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Workbench Tile
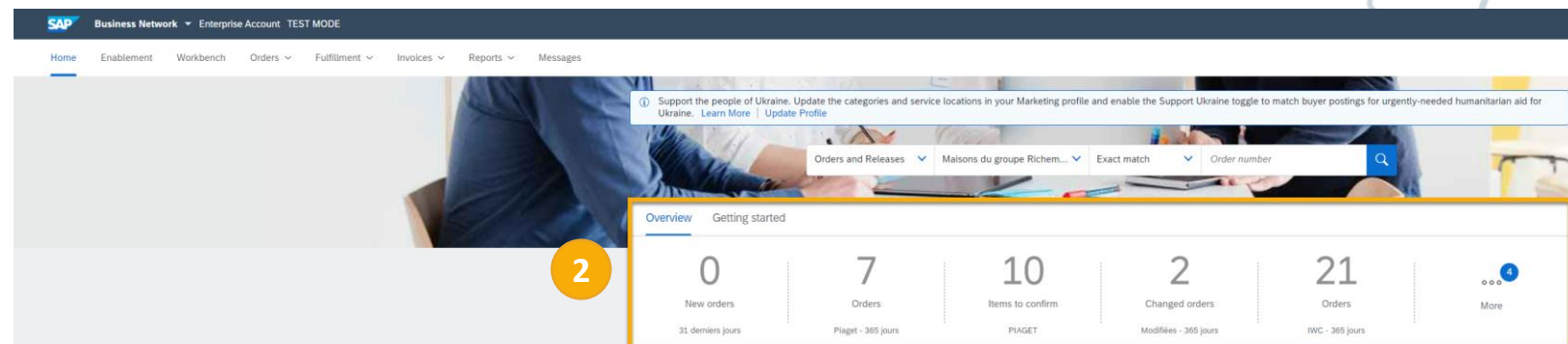
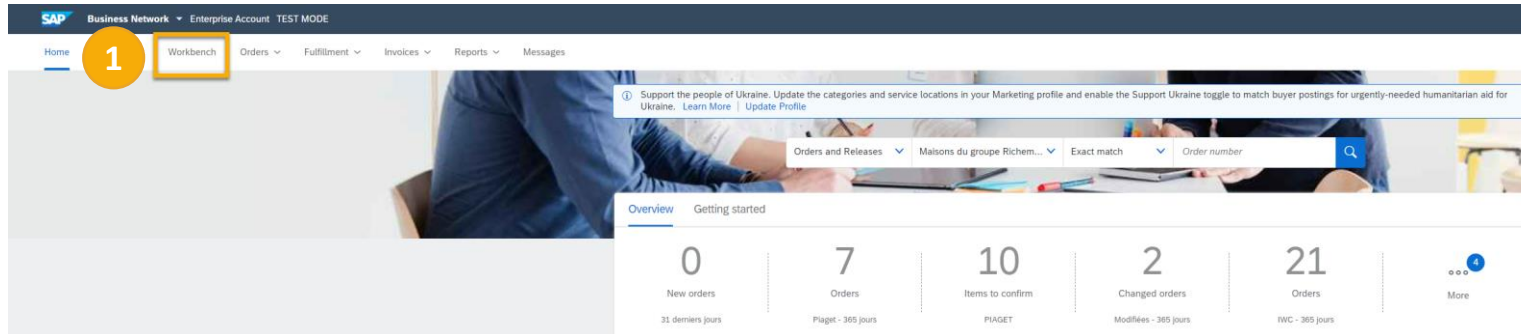### SUPPLIER GUIDE

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May 2022

WORKBENCH

Focus on the tile creation
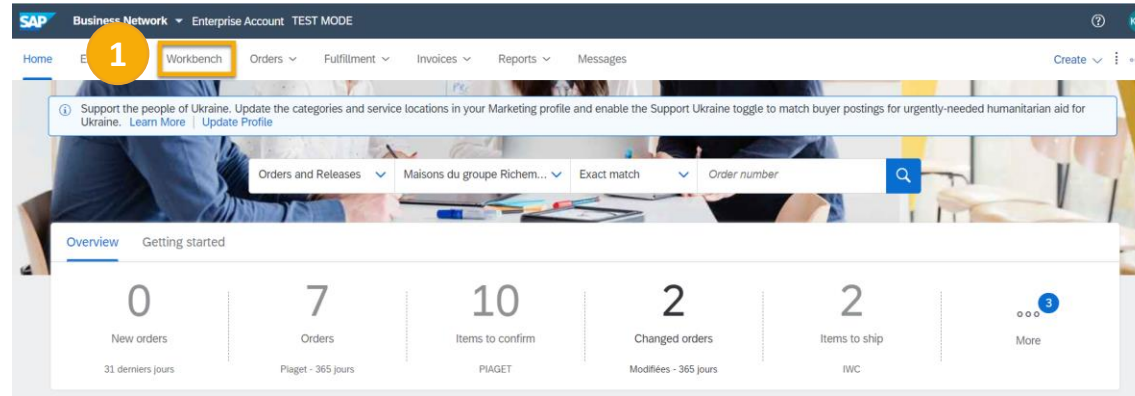
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TILE INTRODUCTION

› Tiles can be accessed from the Workbench menu bar**[1]** or from the home page **[2]** :

› **The tiles are unique to each user. They are to be created/saved a first time and will then be displayed and updated each time the user logs in**

› **It is, for the moment, not possible to share a tile between users of the same company**

〉 Click on Workbench **[1]** from the home page

〉 Once you are in the Workbench menu click on Customize **[2]**
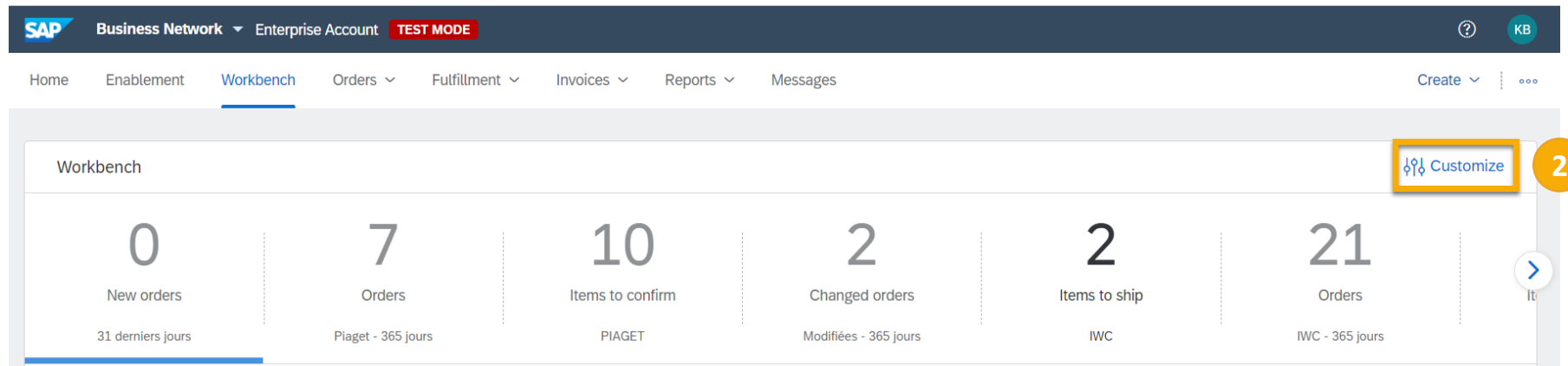
TILE CREATION

⟩ To create a tile click on «+» **[1]**, then choose the following type of tile : «item to confirm» **[2]** :

3) It's possible to move a tile (click/slide)

4) It's possible to delete a tile

⟩ It's possible to rename your tile **[5]**, then click on «Apply» **[6]** to confirm it

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TILE CREATION

⟩ You will find your new tile in the Workbench **[1]**

⟩ To start your tile configuration click on «Edit filter» **[2]**

⟩ We advise you to create **a tile for each Maison** you are working with
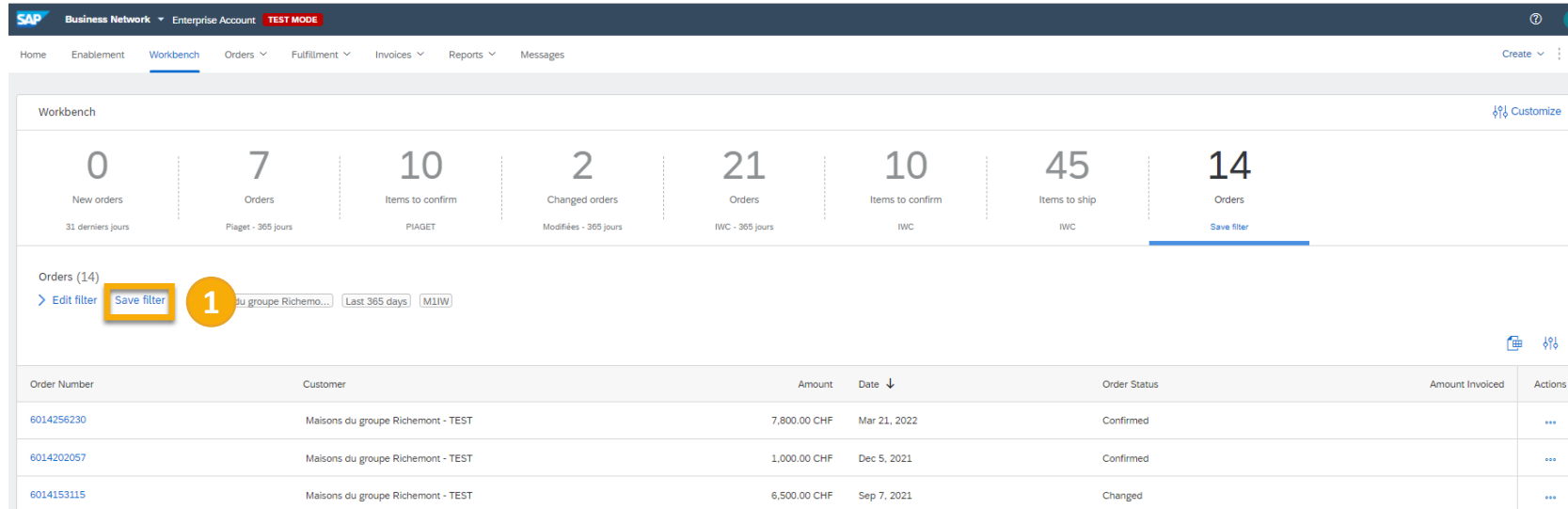
TILE CREATION – FILTER CONFIGURATION

〉 The content of the tile is defined by using filters, we advise you the following settings :

- Customers : Maisons of the Richemont Group **[1]**
- Creation date : we advise you to select «Last 365 days» **[2]** to be sure not to miss any order
- Purchasing Organizations : filter the orders you want to appear in your tile by Maison **[3]**

〉 When the filter settings are complete, click on "Apply" **[4]**
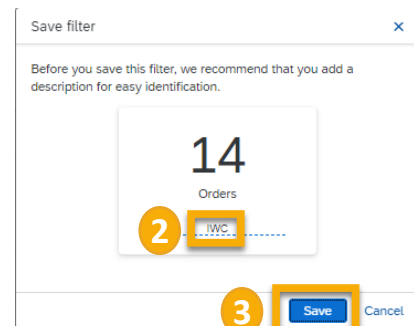
TILE CREATION – FILTER CONFIGURATION

› When the filters are applied, select "save filter" **[1]**

› Rename your tile according to the applied filters **[2]**, we advise you to rename your tile with the name of the Maison you have selected in the purchasing organization section

› Save filter by clicking on «Save» **[3]**

TILE CREATION – COLUMNS MANAGEMENT

⟩ When you have finished to setting up your tile, you can change the column display by clicking on the parameter symbol **[1]**

⟩ The left columns are available but not displayed, the right columns are the columns displayed in your tile. Click/Drag **[2]** to show the columns that are important to your operation and remove those that are not.

⟩ Place the displayed columns in the desired order. We advise the following columns display **[3]**

⟩ Apply your modifications **[4]**

〉 In terms of the different worklists, it is possible to take actions depending on the document, its status and the tasks to be performed :

▪ Confirm or reject entire order

▪ Update line items

▪ Create ship notice

〉 Click on the icon " … " on the right side of the screen in the **Actions** column then select and click on the desired action.

TILES EXTRACTION INTO AN EXCEL FILE

> You have the possibility to **extract all your tiles** created with your predefined columns in **Excel format** (cf. below picture)

> You just need to click on this button 🔳 and the Excel file will be downloaded

> It will enable you to have a global view of your tiles in an editable and shareable format

Richemont