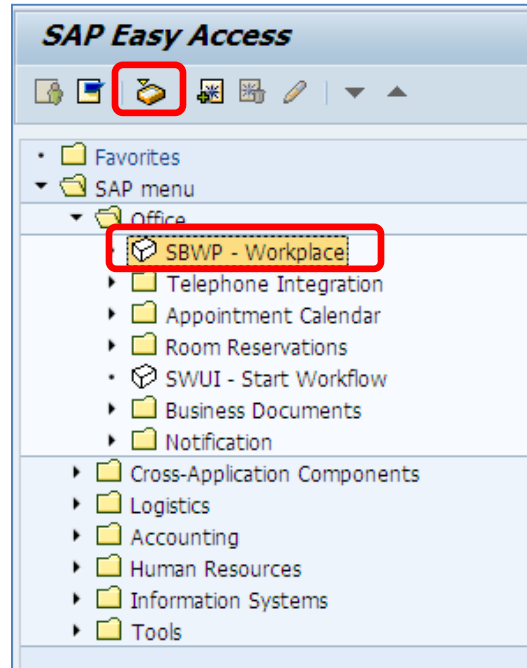



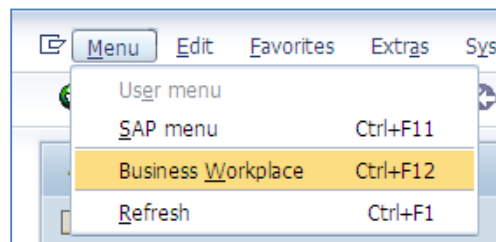


PA Business Workplace Dynamic Columns & Layouts



There are several ways to access the SAP Business Workplace (Inbox).

- Click the **SAP Business Workplace (Ctrl+F12)**  button.
- Use the SAP Menu path *SAP menu --> Office --> SBWP - Workplace*
- Use the top Menu Path (see below): *Menu--> Business Workplace (Ctrl+F12)*.



PA Business Workplace Dynamic Columns & Layouts

The screenshot displays the 'Business Workplace of Workflow Agency Approver' interface. On the left is an 'Overview Tree' with folders like 'Inbox' and 'Outbox'. The 'Inbox' folder is expanded to show 'Workflow 101', which is further grouped into categories like 'Grouped according to content' and 'Grouped according to task'. The main area shows a table of workflow items:

Ex.	Title	Status	Creation Da...	Creation Time	Priority	Attachments	Confirm
4601	PA Action - New Hire (NC) for Sam Samuels PCR: 100000		04/11/2012	10:51:08	5		
4601	OM Action Reallocate Position Up for Position - 65002217		06/27/2008	14:47:02	5		
4601	OM Action Reallocate Position Up for Position - 65002218		06/27/2008	14:46:40	5		

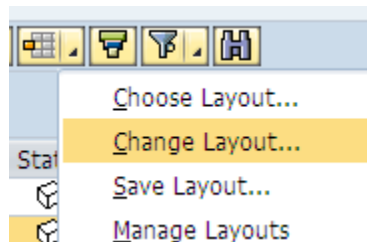
Below the table, a detailed view of a task is shown: '4601 PA Action - New Hire (NC) for Sam Samuels PCR: 1000005284'. It includes a 'Description' section with instructions to review information and choose from options: 'Approve change', 'Return to the initiator', 'Send to OSP', and 'Cancel and keep work item in inbox'. There is also an 'Objects and attachments' section listing 'PA PCR: PCR:1000005284' and 'PCR List: Workflow Tracker'.

When in your Business Workplace, you will see your Overview Tree (left side). You can group together the items to be executed. The folder, under **Workflow** is called **Grouped according to task**. Once you click the arrow next to it, the items in your inbox will be displayed as displayed in the screen capture above. If you choose one of the groups, as in **Approve pay change**, only those similar items will be displayed in your Work List & the Layout you create will only apply to those Tasks.

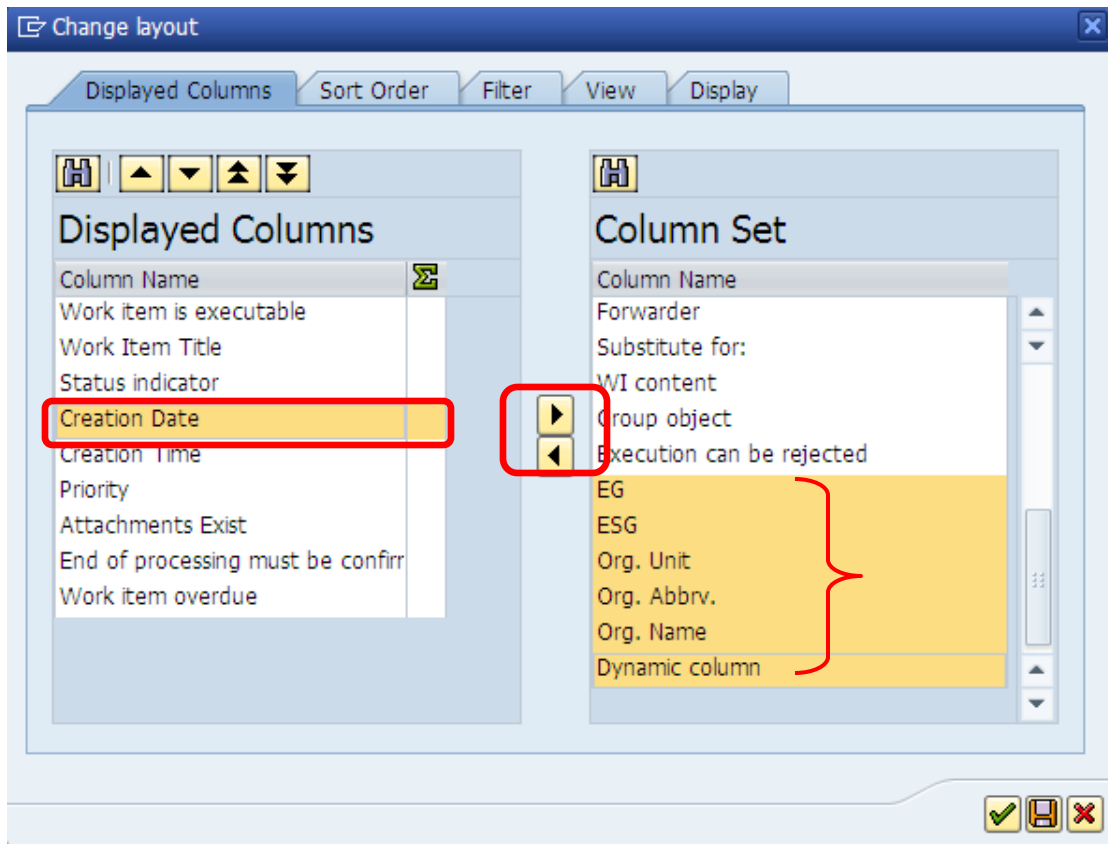
To add preconfigured columns to your Work List view (upper right), click the right side of the **Select Layout**



button.

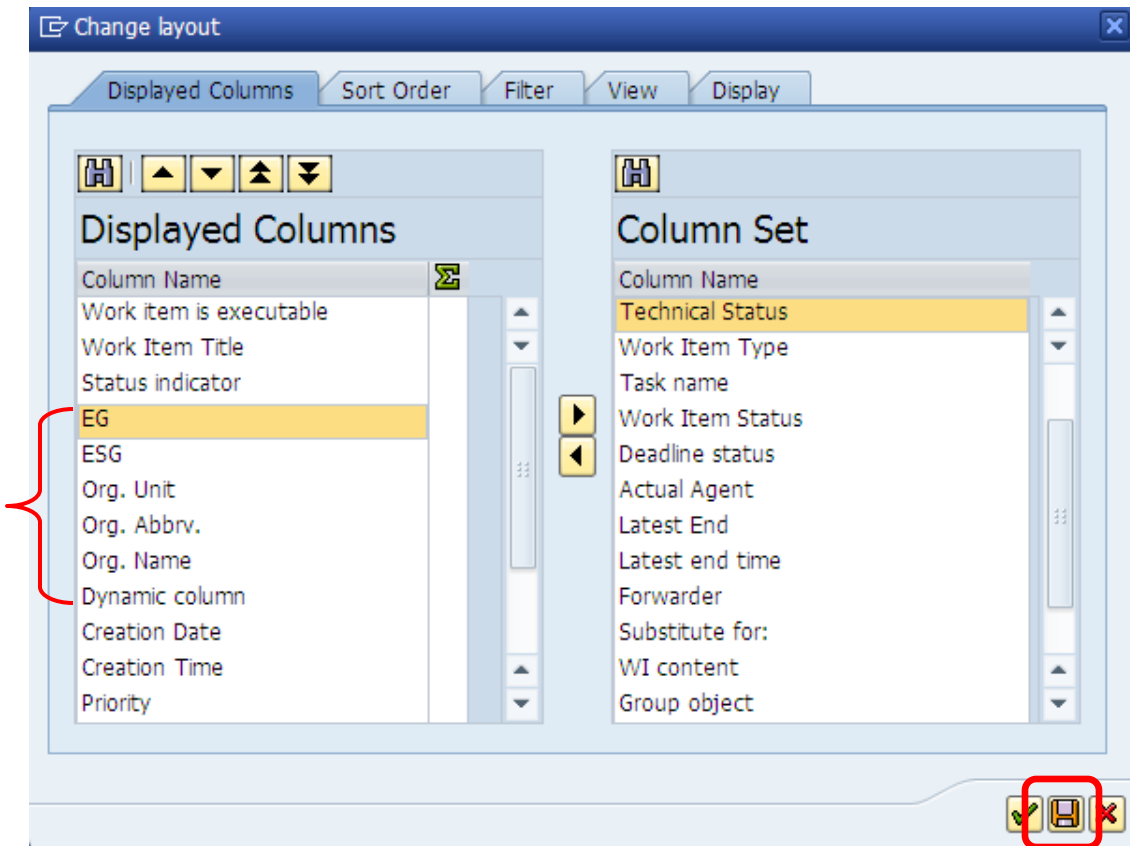



After clicking on the **Change Layout** option, a pop-up window is displayed, allowing the user to customize the work area layout by choosing to either add or delete columns from the View.

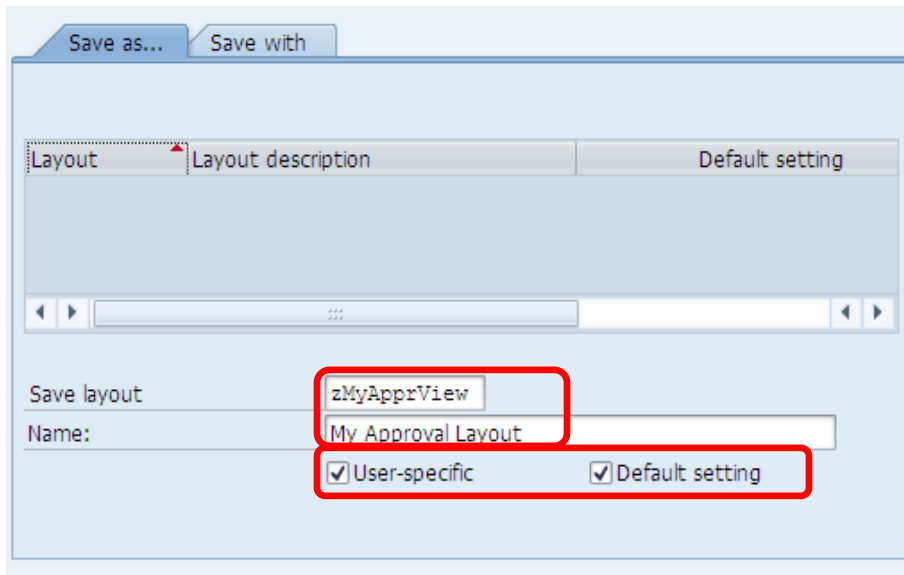


The Columns on the left side are the currently displayed columns. The column set on the right includes the additional possible columns to display. If a column on the left side is clicked, the columns added from the right Column Set will automatically be added next to it.

For this example **Creation date** on the left side has been selected because the new columns to be added are to be positioned before right before Creation date. On the right side, choose all the columns between **EG & Org. Name** (highlighted in orange) to be moved over to the Displayed Columns box. To choose more than one, click the **Ctrl** key while clicking the group of columns to move. Once highlighted, click the **Show selected fields** button in the middle of the two list boxes.




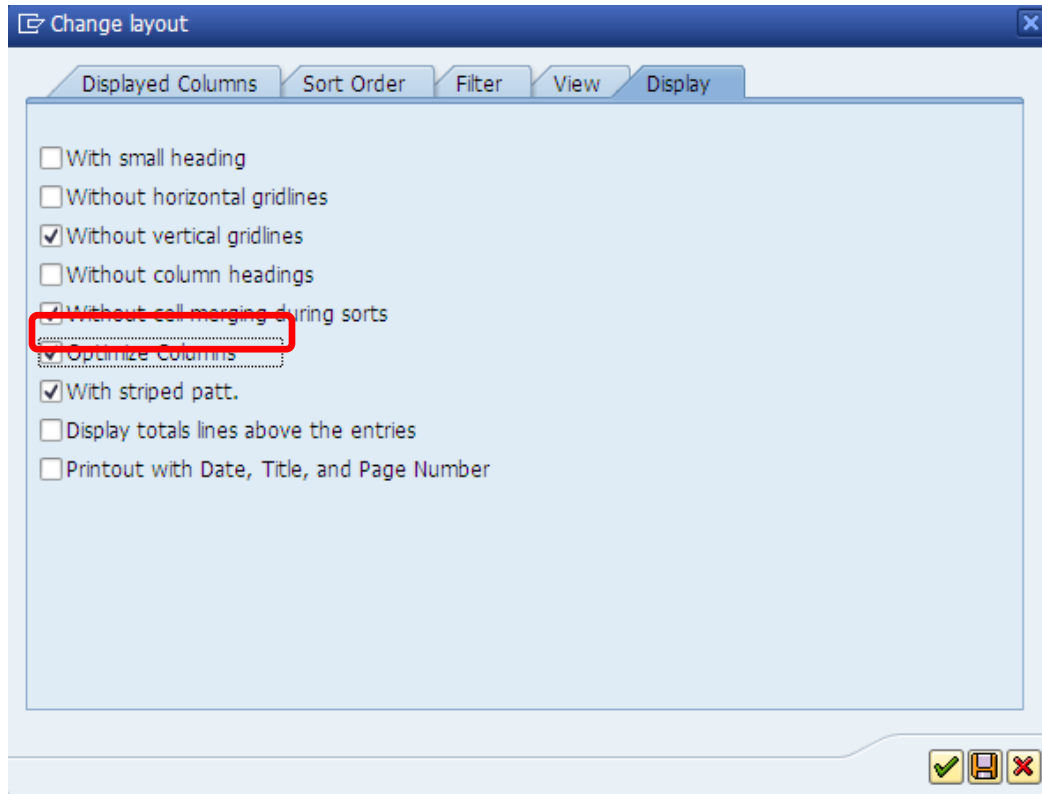
Once all the columns have been configured, click the **Save layout (F5)**  button.






On the next pop-up screen, enter a name & description for the Layout such as **zMyApprView**. The Layout must be saved starting with a **Z** so it will be specific to your Views. Make sure the check box **User-specific** is checked, and check **Default setting** so that whenever you access the Grouped Task, it will display the

PA Business Workplace Dynamic Columns & Layouts

view you have created including the new columns. When you have completed the data entry above, click the Green Check **Continue (Enter)**  button.



When you return to the previous screen, you can select the **Optimize Columns** check box. The columns will then display to the proper length. When completed, click the **Transfer (Enter)**  button.

Workflow 101							
Executable	Title	Status	EG	ESG	Org. Unit	Org. Abbrev.	Org. Name
	4601 PA Action - New Hire (NC) for Sam Samuels PCR: 10000052		A	Y1	20010309	48070403628	CR CDS NC SYMPHONY

When you return to the Business Workplace, you will be able to see the new columns with the values for each individual item. From this point, you also have the capability to Sort or Filter to narrow down the view of the work items even further.