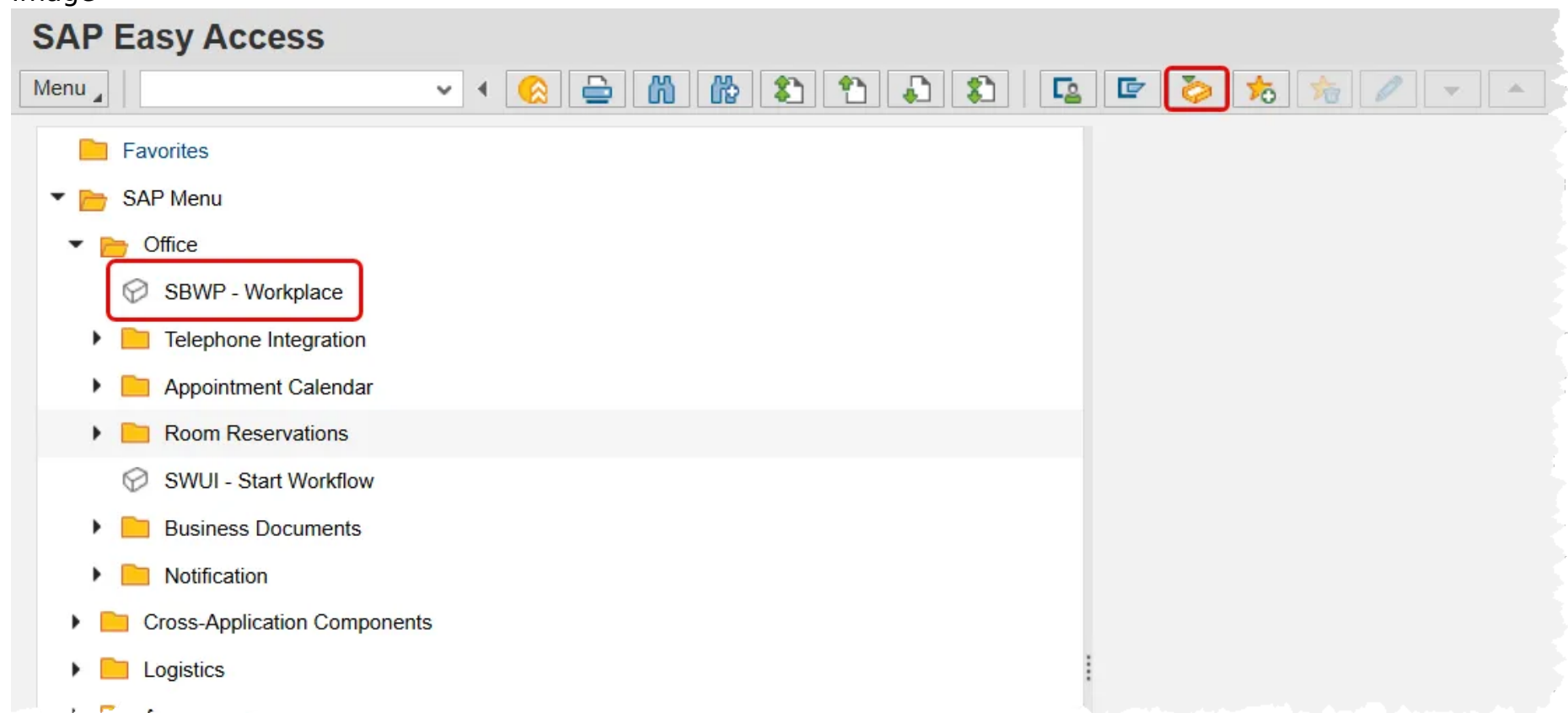


WF-14 PA Business Workflow Dynamic Columns & Layouts

Purpose

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

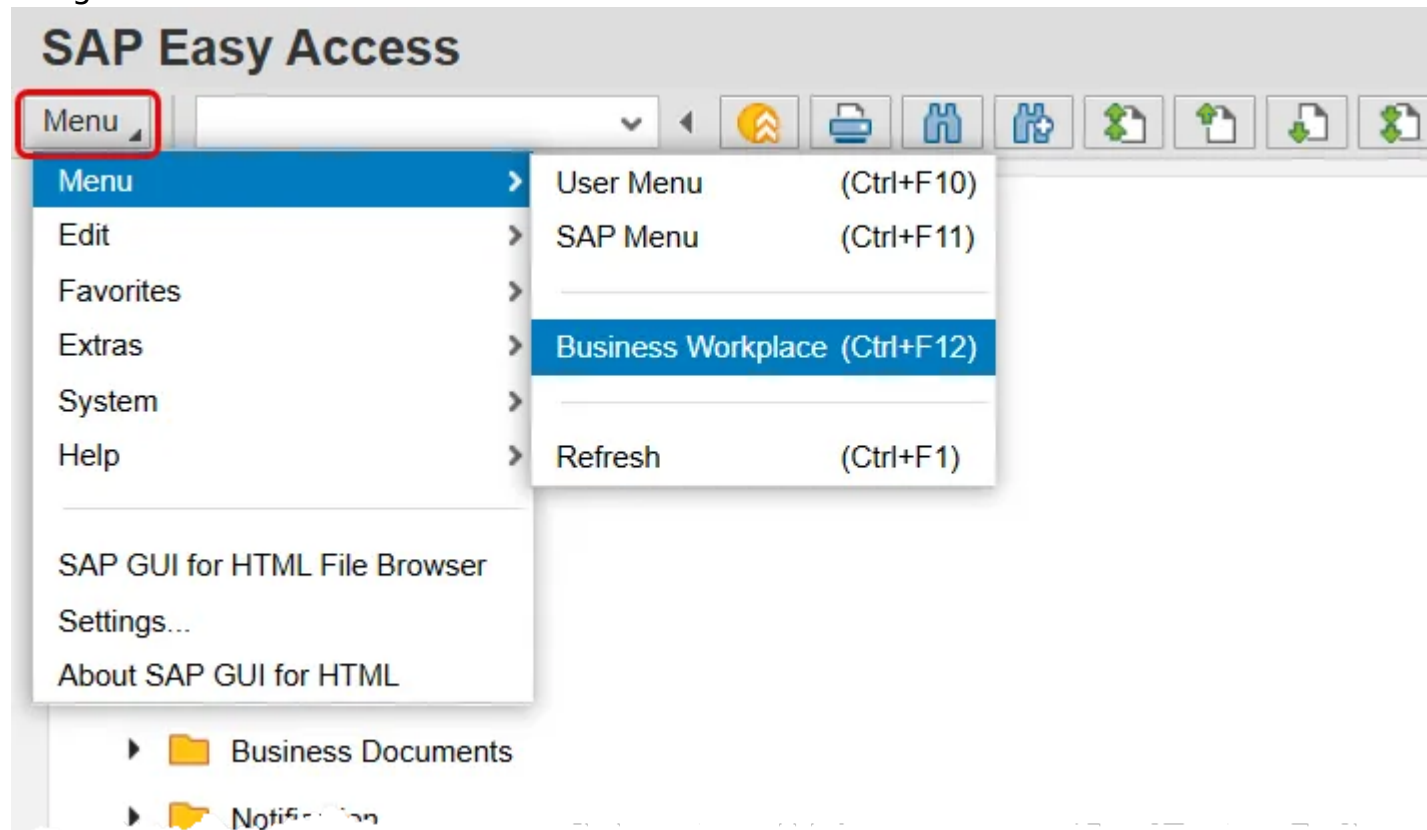
Image



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

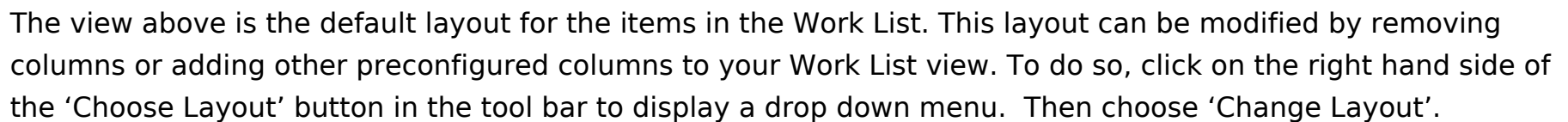
- Click the **SAP Business Workplace (Ctrl+F12)** button;
- Use the SAP Menu path SAP menu ▢ Office ▢ SBWP – Workplace; or
- Use the top Menu Path (see below): Menu ▢ Menu ▢ Business Workplace (Ctrl+F12).

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.

Image



Image

ROLYNB15



Workflow 120

The table displays workflow items. A context menu is open over the 'Change Layout...' option, which is highlighted with a red box. The menu also includes 'Choose Layout...', 'Save Layout...', and 'Manage Layouts'.

Exe...	Title	Status	Cre...	P...	Atta...	Con...
	4601 PA Action - Salary Adjustment (NC) for Dianne Burger01 PCR: 10...		04/2		5	
	4601 PA Action - Salary Adjustment (NC) for Dianne Burger02 PCR: 10...		04/2		5	
	4601 PA Action - Salary Adjustment (NC) for Dianne Burger03 PCR: 10...		04/22/2024	16:33:15	5	
	4601 PA Action - Salary Adjustment (NC) for Dianne Burger04 PCR: 10...		04/22/2024	16:33:08	5	
	4601 PA Action - Salary Adjustment (NC) for Dianne Burger05 PCR: 10...		04/22/2024	16:33:02	5	
	4601 PA Action - Salary Adjustment (NC) for Dianne Burger06 PCR: 10...		04/22/2024	16:32:56	5	

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

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. 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

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. Abbrev.
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. Abbrev.	
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

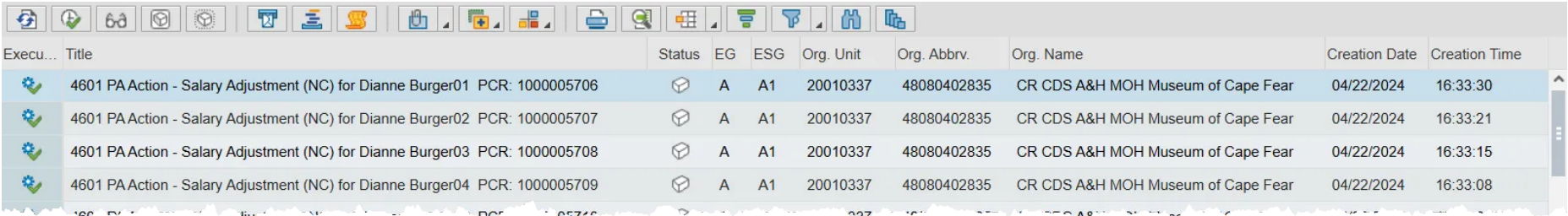
☒ User-specific

☒ 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. Abbrev.	Org. Name	Creation Date	Creation Time
	4601 PAAction - 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 PAAction - 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 PAAction - 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 PAAction - 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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