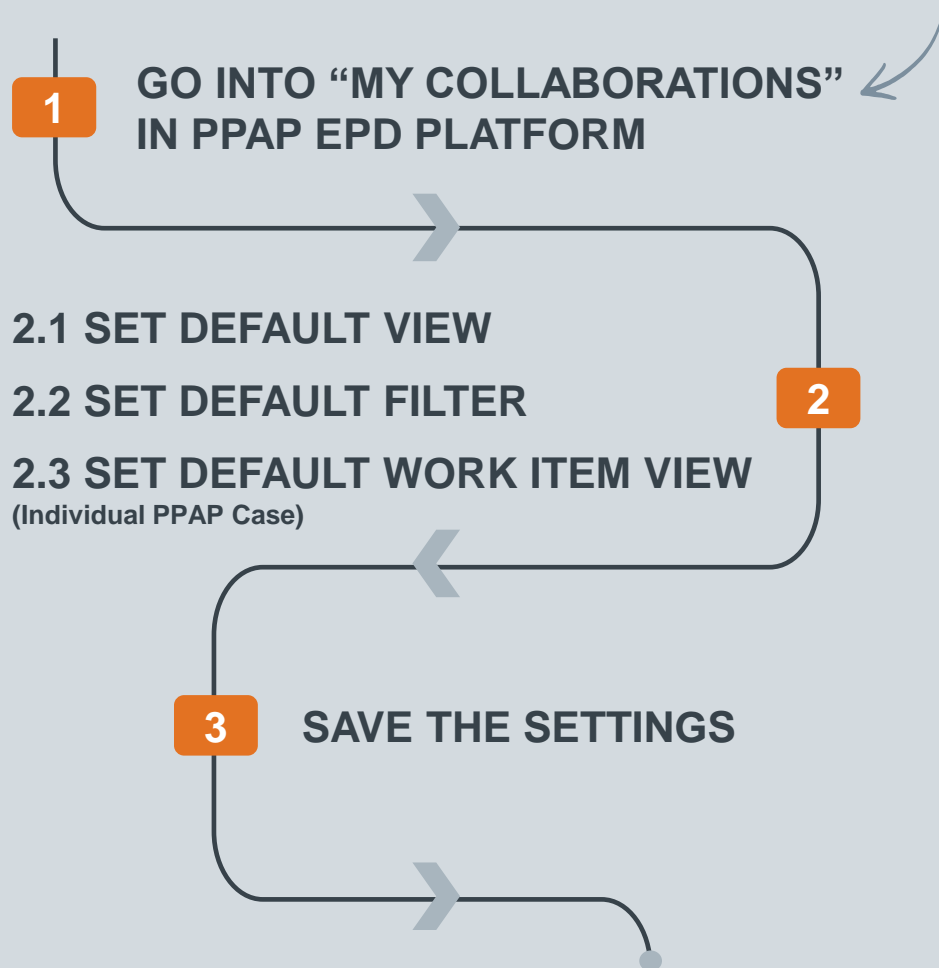


This **Vestas User Quick Guide** shows you how to...

SET DEFAULT LAYOUT SETTINGS

...in **3 simple steps**



HOW TO SET DEFAULT LAYOUT SETTING

1. Go into 'My Collaborations' in SAP PPAP EPD Platform

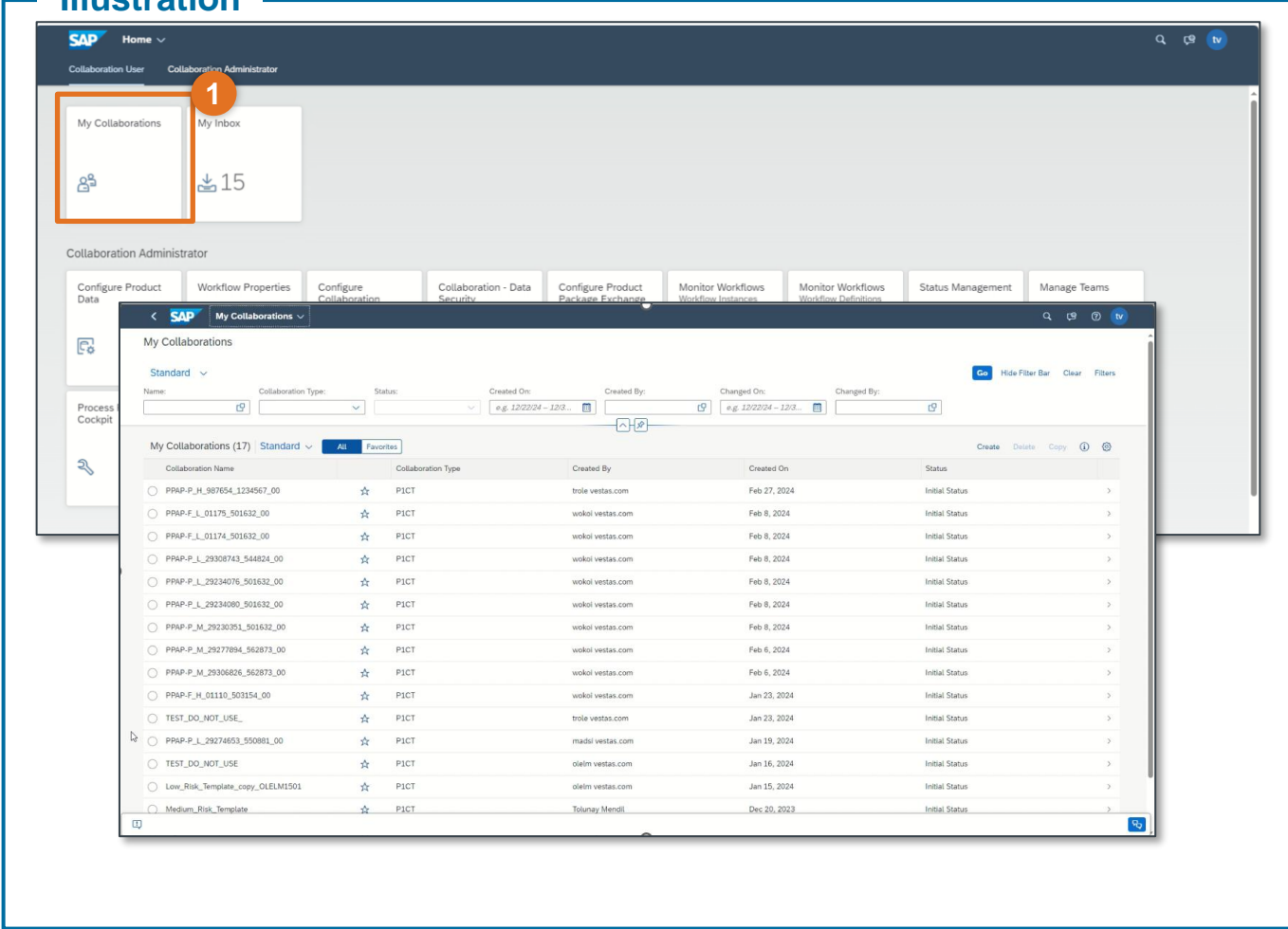
Step-by-step

When you have activated your PPAP EPD Supplier Profile and need to enter the PPAP EPD Platform, you can click on the link: [Home \(cloud.sap\)](https://cloud.sap)

To have the best experience working in PPAP EPD Platform, it is a good idea to set some defaults layout settings.

- 1) Click on 'My Collaborations' to see the overview of the PPAP cases. You will see the standard SAP Overview setting

Illustration



HOW TO SET DEFAULT LAYOUT SETTING

2.1 'My Collaborations' area: Set Default View

Step-by-step

- 1) Click on the 'Settings' icon
- 2) Select 'Description' column
- 3) Click on 'OK'

Tips & Tricks

You can add as many columns as possible from the view settings

Illustration

The screenshot shows the SAP 'My Collaborations' interface. The 'View Settings' dialog box is open, displaying the 'Columns' tab. The 'Description' column is selected, and the 'OK' button is highlighted with a red circle and the number 3. The background shows a list of collaborations with columns for Name, Collaboration Type, Created By, Created On, and Status. A red circle with the number 1 is placed over the settings icon in the top right corner of the main interface, and a red circle with the number 2 is placed over the 'Description' row in the 'View Settings' dialog.

HOW TO SET DEFAULT LAYOUT SETTING

2.2 'My Collaborations' area: Set Default View and Save as Default

Step-by-step

You can now be able to see the description column.
To save this setting,

- 1) Click on 'Select View' (Beside "Standard" arrow down)
- 2) Click on 'Save As'
- 3) You may enter the type of view as 'My Standard' and mark the 'Set as Default' check-box.
- 4) Click on 'Save'.

Illustration

The illustration shows the SAP My Collaborations interface. The top navigation bar includes the SAP logo and 'My Collaborations'. Below the navigation bar, there are search and filter options. The main content area displays a table of collaborations with columns for Collaboration Name, Collaboration Type, Created By, Created On, Status, and Description. A 'Save View' dialog box is open, showing the 'My Standard' view name and the 'Set as Default' checkbox checked. The 'Save' button is highlighted.

HOW TO SET DEFAULT LAYOUT SETTINGS

2.3 'My Collaborations' area: Set Default Filter and Save as Default

Step-by-step

You can also set the filter settings in a similar way if you want to search by the description.

- 1) Click on the 'Filters'
- 2) Check the 'Description' box
- 3) Click on 'OK'

To save this layout filter,

- 4) Click on 'Select View' (Beside "Standard" arrow down)
- 5) Click on 'Save As'
- 6) Enter the name of the view of your choice
- 7) Mark the 'Set as Default' and 'Apply Automatically'
- 8) Click on 'Save'.

This Default Filter view will be saved and will be visible default when you log into PPAP EPD Platform next time.

Illustration

The illustration shows the SAP My Collaborations interface with numbered steps (1-8) indicating the process:

1. Click on the 'Filters' button in the top right corner.
2. In the 'Filters' dialog, check the 'Description' box under the 'Field' column.
3. Click on the 'OK' button at the bottom right of the 'Filters' dialog.
4. Click on the 'Select View' dropdown arrow next to the 'Standard' view.
5. Click on the 'Save As' button in the 'My Views' section.
6. In the 'Save View' dialog, enter a name for the view (e.g., 'My Standard').
7. Check the 'Set as Default' and 'Apply Automatically' checkboxes.
8. Click on the 'Save' button in the 'Save View' dialog.

HOW TO SET DEFAULT SETTINGS IN PPAP CASES

3. Set Default Setting in individual PPAP Case

Step-by-step

When working on your individual PPAP cases, consider configuring default settings in the 'Work Item' area, as it is not in chronological order automatically.

Open the PPAP case from 'My Collaborations' and in the Work Items, you can see the List of task (1)

- 2) Right click on the 'Title'
- 3) Select the 'Sort Ascending'

To save this view,

- 4) Click on the 'Select View' (Beside "Standard" arrow down)
- 5) Click on 'Save As'
- 6) Enter the name of the view of your choice and mark the 'Set as Default'
- 7) Click on 'Save'.

This default view will be saved and will be visible default when you log into PPAP EPD Platform next time.

Illustration

The illustration shows the following steps:

- 1) Open the PPAP case from 'My Collaborations' and in the Work Items, you can see the List of task (1)
- 2) Right click on the 'Title'
- 3) Select the 'Sort Ascending'
- 4) Click on the 'Select View' (Beside "Standard" arrow down)
- 5) Click on 'Save As'
- 6) Enter the name of the view of your choice and mark the 'Set as Default'
- 7) Click on 'Save'.