BIT601

SAP Workflow - Definition and Use of Customer-Specific Workflows

COURSE OUTLINE

Course Version: 16
Course Duration:
Typographic Conventions

American English is the standard used in this handbook. The following typographic conventions are also used.

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<tr>
<th>Label</th>
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<tr>
<td>This information is displayed in the instructor’s presentation</td>
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<td>Demonstration</td>
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<td>Procedure</td>
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<td>Warning or Caution</td>
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<td>Hint</td>
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<td>Related or Additional Information</td>
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<td>Facilitated Discussion</td>
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<td>User interface control</td>
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TARGET AUDIENCE
This course is intended for the following audiences:

- Application Consultant
- Business Process Owner/Team Lead/Power User
- Developer
- Development Consultant
- Industry Specialist
- Solution Architect
- System Administrator
- System Architect
- Technology Consultant
Lesson 1: Explaining Fundamentals of Workflow Architecture

Lesson Objectives
After completing this lesson, you will be able to:

- Describe the workflow architecture
- Name the steps involved in a workflow project
- Describe the general procedure for design and implementation

Lesson 2: Explaining Workflow and Organizational Management

Lesson Objectives
After completing this lesson, you will be able to:

- List the different options for using organizational units in a workflow
- Create an organizational unit with positions
- Describe the different ways of assigning possible agents to units in the organizational model
Lesson 1: Explaining the Structure of the Workflow Builder

Lesson Objectives
After completing this lesson, you will be able to:

- Create a workflow template with a workflow definition
- List the possible step types in a workflow
- Use the Workflow Builder
Lesson 1: Explaining the Structure of Object Types in the Business Object Repository

Lesson Objectives
After completing this lesson, you will be able to:

● Describe the use of the Business Object Repository
● Explain the difference between an object and an object type
● Describe the use of object types in workflow

Lesson 2: Adjusting Standard Object Types to Suit Customer Requirements

Lesson Objectives
After completing this lesson, you will be able to:

● Create a subtype for a standard object type in the system
● Delegate the subtype, thus making it available in the standard system
● Extend the subtype by adding attributes, methods, and events
Lesson 1: Defining Tasks

Lesson Objectives
After completing this lesson, you will be able to:

- Define a Task
- Name the components of a task that you always have to maintain
- Understand the different ways in which synchronous and asynchronous methods are processed

Lesson 2: Integrating Tasks in the Workflow Templates and Administration of Task Groups

Lesson Objectives
After completing this lesson, you will be able to:

- Integrate a standard task into a workflow step
- Create and maintain task groups
- Use the Business Workflow Explorer as an administration tool
Lesson 1: Exploring Existing Containers and Binding Directions

Lesson Objectives
After completing this lesson, you will be able to:

- Explore existing containers and binding directions
- Describe the possible binding directions between the containers
- Explain the example binding in the notification of absence workflow.

Lesson 2: Using Container Definition and Binding Definition

Lesson Objectives
After completing this lesson, you will be able to:

- Create a workflow container element
- Create a task container element
- Understand and check container bindings
- Create container bindings when required
Lesson 1: Explaining Options for Agent Assignment and Examples of Rules

Lesson Objectives
After completing this lesson, you will be able to:

- Name the different ways of restricting possible agents
- Describe the rule types that can be defined
- Explain example for the application of rules

Lesson 2: Using the Rule Definition of Type Responsibilities

Lesson Objectives
After completing this lesson, you will be able to:

- Define a rule with responsibilities
- Use this rule in a workflow
- Ensure that a workflow step never has the status “No agent found”.

Lesson 3: Explaining the Interaction Between Possible and Responsible Agents

Lesson Objectives
After completing this lesson, you will be able to:

- Describe how the system determines the recipients of a work item.
- Explain what happens if the system cannot find an intersection between possible and responsible agents
Lesson 1: Using the Dynamic Selection of Agents and Used Tasks

Lesson Objectives
After completing this lesson, you will be able to:

- Determine agents dynamically at runtime
- Define tasks for a business process step dynamically at runtime

Lesson 2: Using the Step Type Ad Hoc Anchor to Enhance Workflows

Lesson Objectives
After completing this lesson, you will be able to:

- Use the ad hoc anchor step type to extend the workflow definition by adding an additional workflow
Lesson 1: Explaining Options for Simple and Modeled Deadline Monitoring

Lesson Objectives
After completing this lesson, you will be able to:

- Define and test a simple deadline for a workflow step
- Insert a modeled deadline into a workflow definition
Lesson 1: Explaining Basic Processing Logic and Definition of Events in the BOR

Lesson Objectives
After completing this lesson, you will be able to:

- Explain the logic behind how events generated by applications and find the workflows or tasks that use them
- Name the steps that you have to carry out in order to work with events

Lesson 2: Linking the Workflow and the Event

Lesson Objectives
After completing this lesson, you will be able to:

- Define an event as a triggering event for a workflow
- Activate the event linkage
- Trigger the event on a test basis in the system, to check whether the workflow starts and runs correctly

Lesson 3: Triggering Events in the Application

Lesson Objectives
After completing this lesson, you will be able to:

- Name the options for triggering events in the different applications
- Use different methods to trigger events

Lesson 4: Using Additional Start Conditions for Workflows and Event Queue

Lesson Objectives
After completing this lesson, you will be able to:

- Define additional start conditions for workflows
- Explain the event queue
Lesson 5: Testing in the Event Environment and During Workflow Implementation

Lesson Objectives
After completing this lesson, you will be able to:

- Use transaction SWU0 to check the event linkage
- Use the transaction SWUE to test the triggering of events in the system without using the application
- Use the transactions SWELS and SWEL to activate and display the event log
- Develop a procedure for testing workflows
Lesson 1: Using Fork and Multiline Attributes

Lesson Objectives
After completing this lesson, you will be able to:

- Use the step types Fork and Document from Template
- Process multiline attributes of an object type

Lesson 2: Using Loops, Form Processing, Document Templates, and Conditions in the Workflow Step

Lesson Objectives
After completing this lesson, you will be able to:

- Use the step types loop and form
- Enter conditions affecting the start and end of a work item in the Workflow Builder

Lesson 3: Using BLOCK and SWITCH

Lesson Objectives
After completing this lesson, you will be able to:

- Using the step type BLOCK
- Options for assessing the SWITCH construct
Lesson 1: Explaining Wizards for the Definition of Workflow Templates

Lesson Objectives
After completing this lesson, you will be able to:

● Use wizards to define complete workflows for approval and circulation procedures
● Create a workflow that calls the Customizing transaction or tables in a prescribed order

Lesson 2: Explaining Wizards for the Definition of Steps in Workflow Templates

Lesson Objectives
After completing this lesson, you will be able to:

● Use wizards that model missed deadlines
● Call reports
● Dynamically assign agents
● Generate object references
Lesson 1: Performing a Use Case

Lesson Objectives
After completing this lesson, you will be able to:

- Perform a Use Case
- Trigger a workflow using events
- Test a workflow process
Lesson 1: Explaining Technical Settings

Lesson Objectives
After completing this lesson, you will be able to:

• Explain technical settings

Lesson 2: Exploring Transaction Codes, Menu paths, and the Data Sheet

Lesson Objectives
After completing this lesson, you will be able to:

• Explore transaction codes, menu paths, and the data sheet