CUSTOMIZING SEARCH TILES ON THE PORTAL WORKBENCH
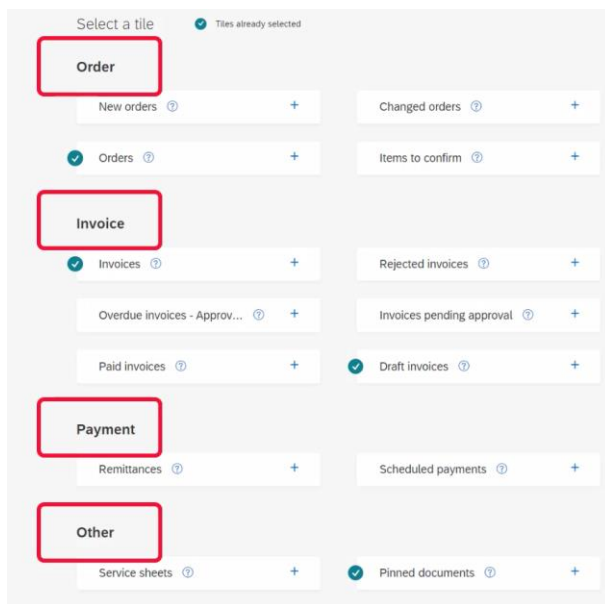
This guide will explain how to customize the search tiles on your Ariba workbench.
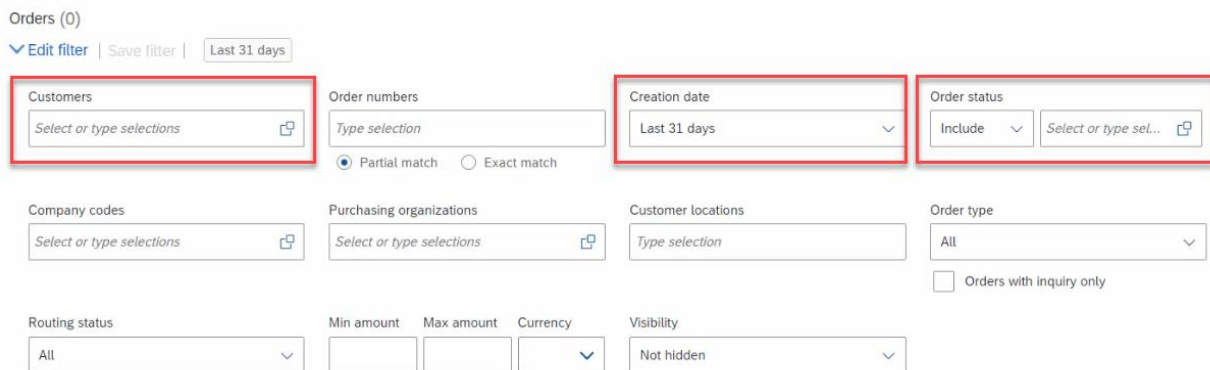
You can add tiles with custom saved searches for documents such as orders, invoices, payments, and more.

The searches can filter specific customers, statuses, timeframes, and other fields.

You can update the default filters on the default tiles by clicking Edit Filter, selecting the filters, and selecting 'Apply'.

You can add additional detail columns to the search results by clicking on the setting button and dragging the columns from the available to displayed section.

If the results are satisfactory, Click Save Filter and create a tile/filter name.
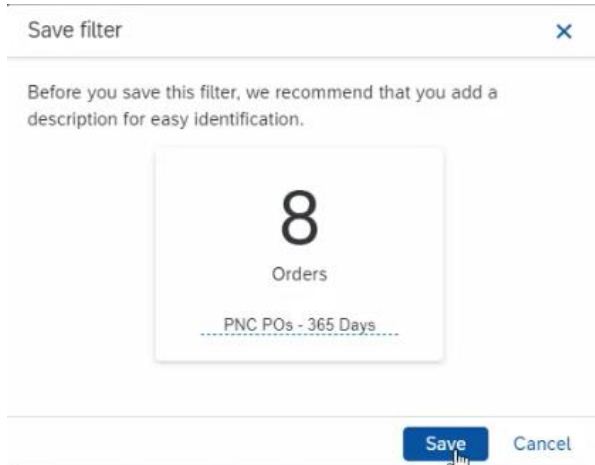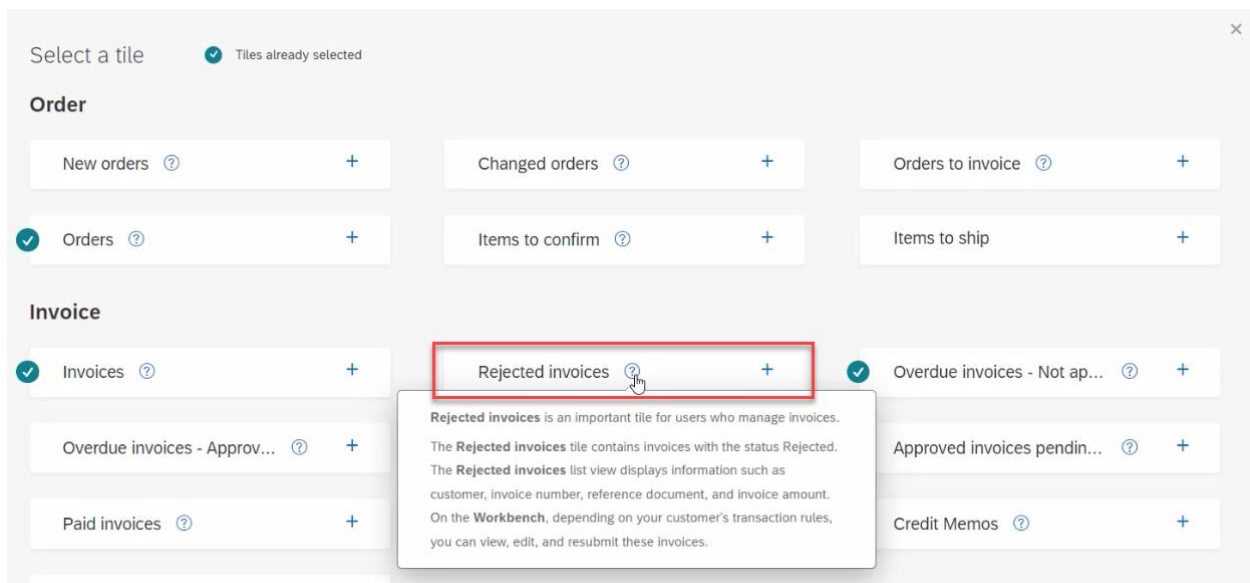
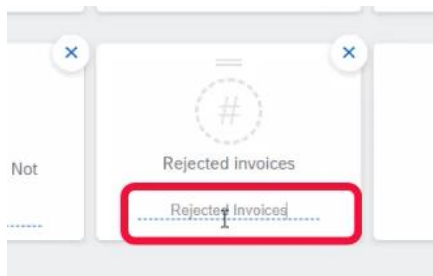To add additional tiles, click on the Customize link in the top right.
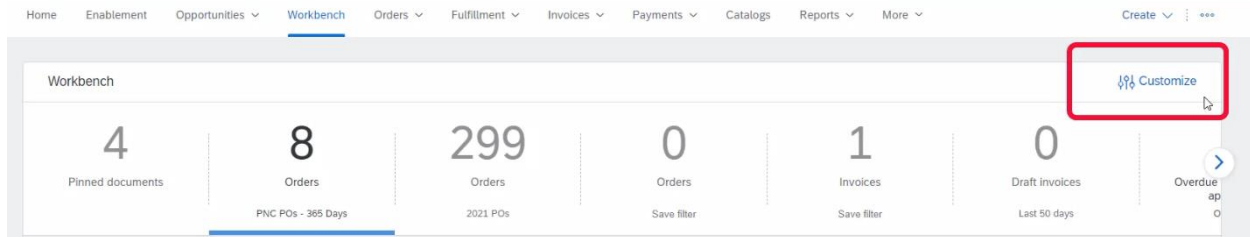
You can add, delete, re-arrange tiles (using drag and drop) from this page.
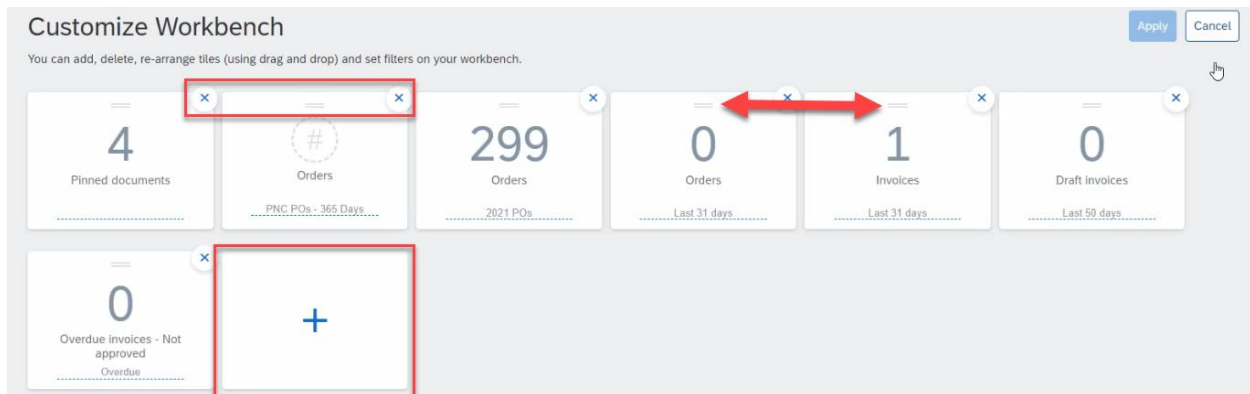
Click on the plus icon and select the tile type that you want to add to your workbench. Click on the Question Mark Icon to see an expanded definition of the tile type
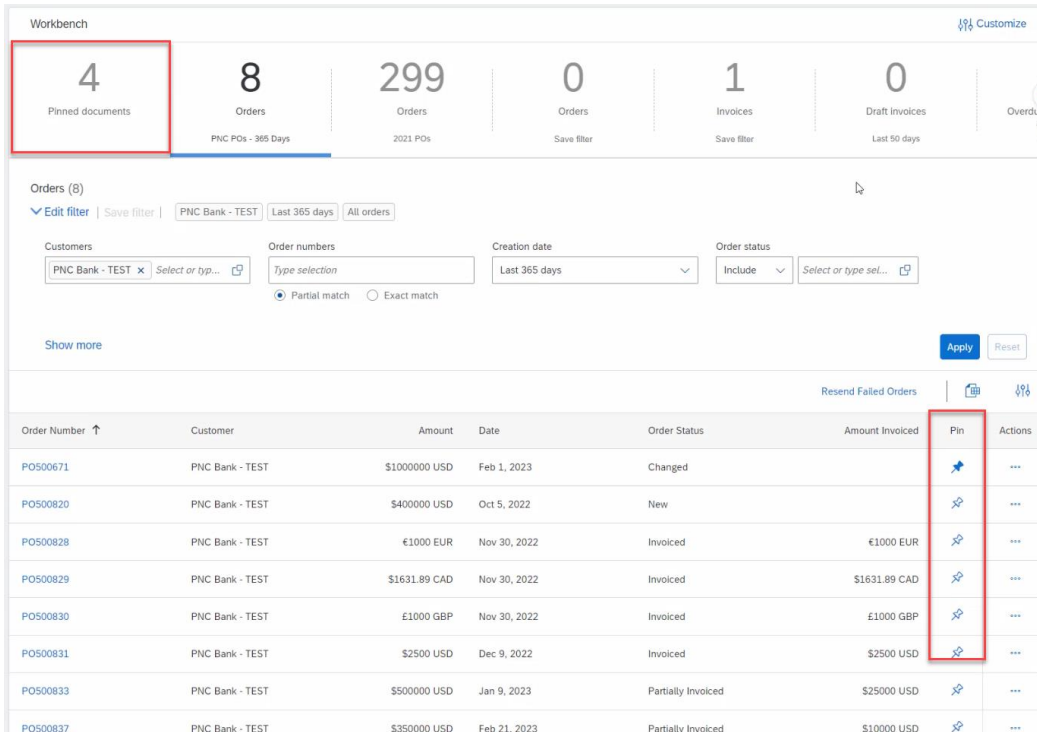

Create a name for the tile and click apply.

A useful feature for organizations that needs to reference the same document repeatedly is the ability to Pin documents. You will need to have the Pin column added to your search results and the Pinned Documents tile added to your workbench.

As you pin a document from the search results, it will appear in the pinned documents tile where you can quickly reference it for future use. This is helpful if your organization needs to submit multiple invoices against a PO or copy and submit repeat invoices.