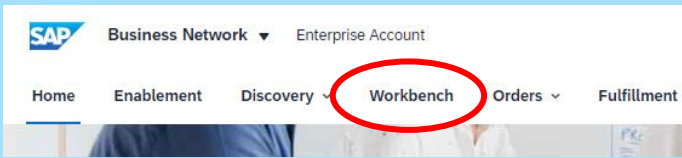




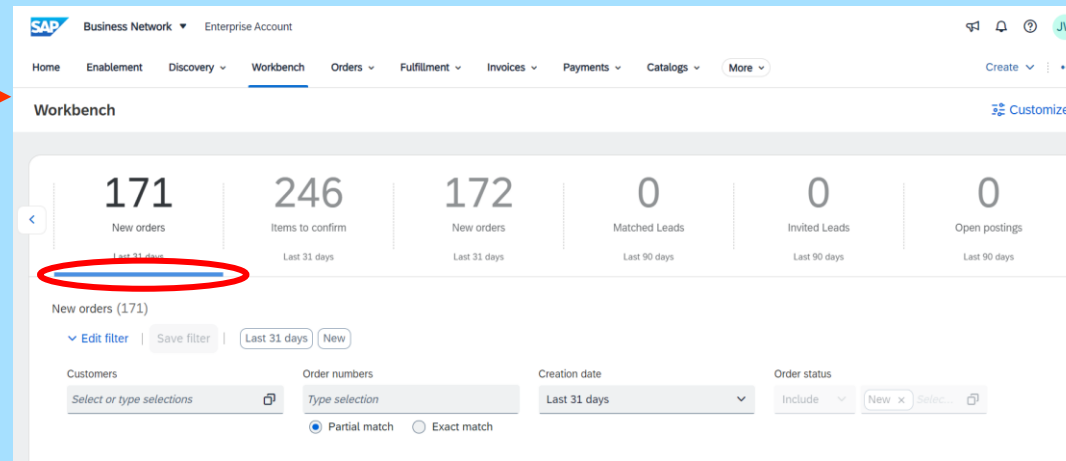
SAP Business Network – Workbench – Editing Tiles



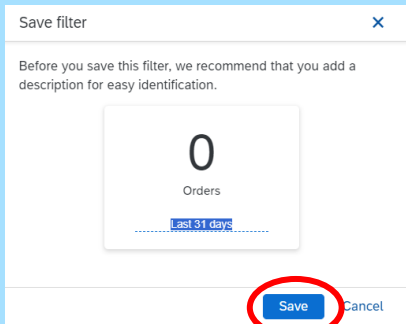
Step 1: Login, locate and click the Workbench tab



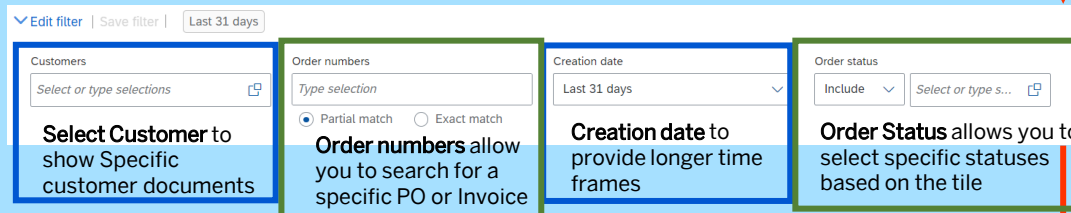
Step 2: Select the tile that you need to personalise or edit



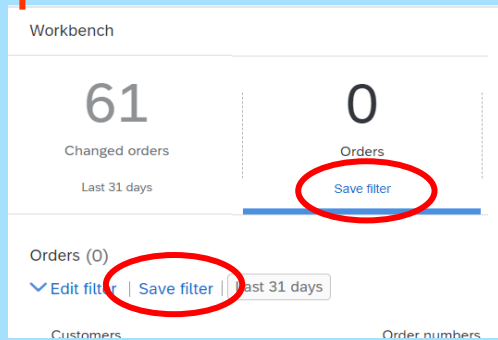
Step 7: Highlight the label on the tile to change (if required), click **Save**



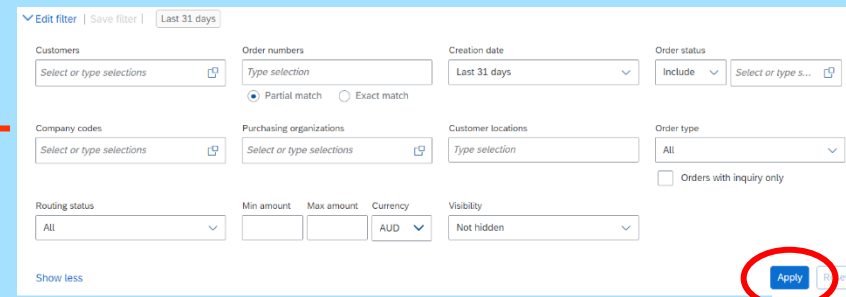
Step 3: The “Customers”, “Order numbers”, “Creation date” and “Order status” under the Edit filter are always open and displayed



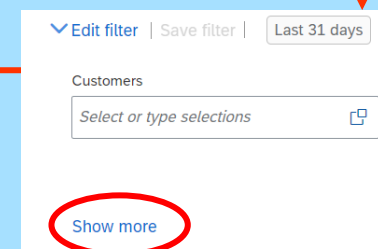
Step 6: To keep the filters on a specific tile, click on **Save filter**



Step 5: Click on to select an option, click on to show options in the drop-down list, click on **Apply** to add filters



Step 4: Click on **Show more** to display more options for filtering



Each tile has an Edit Filter option that allows users to set what they want the tile to display

A blue line on the bottom of a tile indicates it is selected

When a box is displayed next to filter options it usually indicates that more than one selection can be made

Add specific customer names onto tiles to indicate whether specific filters have been set

Did you know? The order of the tiles on the Workbench is reflected on the Home tab

Using a location code (found on the Purchase Order) allows businesses with multiple locations to filter orders based on the location code

Refer to the General Functionality Guide for more information either via the QR Code or **CLICK ME**

