1. Getting Started in PGW: Overview, Login, Preferences, and Navigation

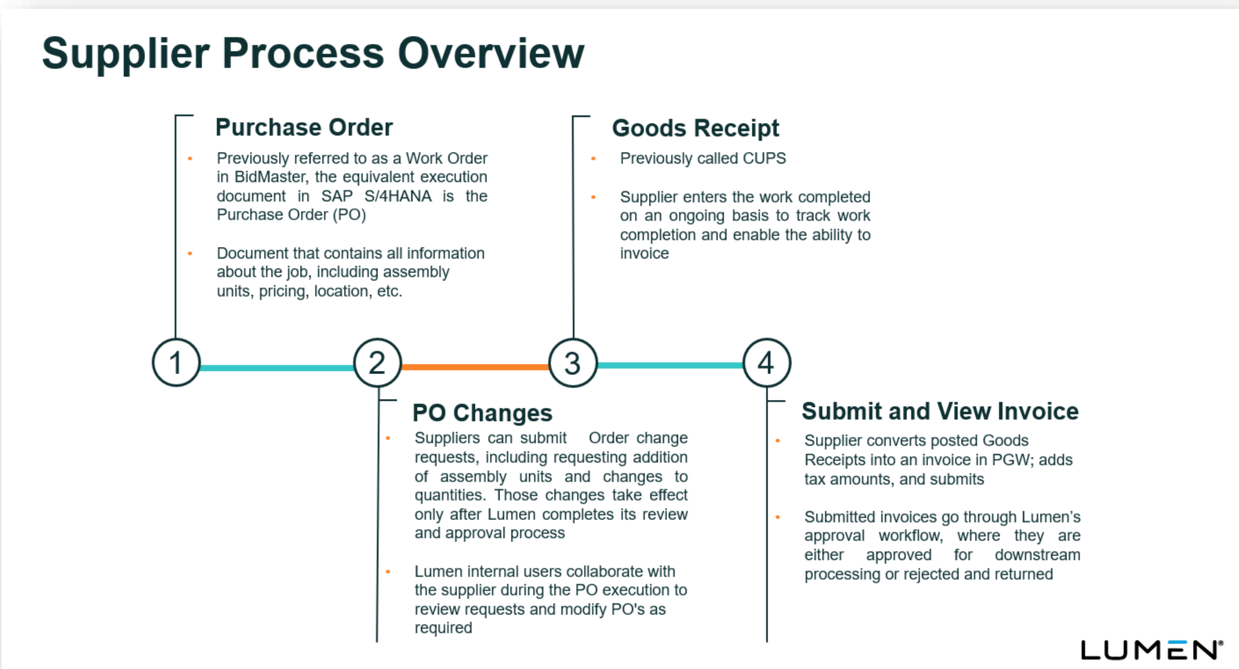
1. What is Procurement Gateway (PGW)

Procurement Gateway (PGW) is the supplier-facing portal you will use as Lumen replaces BidMaster. Key capabilities of PGW include:

- Receiving and requesting changes to Purchase Orders
- Marking work as complete (CUPS)
- Submitting invoices
- Receiving and responding to RFQs through a modern, streamlined interface

From your perspective, PGW is where you perform day-to-day execution activities after Lumen issues sourcing and purchasing documents (RFQs and Purchase Orders) from SAP S/4HANA. You use PGW to complete the collaboration steps that move work through the lifecycle, from RFQ response to Purchase Order execution, to Goods Receipt completion capture, to invoice submission and invoice tracking.

Award → Execution → Invoice Submission → Invoice Visibility.



2. What is Changing Compared to BidMaster

BidMaster is the legacy system Lumen uses to create and manage bids and bid packages, receive and manage supplier responses, issue work orders to suppliers, and process CUPS (work completion).

In PGW, your work is organized into portal applications that follow the full procurement lifecycle: you respond to RFQs, collaborate on Purchase Orders during execution (including changes when applicable), record completion through Goods Receipt, submit invoices, and track invoice status in View Invoices.

3. Terminology Mapping

This glossary explains the key PGW terms you will see while working in the portal and supporting processes. It helps you translate legacy BidMaster language (for example, “Work Order” and “CUPS”) into the PGW terms you must use going forward, and it clarifies what each term means in the end-to-end flow (Respond to RFQs, Manage Purchase Orders, Goods Receipt, Submit Invoice, and View Invoices). Use this glossary as your reference throughout the training to interpret documents, statuses, and actions consistently in your day-to-day work in PGW.

3.1 (BidMaster → PGW)

BidMaster / legacy term	PGW term	Meaning in PGW (what it represents)
LE Construction Contract	OLA	**OLA = Outline Agreement** Contract-based purchasing arrangement with agreed pricing and terms. In LE OLA POs, suppliers request quantity or unit changes rather than price changes.
Work Order	Purchase Order (PO)	The **execution document** for the job consolidates scope and execution details (assembly units, pricing, location, etc.).
CUPS	Goods Receipt (GR)	The **work completion step captures the supplier's entry of** completed work quantities (previously called CUPS).
“Work Order / Project Bid / BSW / CMS”	PO (Purchase Order)	In PGW, these legacy “job” concepts are normalized into a **PO-based lifecycle** (OLA/RFQ, SD, CMS are referenced as PO types).

Bid / Bid Package	RFQ	RFQs are the objects suppliers **view and respond to** in PGW ("Respond to RFQs").
Supplier quote/response	Supplier Quotation (in SAP S/4HANA)	Supplier RFQ responses are received as a **Supplier Quotation** referencing the RFQ (integration process described).
Bid message board	RFQ message board	RFQs include a message board where suppliers view messages and Lumen responses (RFQ collaboration).
Unit/job "units"	Assembly Units (AUs)	The unitized scope elements on a PO (viewed on PO details; used for pricing and execution).
Add/remove units during execution	PO change request	The supplier can request unit/quantity changes; Lumen confirms/approves them per the workflow before downstream steps.
Completed work submission	GR posting (material document in SAP)	GR is posted to SAP as a **material document** via a standard OData service (API_MATERIAL_DOCUMENT_SRV).
Contractor invoicing	Submit Invoice	Suppliers **create invoices from goods receipts**, add tax/attachments, and submit them for Lumen approval.
Invoice routing/approval	Workflow + My Inbox (Lumen)	After the supplier submits, a workflow task is created for Lumen approval/rejection
Work queue / pending tasks	Action Center	Action Center shows **counts of pending action items** (portal-level work prioritization).
Notifications/updates	Message Center	Message Center provides a **feed of notifications** relevant to the user.
Menu/entry points	Tiles	Tiles provide access to PGW applications; supplier vs Lumen have different app versions/permissions.

3.2 PGW Supplier Glossary (Two-Level)

This glossary is organized into two sections so you can focus on the terms you must use every day in PGW, while still having a reference for SAP/technical terms that may appear in labels, messages, or supporting documentation.

Supplier Must-Know Terms (Daily Use in PGW)

- Purchase Order (PO)

The primary job execution document you work from in PGW (previously called a “Work Order”). The PO contains the scope you are expected to execute, and the key details you use to complete the work (Assembly Units, quantities, pricing, location references, etc.).

- Assembly Unit (AU)

The unitized scope element on the PO. You review AUs to understand what you are being asked to deliver, and you use AU lines when completing work, confirming quantities, and preparing for downstream steps.

- RFQ (Request for Quotation)

The source document you receive when you are invited to bid. In PGW, you review the RFQ details and submit your response in the Respond to RFQs application.

- Goods Receipt (GR)

The step you use to confirm work completion in PGW (legacy term: CUPS). You enter completed quantities so the system can recognize what has been delivered and enable invoicing.

- Qty to Complete

The quantity you enter in the Goods Receipt is to record completed work. This is how you confirm progress and final completion for the work scope.

- Work Complete Date

The date you enter at final completion when submitting the final Goods Receipt (when the work is fully complete).

- Change Request (PO Change Request)

A request you submit in PGW when the scope needs to change (for example, adding Assembly Units or adjusting quantities). Your requested changes are applied only after Lumen reviews and approves them.

- Pricing Components / Price Indicators (VM, MM, L, LP)

Pricing component indicators show how the Assembly Unit (AU) cost is categorized. They help you understand what types of costs are included on a line and who is responsible for them.

- **Vendor Material (VM):** The main/major materials tied to the scope of work (the bigger-ticket or primary materials).
- **Minor Material (MM):** The smaller / incidental materials needed to complete the work (supporting items, smaller quantities, lower-value items).
- **Labor (L**): The labor effort required to complete the work (the crew time/services included in the AU).
- **Locally Purchased (LP**): Small materials that may need to be purchased locally to support the work (job-site purchases tied to completing the AU).

In PGW, these indicators can appear on RFQs and/or PO pricing details depending on the screen. They are used to display the component structure behind the line pricing and to support a consistent breakdown of costs by category.

- Submit Invoice

You use the process/application to create an invoice from posted Goods Receipts, add tax/attachments as required, and submit the invoice for Lumen approval workflow.

- View Invoices

The application you use to track invoice status and view invoice/payment-related information that PGW makes available.

- Invoice Statuses

The statuses you use to understand where your invoice is in the lifecycle (Pending for Approval, Approved, Partially Paid, Blocked for Payment, Remitted, Cancelled, Rejected).

- Tiles

Your navigation entry points in PGW. Tiles open the applications you use (Respond to RFQs, Manage Purchase Orders, Submit Invoice, View Invoices, etc.).

- Action Center

Your work queue indicator. It shows the number of pending action items that require attention.

- Message Center

Your notification feed. It displays system messages and updates relevant to your RFQs, POs, and invoices.

- View Material Purchase Orders

A view-only application used to see material POs associated with the job execution context (when applicable) and track related material visibility that supports your labor execution activities.

Reference Terms (SAP/Technical Terms)

- PO Types (OLA/RFQ, SD, CMS)

PO categories are referenced in the PGW process documentation. You may see the PO type referenced in how work is organized and processed in PGW.

- Supplier Quotation (SAP S/4HANA object) = RFQ

The SAP object name for your RFQ response after you submit it through PGW. In PGW, you are submitting an RFQ response; in SAP, it is received as a Supplier Quotation.

- WBS (Work Breakdown Structure)

  An SAP structure is used for group work. In PGW, Assembly Units can be displayed/grouped by WBS element on the PO view.

4. End-to-End Supplier Process Flow

4.1 Lifecycle in PGW (PO-Based Process)

The end-to-end process in PGW is structured into phases that follow a PO-based lifecycle. This means the Purchase Order (PO) becomes the main execution document you work on after award, and all downstream activities (Goods Receipt and invoicing) are performed in relation to that PO.

Not every job you receive in PGW will start with an RFQ. In some cases, Lumen may issue work directly to you without running an RFQ/bidding cycle. In BidMaster, this was described as the ability to "issue work directly to contractors" (including planned work with known units and maintenance work with unknown units).

BidMaster Capability

How to interpret this in PGW:

- *RFQ-driven work:* You will see an RFQ invitation first, submit your response, and then (if awarded) you will receive the job as a Purchase Order (PO) to execute.
- *Directly assigned work:* You will not see an RFQ for that job. Instead, the job will appear directly as a PO assigned to your company, and you will start execution from Manage Purchase Orders.

Below is how you, as a supplier, should interpret and execute each phase in PGW.

4.1.1 Respond to RFQ (only if invited)

In PGW, you use Respond to RFQs to locate RFQs you have been invited to. Your RFQ response is submitted through the supplier response process defined for PGW, which is designed to create and/or update supplier quotation data in SAP S/4HANA through the PGW integration services.

- *What do you do in PGW*
  - Open an invited RFQ in Respond to RFQs
  - Review RFQ details and any attachments provided
  - Enter your pricing response to the RFQ requirements
  - Submit the RFQ response through PGW
- *What happens in SAP S/4HANA*
  - Your response is captured as a quotation response tied to the RFQ in SAP S/4HANA (created/updated through the defined RFQ response integration).

- *Outcome*
    - Your RFQ response is successfully submitted and stored as quotation data linked to the RFQ in SAP S/4HANA.

4.1.2 Purchase Order Issued (you receive the work as a PO)

Once work is issued to you, either after an RFQ award or as a directly assigned job, the process moves into execution. In PGW, the Purchase Order (PO) is your central job document. The PO contains the execution details you use to perform and track the work (including Assembly Units and related job data), and it is the document you reference for Goods Receipt completion capture and invoice submission/tracking.

- *What do you do in PGW*
    - Open Manage Purchase Orders
    - Select the correct PO type tab (SD, CMS, or OLA-RFQ) based on the job you are working on
    - Locate the awarded PO and review the PO details and scope lines

- *Outcome*

  You have an awarded PO available in PGW and can begin execution-related collaboration steps using the PO as the source of truth.

4.1.3 PO Changes (Collaboration During Execution)

During execution, the scope may need to be updated (for example, adding units or adjusting quantities). PGW supports this through a PO change request process. You can submit a change request, but the PO will be updated only after Lumen's review and approval.

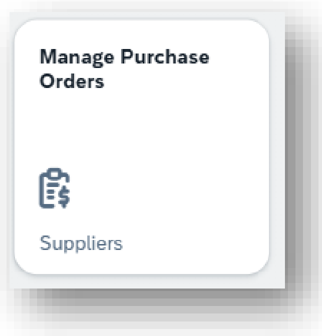
- *What do you do in PGW*
    - Identify when scope/quantities need to be adjusted during execution, Submit a PO change request (when applicable) through the process supported in PGW
    - Monitor for the updated PO after Lumen completes review/approval

- *What happens next*
    - Lumen reviews the change request and approves/rejects per the defined workflow approach (supplier requests do not automatically update the PO).

- *Outcome*
    - Scope and quantity changes are aligned between you and Lumen and reflected in the PO after approval, ensuring downstream completion capture and invoicing align with the updated PO.

4.1.4 Goods Receipt (GR) (completion confirmation)

In PGW terminology, Goods Receipt (GR) replaces the legacy term CUPS. GR is the step used to confirm the completion of executed work units. The GR process is integrated with SAP S/4HANA by posting a material document through SAP service



- *What do you do in PGW*
  - Open the PO and navigate to the Goods Receipt activity area (as applicable)
  - Enter completed quantities (Qty to Complete) against the relevant scope lines
  - Submit the GR to confirm completion progress and/or final completion

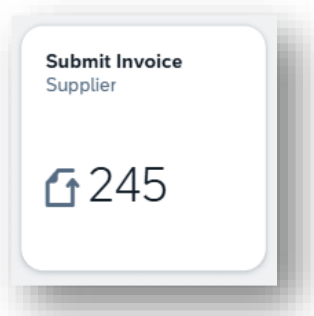
- *What happens in SAP S/4HANA*
  - GR is posted into SAP S/4HANA as a **material document** through the referenced SAP

- *Outcome*

  Completion is recorded in GR, establishing the completion basis for downstream financial processing, such as invoice submission.

4.1.5 Submit Invoice

After Goods Receipt has been recorded, you use Submit Invoice to create an invoice against executed work. The walkthrough describes how to convert previously submitted Goods Receipts into invoices, add tax amounts, attach required documentation (as applicable), and submit them for Lumen approval.

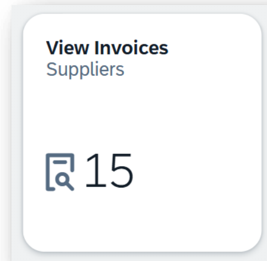


- *What do you do in PGW*
  - Open Submit Invoice
  - Select the relevant PO/GR basis for invoicing
  - Enter invoice details and applicable tax amounts
  - Attach required supporting documents (if applicable)
  - Submit the invoice

- *Outcome*
  - An invoice is submitted in accordance with the PO/GR state and routed for Lumen review via the workflow.

4.1.6 View Invoices (status and visibility)

Invoice visibility is a core supplier activity in PGW. You use View Invoices to track invoice status and review invoice details through the lifecycle. The walkthrough includes a supplier-visible set of invoice statuses (e.g., pending approval, approved, blocked for payment, remitted, rejected, etc.).



- *What do you do in PGW*
    - Open View Invoices
    - Search and filter to locate an invoice
    - Review invoice status and invoice details to understand

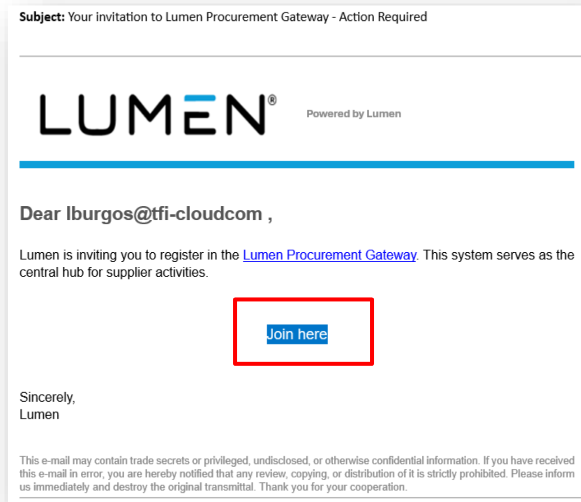
Progress

- *Outcome*
    - You can track invoice status and view invoice-related information directly in PGW without needing SAP S/4HANA access.

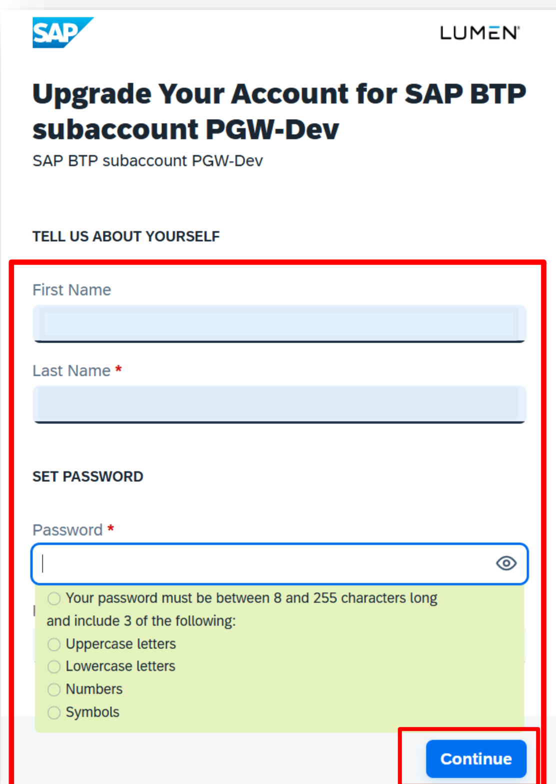
5. Log in to The Procurement Gateway (PGW)System

Before accessing PGW for the first time, the Supplier must be onboard and invited. After the Supplier user record is saved in PGW onboarding, the system automatically sends an **email invitation** to the Supplier. This invitation is the required starting point to activate access: it is used to set up the Supplier username and password and to complete PGW account activation.

- Click on **the Join Here** button.



- Set up **username and password**



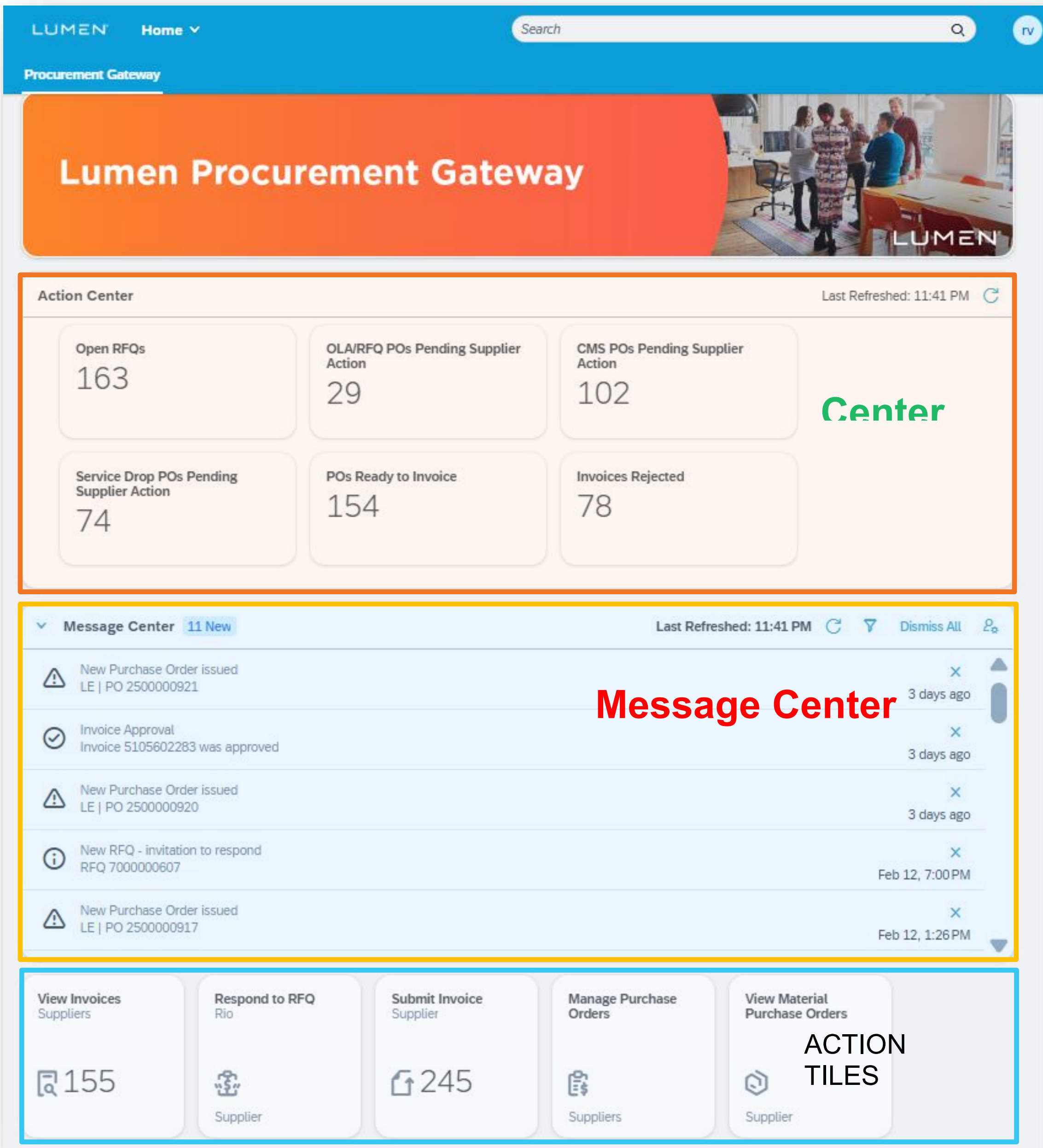
Complete the **First Name** and **Last Name** fields, then create a password that meets the on-screen requirements (8–255 characters and at least three of these: uppercase letters, lowercase letters, numbers, symbols). Click **Continue** to proceed.

After the password is set, the system redirects to the **PGW Home page**. From this point forward, the **User ID** is the email address used to receive the invitation, and the **password** is the one created on this screen.

- Save the link as a browser favorite and use it each time to log in to the system.

6. Home Page Navigation. Action Center, Message Center, and Action Tiles

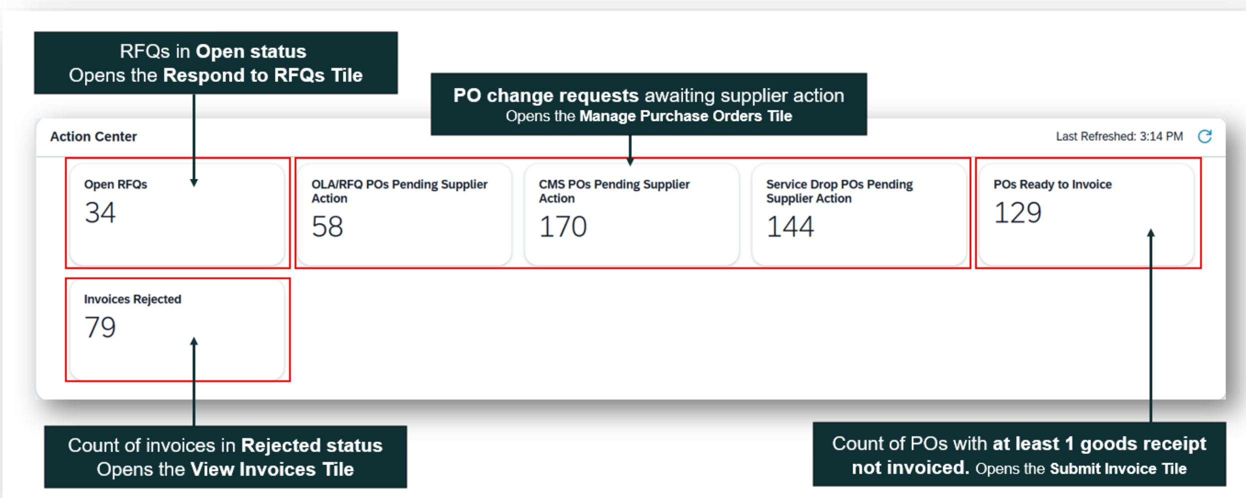
Use this section as your **"how to drive the system"** reference. These navigation patterns are consistent across the supplier applications (Respond to RFQs, Manage Purchase Orders, Submit Invoice, View Invoices, View Material Purchase Orders), so once you learn them here, you will reuse them in every module.



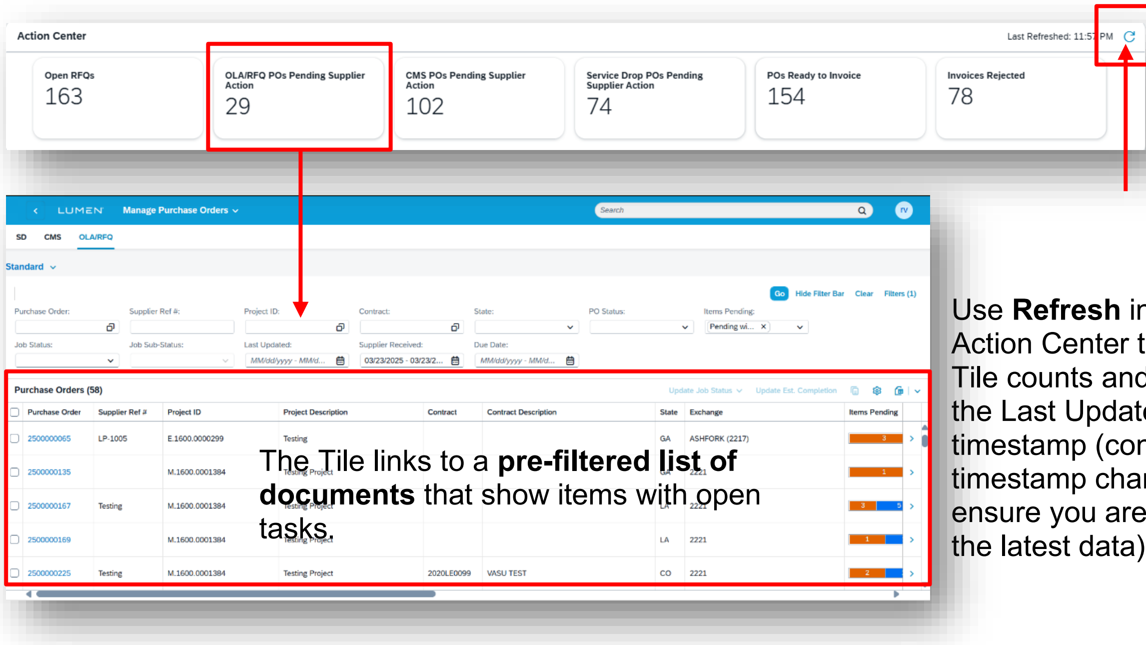
6.1 Action Center (your "what needs attention now" list)

The Action Center highlights items requiring your attention by grouping pending work into action Tiles, so you can quickly identify what needs to be completed next and launch directly into the correct application to act. Use the Action Center as your starting point each time you log in to PGW to prioritize RFQ responses, Purchase Order activities, Goods Receipt tasks, and invoicing actions based on what is currently outstanding.

- The number on each Tile shows how many items are currently pending your attention for that category.
- Select any Action Center Tile to open the related application with the list automatically pre-filtered to the documents driving that count.
- If a Tile is not visible, your current PGW access does not include that Tile.
- If a Tile shows "0", there are no open items requiring action at that time.



➢ **Select any Tile** on the Action Center to open the corresponding application.



Use **Refresh** in the Action Center to reload Tile counts and update the Last Updated timestamp (confirm the timestamp changes to ensure you are viewing the latest data)

6.2 Message Center (your notification feed)

The **Message Center** is the area where system notifications for the applications that the user can access are displayed. It shows you a *specific task or informational message with a hyperlink* to direct you to the task for execution / more details

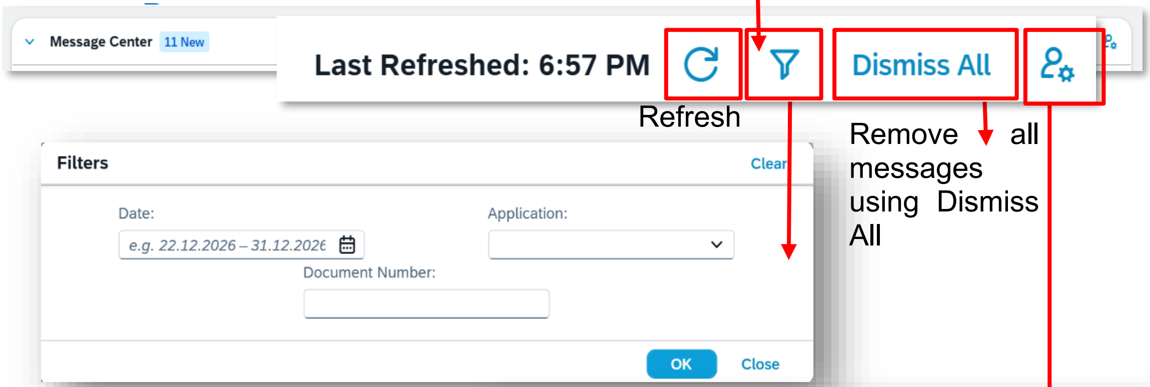
6.2.1 Message Center Menu Bar (top-right controls)

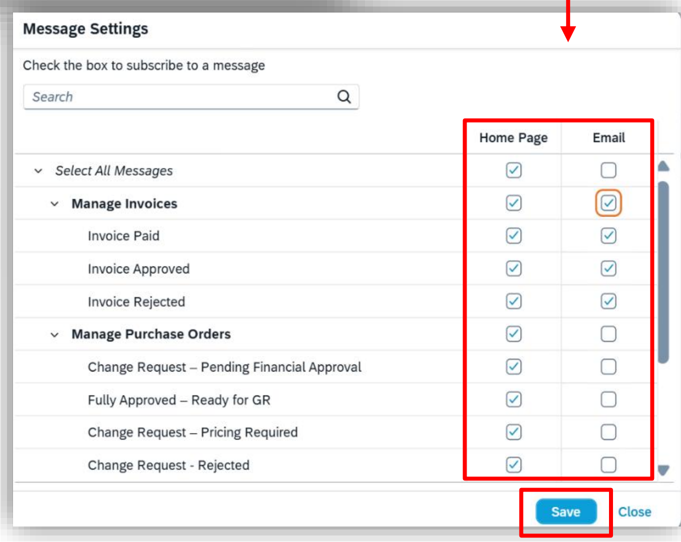
Use the menu bar to control what you see in the Message Center and how notifications are delivered.

- **Refresh**: Reloads the notification list and updates the Last Updated timestamp so you know you are viewing the most current messages.
- **Filter (funnel icon):** Opens a filter dialog so you can narrow the message feed (for example, by date range, originating application such as Manage Invoices or Manage Purchase Orders, and/or a document number such as an RFQ, PO, or Invoice). Select OK to apply, or Clear to remove all criteria and return to the full list.
- **Message Settings (gear icon):** Opens your notification preferences, where you control which events appear on your Home Page and which events are sent to your email.

Message Center Menu

Filter messages by date, application, or document number





Two-step process to **enable notifications in Message Center**:

Step 1: Click on the Message Center, the **Settings Icon** 

Step 2: In the **Home Page** column, **select All**, then choose the messages that should also trigger email notifications and click **Save**.

6.2.2 Message Center Notifications List (the feed)

This is your centralized list of PGW notifications. Review this list first to understand what has changed and what needs attention.

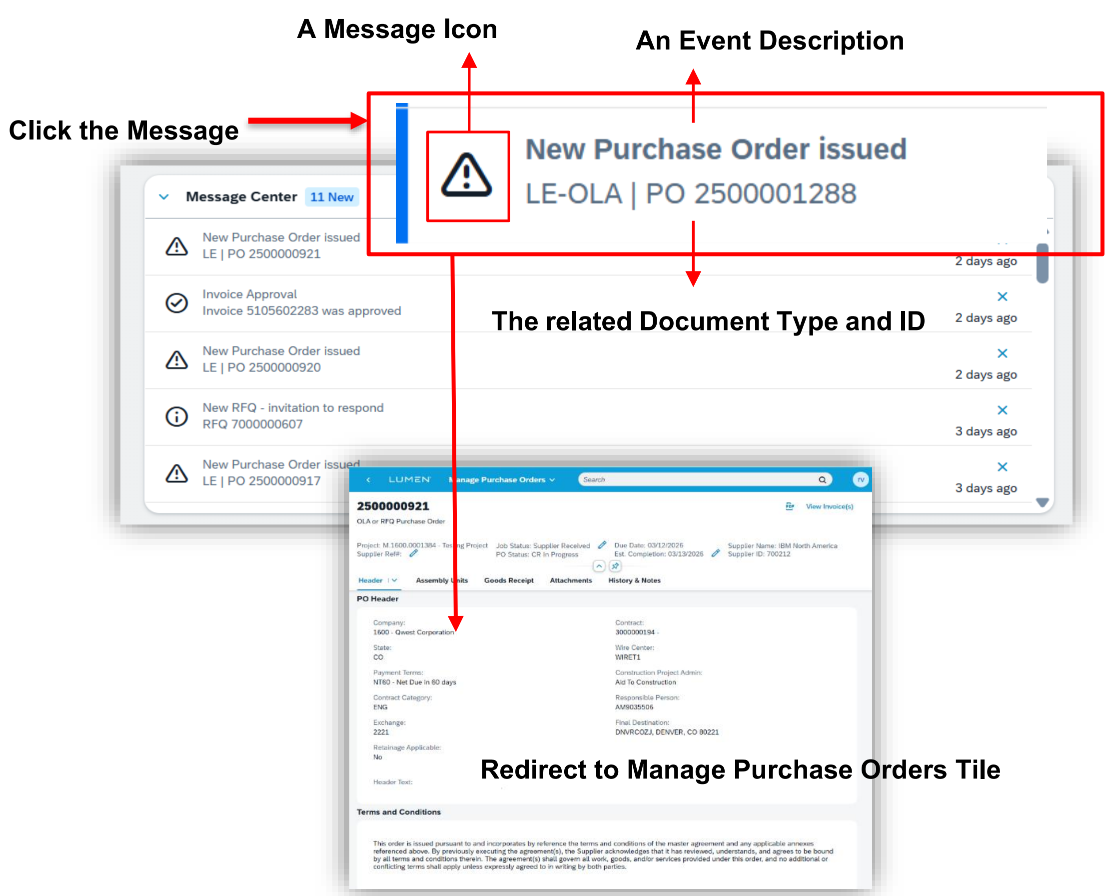
When you first access Message Settings, configure how you want to receive notifications. The settings window lists all message events available to the logged-in user; for each event, select the checkbox under Home Page and/or Email to enable delivery in that channel.

Note: By default, the Home Page selections are blank; select the message events you want to receive. Preferences can be updated at any time.

Notifications are displayed in reverse-chronological order, with the newest message at the top.

Each notification includes:

- A message-type icon
- An event description
- A related document type and ID (for example: RFQ #, PO type OLA/RFQ / CMS / SD with the PO number, or an Invoice #)
- A date/time stamp



6.2.3 Notification-type icons (what the icon on each message means)

These icons indicate the type/severity of the notification:

- *Attention Required Icon*

Used for events where you are expected to act or review something that impacts execution.
Supplier Examples include:

  - New Purchase Order issued
  - PO changes rejected
  - PO change request – pricing required
  - Invoice rejected

- *Check Icon*

Used for “confirmed/approved milestone” events (positive confirmation).
Supplier examples include:

  - PO change request confirmed – pending financial approval,
  - Proceed with work
  - PO change request fully approved – ready for Goods Receipt
  - Invoice approved

- *Info Icon*

Used for informational events (awareness/visibility).

  - Supplier examples include:
  - New RFQ – invitation to respond
  - New post on RFQ message board
  - Invoice paid – view remittance advice

- *X-ICON*

Used for a negative outcome notification in the RFQ process:

  - Quotation not selected

Note: Even if multiple users at your supplier company are subscribed to the same event, dismiss/read is personal. If you dismiss a message, it disappears only for you; it is not removed for other users.

6.2.4 Supplier Message Center — Full event list

This section explains the Message Center events you may receive in PGW and what each one means for your day-to-day work. Message Center notifications are triggered by specific business events across your supplier workflow, RFQ activity, Purchase Order issuance and change approvals, and invoice workflow outcomes, so you can quickly understand what changed and what action (if any) is required. You can also control how you receive each event using Message Settings, choosing whether it appears on your PGW Home Page and/or is sent to your email inbox.

- *Respond to RFQs*
    - New RFQ – invitation to respond (Lumen invited you to submit a response to an RFQ).
    - New post on RFQ message board (new thread or comment posted by Lumen or another supplier).
    - Quotation not selected (your quotation was not selected; this is sent only after the PO is issued to a different supplier or when Lumen rejects all quotations).
- *Manage Purchase Orders (PO change request lifecycle)*
    - New Purchase Order issued (Lumen issued a new PO to you; includes PO type such as Service Drop / CMS / OLA / RFQ).
    - PO changes rejected (Lumen rejected your PO change request, either during unit confirmation or amendment pricing confirmation when applicable).
    - PO change request – pricing required (Lumen initiated a change request that requires pricing from you; RFQ-based LE POs only, when net new units are added).
    - PO change request confirmed – pending financial approval (proceed with work) (applies to CMS and SD POs; this lets you proceed while financial approval is pending).
    - PO change request fully approved – PO updated / ready for GR (change request is fully approved, PO updated, and ready for Goods Receipt; you are not notified of Lumen-initiated change requests until this point unless pricing is required).
- *Manage & Submit Invoices*
    - Invoice rejected (Lumen rejected your invoice).
    - Invoice approved (Lumen approved your invoice).
    - Invoice paid – view remittance advice (payment issued; you can view remittance advice in the invoice).

Note: you receive Message Center notifications only for applications you have access to, and you can configure whether each event appears on your Home Page and/or is sent to email via Message Settings.

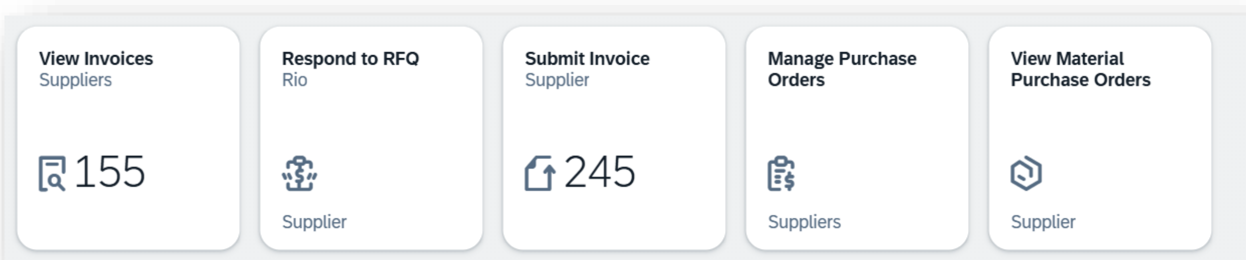
6.3 Supplier Applications in PGW – ACTION TILES.

In PGW, your access is controlled by supplier roles/authorizations assigned to you by Lumen. Your assigned access determines which Tiles you can see, which actions you can perform, and which documents you can work on. You will only see the PGW applications (Tiles) that you are authorized to use, and you will only see documents that belong to your supplier company.

When you log in, use the Tiles as your entry point to start work. Each Tile opens a specific PGW application aligned to your workflow:

- **Respond to RFQs:** Use this Tile to access RFQs you are invited to and submit your RFQ response.
- **Manage Purchase Orders:** Use this Tile to open awarded labor POs issued to you, collaborate on changes when needed, and complete execution steps such as Goods Receipt.
- **View Material Purchase Orders**: Use this Tile for view-only visibility of material POs related to your labor POs.
- **Submit Invoice:** Use this Tile to create an invoice from posted Goods Receipts, add applicable tax/attachments, and submit the invoice for Lumen approval workflow.
- **View Invoices:** Use this Tile to review submitted invoices and track invoice status through the approval/payment lifecycle.

If a Tile is not visible on your landing page, that means your current supplier authorization does not include that application. If a Tile is visible but a function is not available inside it, that means your role provides limited (for example, view-only) access for that part of the process



7. PGW UI Navigation Overview

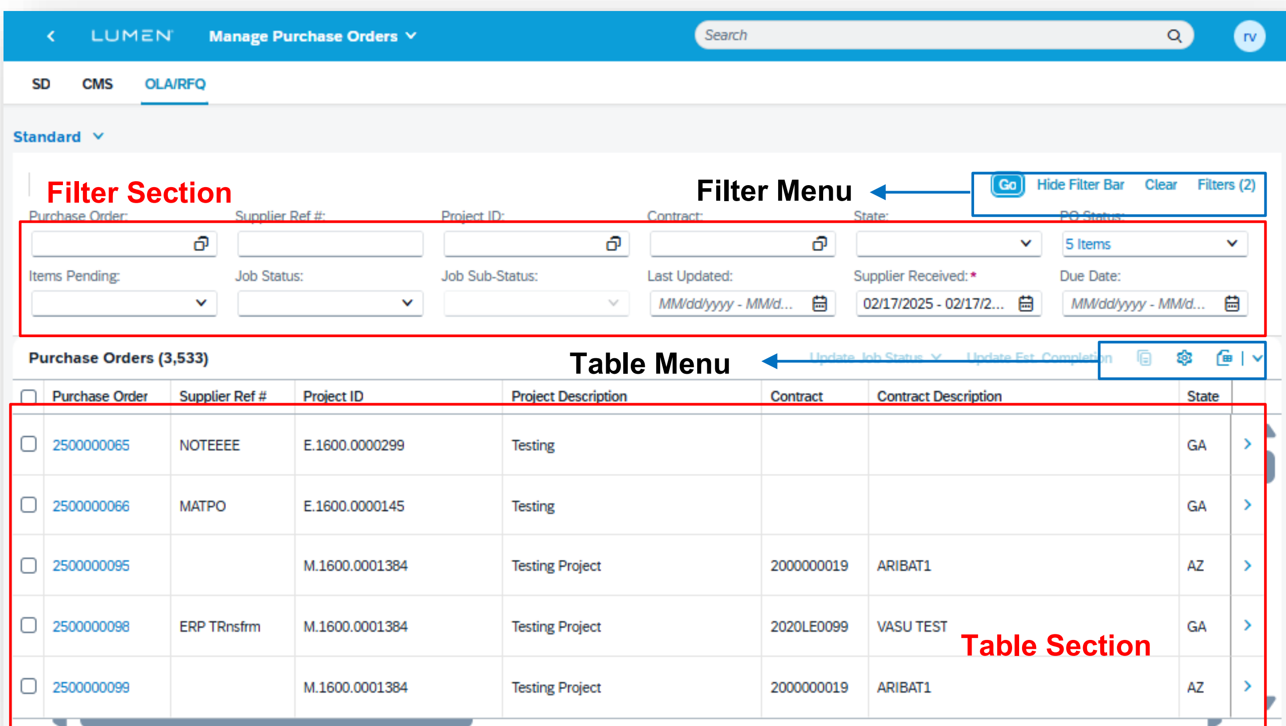
All PGW applications have the same navigation and page structure:
The landing page, when you first open the application, has filters and a list of documents to choose from.

- The details page, when you drill into a document from the landing page, has detailed document information and actions you can take, if applicable.
- We will use Manage Purchase Orders as an example in this section, but the information can be applied to Submit Invoice, View Invoices, and View Material Purchase Orders, too. Responding to RFQs is very similar in structure but looks a little different.

8. Working with List Pages (Filters + Tables)

Most PGW applications start with the same structure:

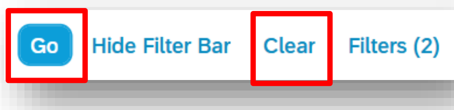
- A **Filter section** at the top (controls what records are returned), this section is called the Tile section in the practical exercises that you will find in the next modules
- A **Table** below (shows the results)



8.1 Filter Section and Menu (how to return the right records)

Use the filter fields to narrow the list (e.g., PO number, contract, status, job status, project).

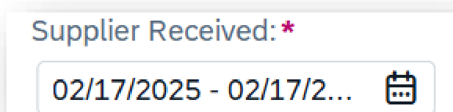
- Select Go from the filter menu or Enter on your keyboard to run the search and load results in the table. Most PGW applications load with a blank results table and require you to press Go before any results are loaded.
- Select Clear from the filter menu to remove the current criteria and reset the filter section for a new search.
- For the best performance, we recommend always having some filter criteria. Searches with fewer or no filter criteria will return more results, which will take more time.



Filter Menu

Several applications have a default date range of the last 365 days to limit the number of records and provide faster results. You may edit this date range if you need to look for older documents.

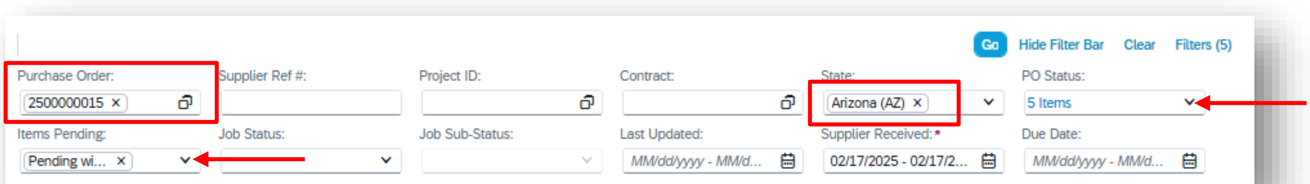
- Manage Purchase Orders: **Supplier Received** filter
- View Invoices: **Invoice Date** filter
- Submit Invoices: **Created On** filter



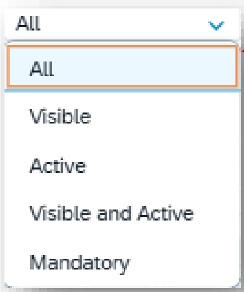
Filter Section

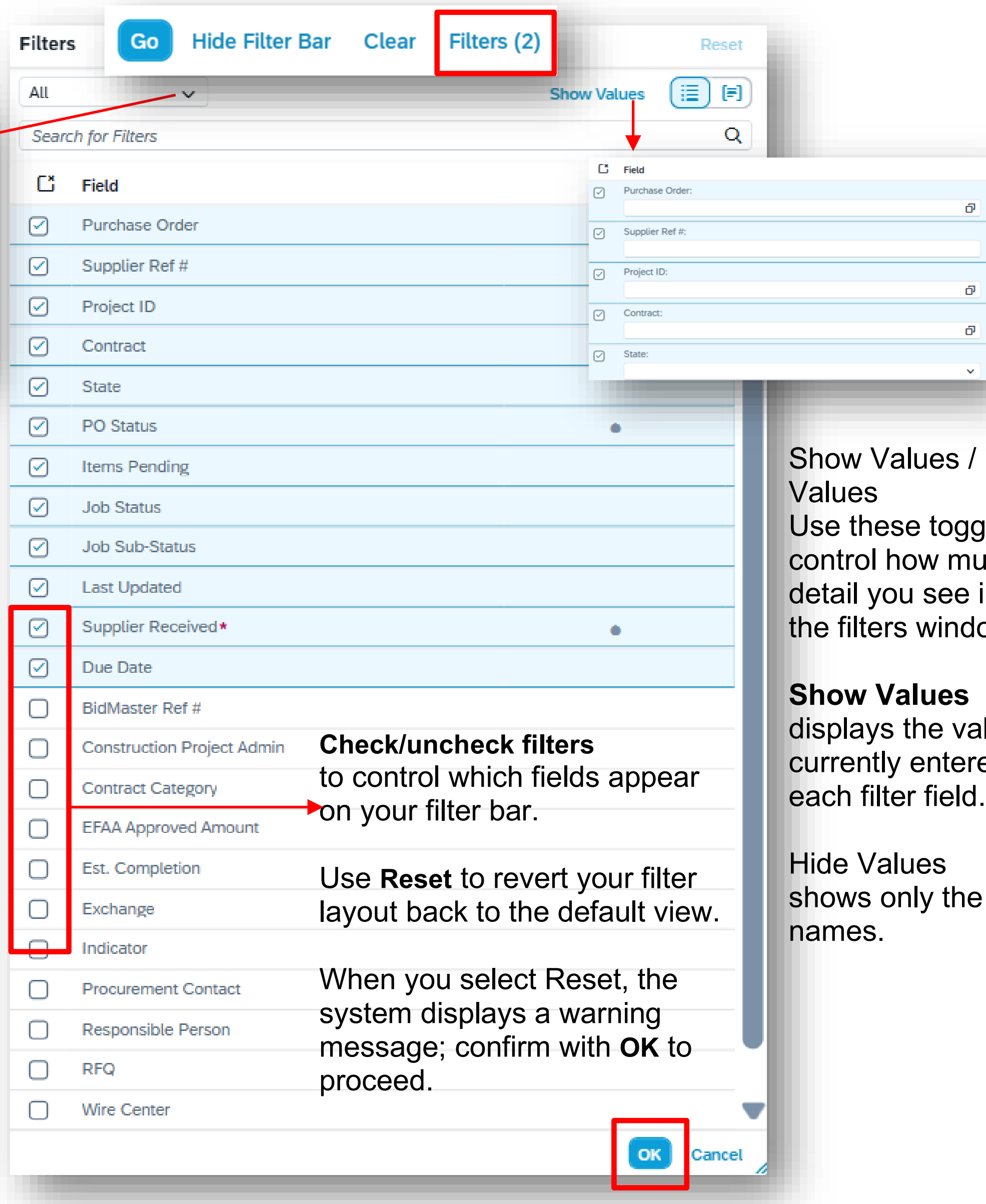
8.1.1 Shortcut search (when you already know the document ID)

If you already know the PO number, enter it directly in the Purchase Order filter field (or select it from the dropdown list when available). For other filters, either select values from the dropdowns or enter the required data in the fields. When your criteria are complete, select Go to apply the filters and load the matching results in the PO table.



8.1.2 Add or Remove Filters, Organize Filters, Show/ Hide Values.





Organize Filters faster
Use **Group By** to organize the filter list by categories

Check/uncheck filters to control which fields appear on your filter bar.

Use **Reset** to revert your filter layout back to the default view.

When you select Reset, the system displays a warning message; confirm with **OK** to proceed.

Show Values / Hide Values
Use these toggles to control how much detail you see inside the filters window:

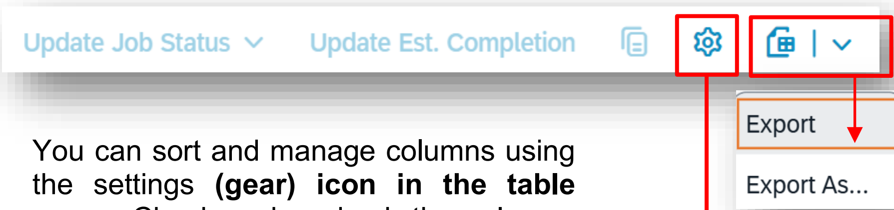
Show Values displays the values currently entered in each filter field.

Hide Values shows only the field names.

8.1.3 Table Controls (search, sort, refresh, columns, export)

Use the table menu (top-right of the table) to control how the list is displayed and downloaded. From this menu:

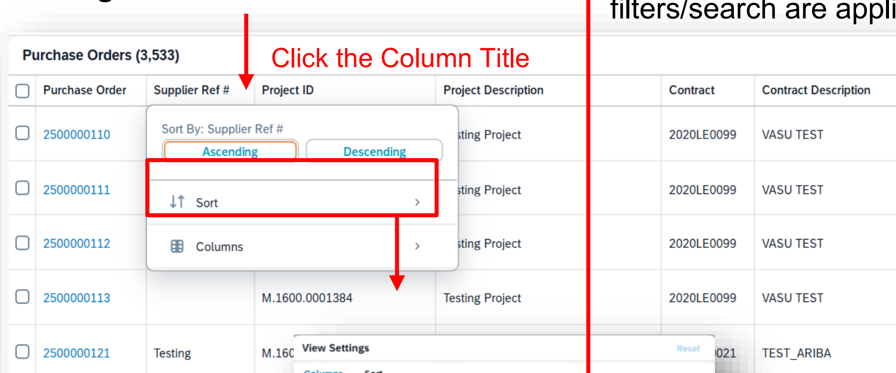
- Personalize columns (add/remove and reorder), apply sorting and grouping
- Export the current view to Excel when the export option is available.
- Update Job Status and Update Est. Completion dates



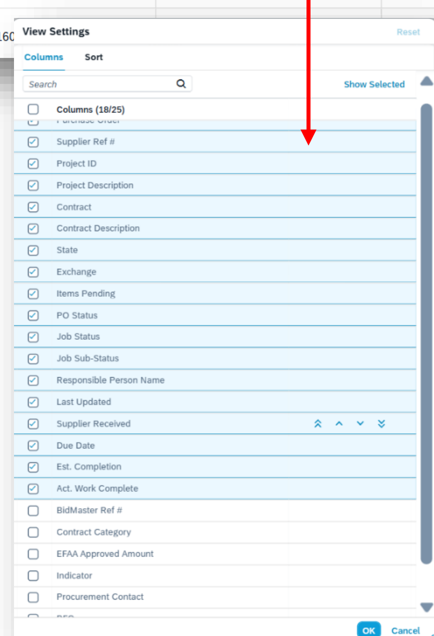
You can sort and manage columns using the settings **(gear) icon in the table menu**. Check and uncheck the columns you want to display on the table, then select Ok to apply the grouped layout.

You can also select the title of any column to open a pop-up and apply an **ascending or descending sort**

When **an Excel Icon** is available on a table, select it to download an .xls file containing the currently loaded records (the view you're looking at after filters/search are applied).



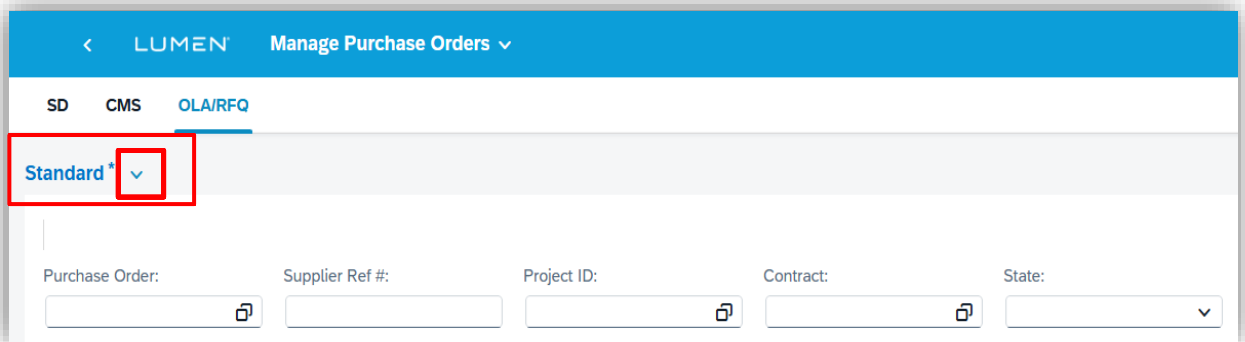
You can also open the **Columns** option from this window and select the columns you want to display, check the columns you need, and uncheck the ones you do not, using the same selection approach as the Filters window.

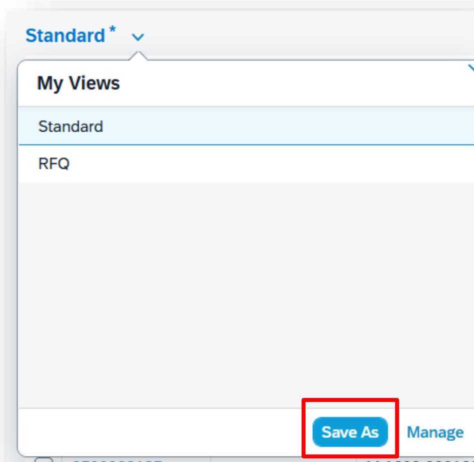


9. Customize Your View

On the Filter section, locate the **Standard*** View label with a down arrow next to it.

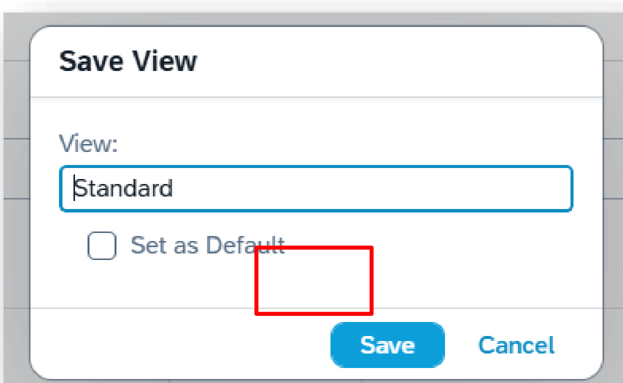
➢ Click the arrow to expand the My Views window.





- Under My Views, you will see Standard listed as the default option.

➢ **Set your filter and table settings to your liking, then click Save As**. Your current view will be saved so that you can easily navigate back to it.



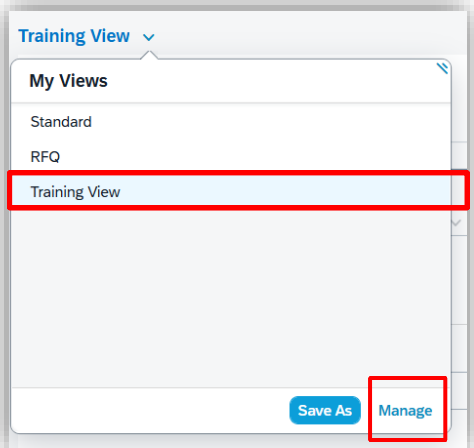
A pop-up window appears with the Save View options:

- Enter a new View Name to replace "Standard."

  (Optional) **Check Set as Default** to make this view load automatically each time the application opens.

➢ Click Save to confirm.

After saving, return to the Standard View dropdown and expand it again; both the Standard and your newly created view are now available. You can switch between them at any time to quickly apply your preferred table and filter configuration.



You can also manage your views by clicking the Manage button at the bottom of the window.

A pop-up window opens showing the Manage Views options:

- Use the **Search Bar** at the top to locate a specific view.
- Select which view should be set as the **Default.**
- Delete a view by clicking the **"X" Icon** at the end of its row.
- Select **Save** to save the options.