PA BUSINESS WORKFLOW
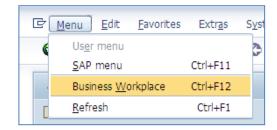# DYNAMIC COLUMNS & LAYOUTS

WF

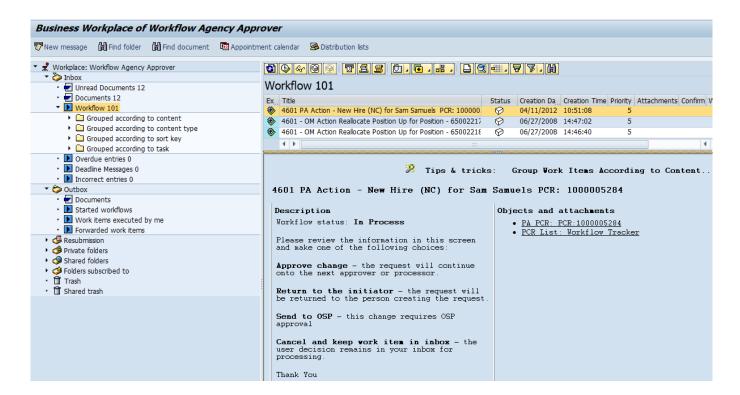## JOB AID WF-14 | WORKFLOW

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

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--> Business Workplace (Ctrl+F12).*
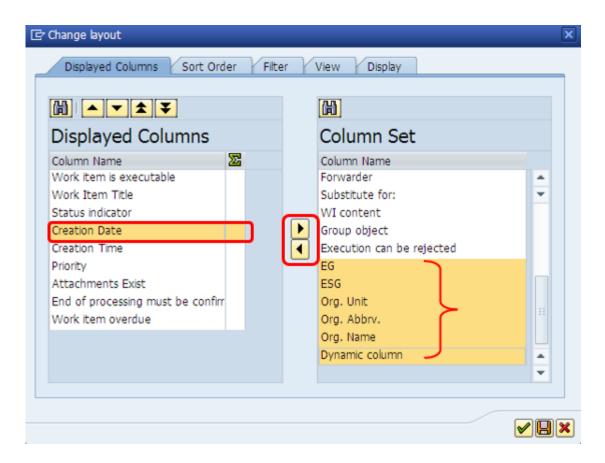
When in the Business Workplace, Overview Tree will be on the left side. Items to be executed can be grouped together. The folder under **Workflow** is called **Grouped according to task**. Once you click the arrow next to it, the items in the inbox will show as displayed in the screen capture above. If one of the groups is chosen, as in **Approve pay change**, only those similar items will be displayed in the Work List and the Layout created will apply only to those Tasks.

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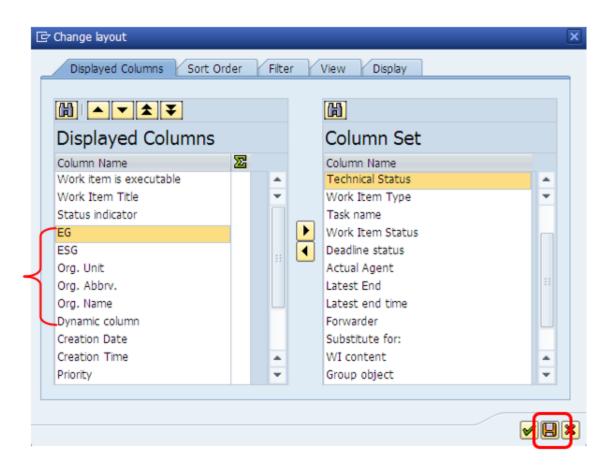

After clicking on the **Change Layout** option, a pop-up window is displayed, allowing the user to customize the work area layout by choosing to either add or delete columns from the View.
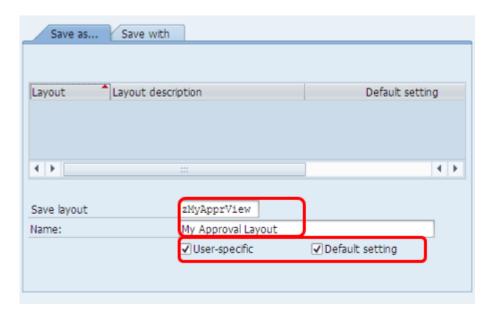
The Columns on the left side are the currently displayed columns. The column set on the right includes the additional possible columns to display. If a column on the left side is clicked, the columns added from the right Column Set will be added next to it automatically.
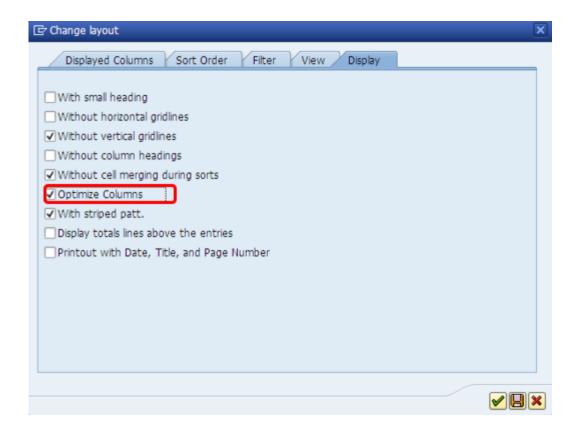
For this example **Creation date** on the left side has been selected because the new columns to be added are to be positioned right before Creation date. On the right side, choose all the columns between **EG & Org. Name** (highlighted in orange) to be moved over to the Displayed Columns box. To choose more then 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.
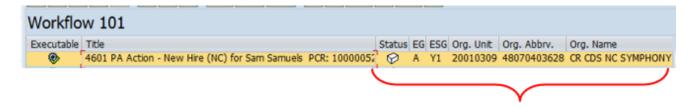
Once all the columns have been configured, click the **Save layout (F5)** button.

On the next pop-up screen, enter a name 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.

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

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.