

Personal Object Work List (POWL)

The Personal Object Work List (POWL) is a tool that allows users to search for documents in SRM. Default parameters are established for each search criteria. Users have the ability to override the defaulted search criteria and reset the system default search criteria if desired. Following are instructions for overriding defaulted parameters in POWL as well as resetting the system defaults.

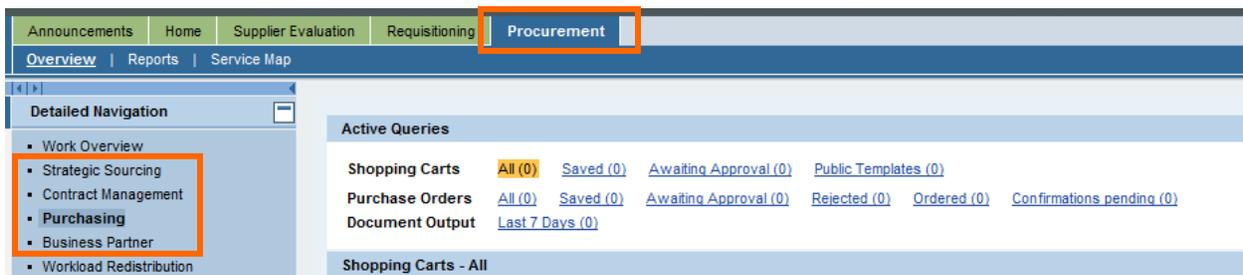
If you have a requisitioner role, select the “Requisitioning” tab and the POWL selection screen is available for the following link(s) in the Detailed Navigation menu:

- Requisitioning



If you have a buyer role, select the “Procurement” tab and the POWL selection screen is available for the following link(s) in the Detailed Navigation menu:

- Strategic Sourcing
- Contract Management
- Purchasing
- Business Partner



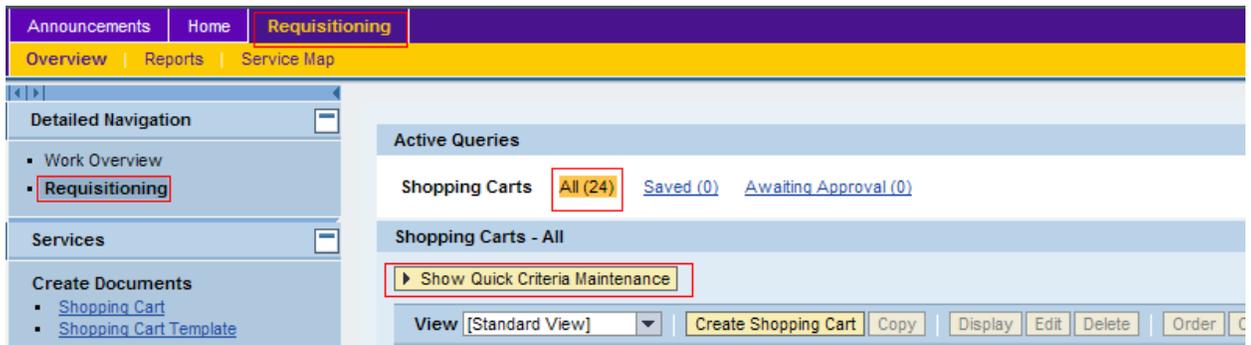
NOTE: “Work Overview” is a tabular display of “Alerts, Tasks, & Notifications”.

“Workload Redistribution” requires specified criteria for search and redistribution to a different PGroup.

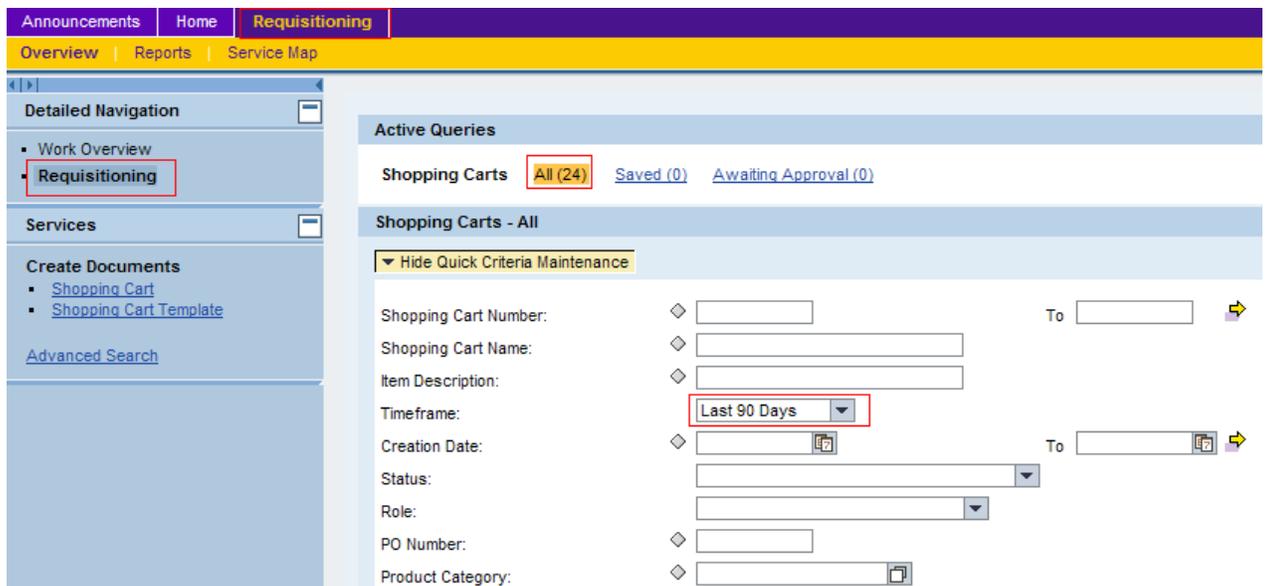
For the purpose of the following instruction, only the “Requisitioning” link POWL will be used. However, the same techniques apply for any POWL.

Personal Object Work List (POWL)

1. Select the Requisitioning Tab → select “Requisitioning” from the Detailed Navigation pane.



2. The Active Queries section of the screen allows you to choose the group of documents on which to base your selection criteria. Click on the “All” link next to “Shopping Carts”. The button titled “Show Quick Criteria Maintenance” is shown. You may see “Hide Quick Criteria Maintenance” if the screen is already open. Click the button to open the POWL selection screen. The selection parameters will be displayed after clicking “Show Quick Criteria Maintenance”.



The default parameter is set to show all Shopping Carts created by you in the last 90 days. Users can only see shopping carts that they create. The list of shopping carts is displayed at the bottom of the screen.

Personal Object Work List (POWL)

The selection criteria can be modified to meet your unique requirements. For example, search for a specific shopping cart number.

- Enter the shopping cart number you wish to display directly into the “Shopping Cart Number” field. Click “Apply” at the bottom of the Quick Criteria Maintenance section of the screen.

The screenshot shows the 'Requisitioning' section of the application. On the left is a navigation menu with 'Requisitioning' selected. The main area is titled 'Active Queries' and 'Shopping Carts - All'. Below this is the 'Quick Criteria Maintenance' section with the following fields:

- Shopping Cart Number: To
- Shopping Cart Name:
- Item Description:
- Timeframe:
- Creation Date: To
- Status:

- The shopping cart selected is displayed at the bottom of the screen.

The screenshot shows the search results table after applying the criteria. The table has the following columns: Shopping Cart Number, Shopping Cart Name, Item Number, Configurable Item Number, Item Name, and Status. The first row is highlighted with a red box.

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status
1000009064	P00012322 07/20/2011 13:35	1	0001	5545-VALVE-SEQ. CARTRIDGE, 1200 PSI	
1000009064	P00012322 07/20/2011 13:35	2	0002	5545HOSE HYD 8FJX - 8FJX 210" LG	
1000009064	P00012322 07/20/2011 13:35	3	0003	5546-COIL-W/WEATHERPACK CONNECTOR	
1000009064	P00012322 07/20/2011 13:35	4	0004	5546HOSE HYD 8FJX - 8FJX 210" LG	Approved

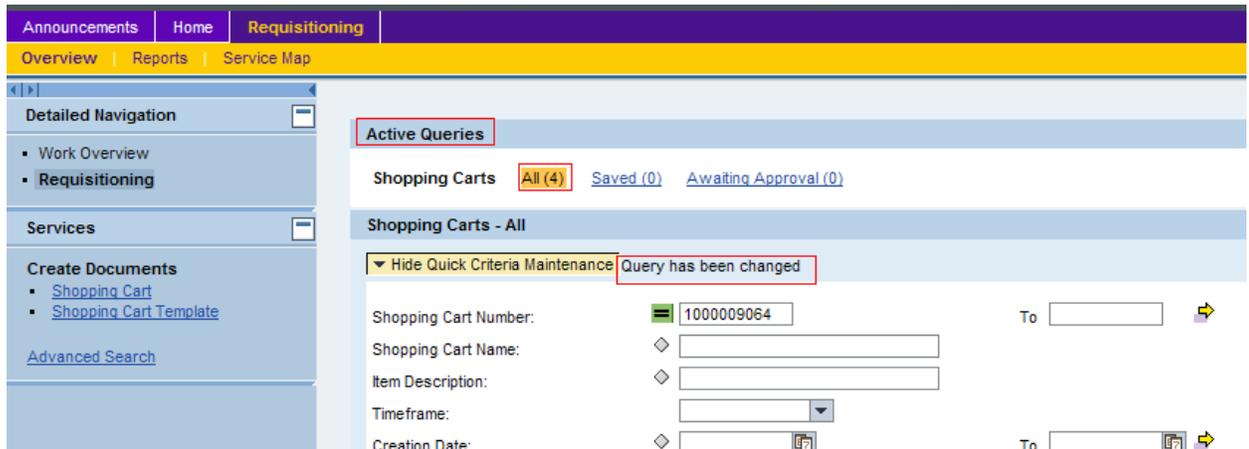
Personal Object Work List (POWL)

NOTE: The new selection criteria will remain in your POWL selection criteria until you change it.

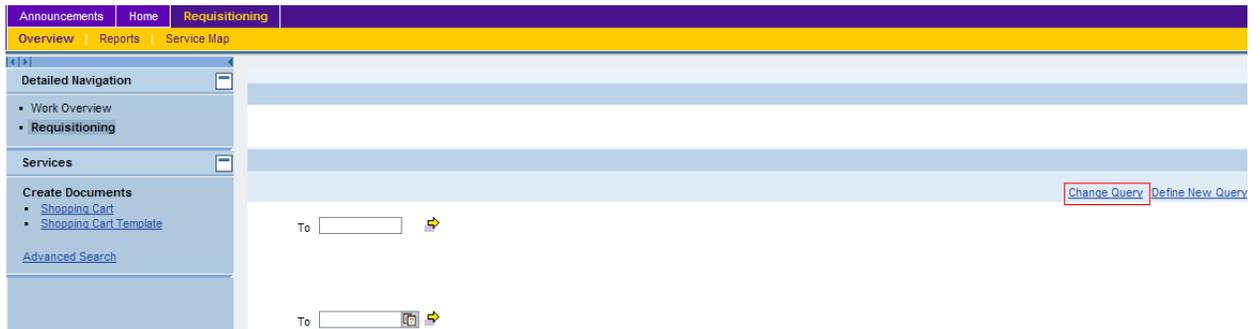
You have the option to revert back to the system defaulted selection criteria by following the steps below.

RESET POWL SYSTEM DEFAULT PARAMETERS

1. Access the query to be reset by clicking on the link in Active Queries and clicking the Show Quick Criteria Maintenance button. You may see “Hide Quick Criteria Maintenance” if the screen is already open. You will see a note “Query has been changed” to inform the user that the criteria shown is not the system defaulted selection parameters.



2. Click the “change query” link to the far right side of the screen.



Personal Object Work List (POWL)

3. Click the “Restore Admin Settings” button.

The screenshot shows the 'Change Query' interface for Shopping Cart. The left sidebar contains navigation options: Detailed Navigation (Work Overview, Requisitioning), Services, Create Documents (Shopping Cart, Shopping Cart Template), and Advanced Search. The main content area is titled 'Change Query 'All' (Object Type: Shopping Cart)'. It features various search criteria: Shopping Cart Number (1000009550), Shopping Cart Name, Item Description, Timeframe, Creation Date, Status, Role, PO Number, Product Category, Including Product Category Hierarchy, Logical System (Product), Bought on Behalf, Including Completed Shopping Carts, Show my Team Carts, and Smart Number. At the bottom, there are buttons for 'Preview', 'Criteria Personalization', 'Apply', 'Cancel', and 'Restore Admin Settings'. The 'Apply' and 'Restore Admin Settings' buttons are highlighted with red boxes.

4. Click the “Apply” button.

The screenshot shows the 'Active Queries' interface for Shopping Cart. The left sidebar is identical to the previous screenshot. The main content area is titled 'Active Queries' and shows 'Shopping Carts' with counts: All (26), Saved (0), and Awaiting Approval (0). Below this is a section for 'Shopping Carts - All' with a 'Hide Quick Criteria Maintenance' button. The search criteria are the same as in the previous screenshot, but the 'Timeframe' dropdown is now set to 'Last 90 Days' and is highlighted with a red box. The 'Apply' button at the bottom is also highlighted with a red box.

The selection criteria are reset.