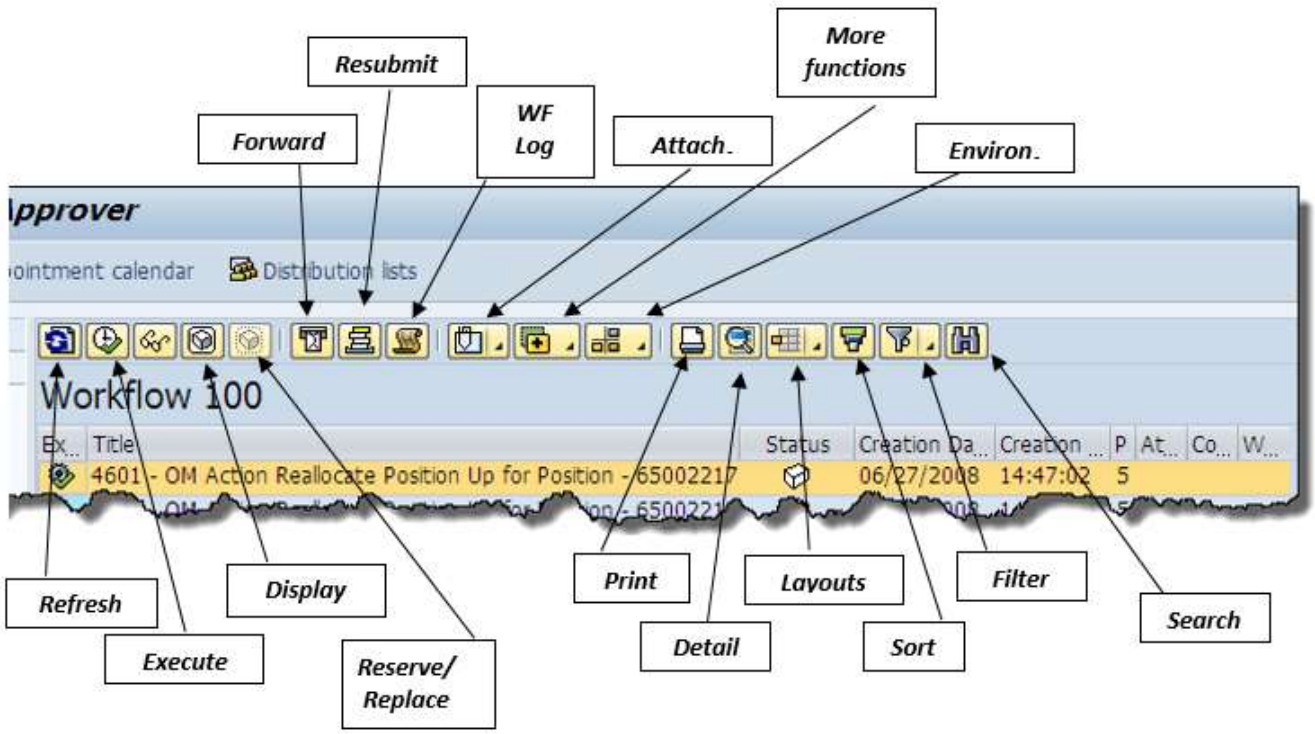
BUSINESS WORKPLACE BUTTON FUNCTIONS

JOB AID PER-2

PA

The purpose of this job aid is to define each of the Business Workplace Button functions.



REFRESH — This button will refresh the User's Workplace to see if new items have arrived.

EXECUTE — This button is used to “take action” on the item.

DISPLAY — This button will display the work item highlighted (in Orange).

RESERVE — This button is used to reserve the work item so it can no longer be seen by any other recipients.

REPLACE — The button is used to place an item back into the group of Recipients to be seen again.

RESUBMIT — This button is used to set a Work item to 'resubmitted' and placed back into the Work List to be executed at a later date. It will temporarily be placed in the "Resubmission" folder during this time period for viewing.

WF LOG — This button will display the Workflow Log with all the Steps that have been completed so far with various information such as User who processed the Item, when processed, the result, where the Item is currently residing, etc.


ATTACHMENTS

This button allows one to access all the functions referring to the attachments of the Work Item: such as Create, Display, Change, and Delete.


MORE FUNCTIONS

This button can be used with the work item, but the functionality must be incorporated explicitly in the main developed Workflow Template definition to accessible.

- **Reject Execution**: This function is used to Reject the Execution of the Work Item.
- **Set to Done**: This function is for the User to confirm that the processing of the Work Item has been fully completed.
- **Change Priority**: This function will change the Priority of the Work Item so it can be used as a measure of urgency. The priorities range between 1 (highest) and 9 (lowest).


ENVIRONMENT

This button can be used with the Work Item and the objects within the workflow.

- **Display Objects in Workflow**: This function is used with the Work Item to display the objects within the workflow.
- **Display Workflow Relationships**: This function will display all the workflows that use this particular business object instance (ex. Vendor #).
- **Start Workflow**: Here the User can manually trigger a new Workflow with this particular business object instance.
- **Create Link**: This function will link the Work Item with a User's Personal Folder to better organize their work.


DETAILS

This button displays the details of the Work Item in a Popup window.


SELECT LAYOUT

This button will let the User customize their Work List view to allow them to view different columns, to sort, filter, etc.


SORT

This button allows the User to sort any of the columns in their Work List in ascending or descending order.


FILTER

This button allows the User to filter their Work Items by any criteria of their Work List.


SEARCH

This button allows the User to search their Work Items for particular Items by certain criteria.