Learning Objectives

As a result of this workshop, you will be able to:

- Use the workflow definition tools
- Work with the workflow inbox (SAPGui based)

This session is not:

- About Business scenarios – it is about technology
- A general introduction to workflow management
- A general introduction in SAP's WebFlow Engine

This session cannot cover all workflow functions - but feel free to interrupt for questions or meet the expert after the session
System and User

System characteristics
- WebAS 6.20 SP 24 (or higher)
- SAPGUI for Windows 6.20 PL 34 (or higher)

System info
- M35
- Client 800

User
- Manager: WF-MGR-## (00-98)
- Employee: WF-USR-## (00-98)

Password
- Init

Agenda

Scenario
Runtime
Definition time
Summary
**Scenario**

1. Create notification of absence
2. Reject notification of absence
3. Change notification of absence
4. Accept notification of absence
5. Mail: Notification of absence approved

**Agenda**

Scenario
- Runtime
- Definition time
- Summary
Demo

Scenario

1. Create notification of absence
2. Reject notification of absence
3. Change notification of absence
4. Accept notification of absence
5. Mail: Notification of absence approved
Step 1.1: Choose Workflow Definition

Step 1.2: Start Workflow
**Scenario**

1. Create notification of absence
2. Reject notification of absence
3. Change notification of absence
4. Accept notification of absence
5. Mail: Notification of absence approved

**Step 2.1: Reject Notification of Absence**

1. Single click on the notification
2. Deadline has been reached
3. Attachments
4. Click here to reject
Step 2.2: Reject Notification of Absence

1. Create attachment to explain why the notification has to be rejected

Scenario

1. Create notification of absence
2. Reject notification of absence
3. Change notification of absence
4. Accept notification of absence
5. Mail: Notification of absence approved
Step 3.1: Decide to Change Notification

1. Double-click to execute revision of notification of absence.
2. Click to read reason of rejection.

Step 3.2: Do not change notification

1. Do not change anything in the notification of absence.
2. Work item cannot be completed.
**Step 3.3: Change Notification**

1. Revise notification of absence
2. Work item disappears

**Scenario**

1. Create notification of absence
2. Reject notification of absence
3. Change notification of absence
4. Accept notification of absence
5. Mail: Notification of absence approved

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Step 4.1: Approve Notification of Absence

Scenario

Create notification of absence
Reject notification of absence
Change notification of absence
Accept notification of absence
Mail: Notification of absence approved
Step 5.1: Check Your Mail

WF-USR##

Agenda

Scenario
Runtime
Definition time
Summary
**Definition Tools - The Goal**

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**Scenario from the definition perspective**

**Step 1:** Call Workflow Builder
- Define a new search area for the available tasks

**Step 2:** Insert first steps out of the available tasks
- Insert step ‘Create notification of absence’
- Insert step ‘Approve notification of absence’

**Step 3:** Insert mail notification about approval

**Step 4:** Insert step to delete absence request if rejected
- Insert step ‘Notification of absence rejected’
- Insert step ‘Delete notification of absence’

**Step 5:** Insert step ‘Revise notification of absence’

**Step 6:** Insert loop to do the approval again

**Step 7:** Assign agents
Step 1.1: Call Workflow Builder

1. Double click
2. Single click
3. The search area has to be defined once
4. The search area has to be defined once
Step 1.2: Introduction

Step 2.1: Insert Step 'Create Notification'
Step 2.2: Insert Step ‘Approve Notification’

Drag & Drop

Step 3.1: Insert Step to Send Mail

Right mouse click to create

Choose send mail
Step 3.2: Create Mail Step

1. Define mail title
2. Define mail text
3. Define mail recipient

Step 4.1: Delete or Not? Insert Decision

1. Click 'create' button
2. Single click to select outcome
3. Choose user decision
Step 4.2: Delete or Not? Insert Deletion

Step 5.1: Insert Update
Step 5.2: Edit Binding

Step 5.3: Edit Condition
Step 5.4: Insert Update

Step 6.1: Insert Loop
Step 6.2: Insert Loop

Step 6.3: Define Loop - Condition
Step 6.4: Take Care to Leave the Loop

Step 6.5: Take Care to Leave the Loop and Save
Step 6.6: Save

Step 7.1: Assign Agents

Who is responsible for what?

Employee
- Create notification of absence
- User decision - revise or withdraw
- Revise notification of absence

Manager
- Approve notification of absence
- Create document from template

Workflow system
- Send e-mail
- Delete notification of absence
Step 7.2: Assign Agents

Step 7.3: Assign Agents
**Agenda**

- Scenario
- Runtime
- Definition time

**Summary**
Summary

You are able to:
- Use the workflow definition tools
- Work with the workflow inbox (SAPGui based)

Further Information

- **Book:** Practical workflow for SAP ISBN 1-59229-006-X
- **Public Web:** [www.sap.com/technology](http://www.sap.com/technology)
- **SAPNet:** Use ALIAS: webflow
- **Workshops at TechEd 2003**
  - Building your own workflow from scratch
  - Extend the Reach of SAP's WebFlow engine
Q&A

Questions?

Feedback

Please complete your session evaluation and drop it in the box on your way out.

Thank You!

The SAP TechEd '03 Basel Team
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