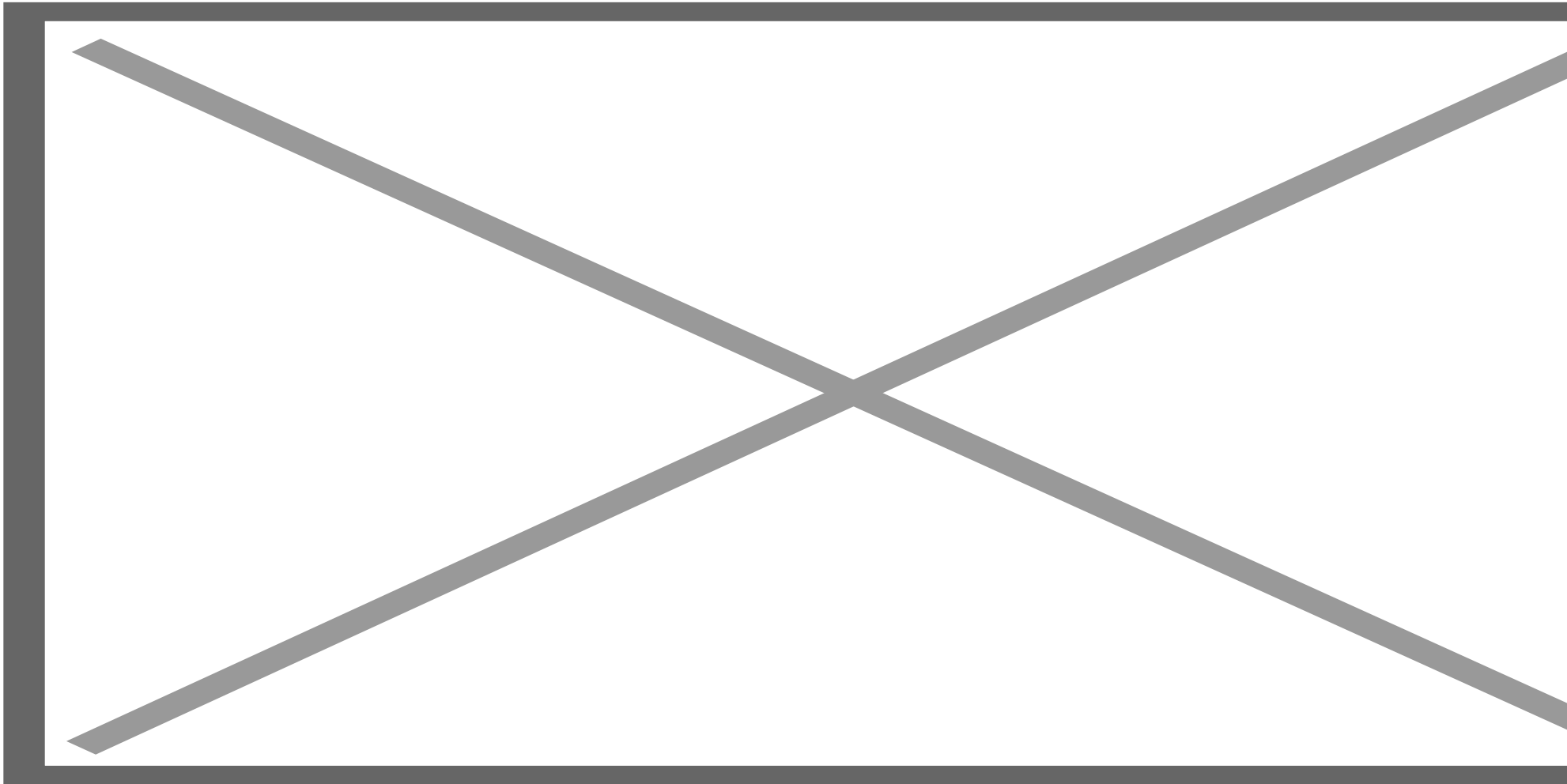


WF-14 PA Business Workflow Dynamic Columns & Layouts

Purpose

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

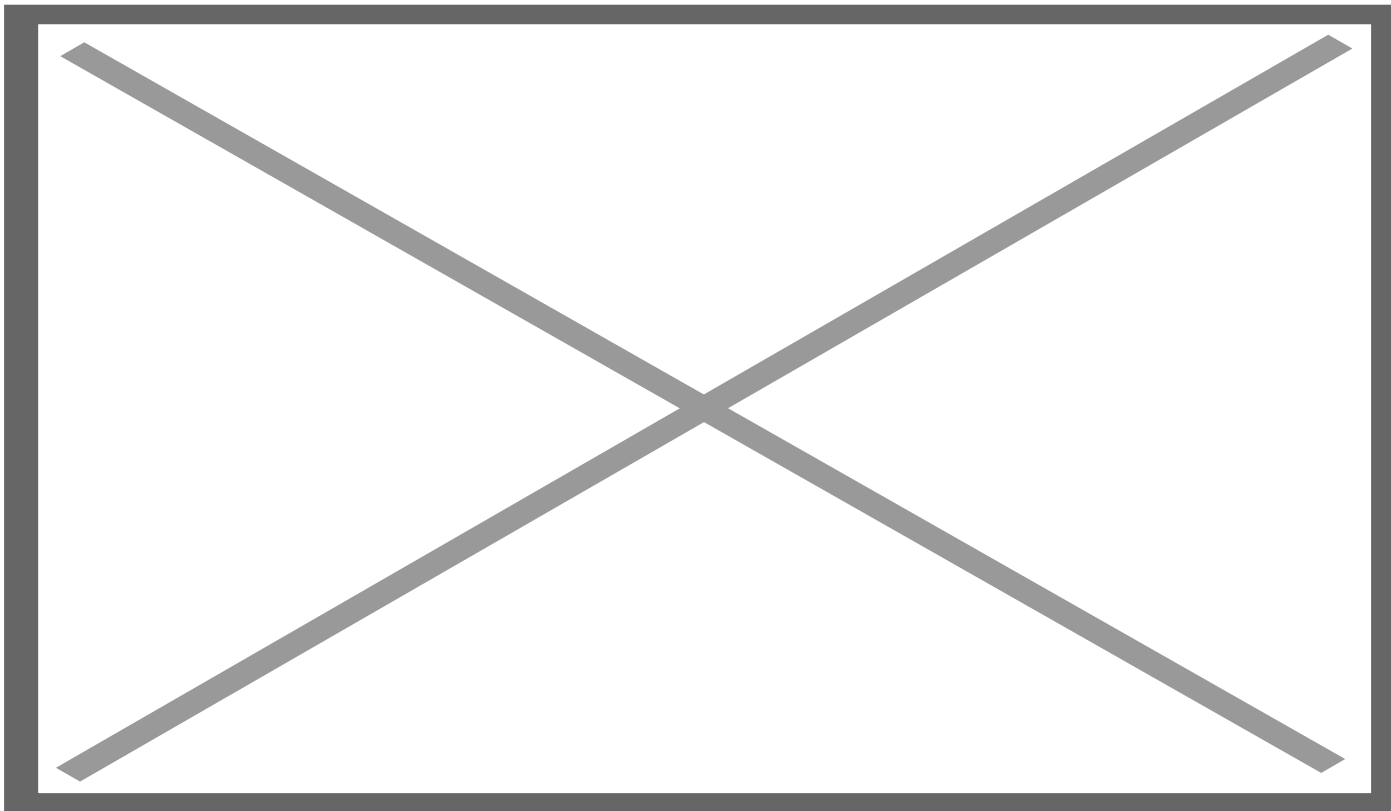
Image



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).

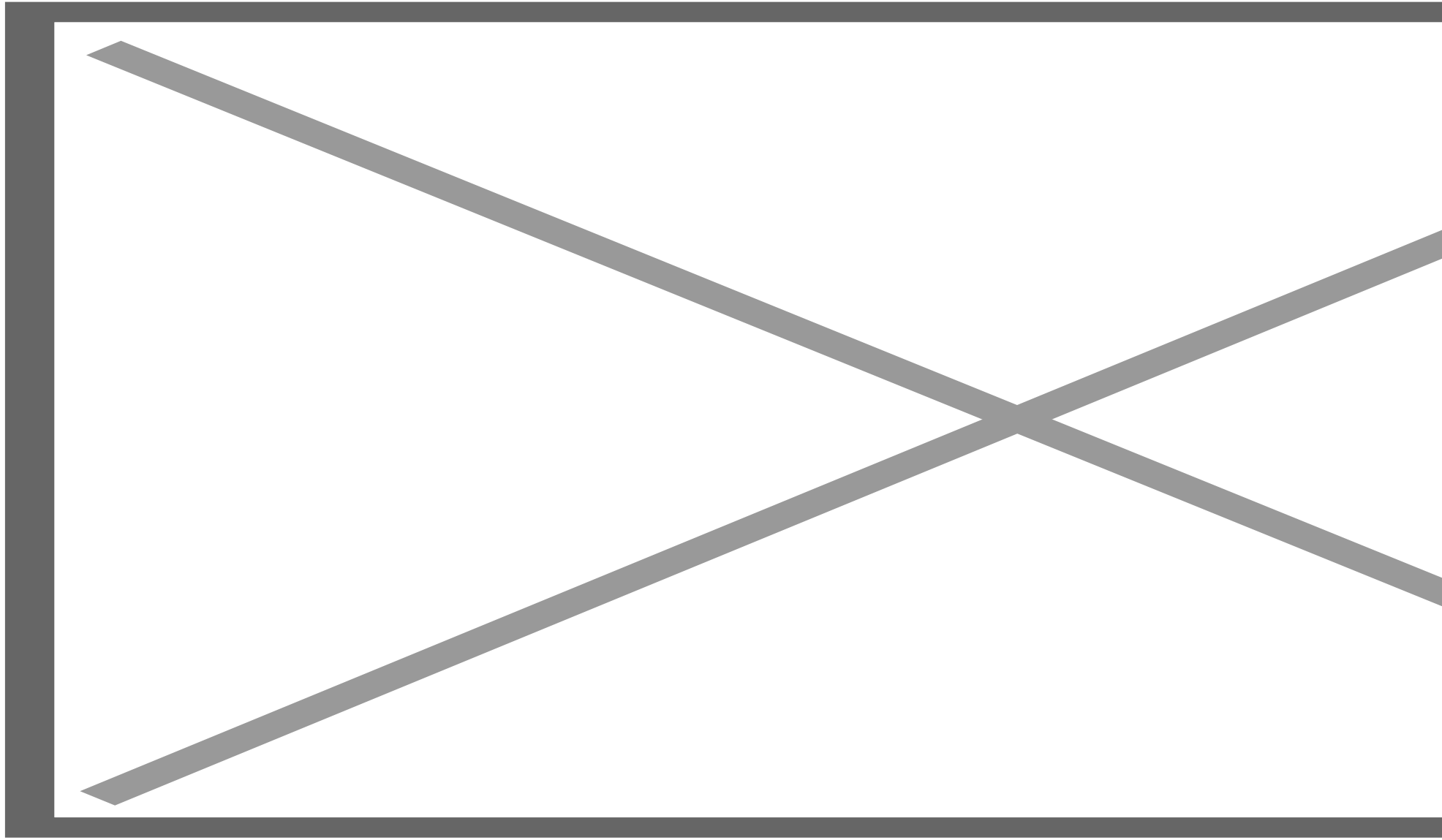
Image



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.

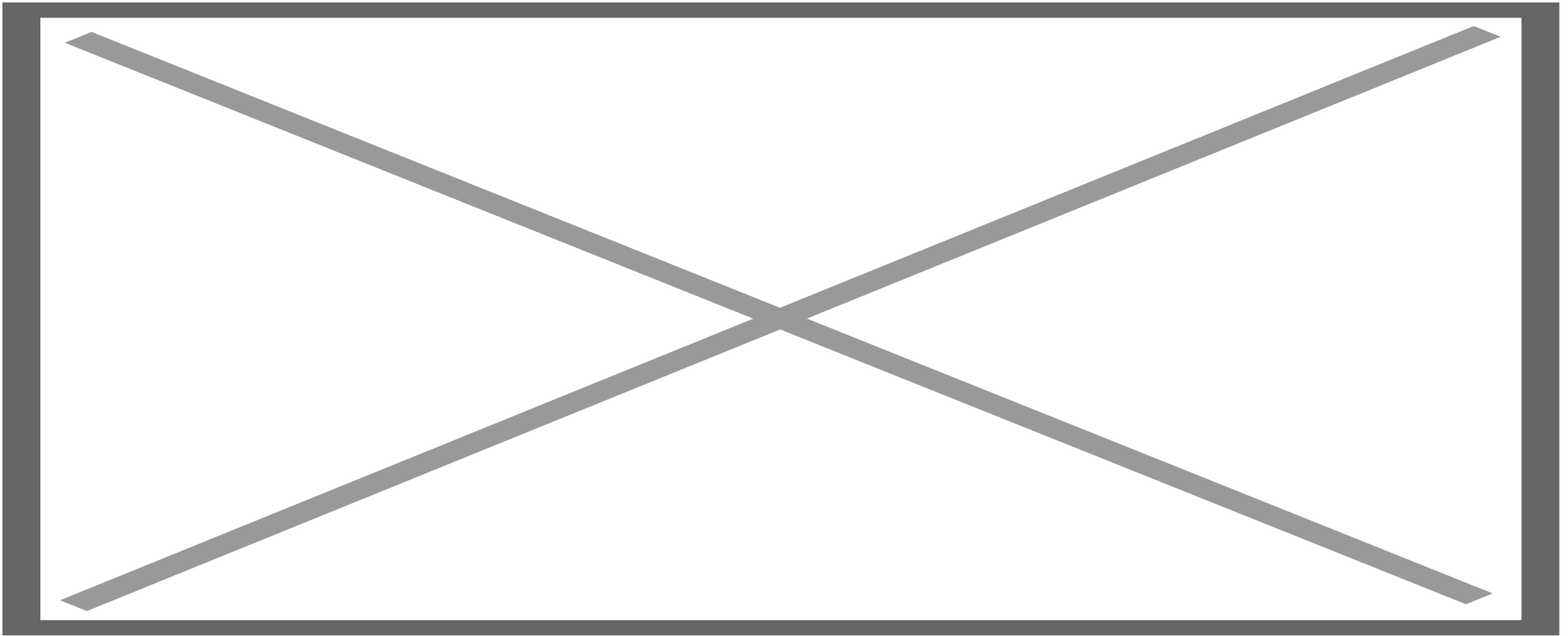
In the screen shot below, the two options for grouping are 'Agency OM approval' and 'Approve pay change'. Selecting 'Agency OM approver' will filter your list of items to display only OM actions. The 'Approve pay change' option will display the PA items.

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



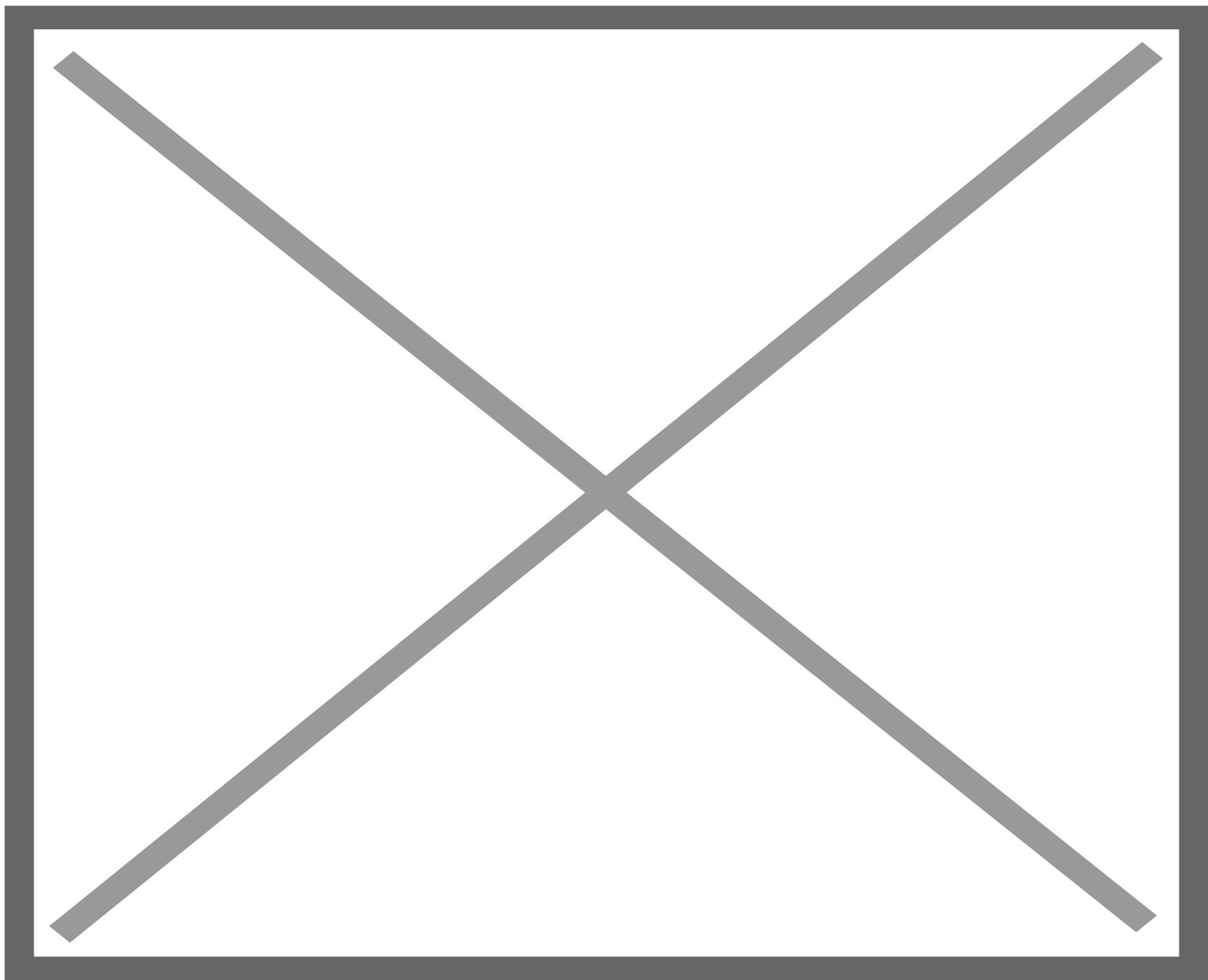
After clicking on the **Change Layout** option a pop-up window is displayed. It will allow you to customize the work area layout by choosing to either add or delete columns from the View. The Columns on the left side are the currently displayed columns. The column set on the right includes the additional 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 columns 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.

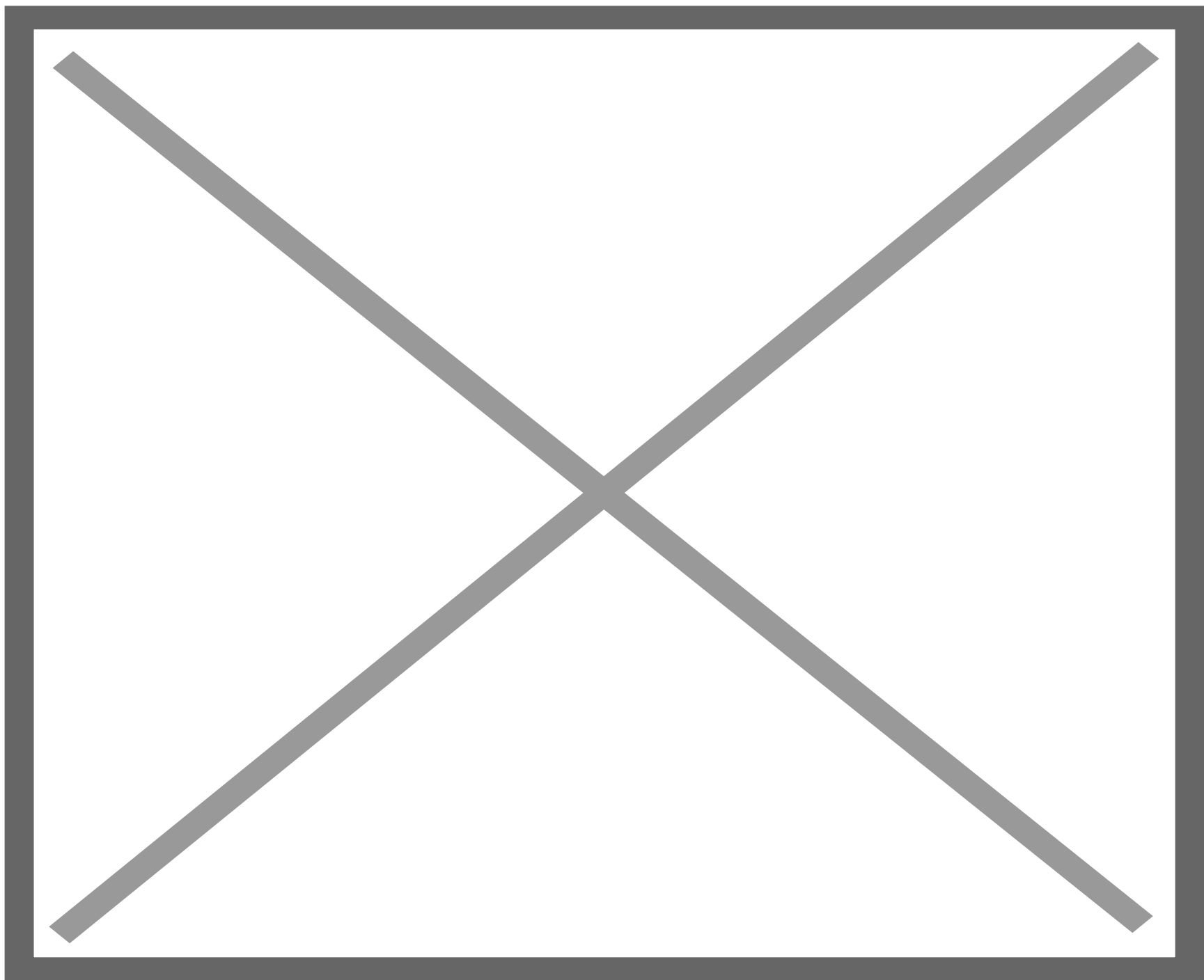
Image



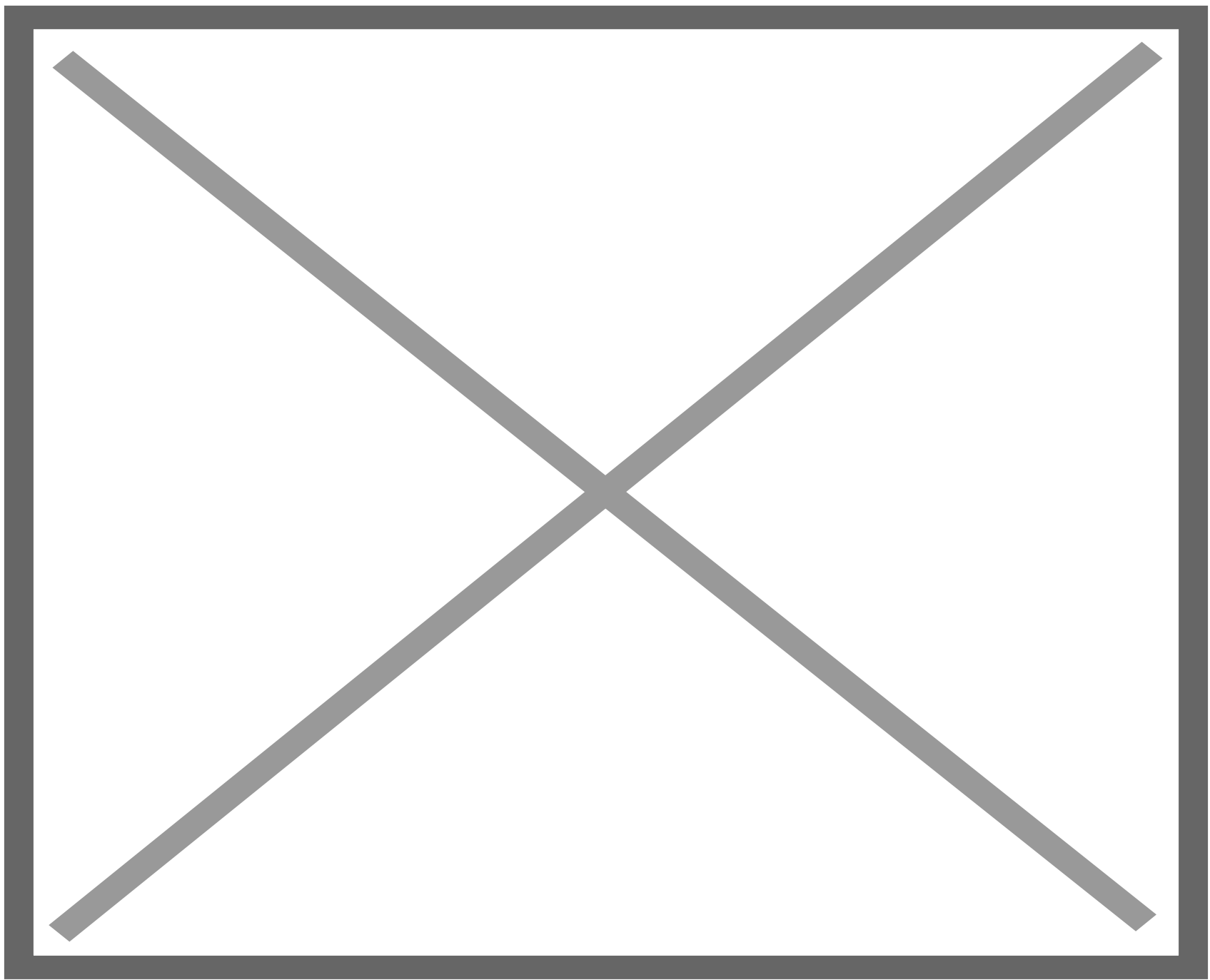
Review the example below. In the first image, the **Creation Date** line item is selected in the **Displayed Columns** set, and 5 items (**EG, ESG, Org. Unit, Org. Abbrev., & Org Name**) have been selected in the right hand list. The **Show Selected Fields** button is circled.

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

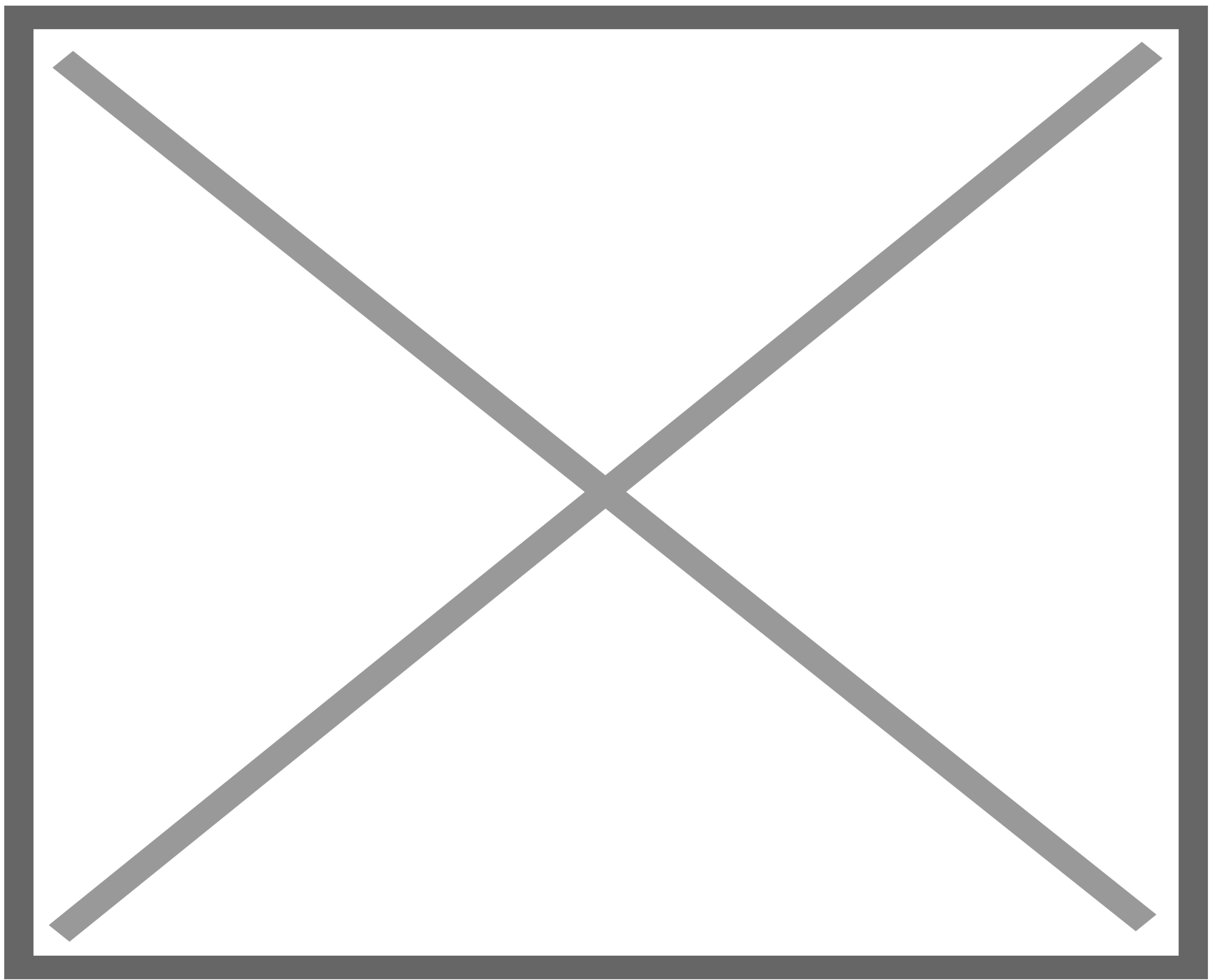


Image



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.

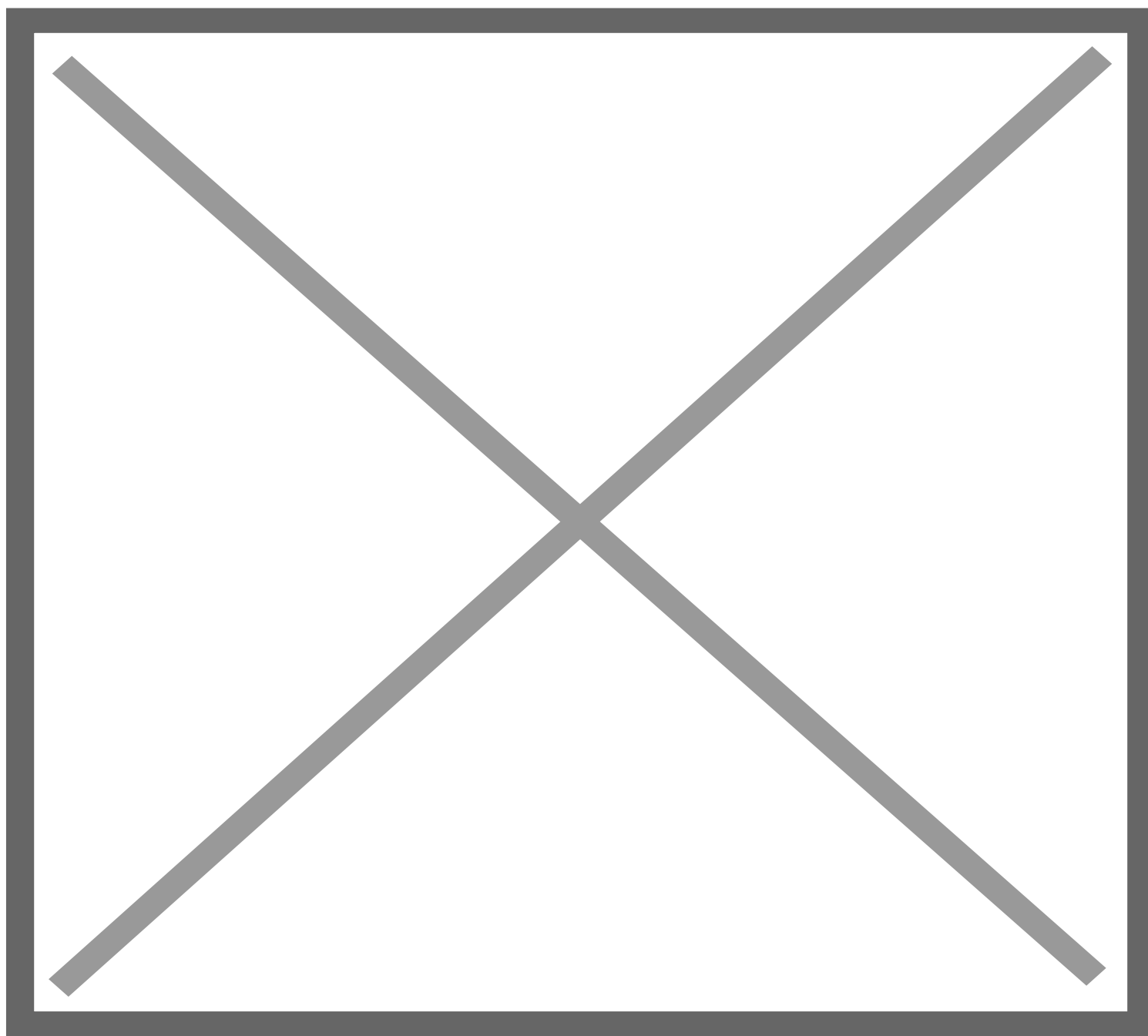
Image



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.

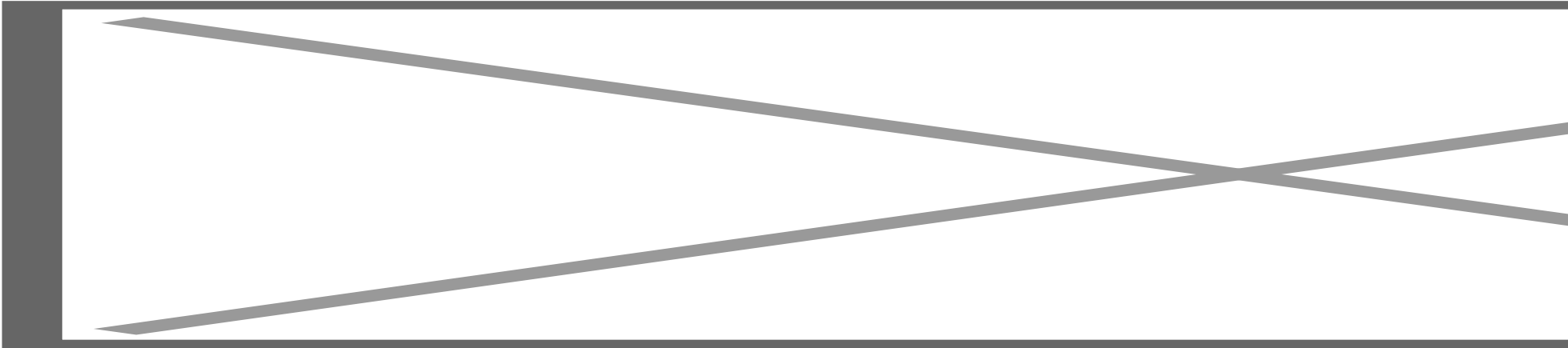
Enter a name and description for the Layout such as **zMyApprView**. The Layout must be saved starting with a **Z** so it will be specific to your Views. Make sure the check box **User-specific** is checked, and check **Default setting** so that whenever the Grouped Task is accessed, it will display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

Image



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



First Published

Thu, 04/12/2012

Last Updated

Mon, 02/02/2026

[Printable PDF](#)