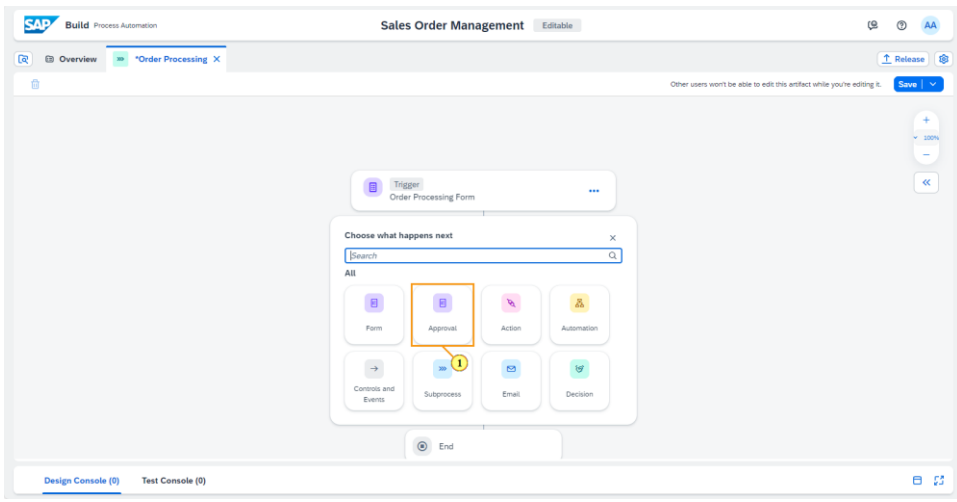
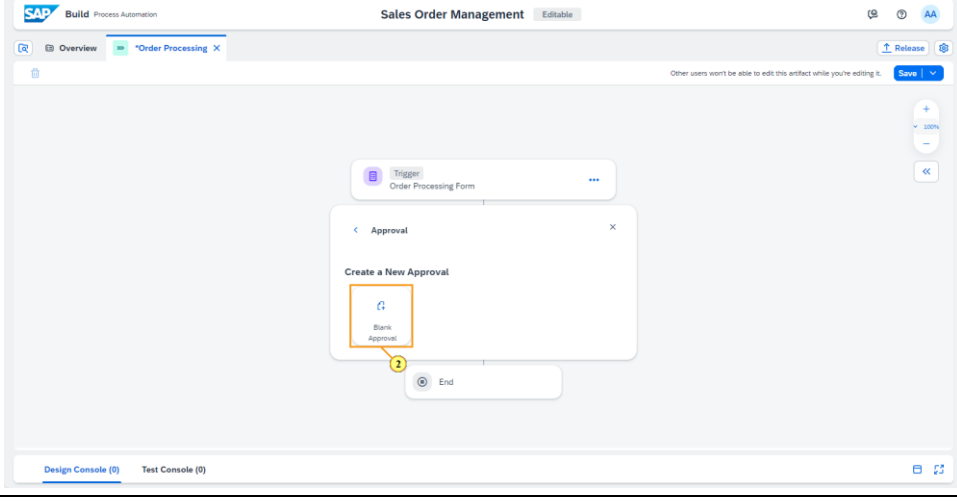
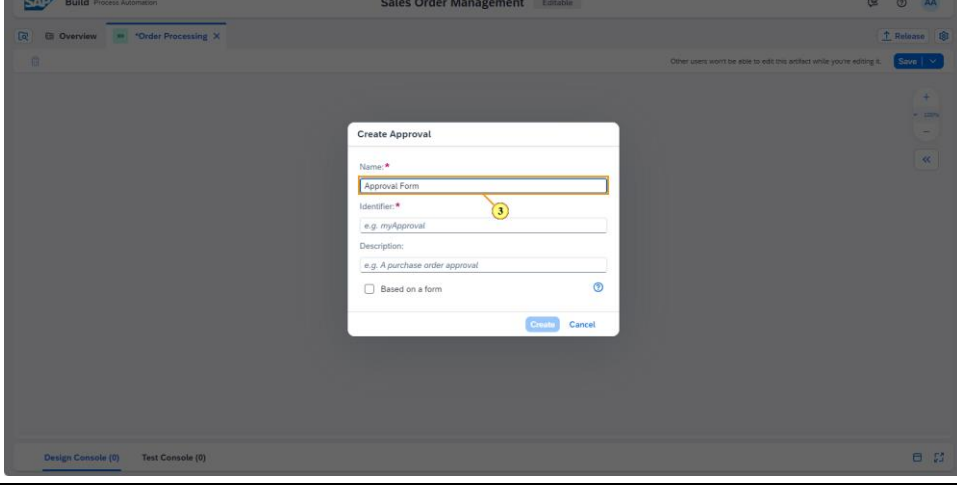
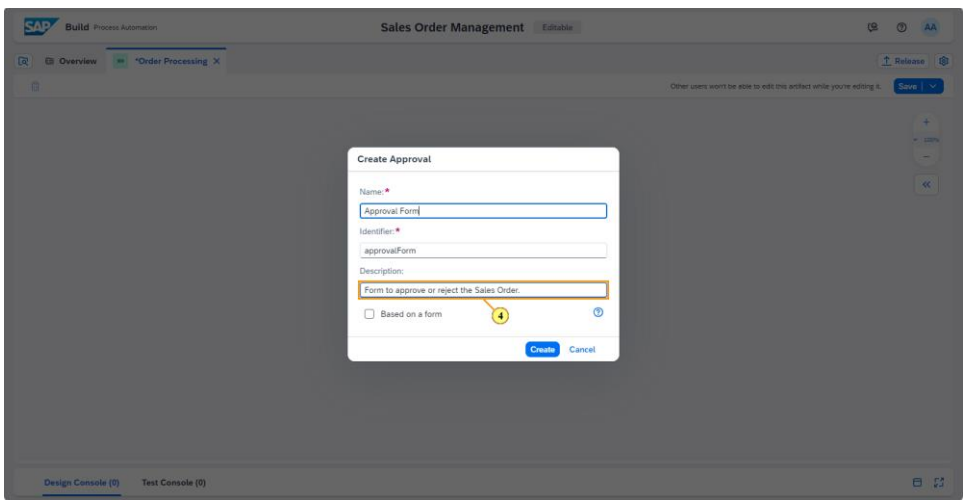
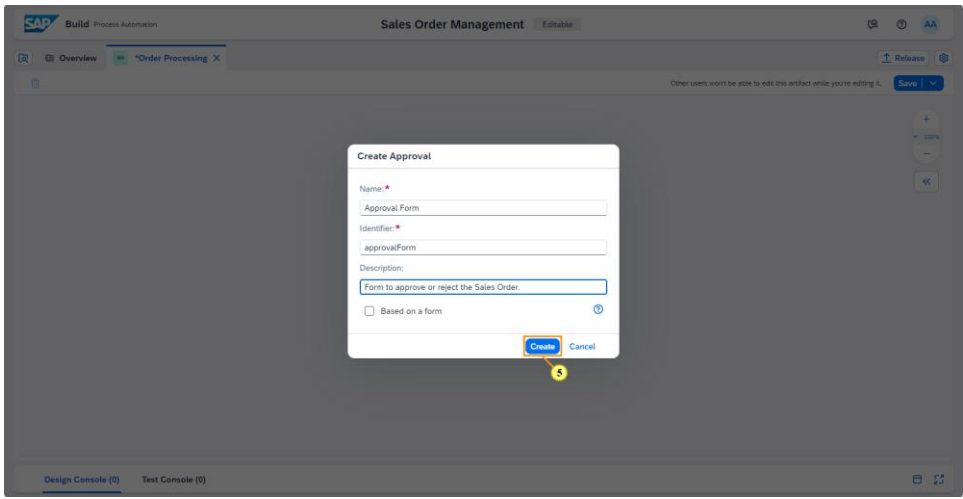
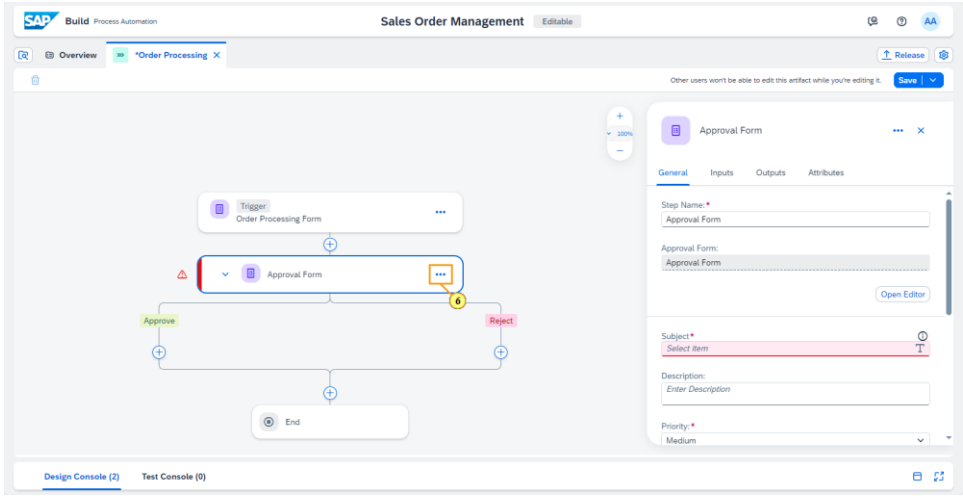
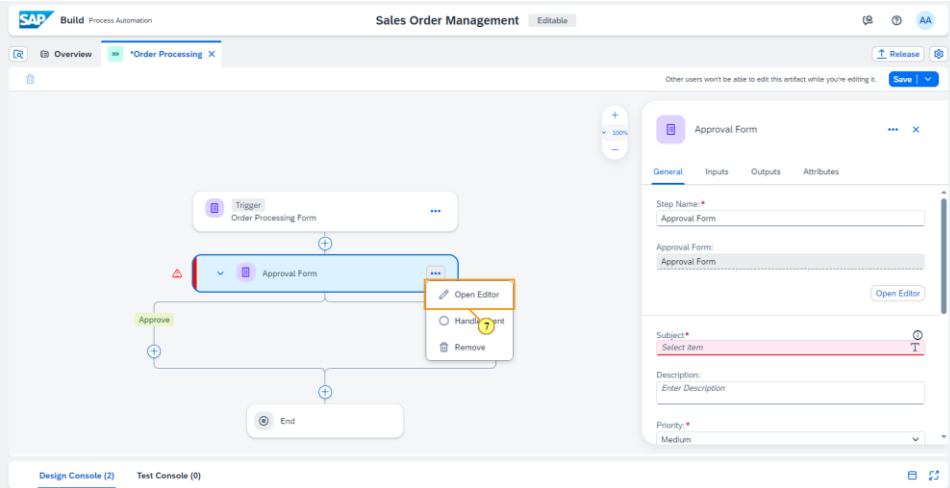
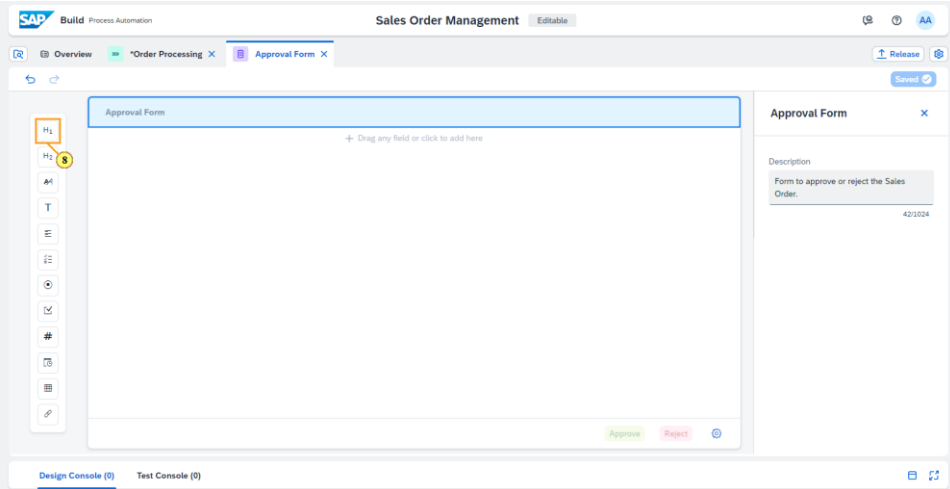
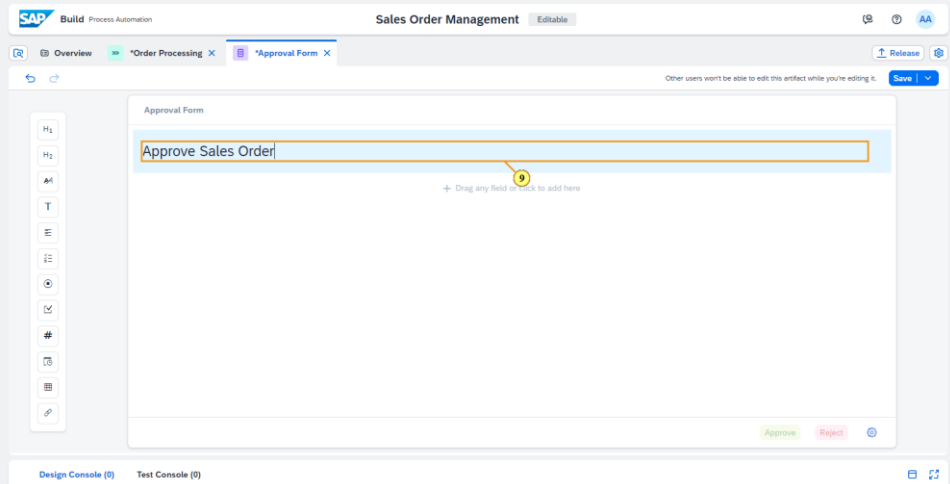
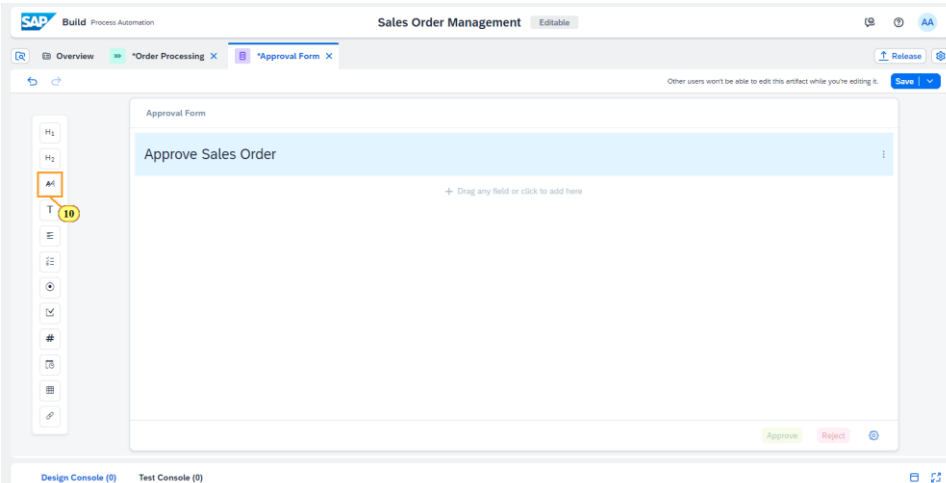
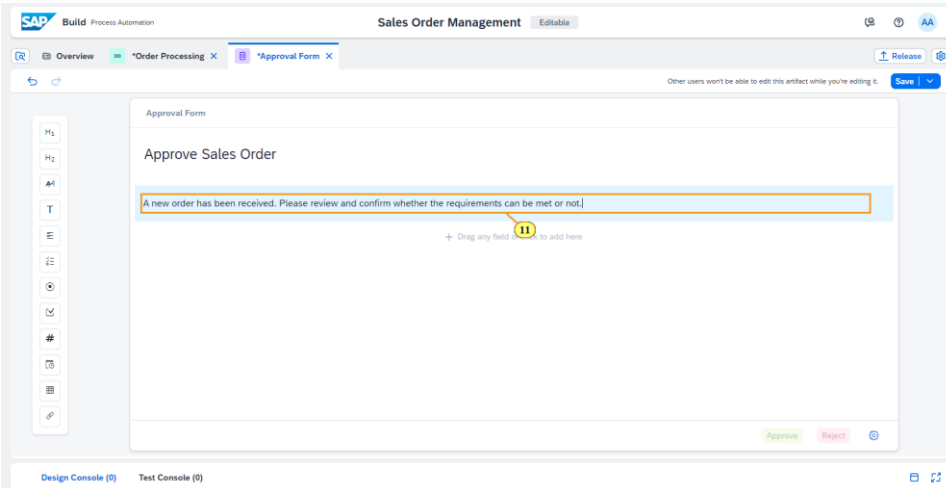
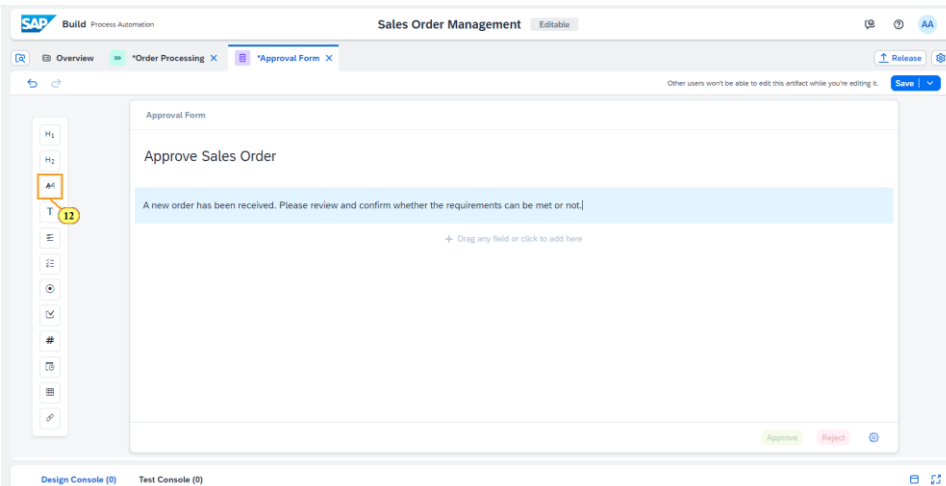


Create and Configure an Approval Form

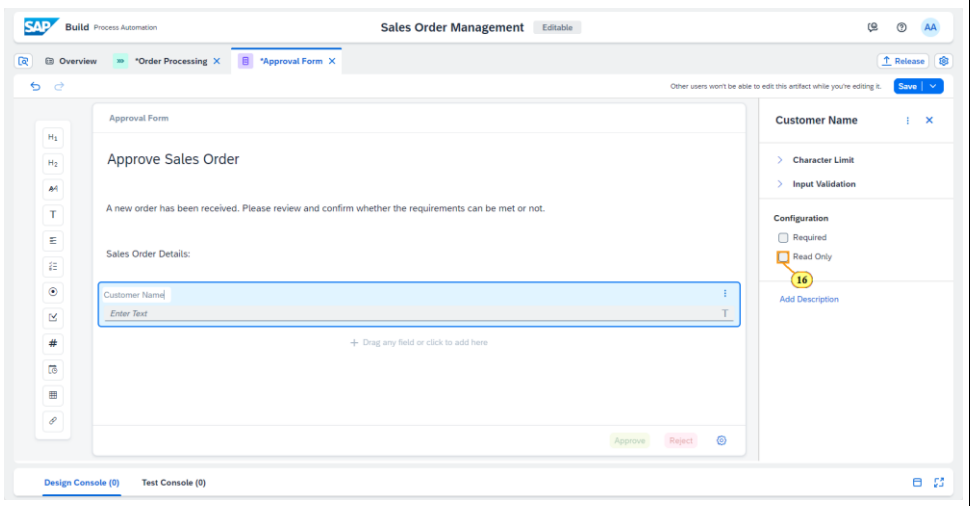
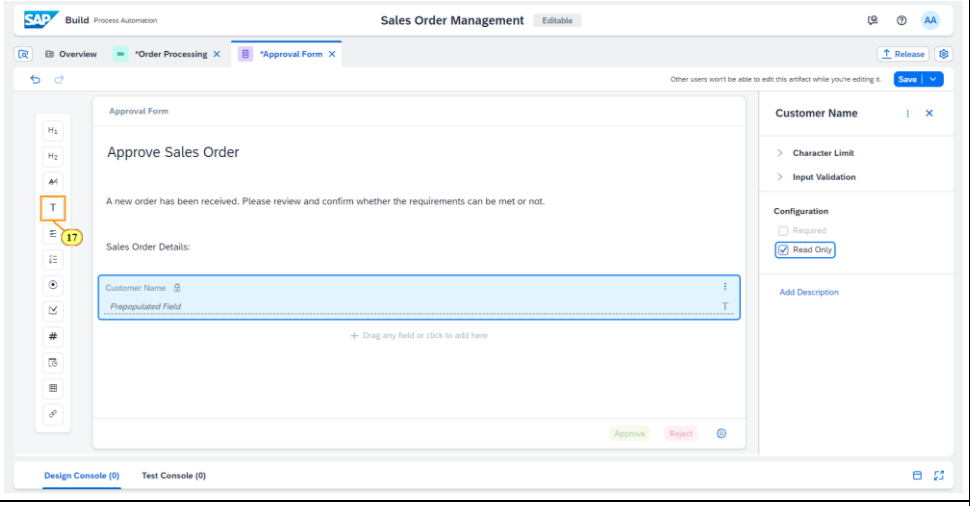
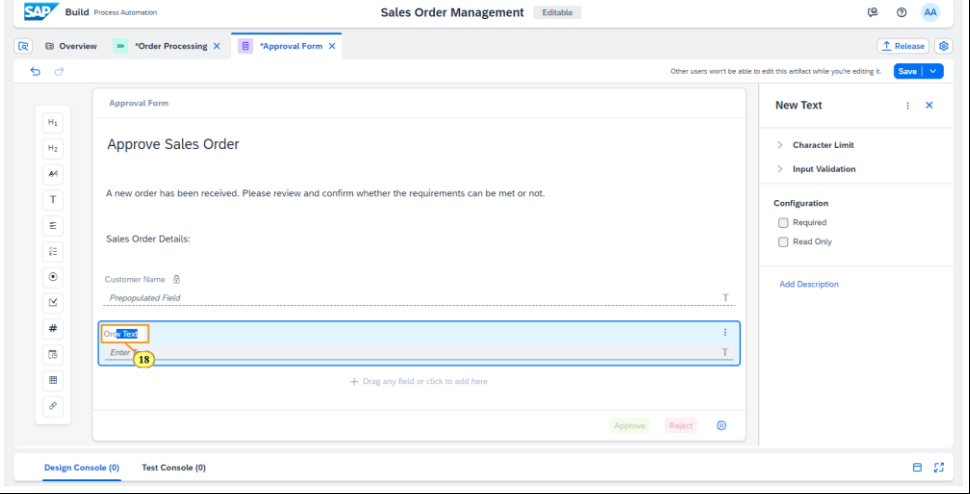
Explanation	Screenshot
<div><div><div>i</div><div></div></div><div><p>In this exercise, you will create and configure an approval form.</p><p>1. Choose <i>Approval</i>.</p></div></div>	
<div><p>2. Choose <i>Blank Approval</i>.</p></div>	
<div><p>3. In the <i>Name</i> field, enter <b>Approval Form</b>.</p></div>	

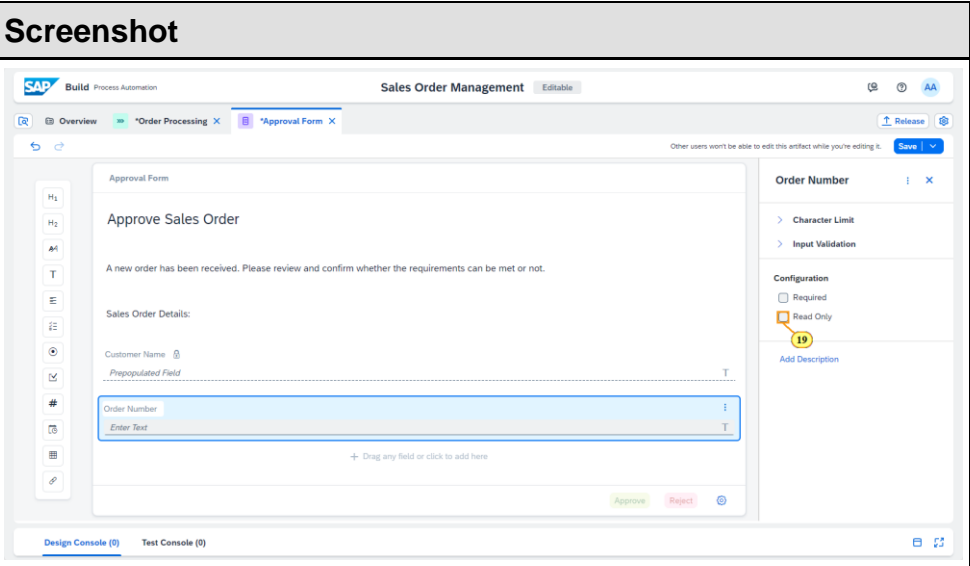
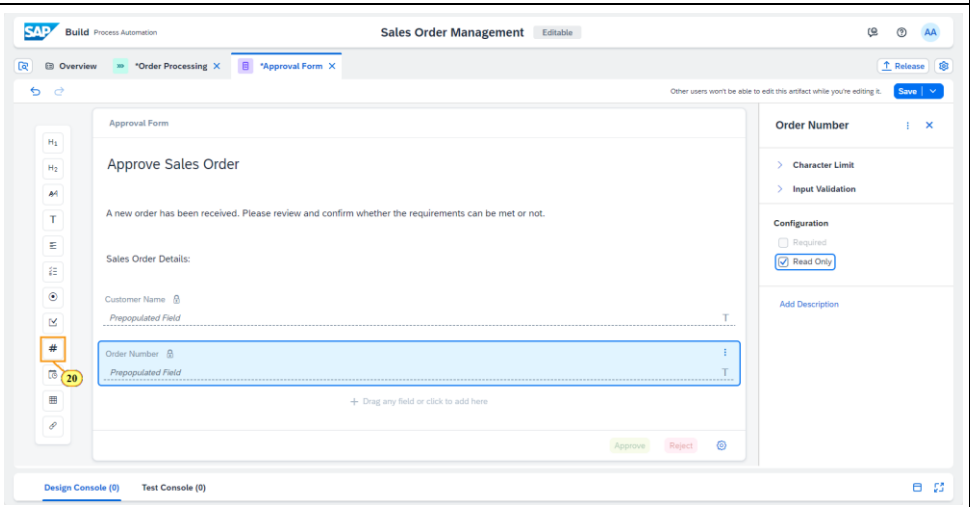
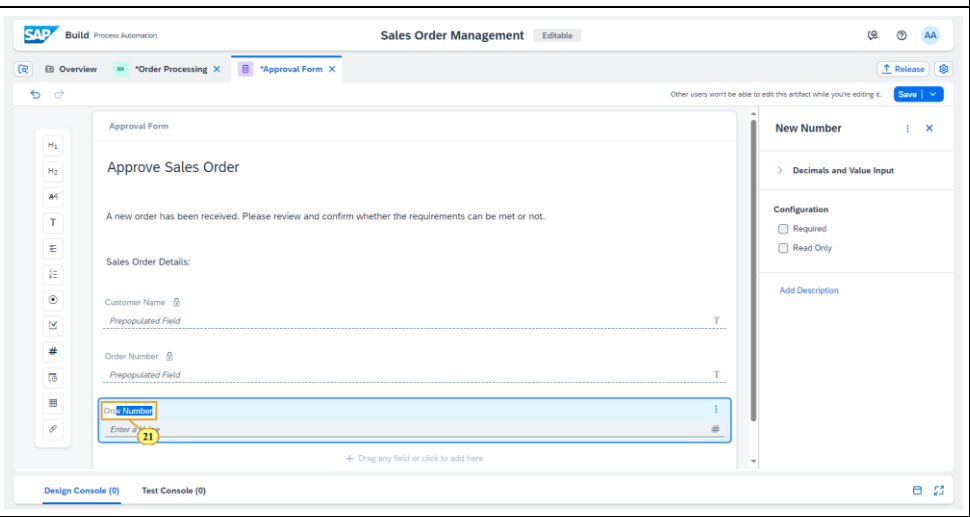
Explanation	Screenshot
4. In the <i>Description</i> field, enter <b>Form to approve or reject the Sales Order.</b>	
5. Choose <i>Create</i> .	
6. Choose <i>More Options</i> .	

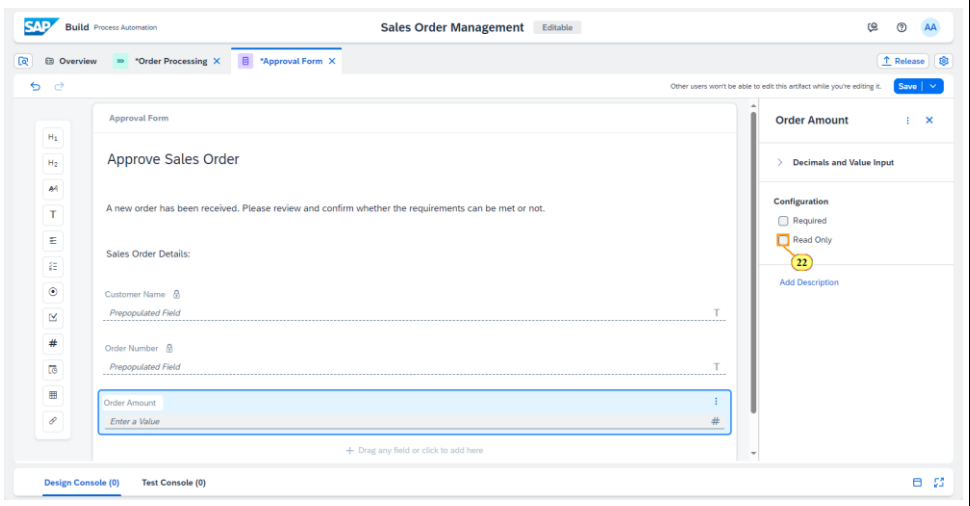
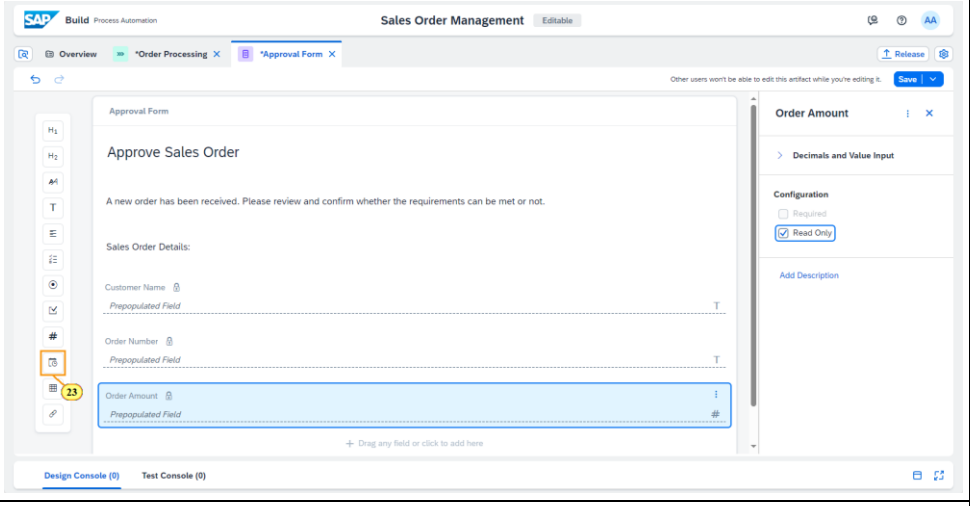
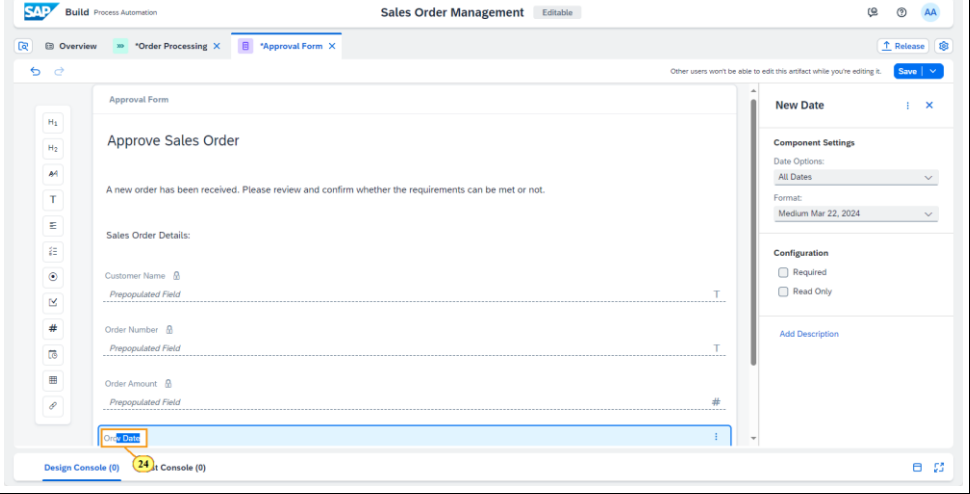
Explanation	Screenshot
<p>7. Select <i>Open Editor</i>.</p>	 <p>The screenshot shows the SAP Build Process Automation interface for 'Sales Order Management'. The 'Order Processing' process is displayed, and the 'Approval Form' step is highlighted. A context menu is open over the 'Approval Form' step, with the 'Open Editor' option circled in orange. The right sidebar shows the 'Approval Form' configuration panel with fields for Step Name, Approval Form, Subject, Description, and Priority.</p>
<p>8. Choose <i>Heading</i>.</p>	 <p>The screenshot shows the 'Approval Form' editor in SAP Build Process Automation. The 'Heading' field is selected, and the 'H1' button in the left sidebar is circled in orange. The main area shows a large text input field for the heading, and the right sidebar shows the 'Approval Form' configuration panel with a description field.</p>
<p>9. In the <i>New Headline</i> field, enter <b>Approve Sales Order</b>.</p>	 <p>The screenshot shows the 'Approval Form' editor in SAP Build Process Automation. The 'Approve Sales Order' text is entered into the 'New Headline' field. The main area shows a large text input field for the heading, and the right sidebar shows the 'Approval Form' configuration panel with a description field.</p>

Explanation	Screenshot
<p>10. Choose <i>Paragraph</i>.</p>	
<p>11. In the <i>New Paragraph</i> field, enter <b>A new order has been received. Please review and confirm whether the requirements can be met or not..</b></p>	
<p>12. Choose <i>Paragraph</i>.</p>	

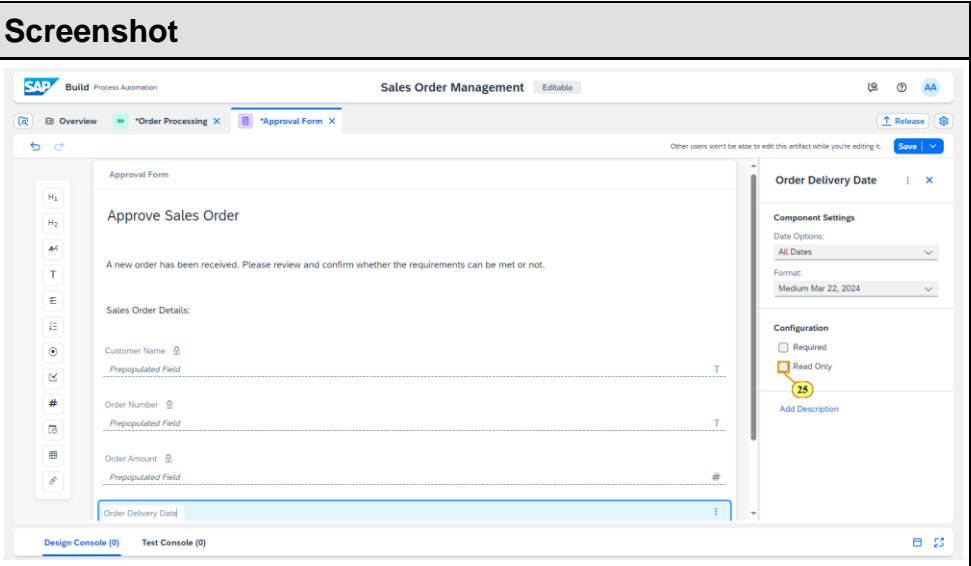
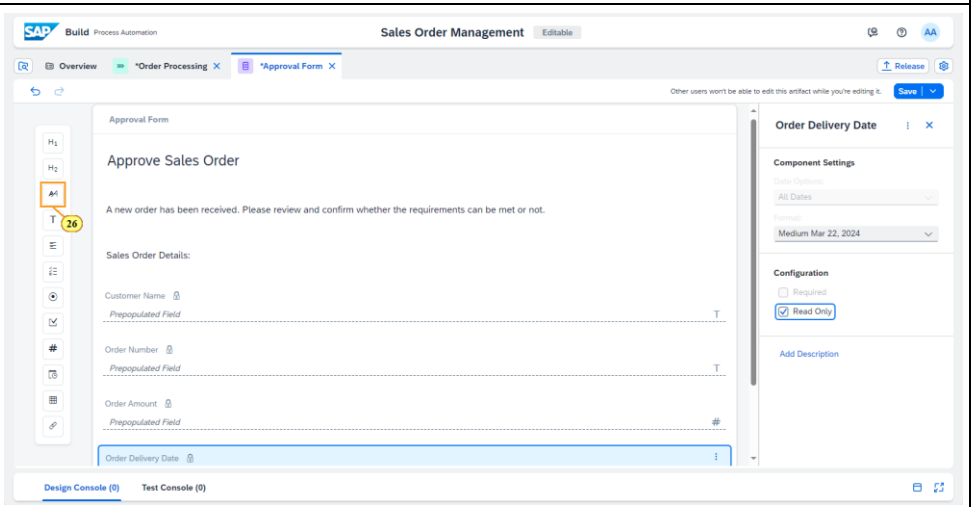
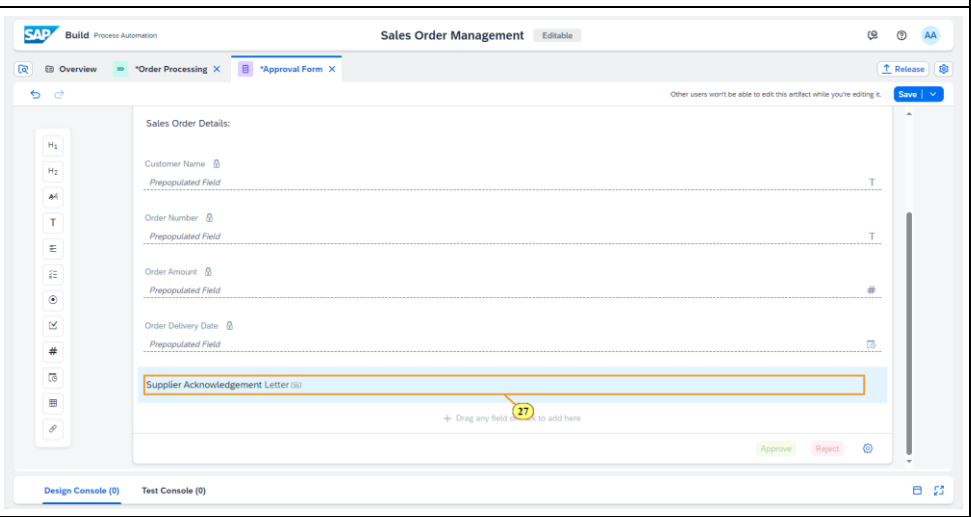
Explanation	Screenshot
13. In the <i>New Paragraph</i> field, enter <b>Sales Order Details:</b> .	
14. Choose <i>Text</i> .	
15. In the <i>New Text</i> field, enter <b>Customer Name</b> .	

Explanation	Screenshot
16. Select <i>Read Only</i> .	
17. Choose <i>Text</i> .	
18. In the <i>New Text</i> field, enter <b>Order Number</b> .	

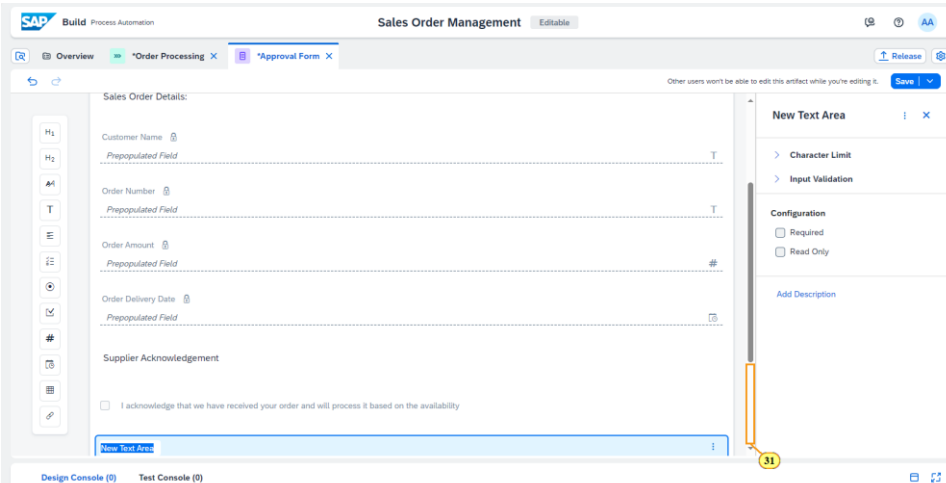
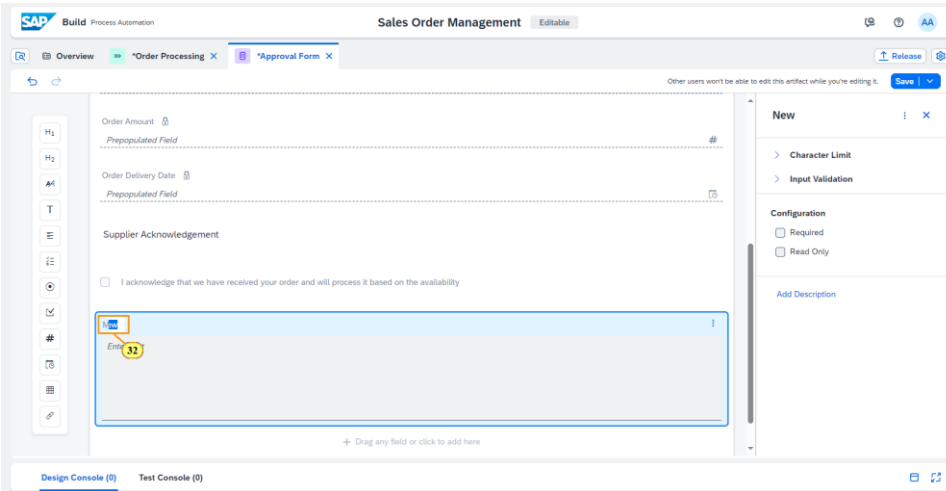
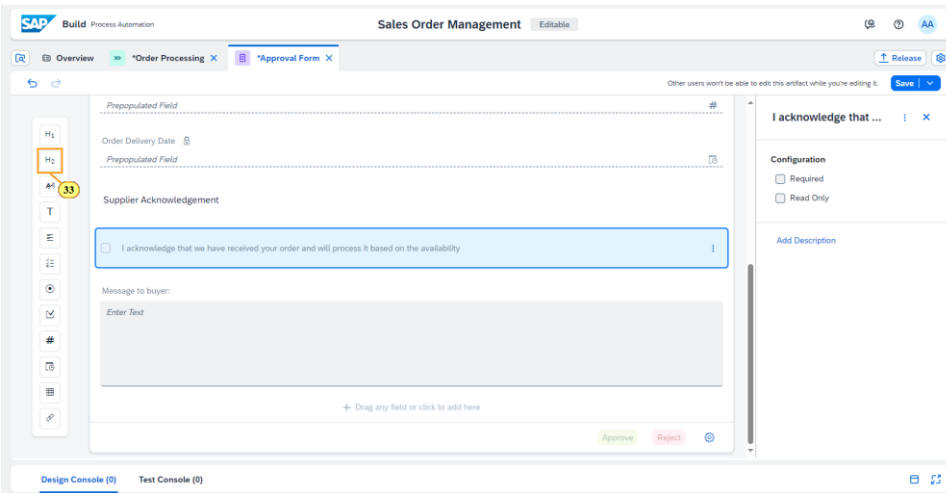
Explanation	Screenshot
19. Select <i>Read Only</i> .	
20. Choose <i>New Number</i> .	
21. In the <i>New Number</i> field, enter <b>Order Amount</b> .	

Explanation	Screenshot
22. Select <i>Read Only</i> .	 <p>The screenshot shows the SAP Build Process Automation interface for 'Sales Order Management'. The 'Approval Form' is being configured. The 'Order Amount' field is selected, and the 'Read Only' checkbox in the configuration panel is checked. The 'Design Console' and 'Test Console' are visible at the bottom.</p>
23. Choose <i>New Date</i> .	 <p>The screenshot shows the SAP Build Process Automation interface for 'Sales Order Management'. The 'Approval Form' is being configured. The 'New Date' field is selected, and the 'Read Only' checkbox in the configuration panel is checked. The 'Design Console' and 'Test Console' are visible at the bottom.</p>
24. In the <i>New Date</i> field, enter <b>Order Delivery Date</b> .	 <p>The screenshot shows the SAP Build Process Automation interface for 'Sales Order Management'. The 'Approval Form' is being configured. The 'New Date' field is selected, and the 'Read Only' checkbox in the configuration panel is checked. The 'Order Delivery Date' is entered in the field. The 'Design Console' and 'Test Console' are visible at the bottom.</p>

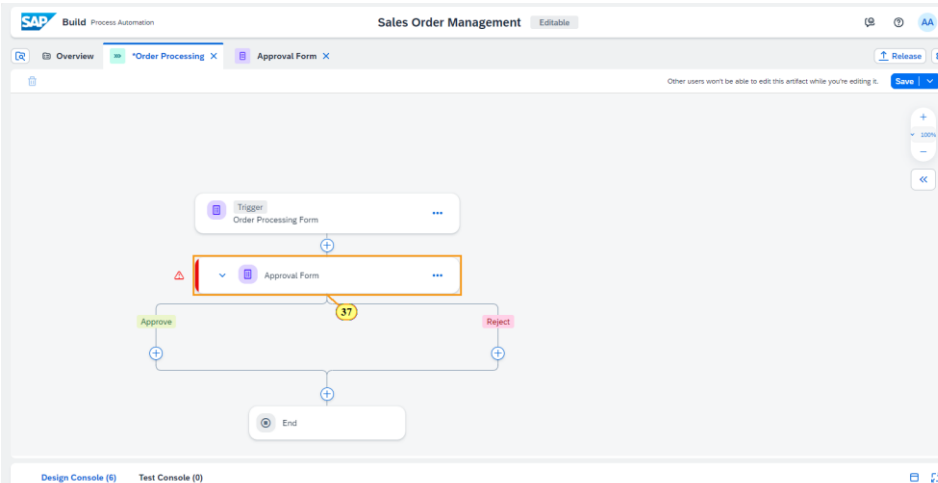
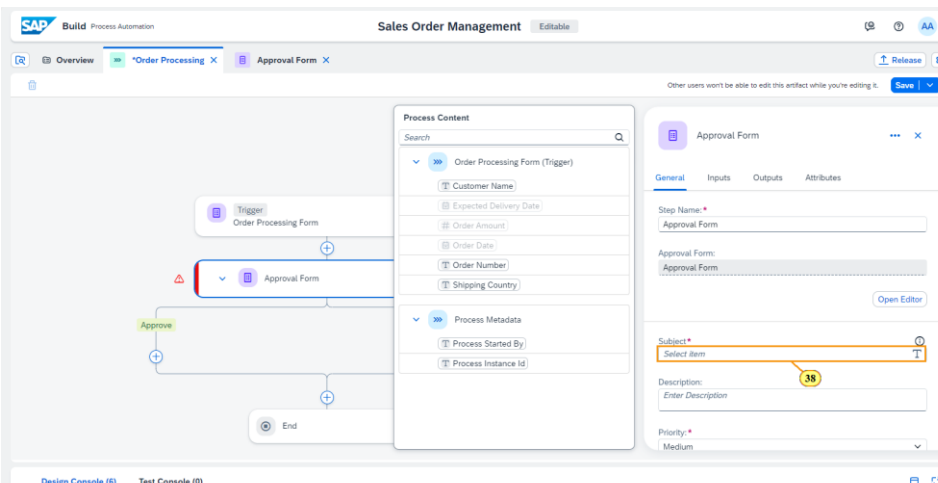
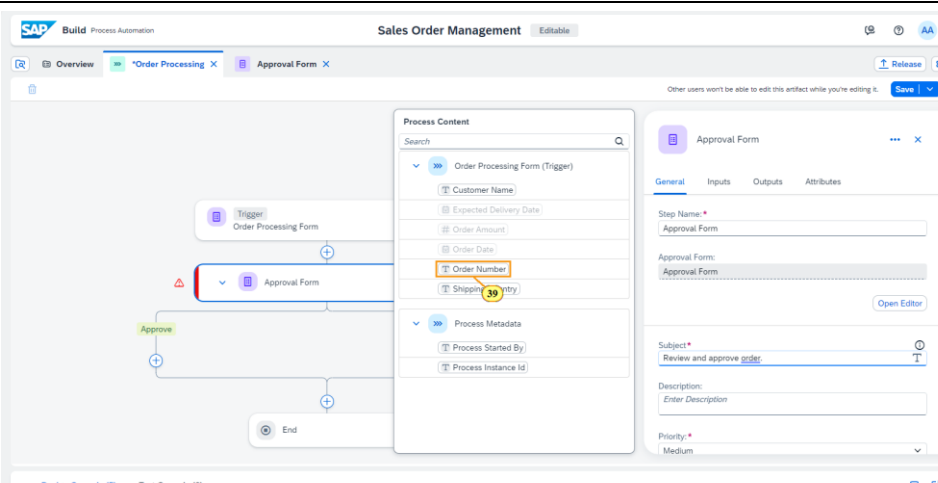


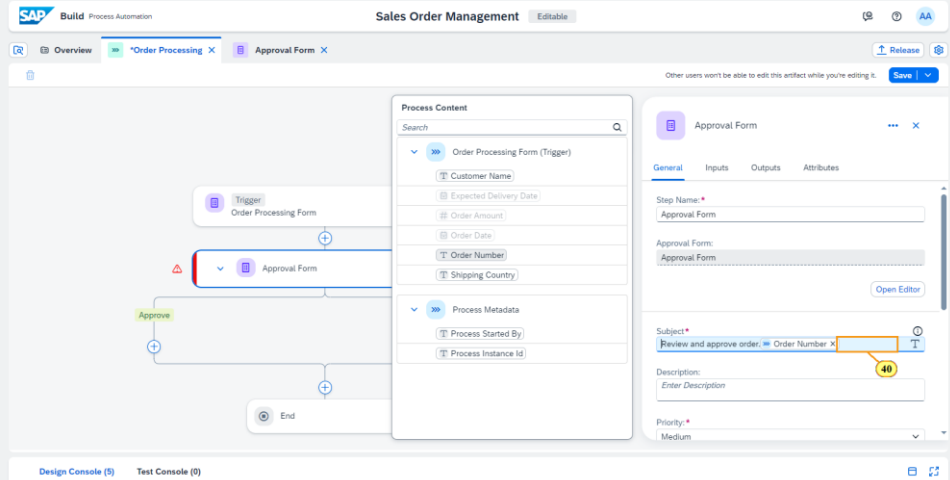
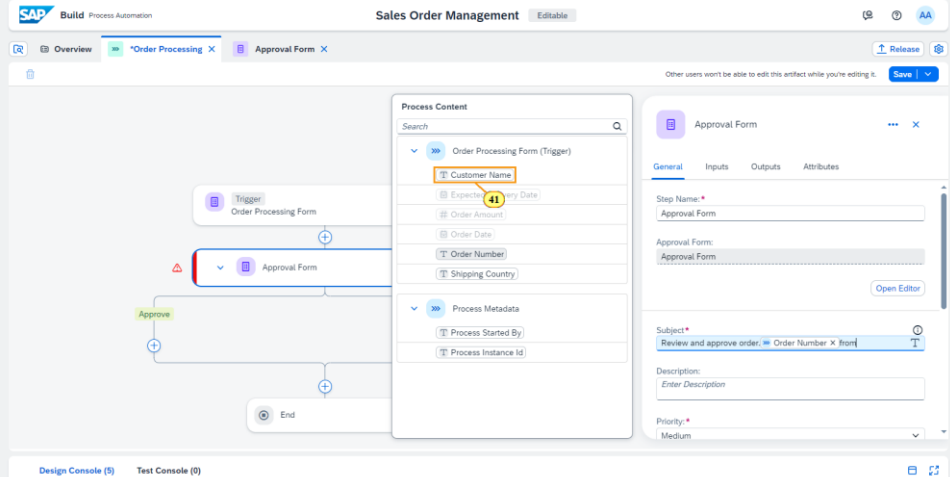
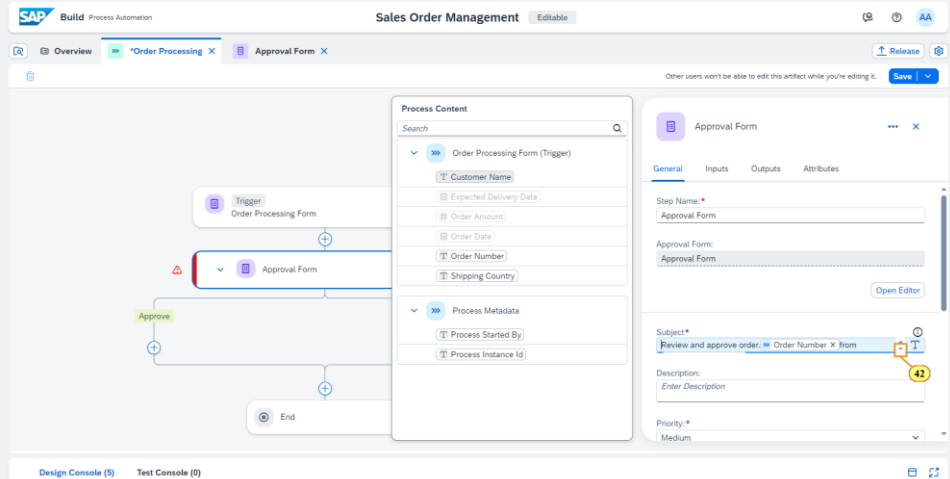
Explanation	Screenshot
25. Select <i>Read Only</i> .	 The screenshot shows the SAP Build Process Automation interface for 'Sales Order Management'. The 'Approval Form' is being configured. In the 'Configuration' section on the right, the 'Read Only' checkbox is selected, and a yellow circle with the number 25 is placed next to it. The form itself is titled 'Approve Sales Order' and contains fields for 'Customer Name', 'Order Number', 'Order Amount', and 'Order Delivery Date', all marked as 'Prepopulated Field'. The 'Order Delivery Date' field is highlighted with a blue border.
26. Choose <i>Paragraph</i> .	 The screenshot shows the same SAP Build Process Automation interface. In the left-hand toolbar, the 'Paragraph' icon (represented by a 'P' inside a square) is selected, and a yellow circle with the number 26 is placed next to it. The form configuration remains the same as in the previous screenshot.
27. In the New <i>Paragraph</i> field, enter <b>Supplier Acknowledgement Letter</b> .	 The screenshot shows the same SAP Build Process Automation interface. A new paragraph field has been added to the form, containing the text 'Supplier Acknowledgement Letter (8)'. A yellow circle with the number 27 is placed next to the text. The form configuration remains the same as in the previous screenshots.

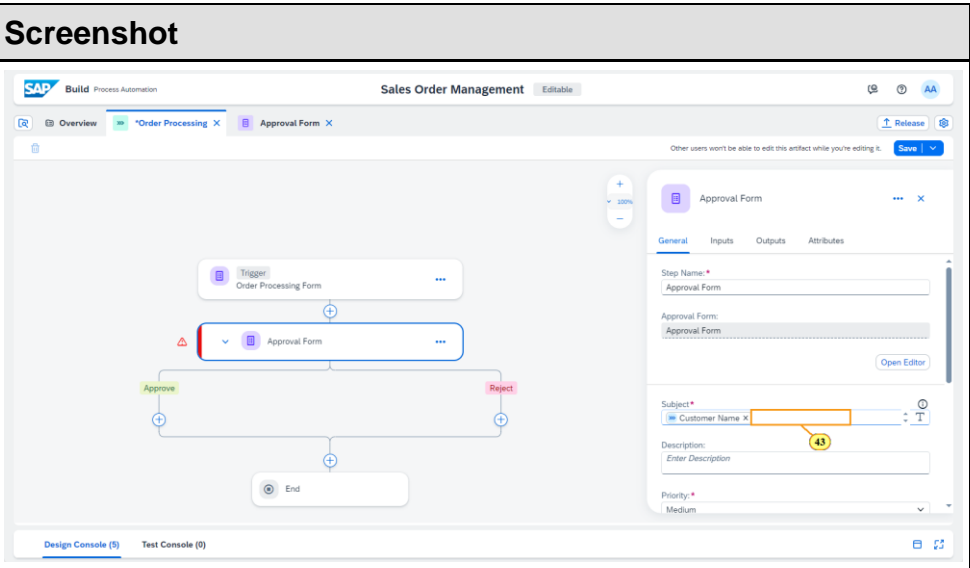
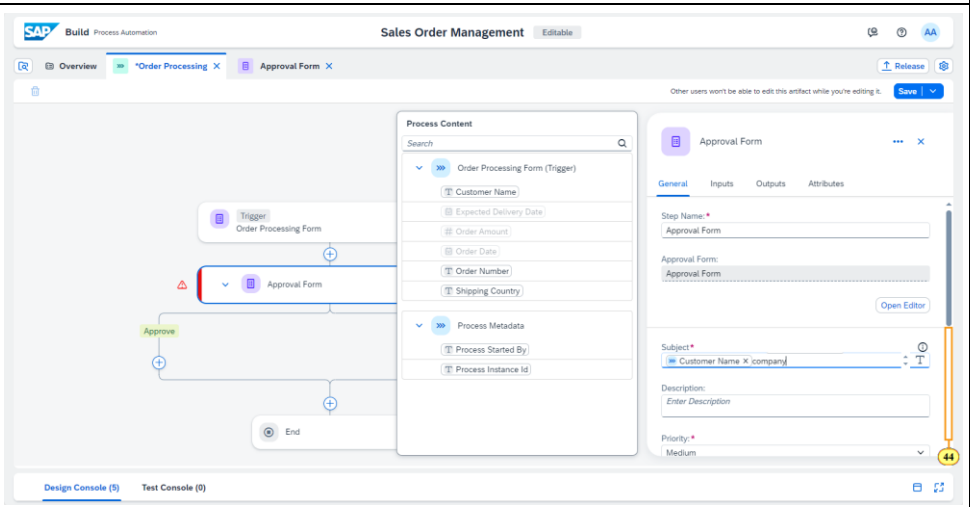
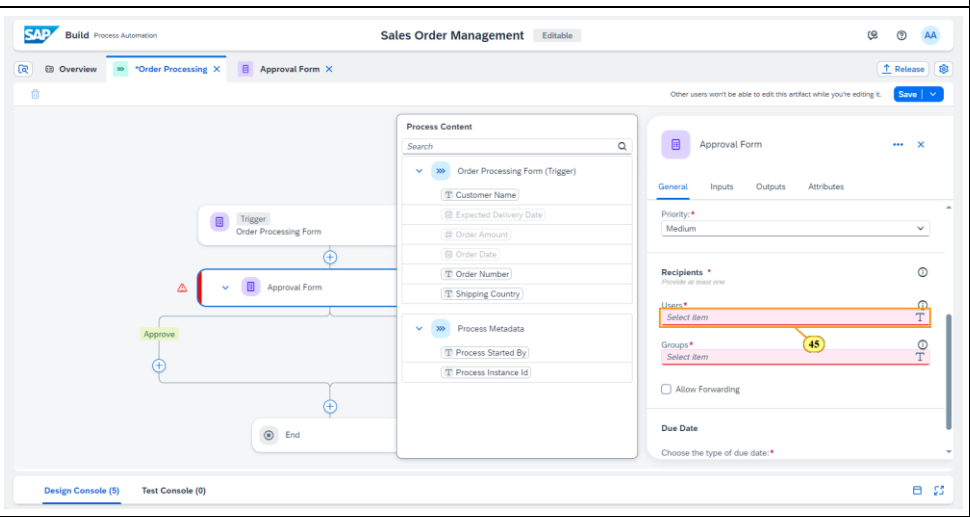
Explanation	Screenshot
28. Choose <i>Checkbox</i> .	
29. In the <i>Checkbox</i> field, enter <b>I acknowledge that we have received your order and will process it based on the availability.</b>	
30. Choose <i>Text Area</i> .	

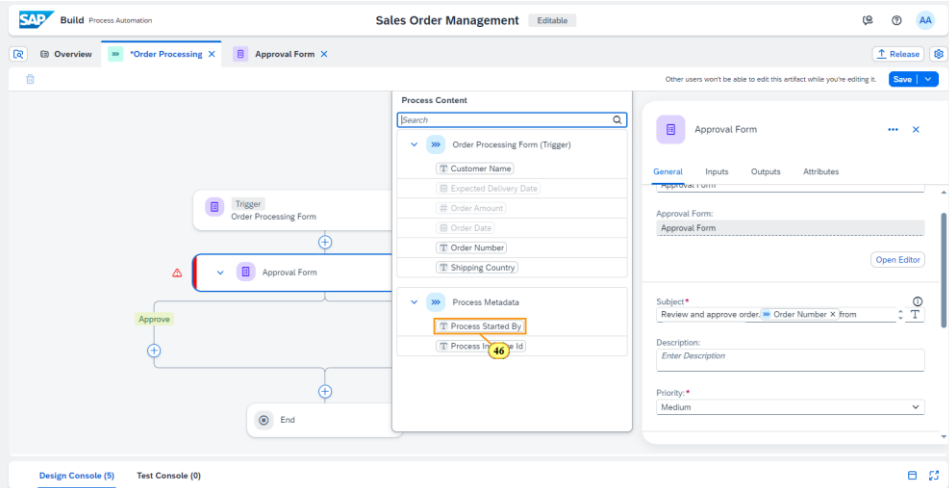
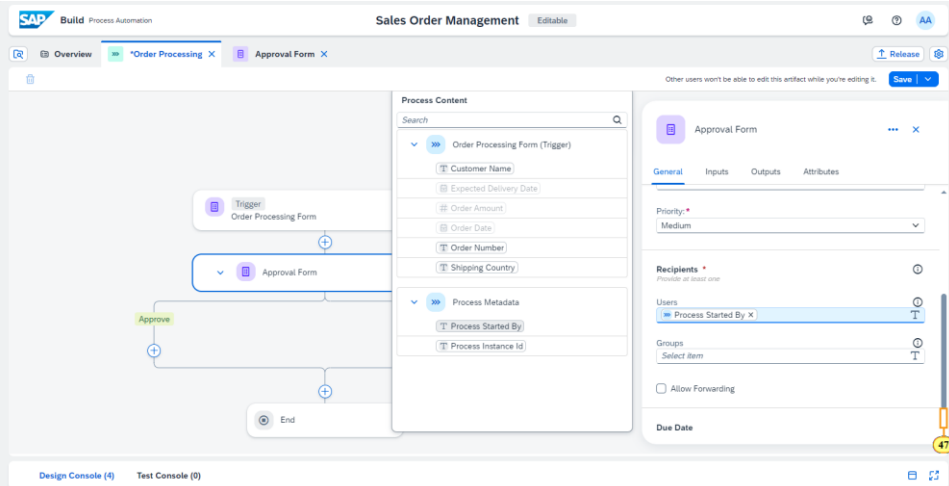
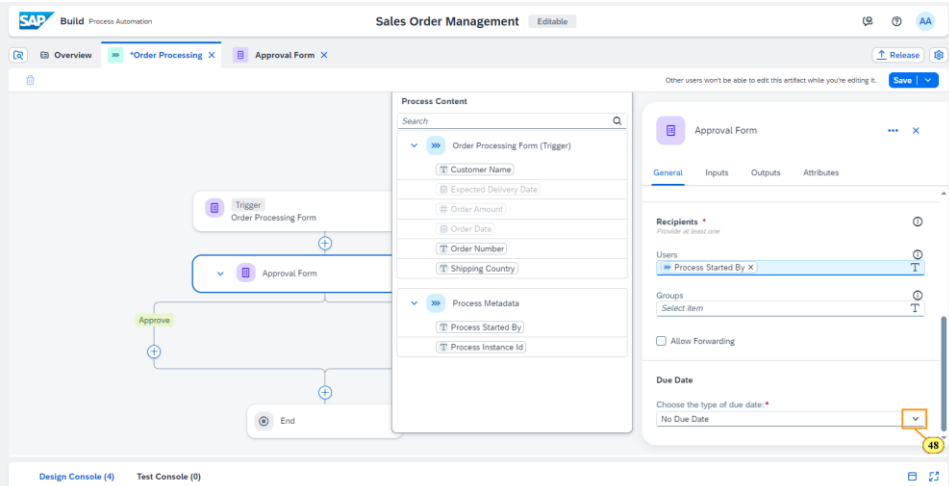
Explanation	Screenshot
<p>31. Select the scroll bar to scroll down.</p>	
<p>32. In the <i>Text</i> field, enter <b>Message to buyer</b>.</p>	
<p>33. Choose <i>Heading</i>.</p>	

Explanation	Screenshot
34. In the New <i>Headline</i> field, enter <b>Please approve or reject the Approval Form</b> .	
35. Choose <b>Save</b> .	
36. Choose <i>Order Processing</i> .	

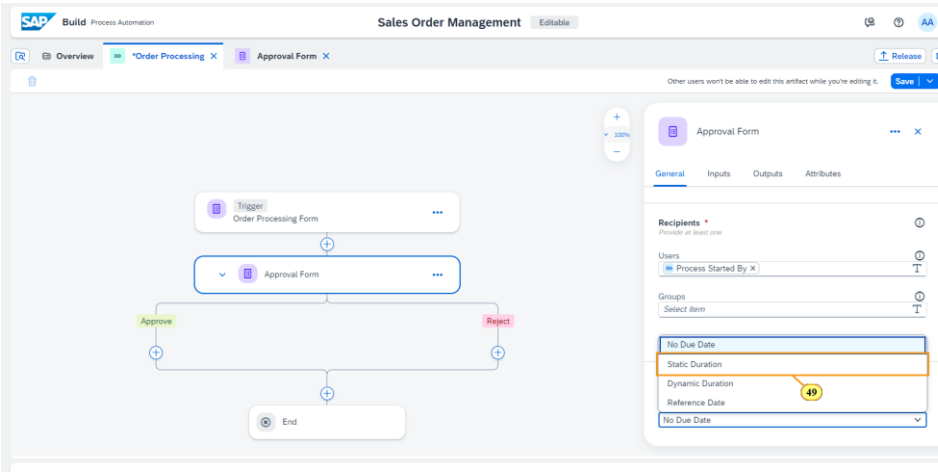
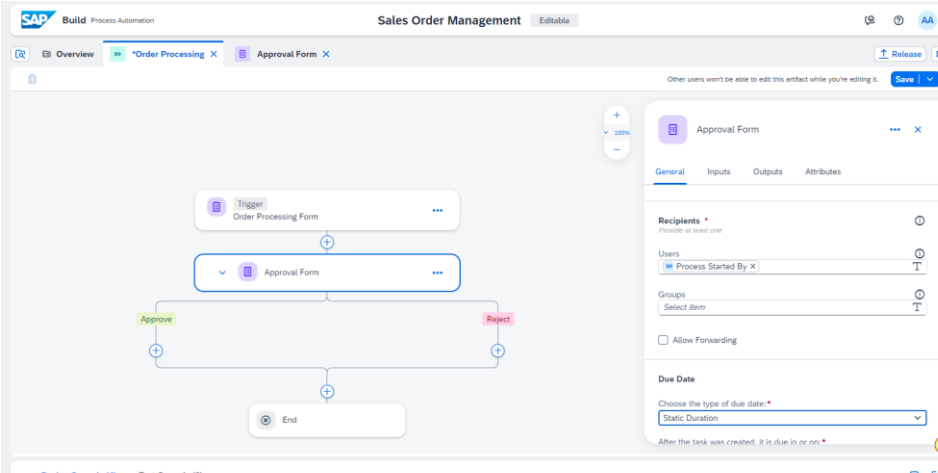
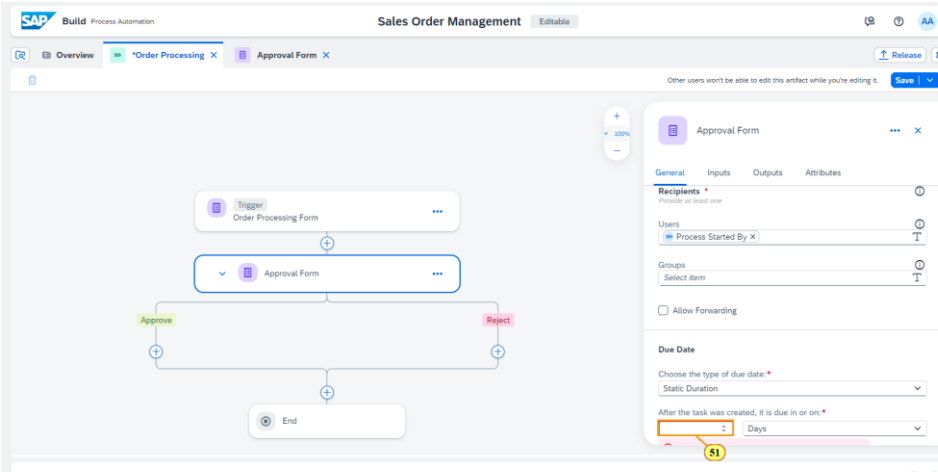
Explanation	Screenshot
37. Choose <i>Approval Form</i> .	
38. In the <i>Subject</i> field, enter <b>Review and approve order</b> .	
39. Choose <i>Order Number</i> .	

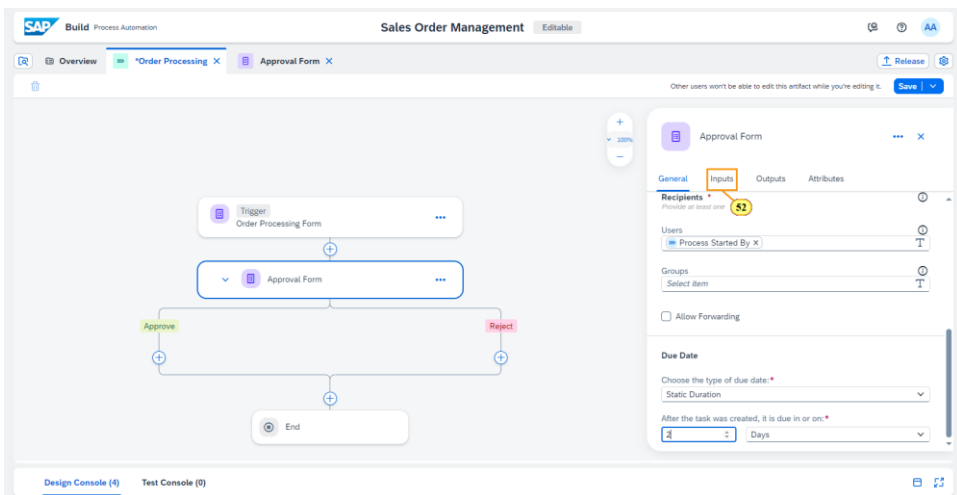
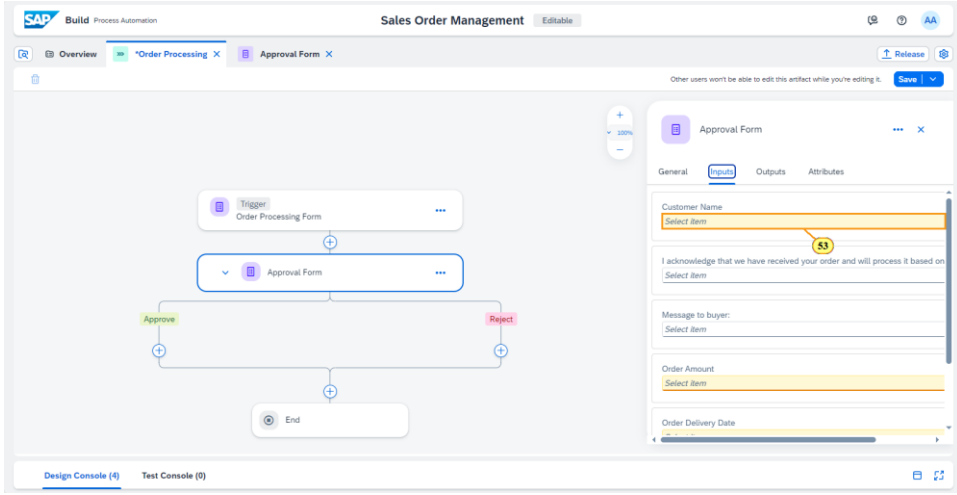
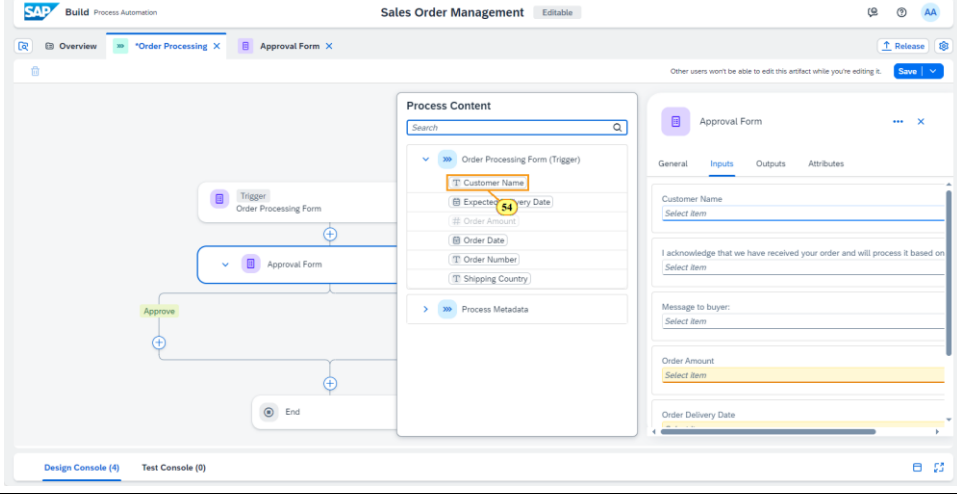
Explanation	Screenshot
<p>40. In the <i>Subject</i> field, enter <b>from</b>.</p>	
<p>41. Choose <i>Customer Name</i>.</p>	
<p>42. Select the scroll bar to scroll down.</p>	

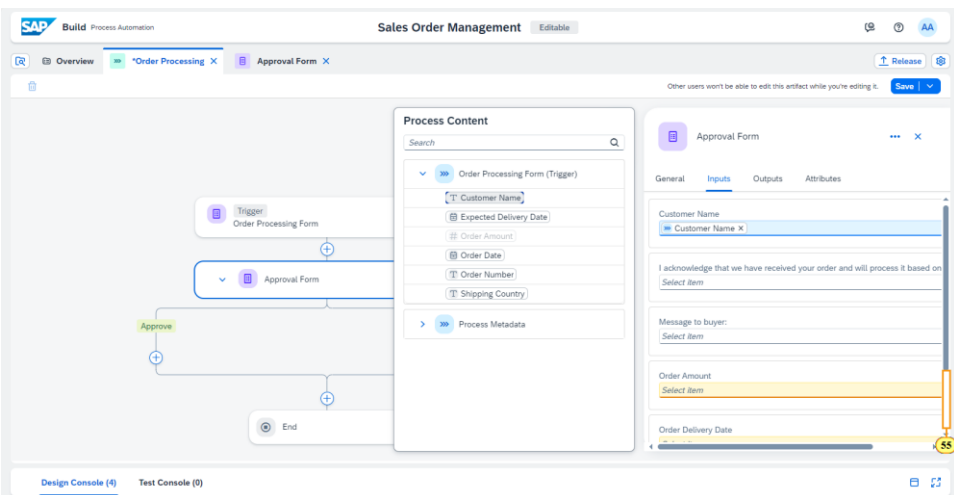
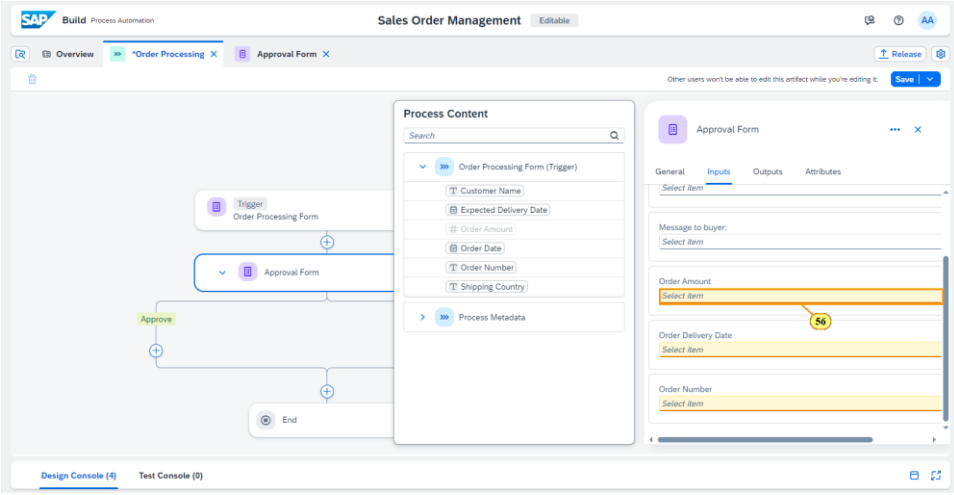
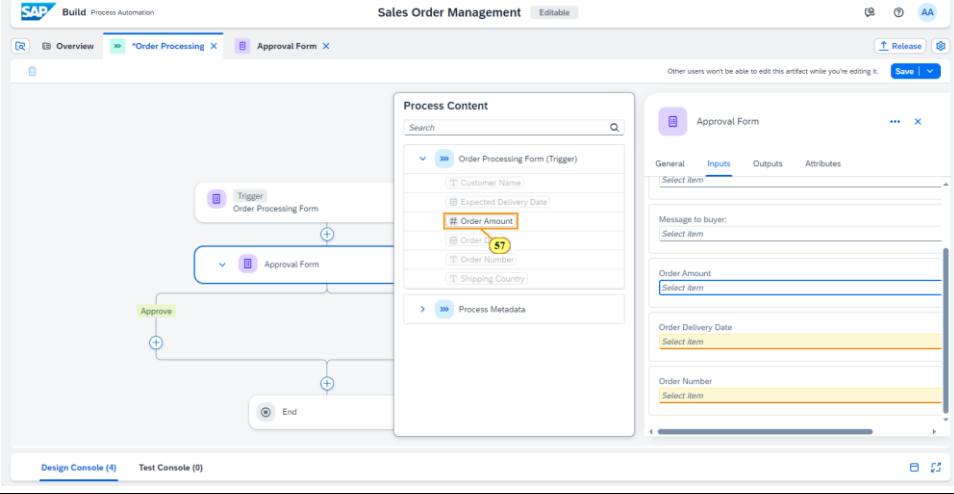
Explanation	Screenshot
43. In the <i>Subject</i> field, enter <b>Company</b> .	 <p>The screenshot shows the SAP Build Process Automation interface for 'Sales Order Management'. The 'Approval Form' configuration panel is open on the right. The 'Subject' field is highlighted with a yellow box and the number 43, indicating where to enter 'Company'.</p>
44. Select the scroll bar to scroll down.	 <p>The screenshot shows the SAP Build Process Automation interface for 'Sales Order Management'. The 'Approval Form' configuration panel is open on the right. The scroll bar on the right side of the 'Subject' field is highlighted with a yellow box and the number 44, indicating where to click to scroll down.</p>
45. Choose <i>Users</i> .	 <p>The screenshot shows the SAP Build Process Automation interface for 'Sales Order Management'. The 'Approval Form' configuration panel is open on the right. The 'Users' field is highlighted with a yellow box and the number 45, indicating where to choose 'Users'.</p>

Explanation	Screenshot
<p>46. Choose <i>Process Started By</i>.</p>	
<p>47. Select the scroll bar to scroll down.</p>	
<p>48. Open the <i>Choose the type of due date</i> list.</p>	

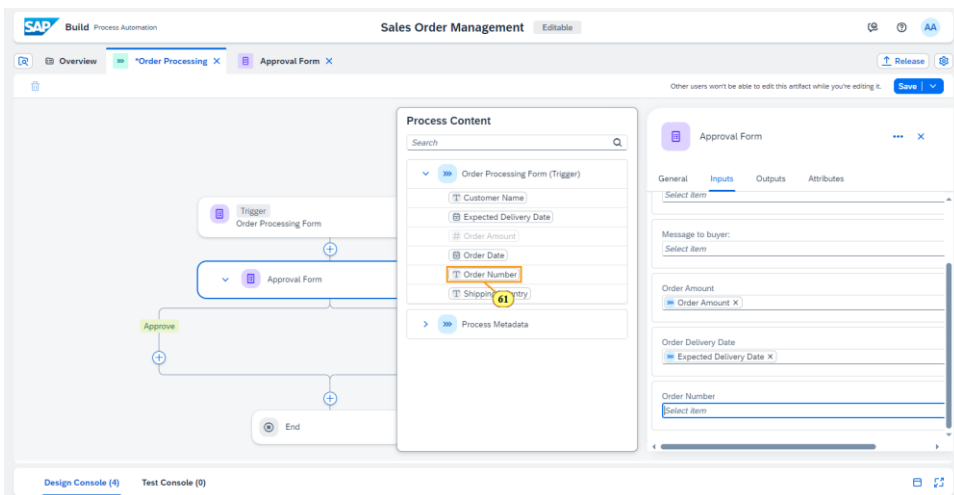
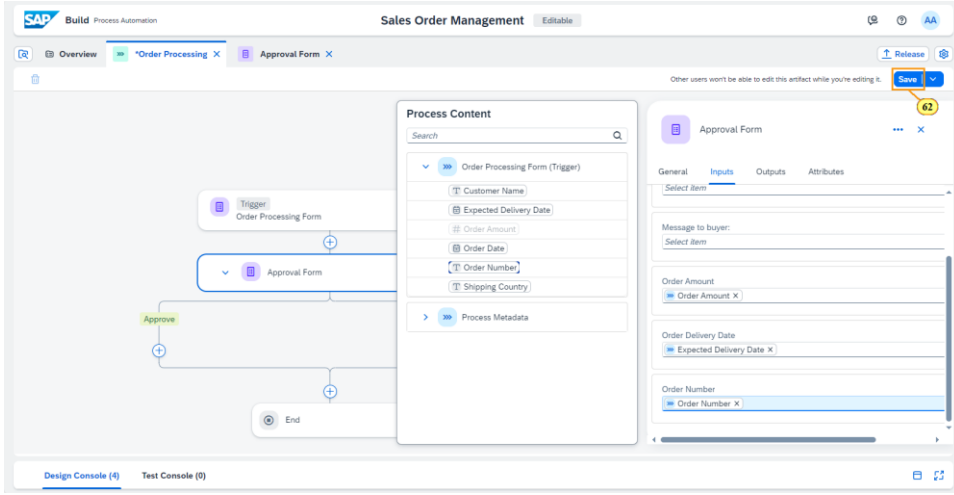
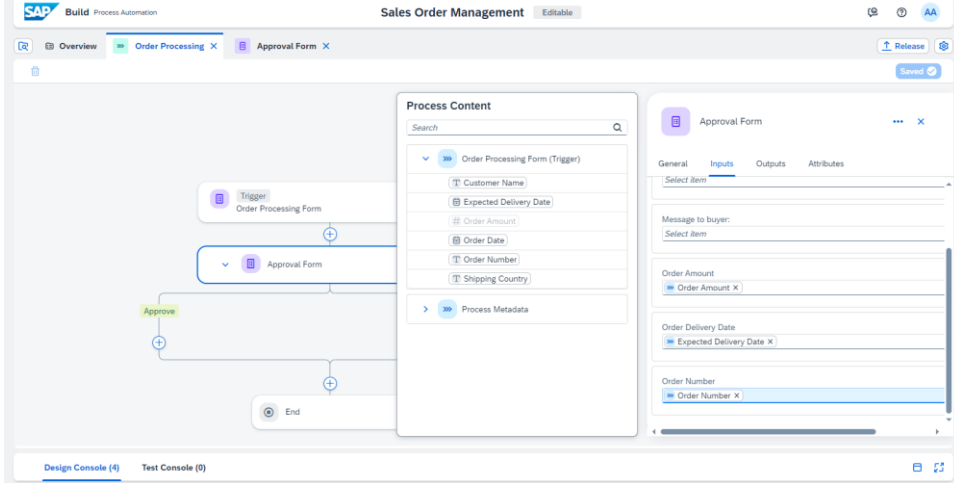



Explanation	Screenshot
<p>49. Select <i>Static Duration</i>.</p>	
<p>50. Select the scroll bar to scroll down.</p>	
<p>51. In the <i>After the task was created, it is due in or on</i> field, enter <b>2</b>.</p>	

Explanation	Screenshot
52. Choose <i>Inputs</i> .	 <p>The screenshot shows the SAP Build Process Automation interface for 'Sales Order Management'. The 'Approval Form' configuration is displayed. The 'Inputs' tab is selected, and the 'Recipients' section is highlighted with a yellow circle labeled S2. The process flow diagram on the left shows a 'Trigger' event leading to an 'Approval Form' task, which then branches into 'Approve' and 'Reject' paths, both leading to an 'End' event.</p>
53. Choose <i>Customer Name</i> .	 <p>The screenshot shows the SAP Build Process Automation interface for 'Sales Order Management'. The 'Approval Form' configuration is displayed. The 'Inputs' tab is selected, and the 'Customer Name' field is highlighted with a yellow circle labeled S3. The process flow diagram on the left shows a 'Trigger' event leading to an 'Approval Form' task, which then branches into 'Approve' and 'Reject' paths, both leading to an 'End' event.</p>
54. Choose <i>Customer Name</i> .	 <p>The screenshot shows the SAP Build Process Automation interface for 'Sales Order Management'. The 'Approval Form' configuration is displayed. The 'Inputs' tab is selected, and the 'Customer Name' field is highlighted with a yellow circle labeled S4. The process flow diagram on the left shows a 'Trigger' event leading to an 'Approval Form' task, which then branches into 'Approve' and 'Reject' paths, both leading to an 'End' event.</p>

Explanation	Screenshot
55. Select the scrollbar to scroll down.	
56. Choose <i>Order Amount</i> .	
57. Choose <i>Order Amount</i> .	

Explanation	Screenshot
58. Choose <i>Order Delivery Date</i> .	
59. Choose <i>Expected Delivery Date</i> .	
60. Choose <i>Order Number</i> .	

Explanation	Screenshot
61. Choose Order Number.	
62. Choose Save.	
	

Explanation	Screenshot
<p> You have now successfully created and configured an approval form.</p>	