

This **Vestas User Quick Guide** shows you how to...



NAVIGATE IN THE MY INBOX AREA

...in **3 simple steps**



HOW TO NAVIGATE IN THE MY INBOX AREA

1. Enter into 'My Inbox' in PPAP EPD Platform

Step-by-step

'My Inbox' is the alternative way to complete a task on a specific PPAP case.

- 1) Click on the 'My Inbox'
- 2) On the left side, you will see the list of Provide task
- 3) On the right side, you can see more details regarding
 - The selected task
 - Assignee details
 - Collaboration Name
 - Description of the task
 - Linked folders

Illustration

The screenshot illustrates the SAP My Inbox interface. Step 1 (orange box) shows the 'My Inbox' button in the top navigation bar. Step 2 (orange box) shows the list of tasks on the left side, including '2.05 Provide Special Characteristics (Product) - PPAP...', '2.04 Provide DFMEA (Design Failure Mode & Effect Analysis) (Relevant for Design Responsible) (Product) - PPAP-P_H_987654_1234567_00', '1.03 Provide Product & Process Benchmark Data (Product) - PPAP...', and '1.02 Provide Design Goals (Relevant for Design Responsible) (Product) - PPAP...'. Step 3 (orange box) shows the detailed view of the selected task, '2.04 Provide DFMEA (Design Failure Mode & Effect Analysis) (Relevant for Design Responsible) (Product) - PPAP-P_H_987654_1234567_00', which includes assignee details, status, due date, and a list of linked files and folders.

HOW TO NAVIGATE IN THE MY INBOX AREA

2. Take actions on the 'Provide' Task – Understand and find the linked folders (1/3)

Step-by-step

When you click on one of the Provide task (1),

2) Read the description of what PPAP Deliverables which are needed to complete the task

3) Find the linked folder to upload the PPAP Deliverables

Illustration

The screenshot displays the SAP My Inbox interface. On the left, a list of tasks is shown, with the task '2.04 Provide DFMEA (Design Failure Mode & Effect Analysis) (Relevant for Design Responsible) (Product) - PPAP-P_H_987654_1234567_00' highlighted. This task is assigned to 'oleim.vestas.com' and has a status of 'READY'. The main view shows the task details, including the description: 'Design Failure Mode Effect Analysis (DFMEA) is meant to assess the product risk from a design perspective across the entire life-cycle. To satisfy this deliverable a DFMEA summary report shall be submitted outlining the top RPN (risk priority number) and top SO (severity x occurrence) rated failure modes including the corresponding detection & preventive actions. This report is to be revisited after design prototyping and design verification'. Below the description, there is a 'Comments' section and a 'Linked Files and Folders' section. The 'Linked Files and Folders' section lists several folders, with '2.04 (M) DFMEA (Design Failure Mode and Effect Analysis) (Relevant for Design Responsible) (Product)' highlighted.

HOW TO NAVIGATE IN THE MY INBOX AREA

Take actions on the 'Provide' Task – Upload PPAP deliverables (2/3)

Step-by-step

- 1) Upload the necessary PPAP Deliverables
- 2) Click on the SAP icon to go back to 'My Inbox'

Tips & Tricks

Please view the Video [6. How to provide and upload PPAP deliverables \(Provide Task\) in the PPAP EPD Platform.mp4 \(vestas.com\)](#)

Illustration

The screenshot shows the SAP My Collaborations interface. At the top, there is a navigation bar with the SAP logo and 'My Collaborations' dropdown. Below this, the document details for 'PPAP-P_H_987654_1234567_00' are displayed, including its status, creation date, and description. A table below lists the document's metadata, with the row for 'DFMEA.docx' highlighted in orange. A red circle with the number '1' is placed over the document icon in the first column of the table. Another red circle with the number '2' is placed over the SAP logo in the top navigation bar.

Type	Name	Modified On	Created By	Modified By	Size
DFMEA.docx		May 14, 2024	trole@vestas.com	trole@vestas.com	22 KB

HOW TO NAVIGATE IN THE MY INBOX AREA

Take actions on the 'Provide' Task – Complete the task (3/3)

Step-by-step

When all PPAP deliverables are uploaded in the linked folders for the provided task then:

- 1) Find the Provide task (left side)
- 2) Click on “Complete” task.

Illustration

The screenshot displays the SAP My Inbox interface. On the left, a list of tasks is shown, with the task '2.04 Provide DFMEA (Design Failure Mode & Effect Analysis) (Relevant for Design Responsible) (Product) - PPAP-P_H_987654_1234567_00' highlighted. On the right, the details for this task are shown, including a description, comments, and linked files and folders. The 'Complete' button is highlighted at the bottom right of the task details view.

HOW TO NAVIGATE IN THE MY INBOX AREA

3. Tips & Tricks – ‘Claim’ button and direct link to PPAP case

Step-by-step

In case there are more assignees to the task (1), and you want to have the task on your own, you can

2) Click on ‘Claim’ button, and this will restrict other users or Assignee to act on this task

If you want to navigate directly to the PPAP Case, you can

3) Click on the link next to Collaboration Name.

Tips & Tricks

Claim button: In case of regretting taking the Provided task, you can always change it back to all assignees by clicking on the ‘Release’ (4)

Illustration

The screenshot shows the SAP My Inbox interface. On the left, a list of tasks is visible, with the task '2.04 Provide DFMEA (Design Failure Mode and Effect Analysis) (Relevant for Design Responsible) (Product) - PPAP-P_H_987654_1234567_00' selected. The main view on the right shows the details of this task. Callout 1 points to the 'Assignees' field, which lists 'olelm.vestas.com, trole.vestas.com'. Callout 2 points to the 'Claim' button at the bottom right of the task card. Callout 3 points to the 'Collaboration Name' field, which contains 'PPAP-P_H_987654_1234567_00'. Callout 4 points to the 'Release' button at the bottom right of the task card. The task card also shows a 'Status: READY' and 'Priority: HIGH'.