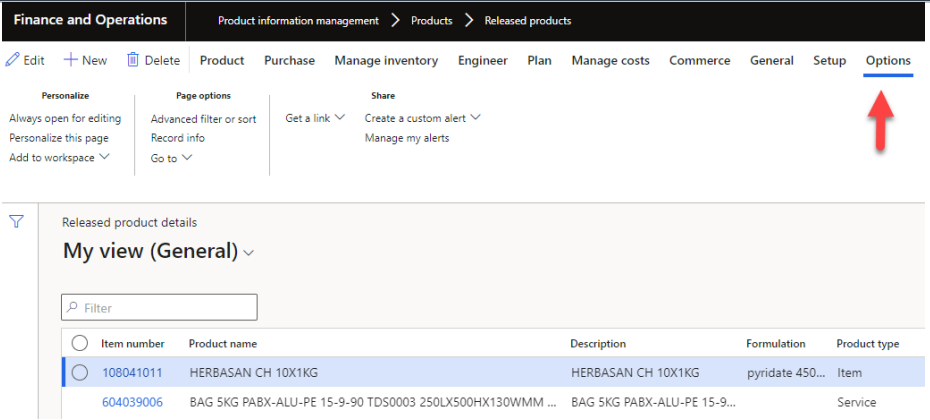
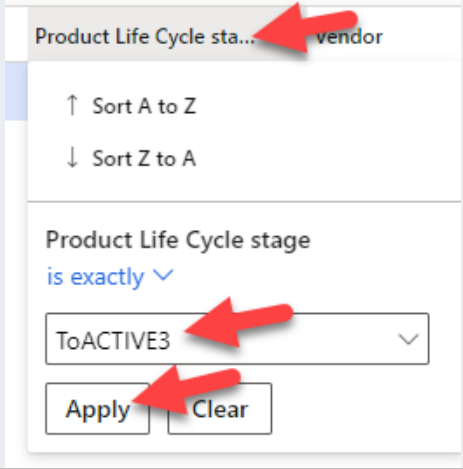
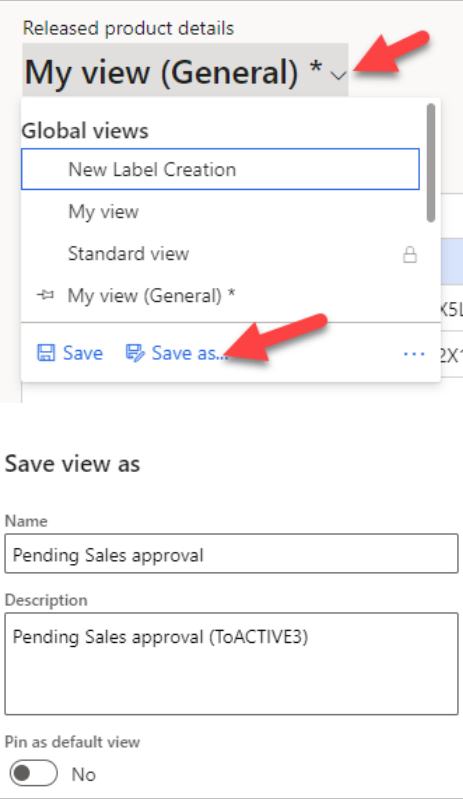
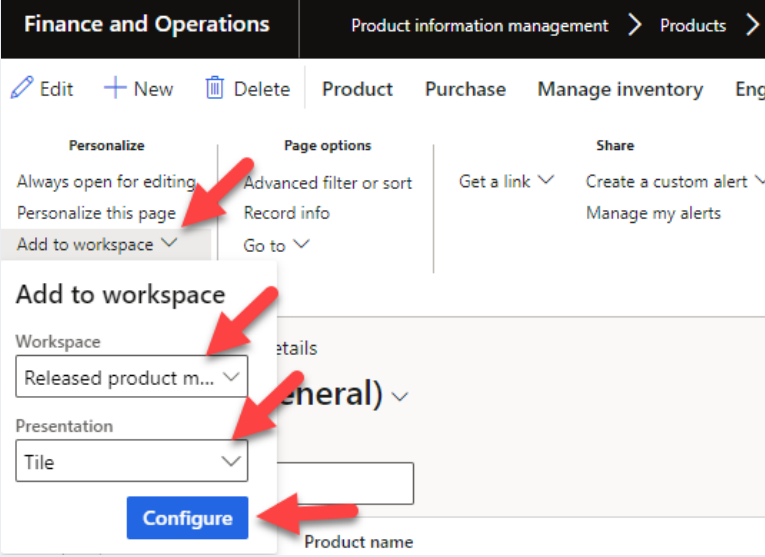
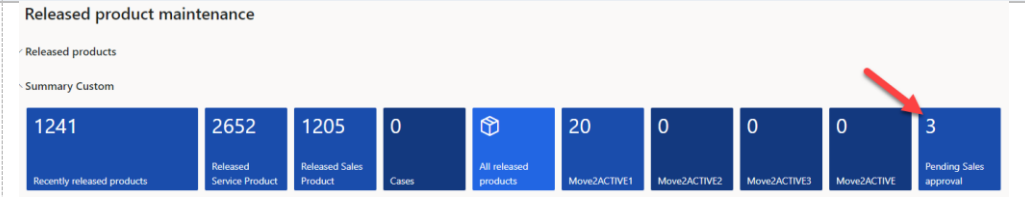


VISUAL WORK INSTRUCTION

TITLE / DESCRIPTION OF PROCESS		Create Tile in Dynamics 365 Finance and Operations																	
CREATED BY	OBJECTIVE	PREREQUISITES		EXPECTED RESULTS															
Reno	Create a shortcut and summarize view in a workspace to the data that you want to see	Access to Dynamics 365 Finance and Operations and Product information management		Added tile to a workspace															
PROCESS NUMBER																			
1																			
INITIAL ISSUE DATE																			
10-1-2023																			
CURRENT VERSION																			
1.1.0																			
STEP NUMBER / ID	INSTRUCTIONS	ILLUSTRATION OF STEP		EXPECTED RESULTS															
1)	<p>In this scenario, we will be adding the products list tile to the released product maintenance workspace.</p> <p>Navigate to the 'products' list page: Product information management > Products > Released products</p> <p>Select 'Option' on the ribbon</p>	 <p>The screenshot shows the Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Finance and Operations' and a breadcrumb trail: 'Product information management > Products > Released products'. The ribbon has tabs for 'Edit', '+ New', 'Delete', 'Product', 'Purchase', 'Manage inventory', 'Engineer', 'Plan', 'Manage costs', 'Commerce', 'General', 'Setup', and 'Options'. The 'Options' tab is highlighted with a red arrow. Below the ribbon, there are sections for 'Personalize', 'Page options', and 'Share'. The main content area shows 'Released product details' with a 'My view (General)' dropdown and a table of products.</p> <table border="1"> <thead> <tr> <th>Item number</th> <th>Product name</th> <th>Description</th> <th>Formulation</th> <th>Product type</th> </tr> </thead> <tbody> <tr> <td>108041011</td> <td>HERBASAN CH 10X1KG</td> <td>HERBASAN CH 10X1KG</td> <td>pyridate 450...</td> <td>Item</td> </tr> <tr> <td>604039006</td> <td>BAG 5KG PABX-ALU-PE 15-9-90 TDS0003 250LX500HX130WMM ...</td> <td>BAG 5KG PABX-ALU-PE 15-9...</td> <td></td> <td>Service</td> </tr> </tbody> </table>		Item number	Product name	Description	Formulation	Product type	108041011	HERBASAN CH 10X1KG	HERBASAN CH 10X1KG	pyridate 450...	Item	604039006	BAG 5KG PABX-ALU-PE 15-9-90 TDS0003 250LX500HX130WMM ...	BAG 5KG PABX-ALU-PE 15-9...		Service	See illustration
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2)	<p>Under Released product details section, select or insert column to be added as a tile, in this example 'Product Life Cycle stage'.</p> <p>Click 'Apply'</p>			See illustration
3)	<p>Under Released product details, select 'My view (General) *'.</p> <p>'Save as..' will bring a pop-up screen. To save workspace view. Give this view a specific name, for example: "Pending Sales approval"</p> <p>Click 'Save'</p>			See illustration

<p>4)</p>	<p>Under Personalize, select 'Add to workspace'.</p> <p>'Add to workspace' will bring a drop-down menu. Find the workspace we want this list to be added to:</p> <ul style="list-style-type: none"> - Released product maintenance - Tile as presentation of this list <p>Click 'Configure'</p> <p>In pop-up screen 'Configure tile', gives option for 'show number count' set toggle switch on 'Yes'</p> <p>Click 'Add to workspace'</p>		<p>See illustration</p>
<p>5)</p>	<p>Navigate to the 'Released product maintenance workspace and we can see our new tile 'Pending Sales approval'</p>		<p>See illustration</p>