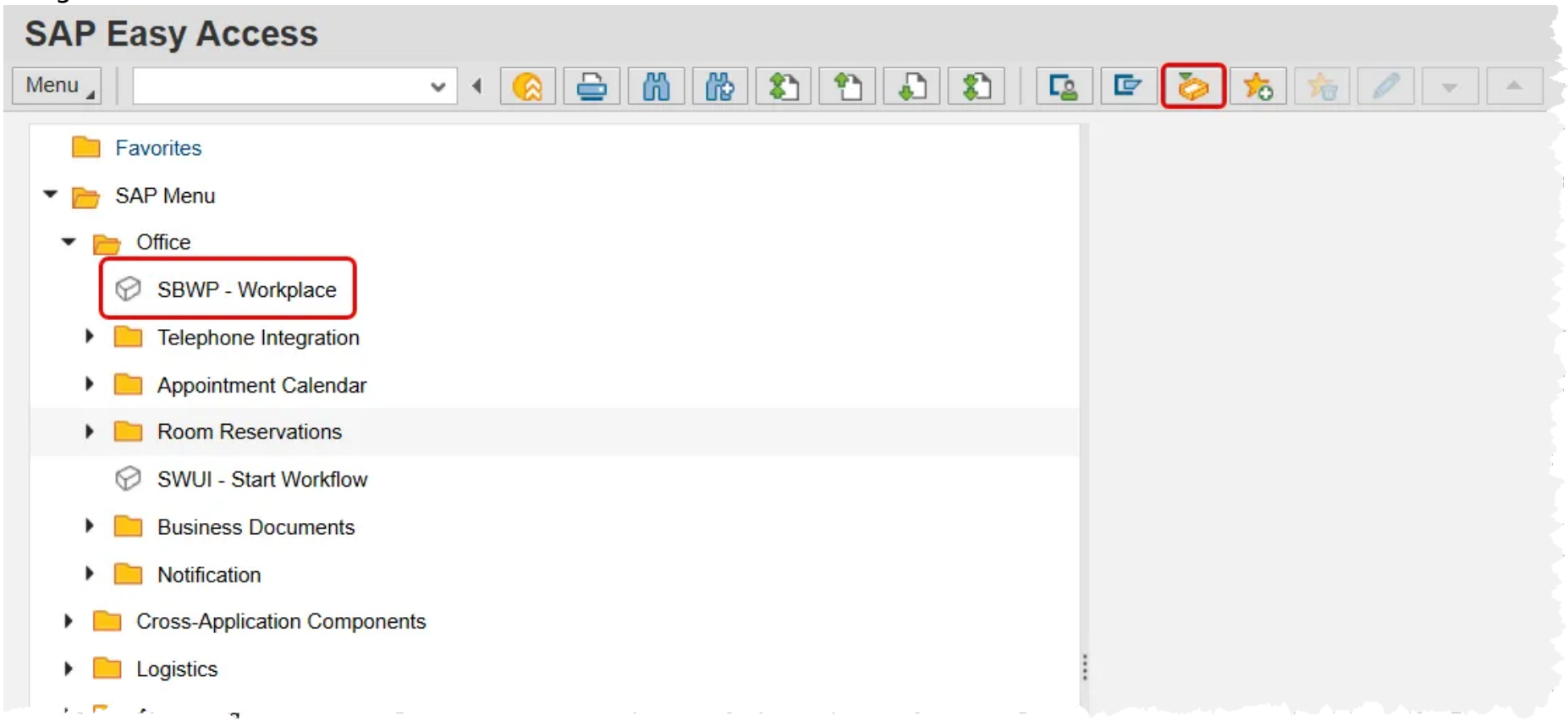
WF-14 PA Business Workflow Dynamic Columns & Layouts

Purpose

The purpose of this job aid is to explain how dynamic columns and layouts work in the PA Business Workflow.

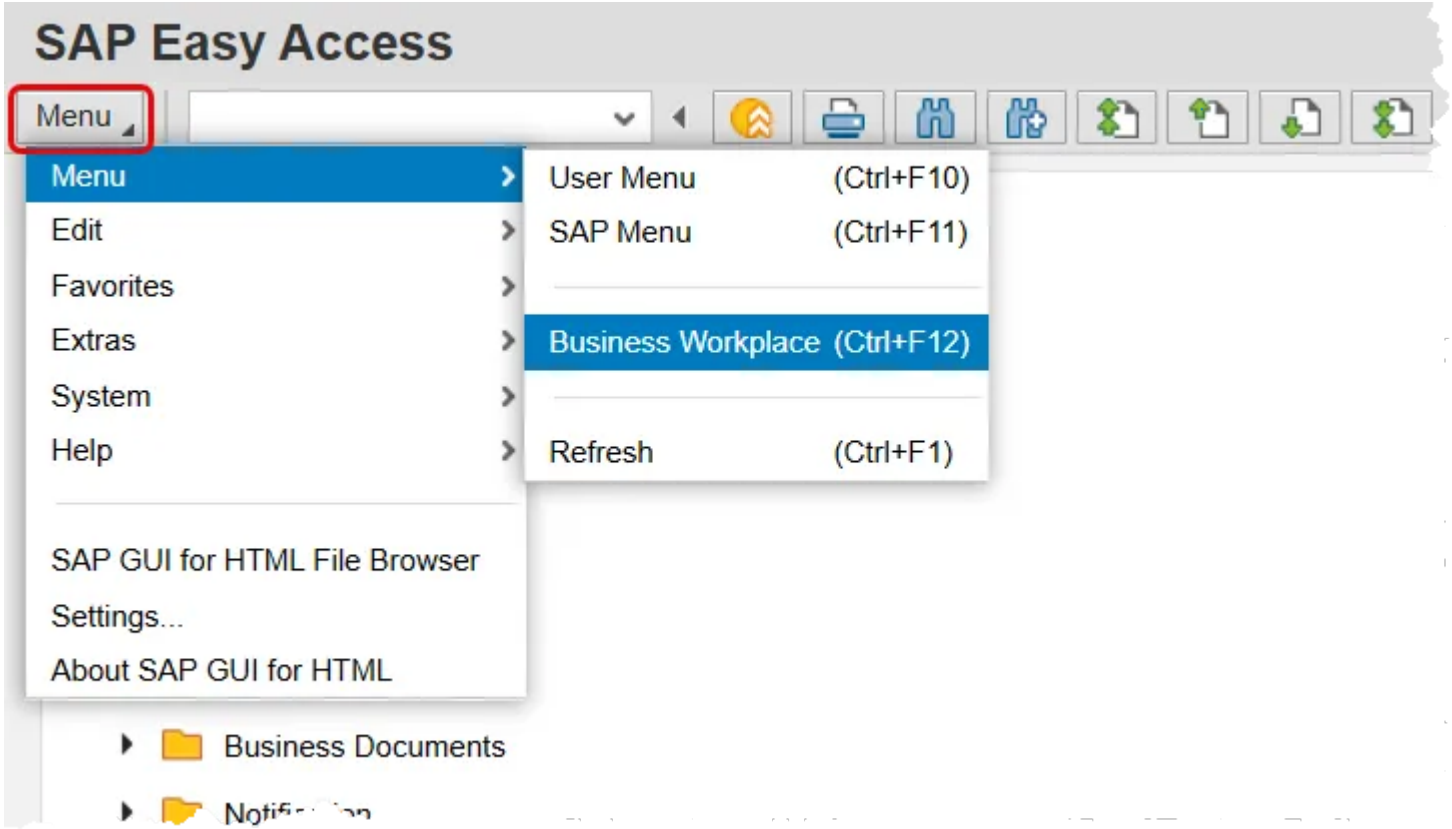
Image



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; or
- Use the top Menu Path (see below): Menu Menu Business Workplace (Ctrl+F12).

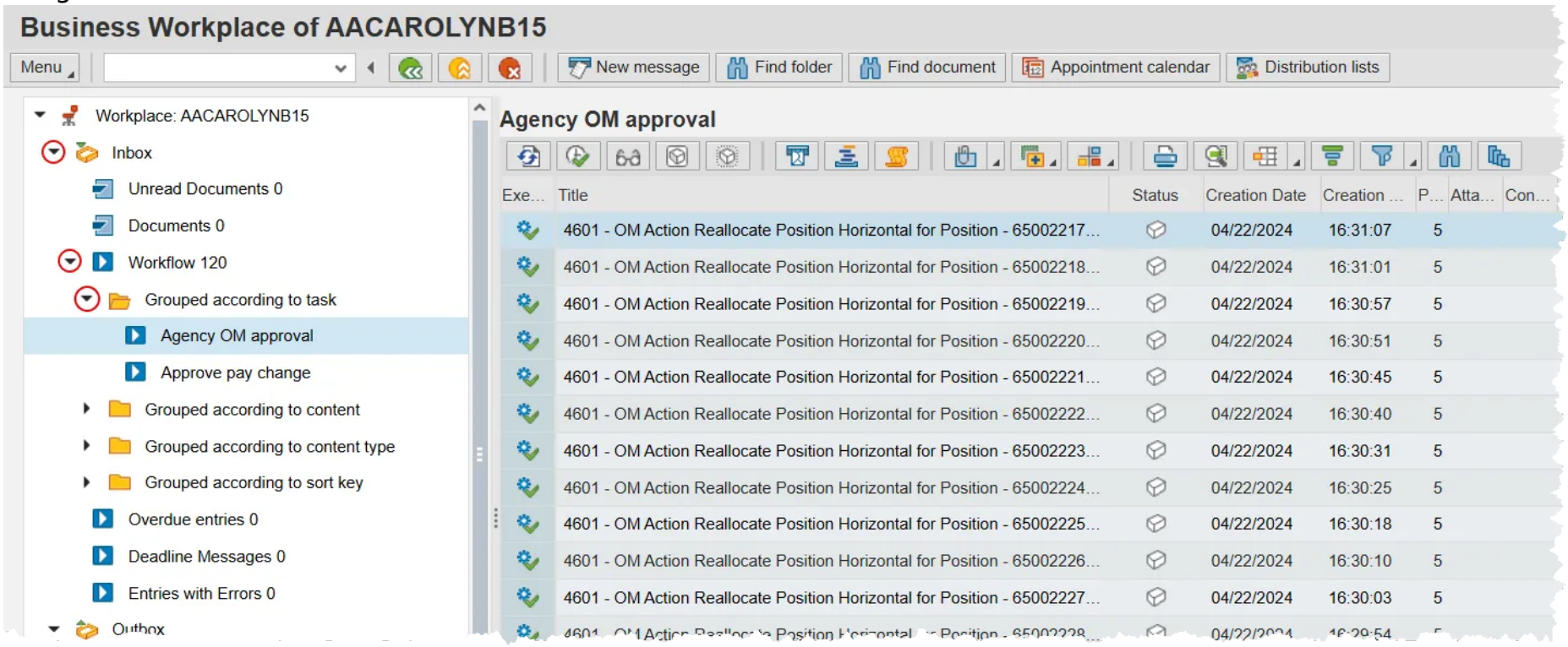
Image



The Overview Tree will be found on the left-hand side when in your SAP Business Workplace. Options are available to group different work items together. Drill down by clicking on these nodes: Inbox → Workflow → Grouped according to task.

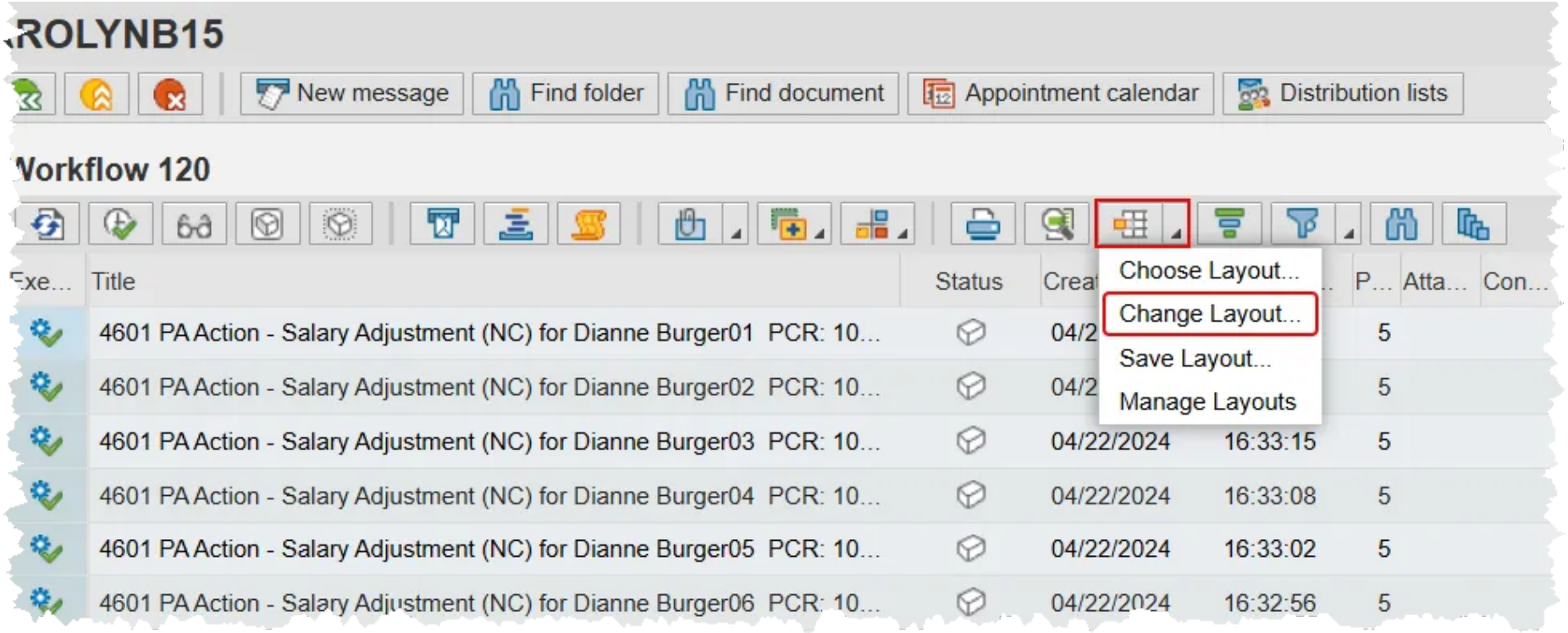
In the screen shot below, the two options for grouping are 'Agency OM approval' and 'Approve pay change'. Selecting ‘Agency OM approver’ will filter your list of items to display only OM actions. The ‘Approve pay change’ option will display the PA items.

Image



The view above is the default layout for the items in the Work List. This layout can be modified by removing columns or adding other preconfigured columns to your Work List view. To do so, click on the right hand side of the ‘Choose Layout’ button in the tool bar to display a drop down menu. Then choose ‘Change Layout’.

Image



After clicking on the **Change Layout** option a pop-up window is displayed. It will allow you 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.

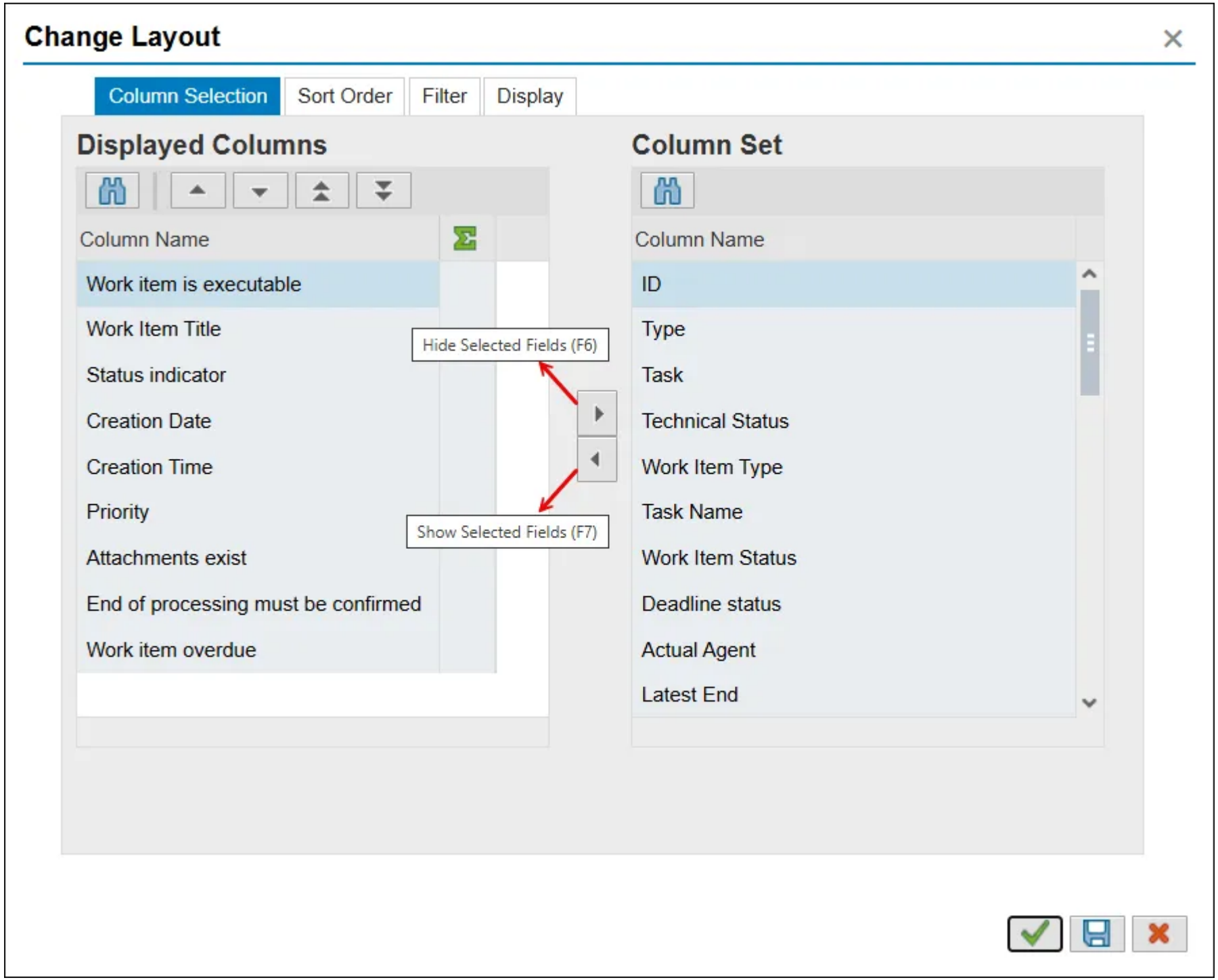
To remove currently displayed columns, click on them to highlight them and then click the **Hide Selected Fields (F6)** button in the middle of the two lists. To display a column listed in the column set, click on it and then click on the **Show Selected Fields (F7)**.

You can select more than one item per column by holding down the **Ctrl key** on your keyboard as you are selecting them.

Pro tip: When you move items from one set of colums to the other, they will be placed at the bottom of the list by default. However, if you select an item in the destination column, the one being moved will be placed directly

above the one you’ve selected.

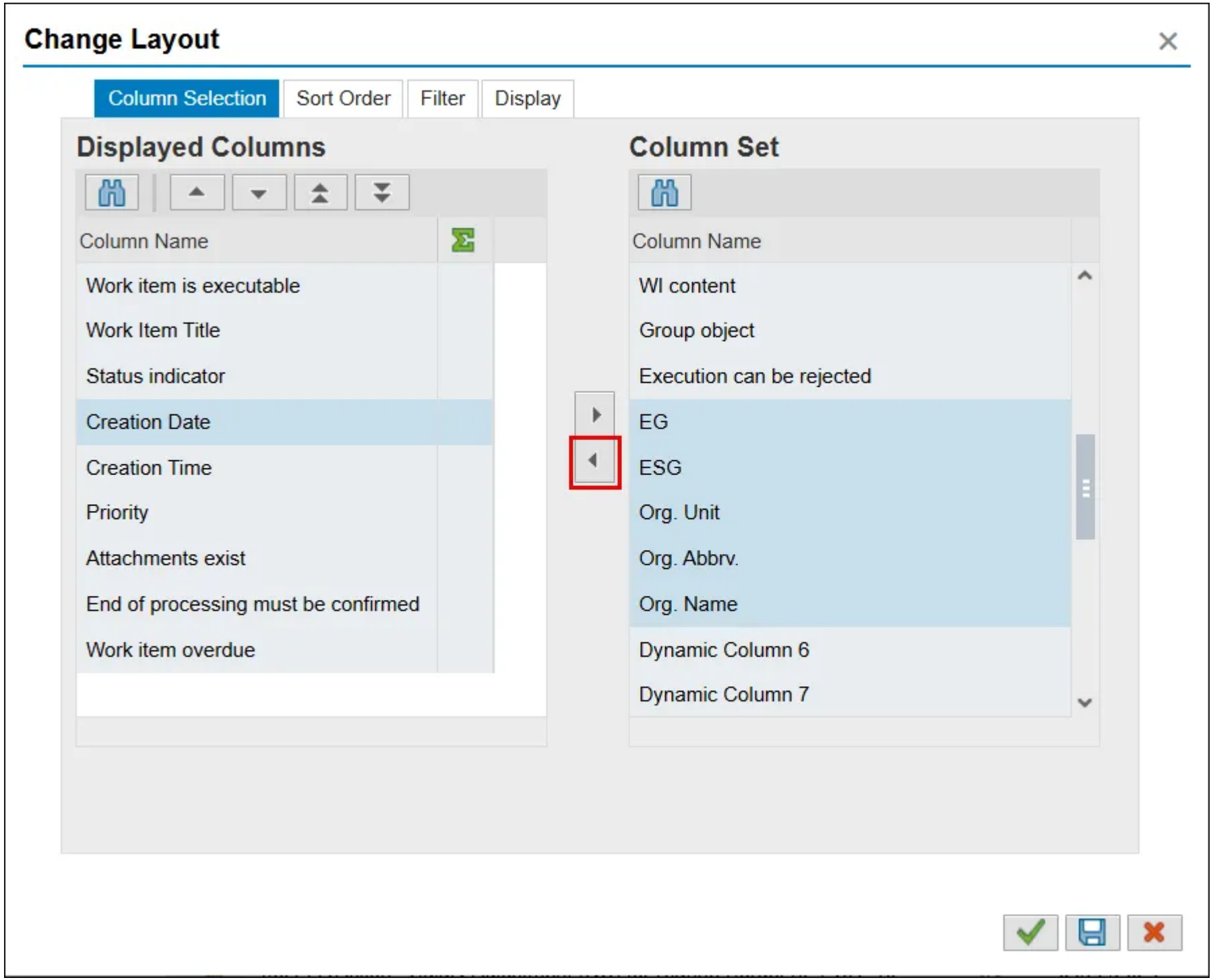
Image


Change Layout
Column Selection
Sort Order
Filter
Display
Displayed Columns
Column Name
Work item is executable
Work Item Title
Status indicator
Creation Date
Creation Time
Priority
Attachments exist
End of processing must be confirmed
Work item overdue
Hide Selected Fields (F6)
Show Selected Fields (F7)
Column Set
Column Name
ID
Type
Task
Technical Status
Work Item Type
Task Name
Work Item Status
Deadline status
Actual Agent
Latest End

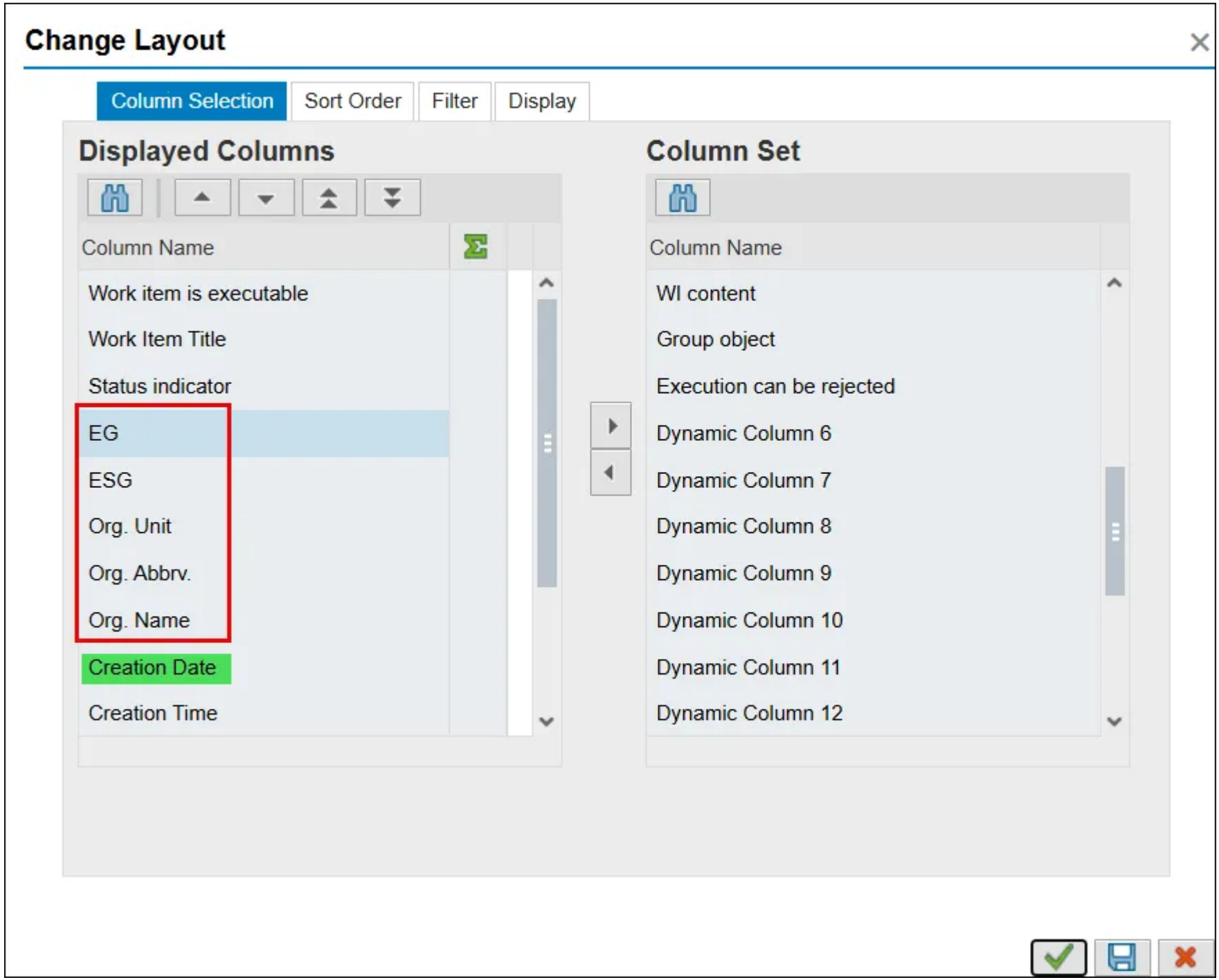
Review the example below. In the first image, the **Creation Date** line item is selected in the **Displayed Columns** set, and 5 items (**EG, ESG, Org. Unit, Org. Abbrv., & Org Name**) have been selected in the right hand list. The **Show Selected Fields** button is circled.

The results of clicking that button are shown in the second image. Notice that the 5 items have moved to the **Displayed Columns** side and have been placed directly above **Creation Date**.

Image

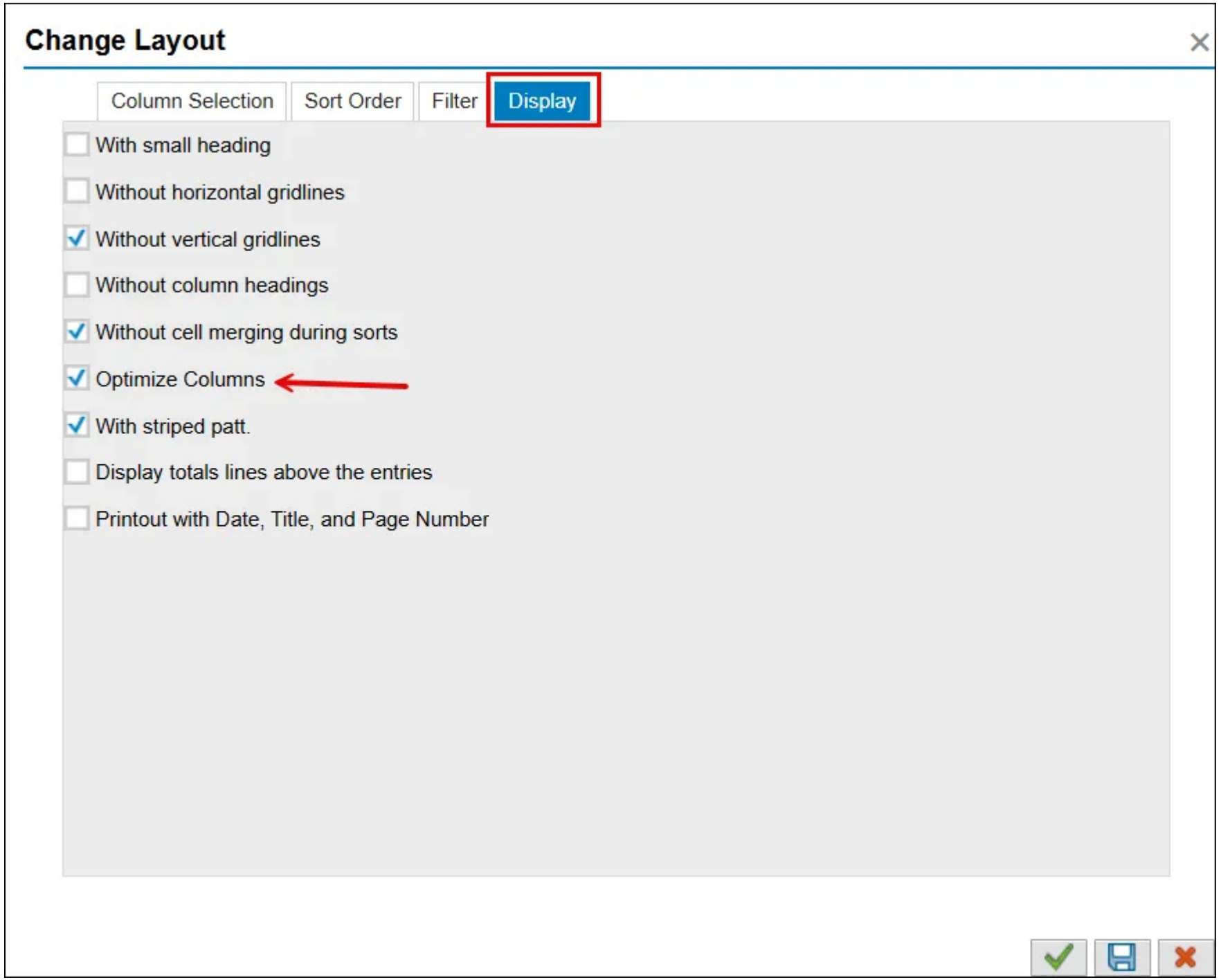

Change Layout
Column Selection
Sort Order
Filter
Display
Displayed Columns
Column Name
Work item is executable
Work Item Title
Status indicator
Creation Date
Creation Time
Priority
Attachments exist
End of processing must be confirmed
Work item overdue
Column Set
Column Name
WI content
Group object
Execution can be rejected
EG
ESG
Org. Unit
Org. Abbrv.
Org. Name
Dynamic Column 6
Dynamic Column 7

Image


Change Layout
Column Selection
Sort Order
Filter
Display
Displayed Columns
Column Name
Work item is executable
Work Item Title
Status indicator
EG
ESG
Org. Unit
Org. Abbrv.
Org. Name
Creation Date
Creation Time
Column Set
Column Name
WI content
Group object
Execution can be rejected
Dynamic Column 6
Dynamic Column 7
Dynamic Column 8
Dynamic Column 9
Dynamic Column 10
Dynamic Column 11
Dynamic Column 12

Next, locate and click on the **Display** tab in the **Change Layout** pop-up. If it is not already selected, check the box labeled **Optimize Columns**. This will automatically adjust the columns widths to the correct size.

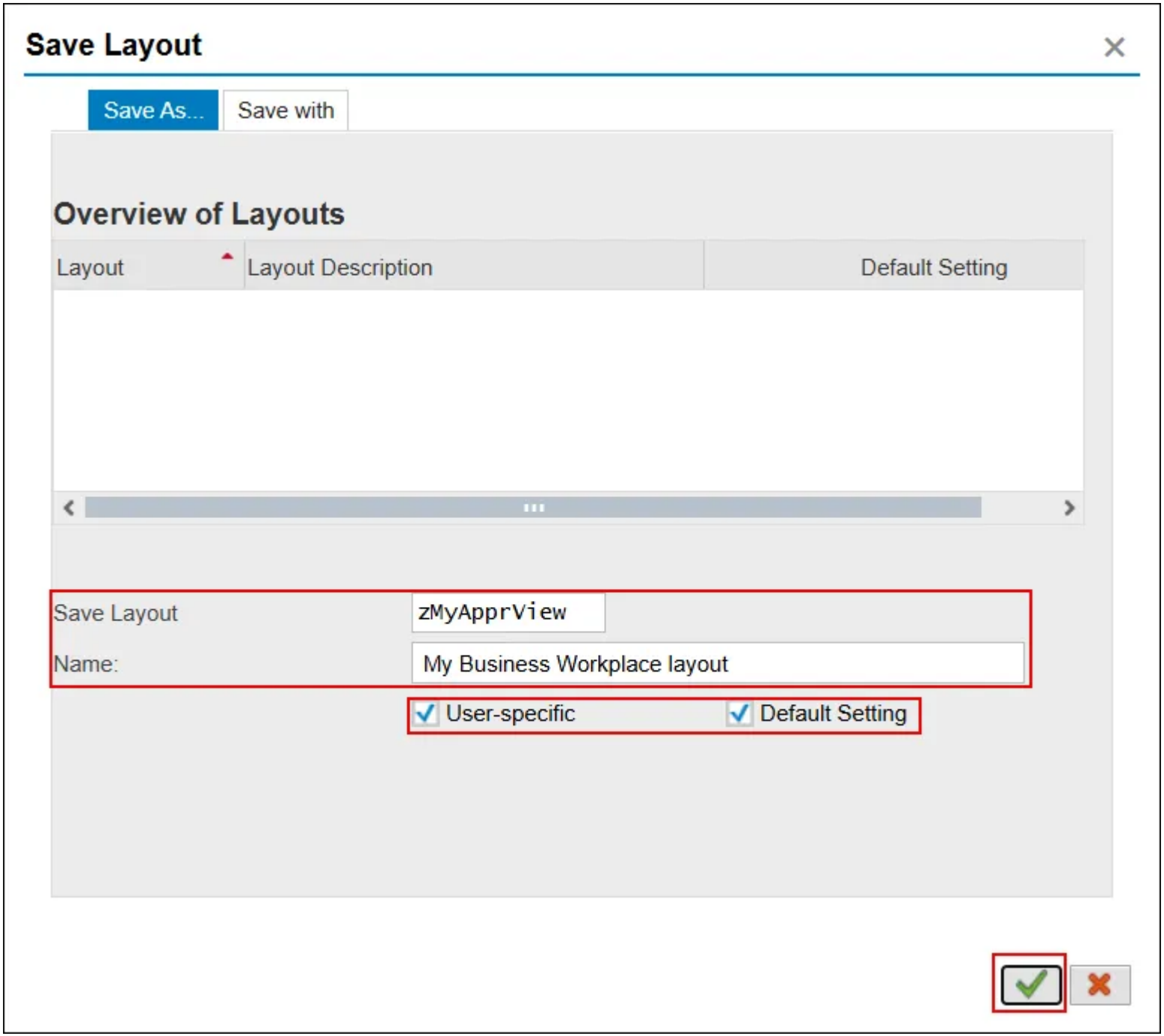
Image


Change Layout
Column Selection
Sort Order
Filter
Display
With small heading
Without horizontal gridlines
Without vertical gridlines
Without column headings
Without cell merging during sorts
Optimize Columns
With striped patt.
Display totals lines above the entries
Printout with Date, Title, and Page Number

Finally, make this the default layout for your SAP Business Workplace. Start by clicking the **Save** button on the bottom right of the **Change Layout** pop-up. (Not pictured). A new window will appear as shown in the image below.

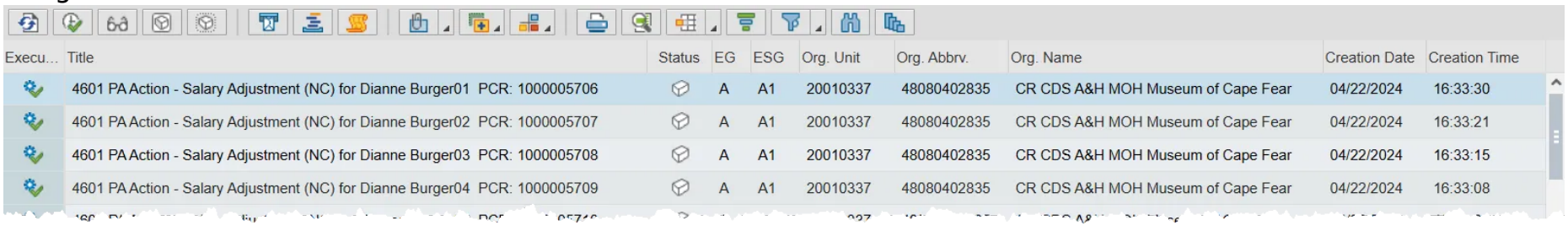
Enter a name and description for the Layout such as **zMyApprView**. The Layout must be saved starting with a **Z** so it will be specific to your Views. Make sure the check box **User-specific** is checked, and check **Default setting** so that whenever the Grouped Task is accessed, it will display the view that was created including the new columns. When the data entry above is complete, click the Green Check **Continue (Enter)** button.

Image


Save Layout
Save As...
Save with
Overview of Layouts
Layout
Layout Description
Default Setting
Save Layout
zMyApprView
Name:
My Business Workplace layout
User-specific
Default Setting

When returning to the Business Workplace, the new columns with the values for each individual item will be visible. From this point, the capability to Sort or Filter to narrow down the view of the work items even further is available.

Image



Execu...	Title	Status	EG	ESG	Org. Unit	Org. Abbrv.	Org. Name	Creation Date	Creation Time
	4601 PA Action - Salary Adjustment (NC) for Dianne Burger01 PCR: 1000005706		A	A1	20010337	48080402835	CR CDS A&H MOH Museum of Cape Fear	04/22/2024	16:33:30
	4601 PA Action - Salary Adjustment (NC) for Dianne Burger02 PCR: 1000005707		A	A1	20010337	48080402835	CR CDS A&H MOH Museum of Cape Fear	04/22/2024	16:33:21
	4601 PA Action - Salary Adjustment (NC) for Dianne Burger03 PCR: 1000005708		A	A1	20010337	48080402835	CR CDS A&H MOH Museum of Cape Fear	04/22/2024	16:33:15
	4601 PA Action - Salary Adjustment (NC) for Dianne Burger04 PCR: 1000005709		A	A1	20010337	48080402835	CR CDS A&H MOH Museum of Cape Fear	04/22/2024	16:33:08

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