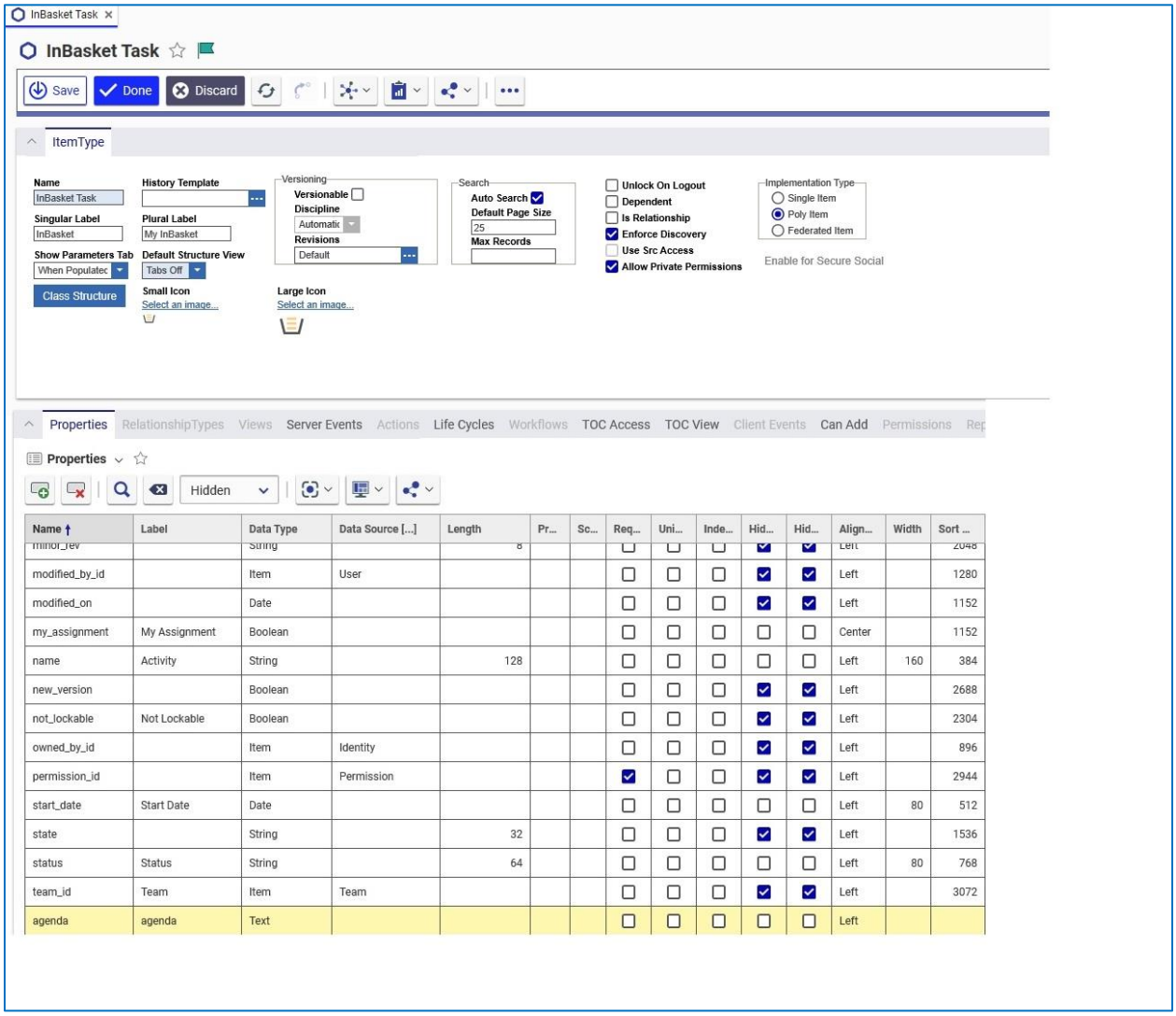
6. From the grid, search for InBasket Task Item and click 

.
7. In the Properties tab, click  to create a new property.

   A blank row is added in the relationship grid.

©2026 Aras Corporation All Copyrights Reserved.

8. Provide the required information for the property. In our example, we add the details for Agenda column.
   - **Name**: agenda
   - **Label**: Agenda
   - **Data Type**: Text



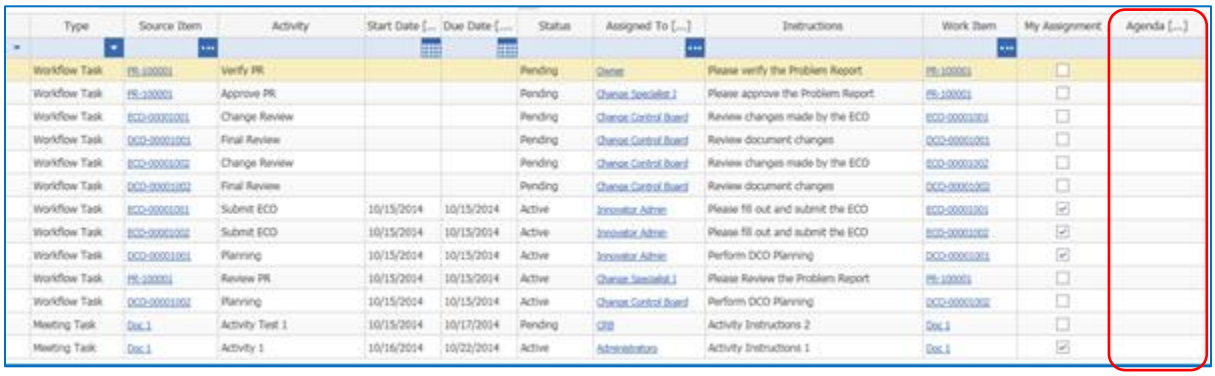
9. Click Save, Unlock and Close in the **InBasket Task** Item window.

5.3.5 Viewing the New Column in Configurable InBasket

1. Log on to Aras Innovator with administrative privileges.
2. Navigate to **My Innovator** > **My InBasket**.

©2026 Aras Corporation All Copyrights Reserved.

The InBasket search grid displays the newly added column. In this example, you can see the newly added column **Agenda […]**.



Type	Source Item	Activity	Start Date [...	Due Date [...	Status	Assigned To [...]	Instructions	Work Item	My Assignment	Agenda [...]
Workflow Task	PR-100001	Verify PR			Pending	Owner	Please verify the Problem Report	PR-100001	☐	
Workflow Task	PR-100001	Approve PR			Pending	Change Specialist 1	Please approve the Problem Report	PR-100001	☐	
Workflow Task	ECO-00001001	Change Review			Pending	Change Control Board	Review changes made by the ECO	ECO-00001001	☐	
Workflow Task	DCO-00001001	Final Review			Pending	Change Control Board	Review document changes	DCO-00001001	☐	
Workflow Task	ECO-00001002	Change Review			Pending	Change Control Board	Review changes made by the ECO	ECO-00001002	☐	
Workflow Task	DCO-00001002	Final Review			Pending	Change Control Board	Review document changes	DCO-00001002	☐	
Workflow Task	ECO-00001001	Submit ECO	10/15/2014	10/15/2014	Active	Innovator Admin	Please fill out and submit the ECO	ECO-00001001	☑	
Workflow Task	ECO-00001002	Submit ECO	10/15/2014	10/15/2014	Active	Innovator Admin	Please fill out and submit the ECO	ECO-00001002	☑	
Workflow Task	DCO-00001001	Planning	10/15/2014	10/15/2014	Active	Innovator Admin	Perform DCO Planning	DCO-00001001	☑	
Workflow Task	PR-100001	Review PR	10/15/2014	10/15/2014	Active	Change Specialist 1	Please Review the Problem Report	PR-100001	☐	
Workflow Task	DCO-00001002	Planning	10/15/2014	10/15/2014	Active	Change Control Board	Perform DCO Planning	DCO-00001002	☐	
Meeting Task	Doc 1	Activity Test 1	10/15/2014	10/17/2014	Pending	CRB	Activity Instructions 2	Doc 1	☐	
Meeting Task	Doc 1	Activity 1	10/16/2014	10/22/2014	Active	Administrators	Activity Instructions 1	Doc 1	☑	

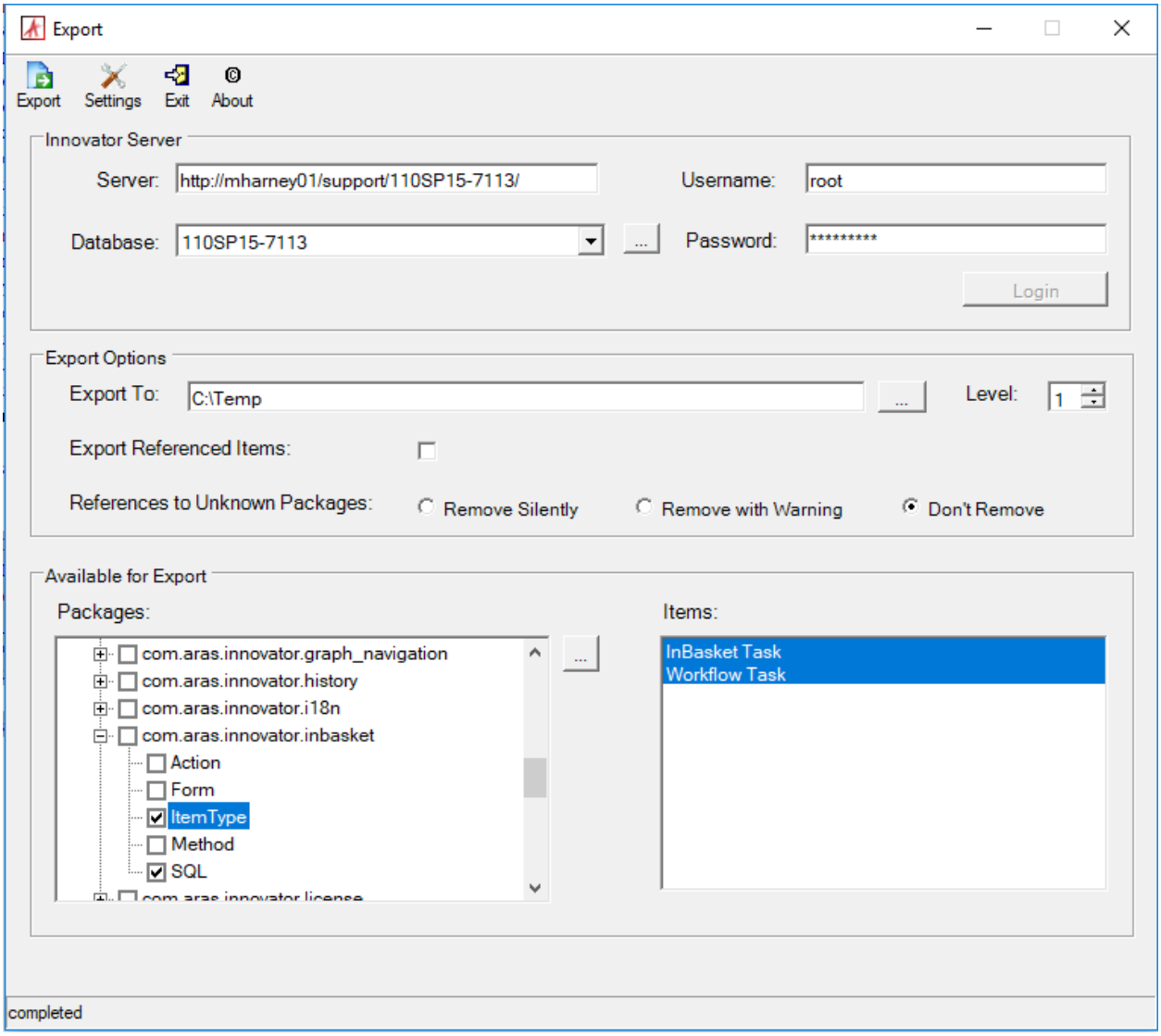
©2026 Aras Corporation All Copyrights Reserved.

5.4 Creating an Import Package to add a Column

When creating an import package that adds a column to the Configurable InBasket you must ensure that the order in which the property is added to the PolyItems is correct or the import will fail.

The following steps create a package that adds a column that shows the Part_Number of an InBasket task:

1. From the source database, use the Export tool to export the Workflow_Task and InBasket_Task ItemTypes, and their corresponding SQL queries
    - The Workflow_Task and InBasket_Task ItemTypes, and SQL queries are located in the com.aras.innovator.inbasket package definitions



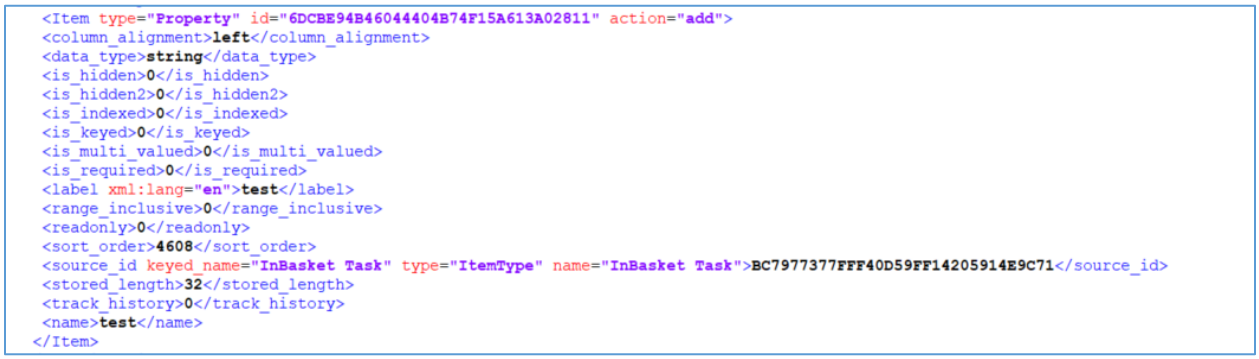
2. From InBasket_Task.xml, remove the following lines (typically located near the end of the file):

©2026 Aras Corporation All Copyrights Reserved.



Note: Copy the preceding lines for use in later steps.

3. From InBasket_Task.xml, remove the new column property (shown in the following example) to avoid errors during the import.



```
<Item type="Property" id="6DCBE94B46044404B74F15A613A02811" action="add">
<column_alignment>left</column_alignment>
<data_type>string</data_type>
<is_hidden>0</is_hidden>
<is_hidden2>0</is_hidden2>
<is_indexed>0</is_indexed>
<is_keyed>0</is_keyed>
<is_multi_valued>0</is_multi_valued>
<is_required>0</is_required>
<label xml:lang="en">test</label>
<range_inclusive>0</range_inclusive>
<readonly>0</readonly>
<sort_order>4608</sort_order>
<source_id keyed_name="InBasket Task" type="ItemType" name="InBasket Task">BC7977377FFF40D59FF14205914E9C71</source_id>
<stored_length>32</stored_length>
<track_history>0</track_history>
<name>test</name>
</Item>
```

4. In the new import package folder, create an … /Imports/Fixes folder
5. In the Fixes folder, add the following XML files:
   - Workflow_Task.xml
   - InBasket_Task.xml

   a. 1 Workflow_Task.xml looks similar to the following:

```
<AML>
<Item type="ItemType" id="321BD822949149C597FD596B1212B85C"
action="edit">
  <Relationships>
    <Item type="Property" id="EB9B7F4B06064C378EF5CEC3E94FB58E"
action="add">
    <column_alignment>left</column_alignment>
    <data_type>string</data_type>
    <is_hidden>0</is_hidden>
    <is_hidden2>0</is_hidden2>
    <is_indexed>0</is_indexed>
    <is_keyed>0</is_keyed>
    <is_multi_valued>0</is_multi_valued>
    <is_required>0</is_required>
    <label xml:lang="en">test</label>
    <range_inclusive>0</range_inclusive>
    <readonly>0</readonly>
    <sort_order>4608</sort_order>
```

©2026 Aras Corporation All Copyrights Reserved.

```
    <source_id keyed_name="Workflow Task" type="ItemType"
name="Workflow Task">321BD822949149C597FD596B1212B85C</source_id>
    <stored_length>32</stored_length>
    <track_history>0</track_history>
    <name>test</name>
   </Item>
  </Relationships>
 </Item>

<Item type="ItemType" id="BC7977377FFF40D59FF14205914E9C71"
action="edit">
  <Relationships>
   <Item type="Morphae" id="9657383E16C64B86AB06E17CDD20AE23"
action="add">
    <related_id keyed_name="Workflow Task" type="ItemType"
name="Workflow Task">321BD822949149C597FD596B1212B85C</related_id>
    <sort_order>128</sort_order>
    <source_id keyed_name="InBasket Task" type="ItemType"
name="InBasket Task">BC7977377FFF40D59FF14205914E9C71</source_id>
   </Item>
  </Relationships>
 </Item>
 </AML>
```

The code highlighted in yellow is taken from the exported Workflow_Task.xml where the information is that of the property that will be used for the new column. The code highlighted in green is taken from the deleted lines of the InBasket_Task.xml.

b. 3 Inbasket_task.xml includes only the code that adds the new column property, as shown in the following example:

```
<AML>
<Item type="ItemType" id="BC7977377FFF40D59FF14205914E9C71"
action="edit">
  <Relationships>
   <Item type="Property" id="6DCBE94B46044404B74F15A613A02811"
action="add">
    <column_alignment>left</column_alignment>
    <data_type>string</data_type>
    <is_hidden>0</is_hidden>
    <is_hidden2>0</is_hidden2>
    <is_indexed>0</is_indexed>
    <is_keyed>0</is_keyed>
    <is_multi_valued>0</is_multi_valued>
    <is_required>0</is_required>
    <label xml:lang="en">test</label>
    <range_inclusive>0</range_inclusive>
    <readonly>0</readonly>
    <sort_order>1024</sort_order>
    <source_id keyed_name="InBasket Task" type="ItemType"
name="InBasket Task">BC7977377FFF40D59FF14205914E9C71</source_id>
    <stored_length>1024</stored_length>
    <track_history>0</track_history>
```

©2026 Aras Corporation All Copyrights Reserved.

```
      <name>test</name>
     </Item>
    </Relationships>
   </Item>
</AML>
```

Note: To generate a new ID for the added property:

a. From a browser, go to http://localhost/innovator/client/scripts/nash.aspx

b. Enter the sign-in information for the appropriate target database

c. Under Action select generateNewGUID

d. Click Submit

e. Copy the newly generated ID and add that to the 3 Inbasket_Task.xml file in the preceding highlighted area

6. To ensure that the import tool imports the Fixes folder, add the path as follows:

```
   <package name="com.aras.innovator.solution.InBasketFix"
path="InBasketFix\Import">
    <dependson name="com.aras.innovator.inbasket" />
  </package>
```

5.5 Managing Language Preferences

You can set up the Configurable InBasket to handle multiple languages so that it selects the values appropriate to the client environment.

The following sample shows how to adjust the InBasket to handle the German locale:

1. Edit the `Workflow_Task_Step02_Create_Tmp_View` SQL item.
   a. Open the `Workflow_Task_Step02_Create_Tmp_View` SQL item for editing.
   b. Change the query for **Instructions** column:

   From:
   ```
   COALESCE(CASE WHEN lang.CODE='en' THEN act.MESSAGE END, act.MESSAGE) AS
   INSTRUCTIONS,
   ```

   To:
   ```
   COALESCE(CASE WHEN lang.CODE='en' THEN act.MESSAGE
                 WHEN lang.CODE='de' THEN act.MESSAGE_DE END,
           act.MESSAGE) AS INSTRUCTIONS,
   ```

   c. Change the query for **Activity** column:

   From:
   ```
   COALESCE(CASE WHEN lang.CODE='en' THEN act.label END, act.label, act.NAME) AS
   NAME,
   ```

   To:
   ```
   COALESCE(CASE WHEN lang.CODE='en' THEN act.LABEL
                 WHEN lang.CODE='de' THEN act.LABEL_DE END,
           act.LABEL, act.NAME) AS NAME,
   ```

©2026 Aras Corporation All Copyrights Reserved.

d. Save, unlock, and close the `Workflow_Task_Step02_Create_Tmp_View` SQL item.

2. Rebuild SQL view for Workflow Item Task.
   a. From the search grid, search for `Workflow_Task_Step%` SQL items.
   b. Right-click on `Workflow_Task_Step01_Drop` in the search grid and select **SQL Execute** from the context menu.
   c. Right-click on `Workflow_Task_Step02_Create_Tmp_View` in the search grid and select **SQL Execute** from the context menu.
   d. Right-click on `Workflow_Task_Step03_Rename_View` in the search grid and select **SQL Execute** from the context menu.

©2026 Aras Corporation All Copyrights Reserved.