

PUBLIC

Deep dive into SAP Business Technology Platform Workflow Management – Gain Real time Process Visibility

DEV-264

Exercises / Solutions
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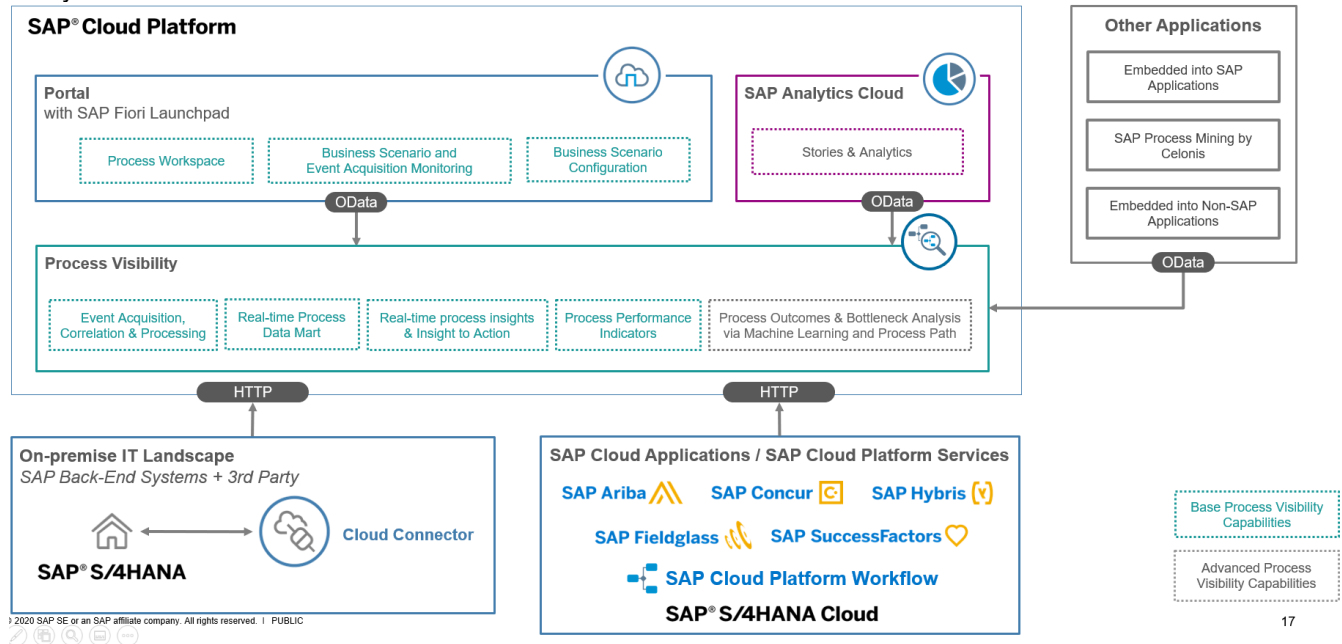
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SUMMARY46

SAP Business Technology Platform Workflow Management has Process Visibility capability, enable customers to gain real time visibility into their end to end business process including insight to actions. Process visibility provides out of the box visibility into SAP Cloud Platform Workflow, Processes executing in other transactional systems, integration with SAP Business Workflow and Qualtrics.

Process Visibility offers REST/oData APIs to consume transactional events from different Line of business applications. It is possible to consume process visibility scenario data and integrate with other solutions like SAP Analytics Cloud.



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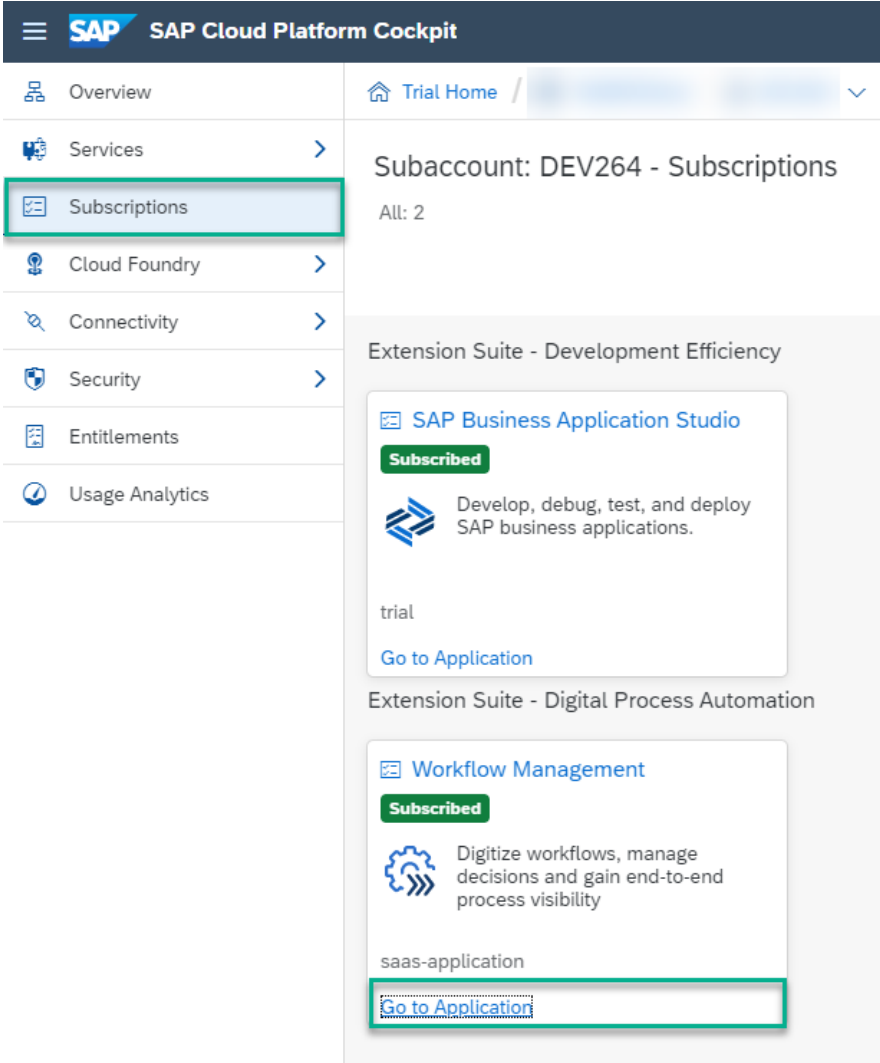
SCENARIO

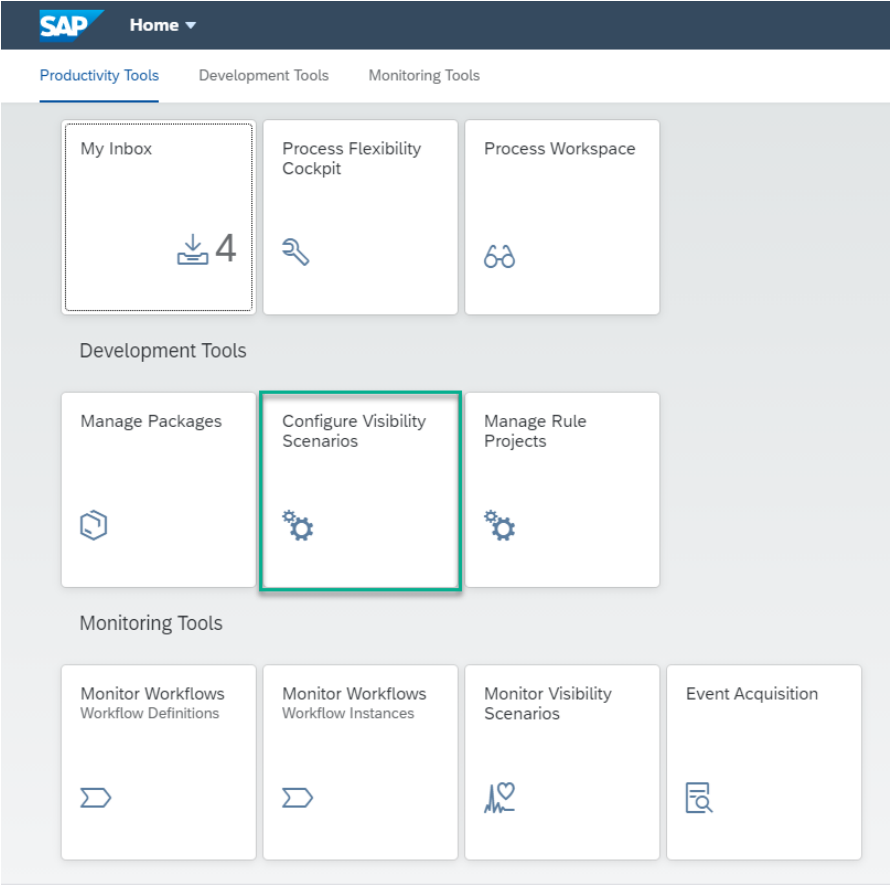
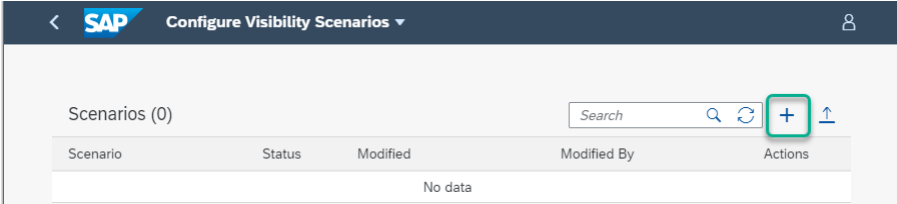
In this guide you will create a process visibility scenario based on a SAP Business Technology Platform Workflow Model. You will learn the following in this exercise.

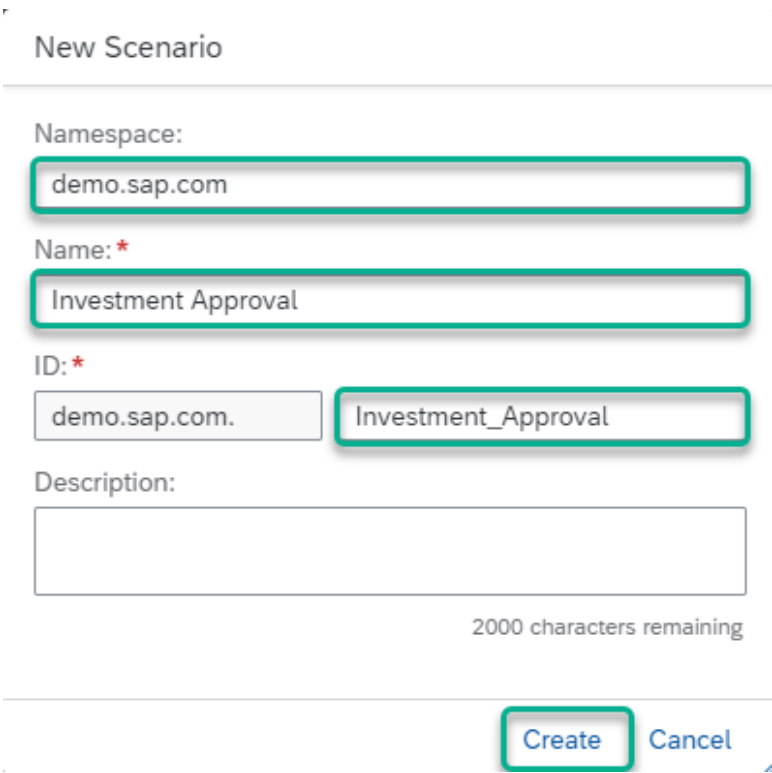
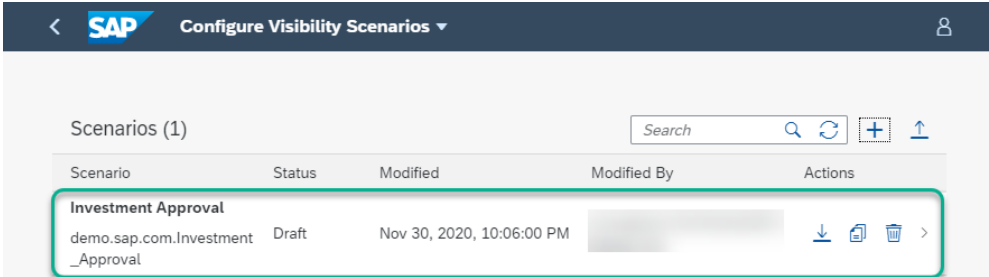
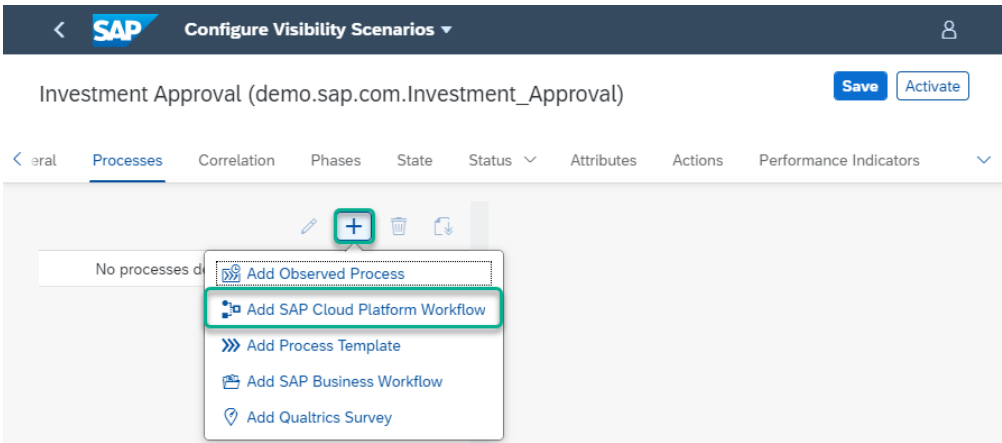
- Model Process visibility scenario
- Configure Calculated attributes.
- Configure Insight to Actions.
- Configure Process Performance Indicators.
- Deploy and Consume the process visibility scenario.
- Process Workspace
- Trigger Actions

Prerequisite

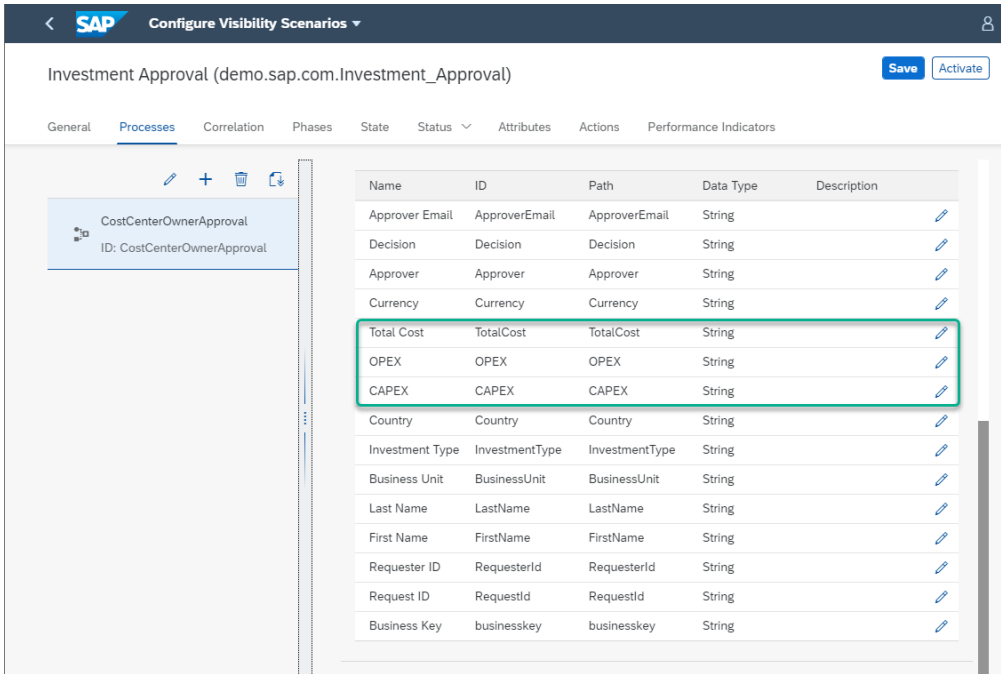
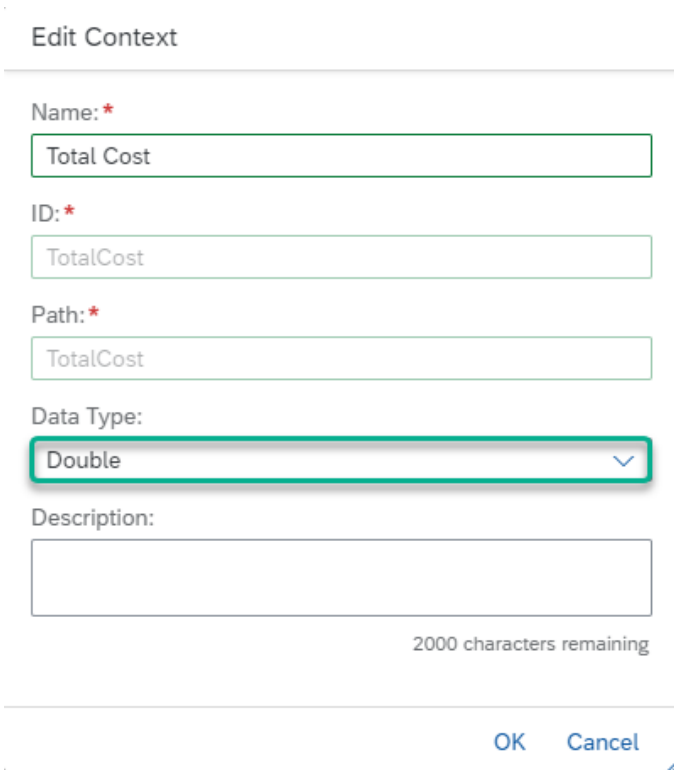
You must complete [Model Investment Approval Workflow](#) before starting this exercise.

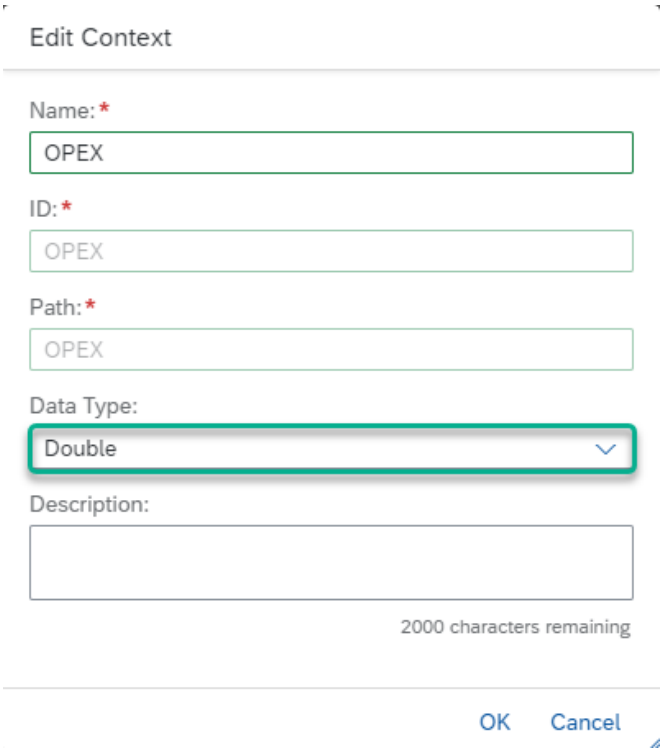
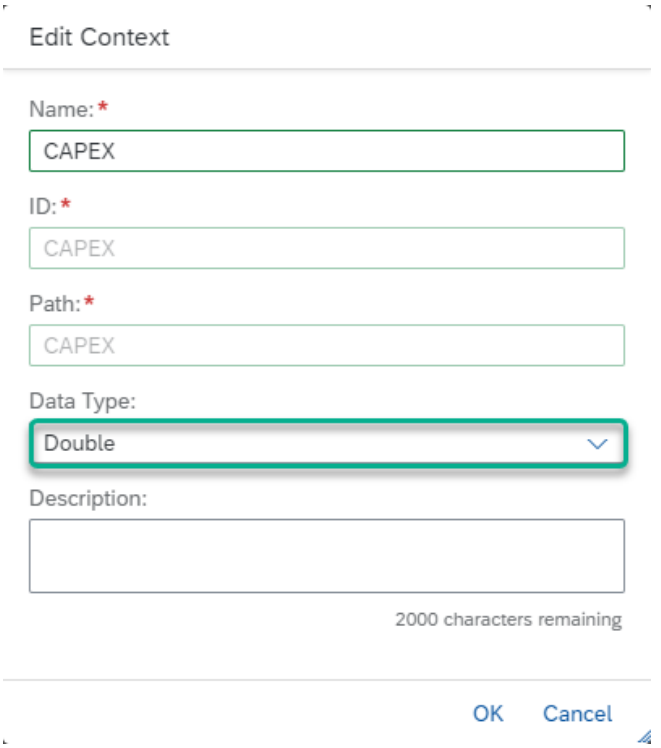
Explanation	Screenshot
<ol style="list-style-type: none">1. Select Subscriptions from your Business Technology Platform Subaccount.2. Search Workflow Management and click the link Go to Application.3. A new browser window is opened, and Workflow Management Fiori Launch Pad is available.	 <p>The screenshot displays the SAP Cloud Platform Cockpit interface. On the left, a navigation menu lists various services: Overview, Services, Subscriptions (highlighted with a green box), Cloud Foundry, Connectivity, Security, Entitlements, and Usage Analytics. The main content area shows the 'Subaccount: DEV264 - Subscriptions' page. It lists two subscriptions: 'SAP Business Application Studio' and 'Workflow Management'. Both are marked as 'Subscribed'. The 'Workflow Management' subscription is further detailed with a description: 'Digitize workflows, manage decisions and gain end-to-end process visibility'. Below this, the text 'saas-application' is visible, and the 'Go to Application' link is highlighted with a green box.</p>

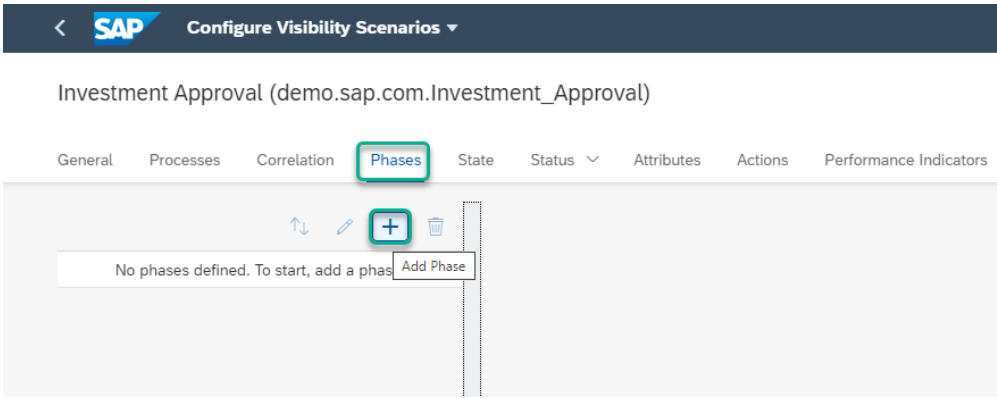
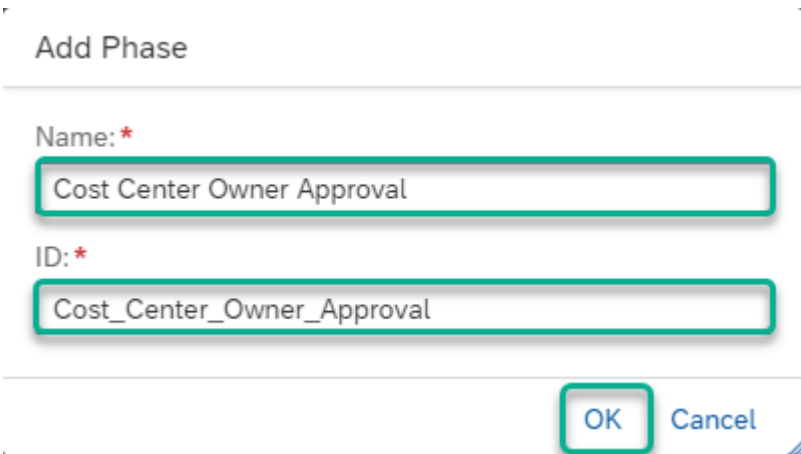
Explanation	Screenshot
<p>Create Scenario</p> <p>4. Click Configure Visibility Scenarios.</p> <p>Configure Visibility Scenarios enables you to create a new process visibility scenario.</p>	 <p>The screenshot shows the SAP Home dashboard. The top navigation bar includes 'SAP' and 'Home'. Below it are tabs for 'Productivity Tools', 'Development Tools', and 'Monitoring Tools'. The main area displays several tiles: 'My Inbox' (with a download icon and '4'), 'Process Flexibility Cockpit' (with a wrench icon), 'Process Workspace' (with a glasses icon), 'Manage Packages' (with a cube icon), 'Configure Visibility Scenarios' (with a gear icon, highlighted with a red border), and 'Manage Rule Projects' (with a gear icon). Below these are 'Monitoring Tools' including 'Monitor Workflows Workflow Definitions', 'Monitor Workflows Workflow Instances', 'Monitor Visibility Scenarios', and 'Event Acquisition'.</p>
<p>5. Click + button to create a new scenario.</p>	 <p>The screenshot shows the 'Configure Visibility Scenarios' page. The top bar has a back arrow, 'SAP', and 'Configure Visibility Scenarios'. Below is a search bar and a '+ ' button (highlighted with a red border). A table with columns 'Scenario', 'Status', 'Modified', 'Modified By', and 'Actions' is shown. The table is empty, displaying 'No data'.</p>

Explanation	Screenshot
<div>6. Enter the following. Namespace: demo.sap.com Name: Investment Approval. 7. Click Create button.</div>	
<div>8. Select the Investment Approval scenario enables navigation to the scenario editor.</div>	
<div>9. Click the + button and Select Add SAP Business Technology Platform Workflow.</div> <div>Process visibility provides out of the box integration with SAP Business Technology Platform Workflow.</div>	

Explanation	Screenshot
10. Select CostCenterOwnerApproval Workflow.	<div><div>Add SAP Cloud Platform Workflow</div><div><div>Search</div><div><div>CostCenterOwnerApproval</div><div>ID: CostCenterOwnerApproval</div></div><div><div>NotifyProcessAdministrators</div><div>ID: NotifyProcessAdministrators</div></div><div><div>RestartCostCenterOwnerApproval</div><div>ID: RestartCostCenterOwnerApproval</div></div></div><div>Cancel</div></div>

Explanation	Screenshot																																																																																
<div>11. The workflow details are imported, and you can see workflow events and workflow attributes.</div> <div>12. Select attribute Total Cost and click the Edit icon.</div>	<div><p>The screenshot shows the SAP 'Configure Visibility Scenarios' interface. The 'Processes' tab is active, displaying a table of attributes for the 'Investment Approval' scenario. The 'Total Cost' attribute is highlighted with a green box, and its edit icon (pencil) is also highlighted. The table has columns: Name, ID, Path, Data Type, and Description.</p><table><tr><th>Name</th><th>ID</th><th>Path</th><th>Data Type</th><th>Description</th></tr><tr><td>Approver Email</td><td>ApproverEmail</td><td>ApproverEmail</td><td>String</td><td></td></tr><tr><td>Decision</td><td>Decision</td><td>Decision</td><td>String</td><td></td></tr><tr><td>Approver</td><td>Approver</td><td>Approver</td><td>String</td><td></td></tr><tr><td>Currency</td><td>Currency</td><td>Currency</td><td>String</td><td></td></tr><tr><td>Total Cost</td><td>TotalCost</td><td>TotalCost</td><td>String</td><td></td></tr><tr><td>OPEX</td><td>OPEX</td><td>OPEX</td><td>String</td><td></td></tr><tr><td>CAPEX</td><td>CAPEX</td><td>CAPEX</td><td>String</td><td></td></tr><tr><td>Country</td><td>Country</td><td>Country</td><td>String</td><td></td></tr><tr><td>Investment Type</td><td>InvestmentType</td><td>InvestmentType</td><td>String</td><td></td></tr><tr><td>Business Unit</td><td>BusinessUnit</td><td>BusinessUnit</td><td>String</td><td></td></tr><tr><td>Last Name</td><td>LastName</td><td>LastName</td><td>String</td><td></td></tr><tr><td>First Name</td><td>FirstName</td><td>FirstName</td><td>String</td><td></td></tr><tr><td>Requester ID</td><td>RequesterId</td><td>RequesterId</td><td>String</td><td></td></tr><tr><td>Request ID</td><td>RequestId</td><td>RequestId</td><td>String</td><td></td></tr><tr><td>Business Key</td><td>businesskey</td><td>businesskey</td><td>String</td><td></td></tr></table></div>	Name	ID	Path	Data Type	Description	Approver Email	ApproverEmail	ApproverEmail	String		Decision	Decision	Decision	String		Approver	Approver	Approver	String		Currency	Currency	Currency	String		Total Cost	TotalCost	TotalCost	String		OPEX	OPEX	OPEX	String		CAPEX	CAPEX	CAPEX	String		Country	Country	Country	String		Investment Type	InvestmentType	InvestmentType	String		Business Unit	BusinessUnit	BusinessUnit	String		Last Name	LastName	LastName	String		First Name	FirstName	FirstName	String		Requester ID	RequesterId	RequesterId	String		Request ID	RequestId	RequestId	String		Business Key	businesskey	businesskey	String	
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<div>13. Change the Data Type as Double.</div> <div>14. Click OK button.</div>	<div><p>The screenshot shows the 'Edit Context' dialog box for the 'Total Cost' attribute. The 'Name' field is 'Total Cost', 'ID' is 'TotalCost', and 'Path' is 'TotalCost'. The 'Data Type' dropdown is set to 'Double' and is highlighted with a green box. The 'Description' field is empty. The 'OK' button is highlighted.</p><p>Name: * Total Cost</p><p>ID: * TotalCost</p><p>Path: * TotalCost</p><p>Data Type: Double</p><p>Description: 2000 characters remaining</p><p>OK Cancel</p></div>																																																																																

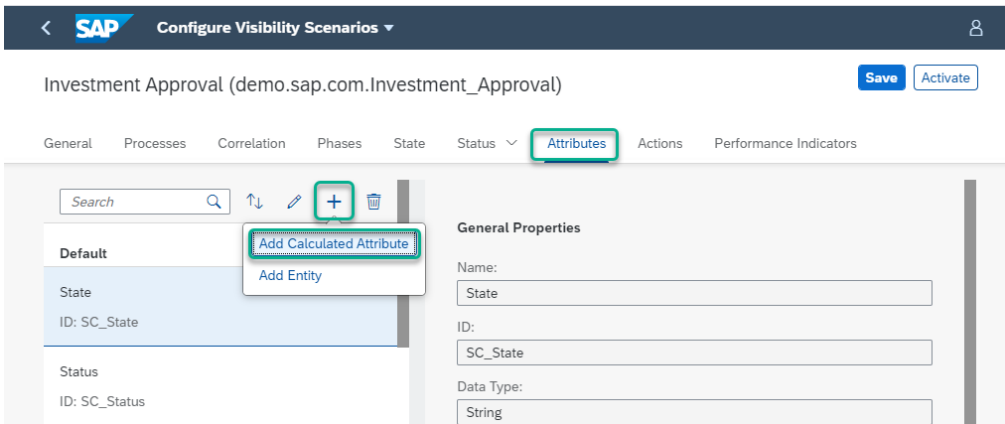
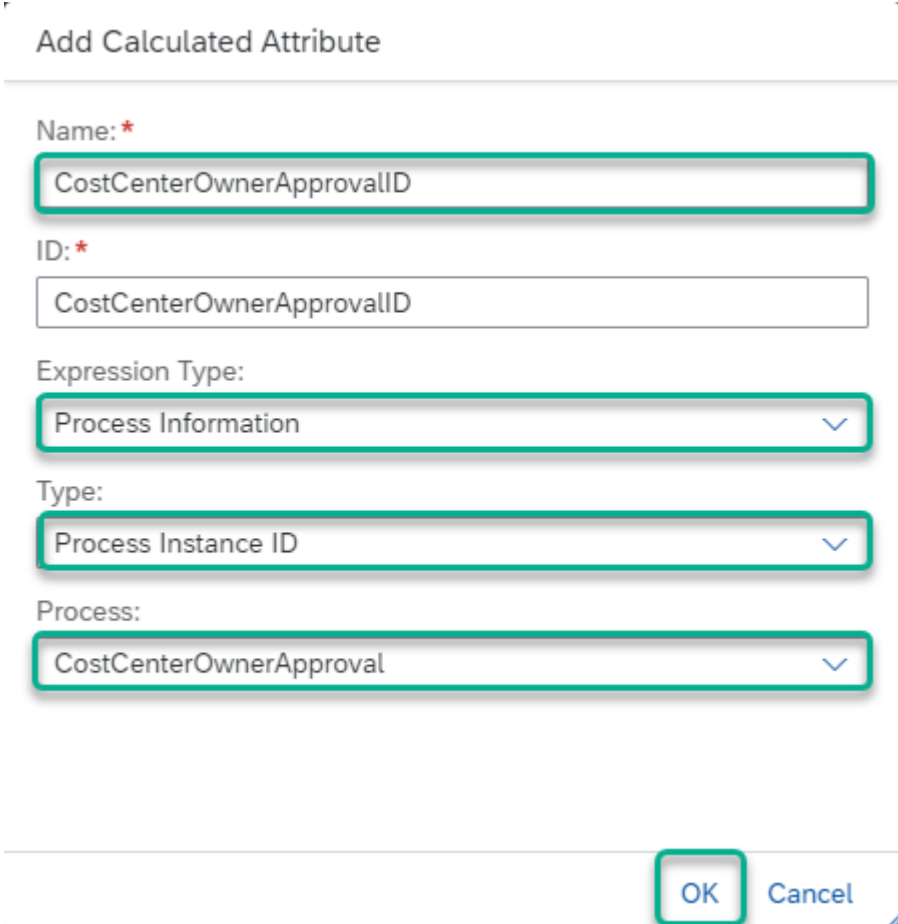
Explanation	Screenshot
15. Repeat the same for OPEX . 16. Change the Data Type as Double . 17. Click OK button.	
18. Repeat the same for CAPEX . 19. Change the Data Type as Double . 20. Click OK button.	

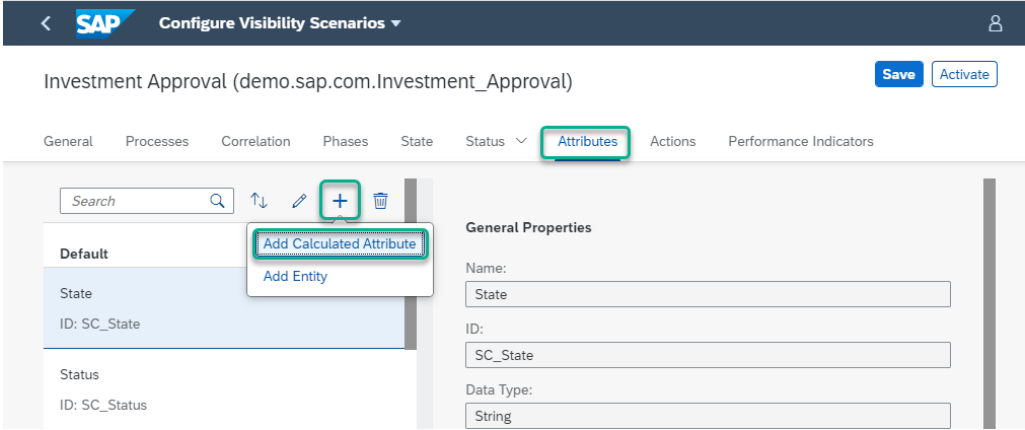
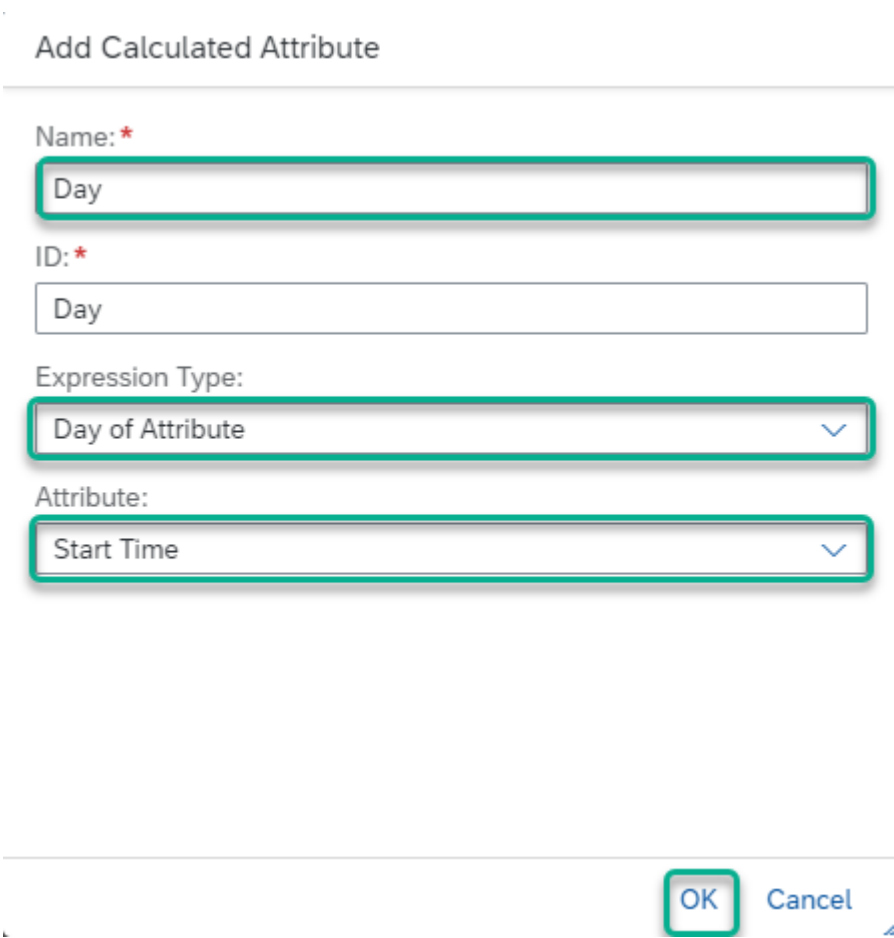
Explanation	Screenshot
<p>Configure Phases</p> <p>21. Click Phases tab. 22. Click the + button.</p> <p>A phase can be a group of activities, add value to the process and meaningful from business point of view. A scenario can have multiple phases.</p>	 <p>The screenshot shows the SAP 'Configure Visibility Scenarios' interface for 'Investment Approval (demo.sap.com.Investment_Approval)'. The 'Phases' tab is selected. A message box states 'No phases defined. To start, add a phase' with an 'Add Phase' button. A green box highlights the '+' icon in the toolbar.</p>
<p>23. Enter Name as Cost Center Owner Approval. 24. Click OK button.</p>	 <p>The screenshot shows the 'Add Phase' dialog box. The 'Name' field is filled with 'Cost Center Owner Approval' and the 'ID' field is filled with 'Cost_Center_Owner_Approval'. Both fields are highlighted with green boxes. The 'OK' button is also highlighted with a green box.</p>

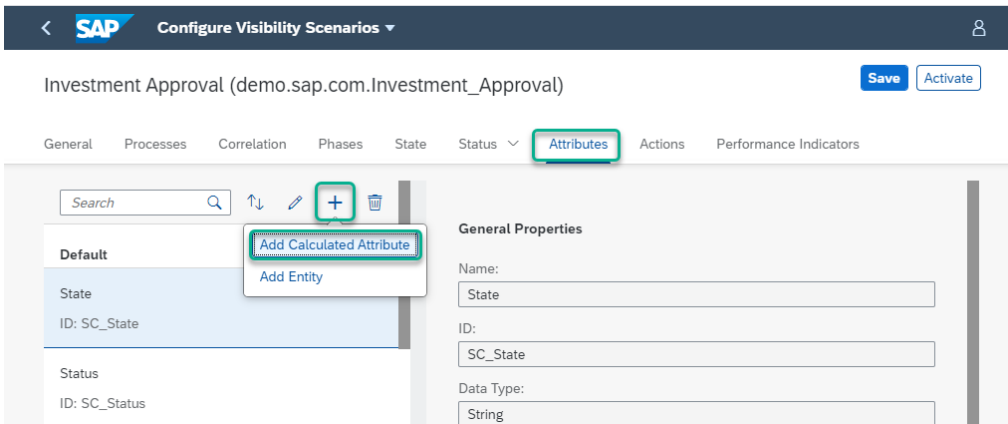
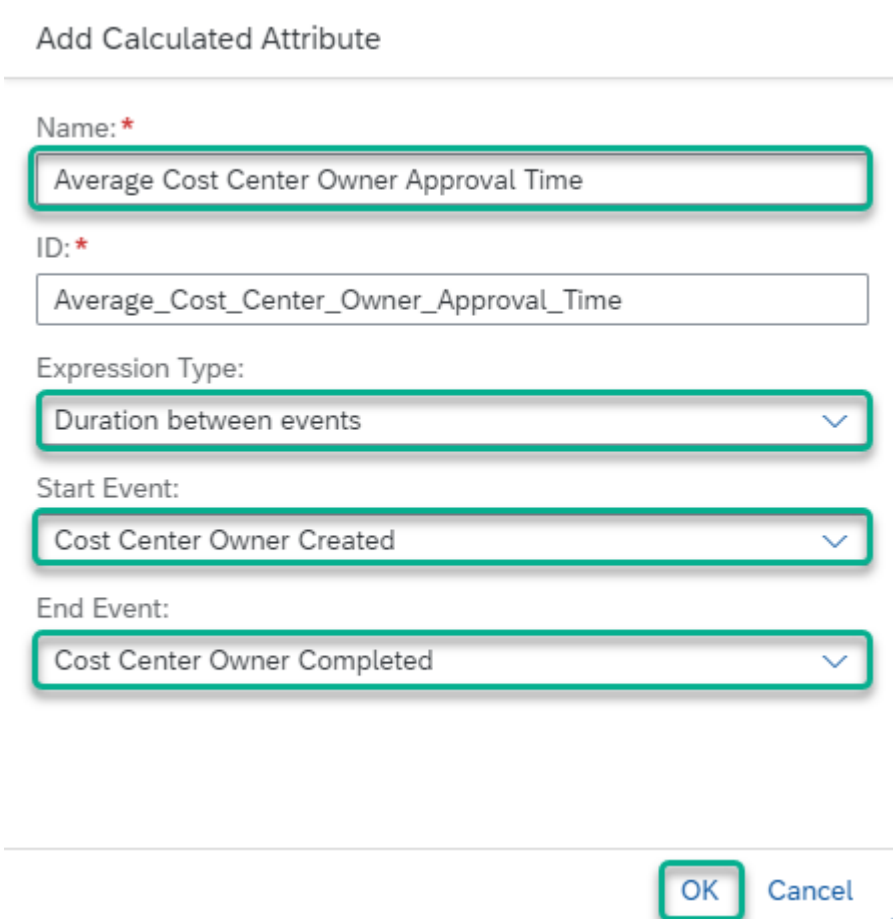
Explanation	Screenshot
25. Select Cost Center Owner Created as Start Events.	

Explanation	Screenshot
26. Select Cost Center Owner Completed as End Events.	

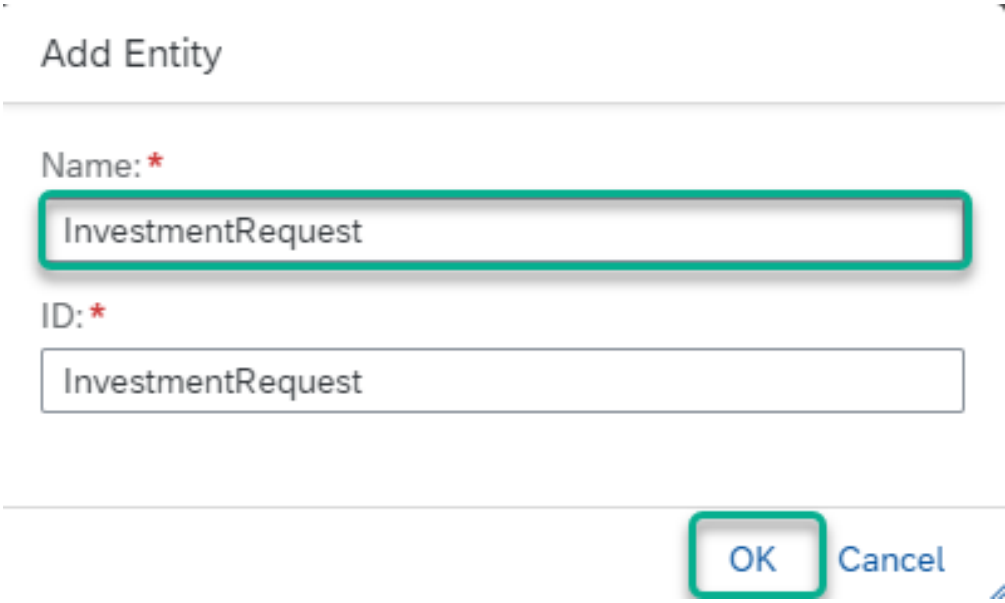
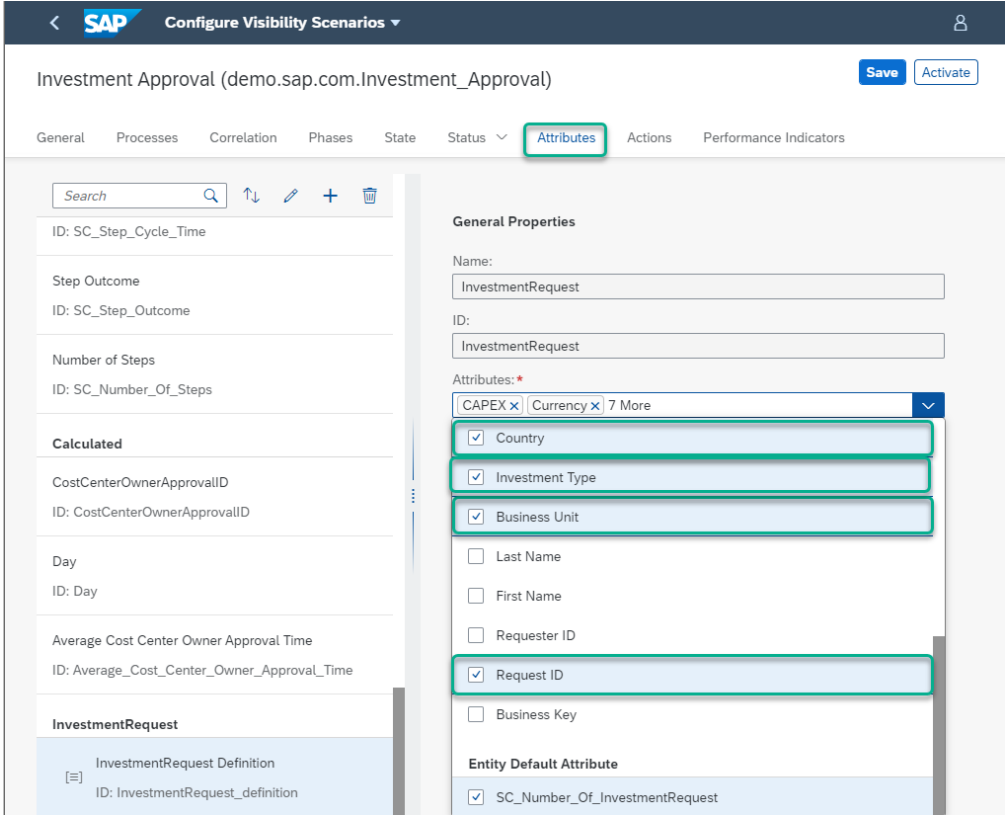
Explanation	Screenshot
<p>27. Select Status tab and set Target Value as 1 day.</p> <p>It is possible to configure the target a dynamic value using a date or datetime attribute.</p>	<p>The screenshot shows the SAP 'Configure Visibility Scenarios' interface for the 'Investment Approval' scenario. The 'Status' tab is selected and highlighted with a red box. The 'Target' section shows 'Target Type' set to 'Constant', 'Target Value' set to '1' (highlighted with a red box) 'Days', and 'Threshold' set to '80' '%'. The 'Sub-Status' section shows a list of sub-statuses: 'Critical' (expanded), 'Workflow Failed', 'Workflow Suspended', 'Overdue', 'At Risk' (expanded), 'Threshold Violation', 'On Track' (expanded), 'On Time', 'Completed with violations' (expanded), 'Completed with time violations', 'Completed without violations' (expanded), and 'Completed'. The 'Name' field is set to 'Critical' and the 'ID' field is set to 'CRITICAL'. The 'Description' field contains the text: 'Status of the instance is critical when one of the sub-statuses defined evaluates to true.'</p>

Explanation	Screenshot
<p>Configure Calculated Attributes</p> <p>28. Select Attributes tab.</p> <p>29. Click + button and Select Add Calculated Attribute.</p> <p>Calculated Attributes enable to define new attributes based on events or process context attributes.</p> <p>Please go through help portal to know more about Attributes.</p>	 <p>The screenshot shows the SAP 'Configure Visibility Scenarios' interface for 'Investment Approval (demo.sap.com.Investment_Approval)'. The 'Attributes' tab is selected. A list of attributes is shown on the left, including 'State' (ID: SC_State) and 'Status' (ID: SC_Status). A '+' button is highlighted, and a dropdown menu is open showing 'Add Calculated Attribute' and 'Add Entity'. The 'General Properties' section on the right shows fields for Name, ID, and Data Type, with 'State' entered in the Name field and 'SC_State' in the ID field.</p>
<p>30. Enter the following details</p> <p>Name: CostCenterOwnerApprovalID</p> <p>Expression Type: Process Information</p> <p>Type: Process Instance ID</p> <p>Process: CostCenterOwnerApproval</p> <p>31. Click OK button.</p> <p>Process Information enables to access process Instance / Task Instance ID.</p>	 <p>The screenshot shows the 'Add Calculated Attribute' dialog box. The fields are filled as follows: Name: CostCenterOwnerApprovalID, ID: CostCenterOwnerApprovalID, Expression Type: Process Information, Type: Process Instance ID, and Process: CostCenterOwnerApproval. The 'OK' button is highlighted.</p>

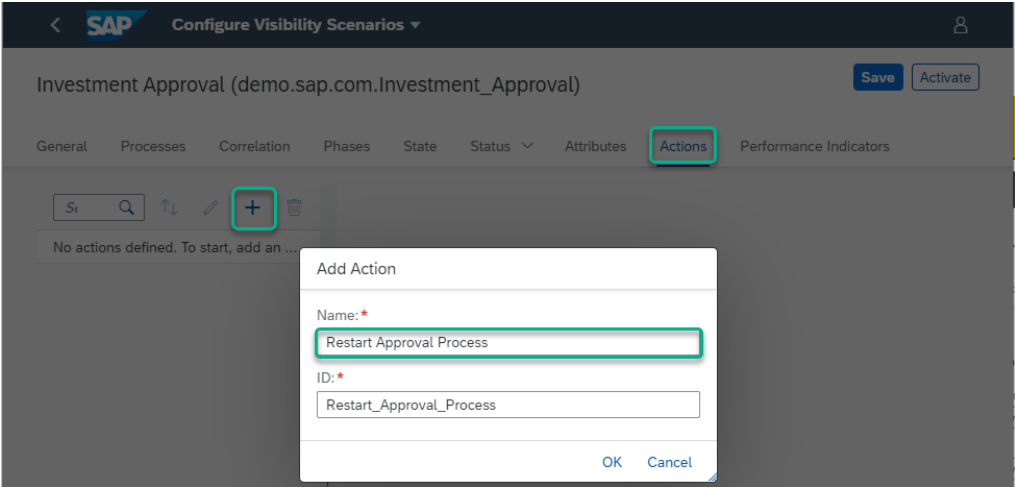
Explanation	Screenshot
<div>32. Select Attributes tab.</div> <div>33. Click + button and Select Add Calculated Attribute.</div>	
<div>34. Enter the following details</div> <div>Name: Day</div> <div>Expression Type: Day of Attribute</div> <div>Attribute: Start Time</div> <div>35. Click OK button.</div> <div>Day/Week/Month/Year of an attribute enable to get the respective values of a Date or Date Time attribute.</div>	

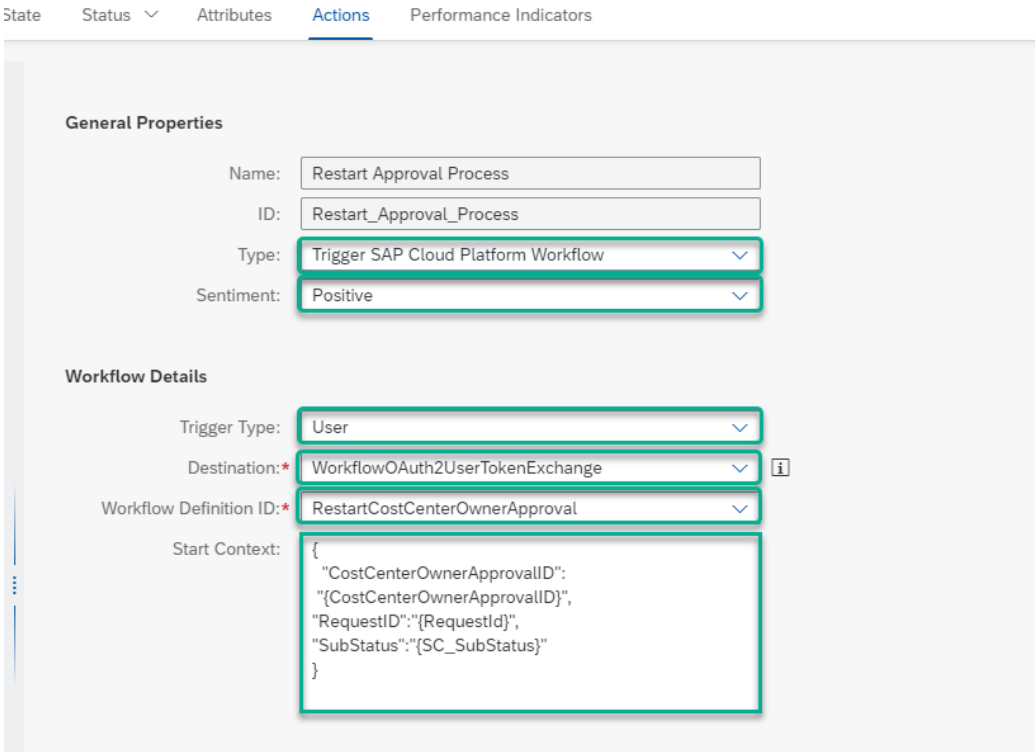
Explanation	Screenshot
<p>36. Select Attributes tab.</p> <p>37. Click + button and Select Add Calculated Attribute.</p>	 <p>The screenshot shows the SAP 'Configure Visibility Scenarios' interface for 'Investment Approval (demo.sap.com.Investment_Approval)'. The 'Attributes' tab is selected. In the toolbar, the '+' button is highlighted, and a dropdown menu is open showing 'Add Calculated Attribute' and 'Add Entity'. The 'General Properties' section on the right shows fields for Name, ID, and Data Type.</p>
<p>38. Enter the following details</p> <p>Name: Average Cost Center Owner Approval Time</p> <p>Expression Type: Duration between events.</p> <p>Start Event: Cost Center Owner Created</p> <p>End Event: Cost Center Owner Completed</p> <p>39. Click OK button.</p> <p>Duration between events enable to calculate the time taken to execute two different transactions in a process Instance.</p>	 <p>The screenshot shows the 'Add Calculated Attribute' dialog box. The fields are as follows:</p> <ul style="list-style-type: none">Name: Average Cost Center Owner Approval TimeID: Average_Cost_Center_Owner_Approval_TimeExpression Type: Duration between eventsStart Event: Cost Center Owner CreatedEnd Event: Cost Center Owner Completed <p>At the bottom right, the 'OK' button is highlighted with a green box.</p>

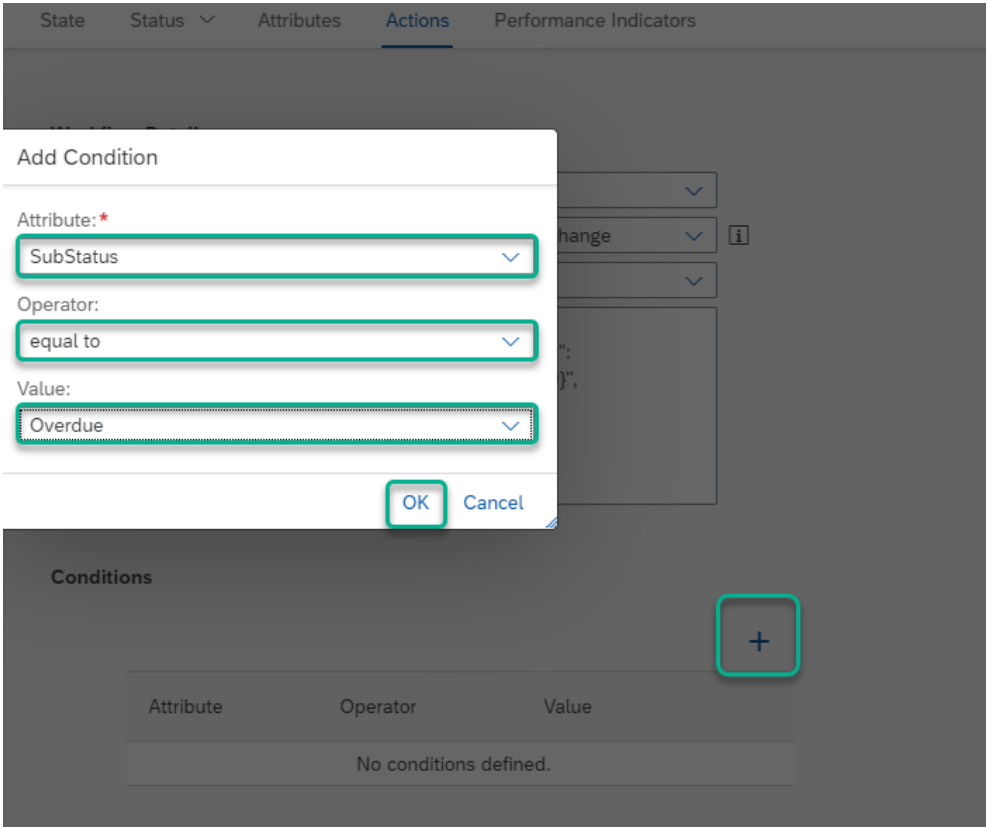
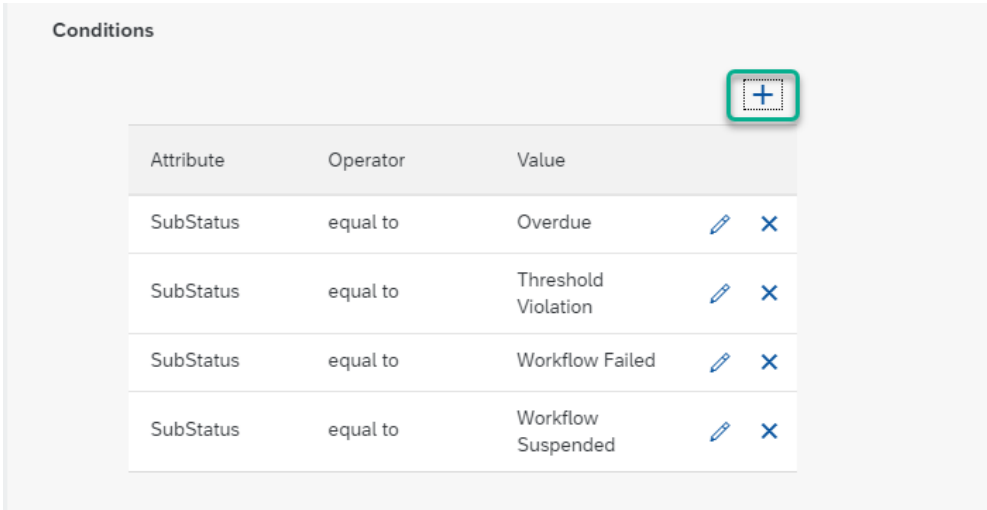
Explanation	Screenshot	
<div>40. Click + button to add one more attribute.</div> <div>41. Enter the following details</div> <div><div>Name: Open Cost Center Approvals</div><div>Expression Type: Event A occurred and not Event B in a Timeframe</div><div>Start Event: Cost Center Owner Created</div><div>End Event: Cost Center Owner Completed</div><div>Duration: 1 Hrs</div></div> <div>42. Click OK button.</div>	<div><div><div><div>Add Calculated Attribute</div><div><div>Name: *</div><div>Open Cost Center Approvals</div></div><div><div>ID: *</div><div>Open_Cost_Center_Approvals</div></div><div><div>Expression Type:</div><div>Event A occurred and not Event B in a Timeframe</div></div><div><div>Event A:</div><div>Cost Center Owner Created</div></div><div><div>Event B:</div><div>Cost Center Owner Completed</div></div><div><div>Duration:</div><div><div><div>—</div><div>0</div><div>+</div></div>Days<div><div>—</div><div>1</div><div>+</div></div>Hrs<div><div>—</div><div>0</div><div>+</div></div>Min</div></div><div><div>OK</div><div>Cancel</div></div></div></div></div> <div>43. Select Attributes tab.</div> <div>44. Click + button and Select Add Entity.</div>	<div><div><div><div><div><</div><div>SAP</div><div>Configure Visibility Scenarios</div><div>⌵</div><div>⌵</div></div><div>Investment Approval (demo.sap.com.Investment_Approval)</div><div><div>Save</div><div>Activate</div></div></div><div><div>GeneralProcessesCorrelationPhasesStateStatusAttributesActionsPerformance Indicators</div><div><div>Search</div><div>⌵</div><div>⌵</div><div>+</div><div>⌵</div></div><div><div>Default</div><div>State</div><div>ID: SC_State</div></div><div><div>Add Calculated Attribute</div><div>Add Entity</div></div><div><div>General Properties</div><div><div>Name:</div><div>State</div></div><div><div>ID:</div><div></div></div></div></div></div></div>

Explanation	Screenshot
<p>45. Enter Name as InvestmentRequest.</p> <p>46. Click OK button.</p> <p>Entity enable to identify distinct process instances. Please go through the help documentation to know more about Entities.</p>	
<p>47. Select the following attributes.</p> <p>CAPEX, OPEX, Total Cost, Country, Currency, Investment Type, Business Unit, Request ID</p> <p>Select SC_Number_Of_Investment Request as Entity Default Attribute.</p>	

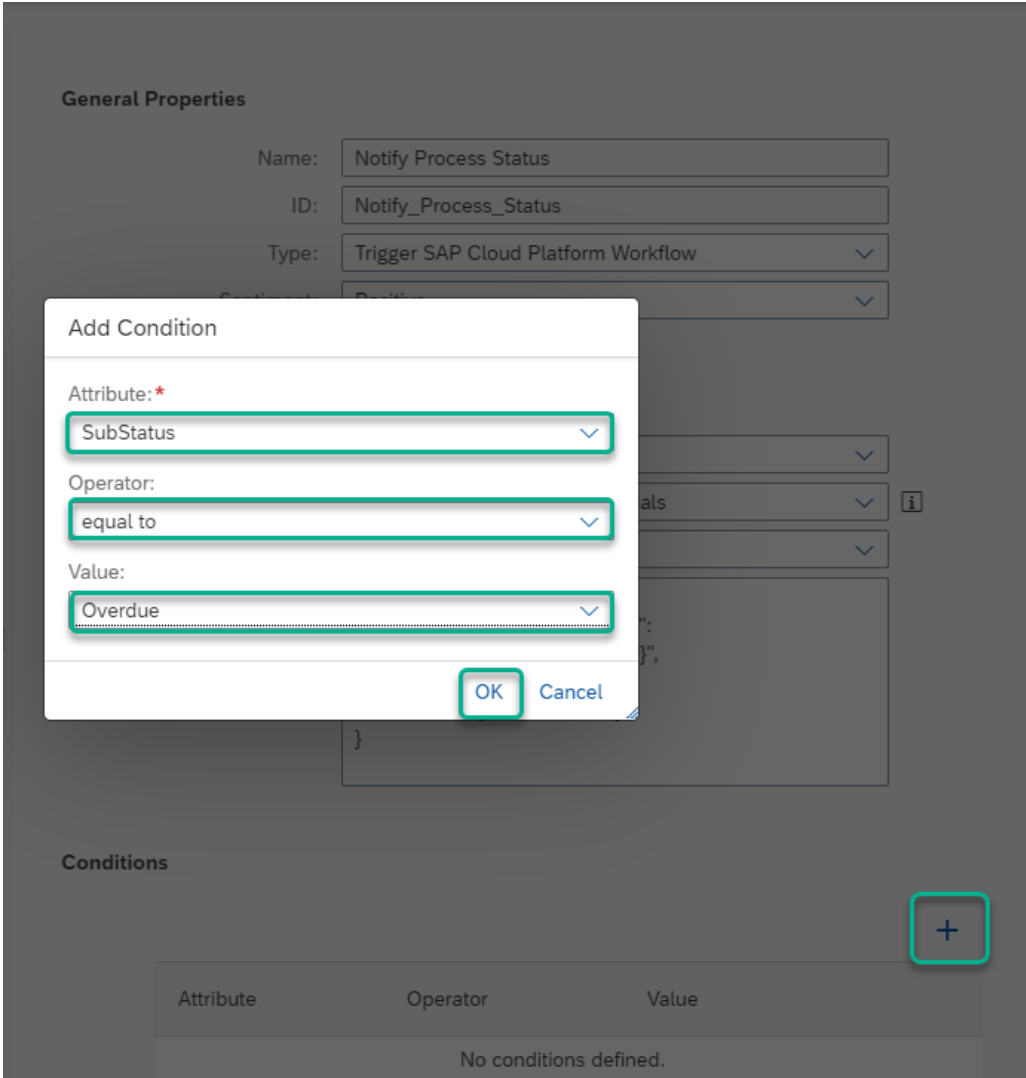
Explanation	Screenshot
<p>48. Select the following.</p> <p>Keys: Request ID Navigate To: Instances</p>	<p>The screenshot shows the 'Configure Visibility Scenarios' interface for the 'Investment Approval' scenario. The 'Attributes' tab is selected. On the left, a list of attributes is shown, including 'Step Outcome' (ID: SC_Step_Outcome), 'Number of Steps' (ID: SC_Number_Of_Steps), and 'Calculated' (CostCenterOwnerApprovalID). On the right, the 'General Properties' section is visible. The 'Name' field is 'InvestmentRequest', the 'ID' is 'InvestmentRequest', and the 'Attributes' are 'CAPEX' and 'Currency'. The 'Keys' field is set to 'Request ID' and the 'Navigate To' field is set to 'Instances'. The 'Save' and 'Activate' buttons are at the top right.</p>
<p>49. Select Attributes.</p> <p>50. Select Total Cost.</p> <p>51. Set Unit Type as Attribute.</p> <p>52. Set Unit Value as Currency.</p> <p>Repeat the same for OPEX and CAPEX.</p>	<p>The screenshot shows the 'Configure Visibility Scenarios' interface for the 'Investment Approval' scenario. The 'Attributes' tab is selected. On the left, a list of attributes is shown, including 'Decision' (ID: Decision), 'Approver' (ID: Approver), 'Currency' (ID: Currency), 'Total Cost' (ID: TotalCost), 'OPEX' (ID: OPEX), 'CAPEX' (ID: CAPEX), and 'Country'. On the right, the 'General Properties' section is visible. The 'Name' field is 'Total Cost', the 'ID' is 'TotalCost', the 'Data Type' is 'Double', the 'Aggregation Role' is 'Measure', and the 'Aggregation Type' is 'Sum'. The 'Unit Type' is set to 'Attribute' and the 'Unit Value' is set to 'Currency'. The 'Importance' is set to 'Key'. The 'Save' and 'Activate' buttons are at the top right.</p>

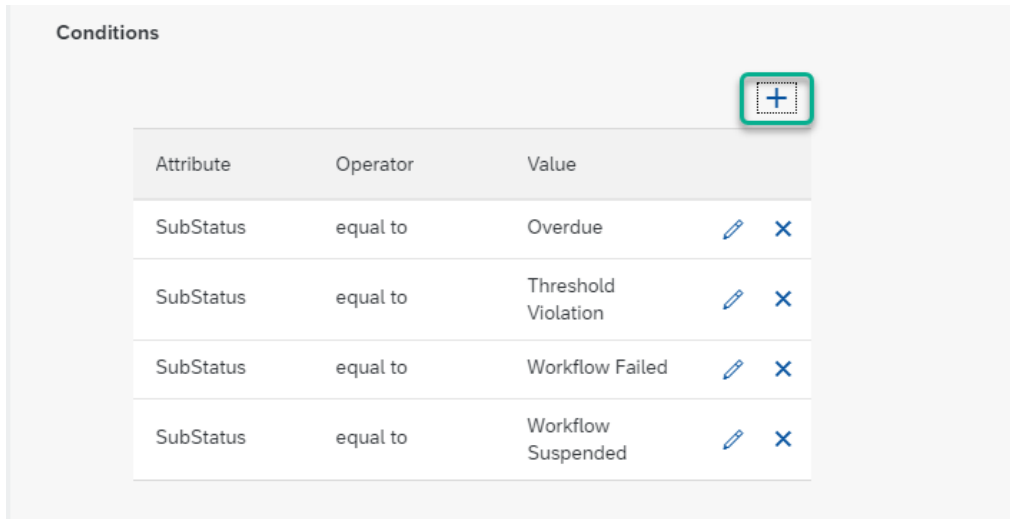
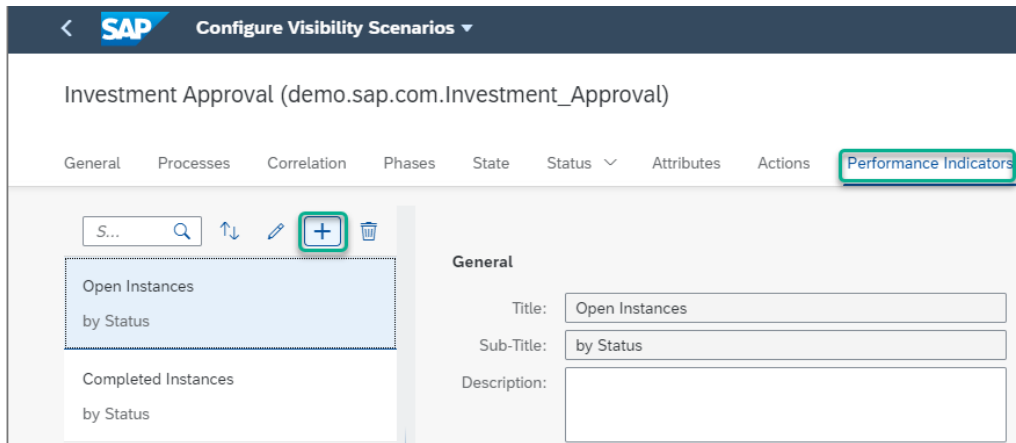
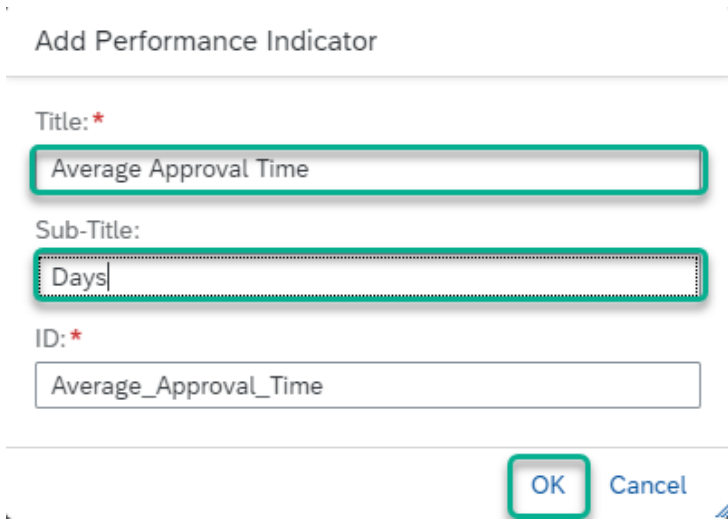
Explanation	Screenshot
<p>Configure Actions</p> <p>Configuring actions require workflows and please make sure you have completed Exercise3 and Exercise4.</p> <p>Skip this section if you have not completed Exercise 3 and 4.</p> <p>53. Select Actions.</p> <p>54. Click + button to add a new action.</p> <p>55. Enter Name Restart Approval Process.</p> <p>56.Click OK button.</p> <p>Actions enable to configure workflows to manage process status changes.</p> <p>Please go through help portal to know more about Actions.</p>	 <p>The screenshot displays the SAP 'Configure Visibility Scenarios' interface for 'Investment Approval (demo.sap.com.Investment_Approval)'. The 'Actions' tab is selected and highlighted with a red box. Below the tab, a list of actions is shown with a red box around the '+' button to add a new action. An 'Add Action' dialog box is open, showing the 'Name' field with the text 'Restart Approval Process' and the 'ID' field with the text 'Restart_Approval_Process'. The 'OK' button is visible at the bottom right of the dialog box.</p>

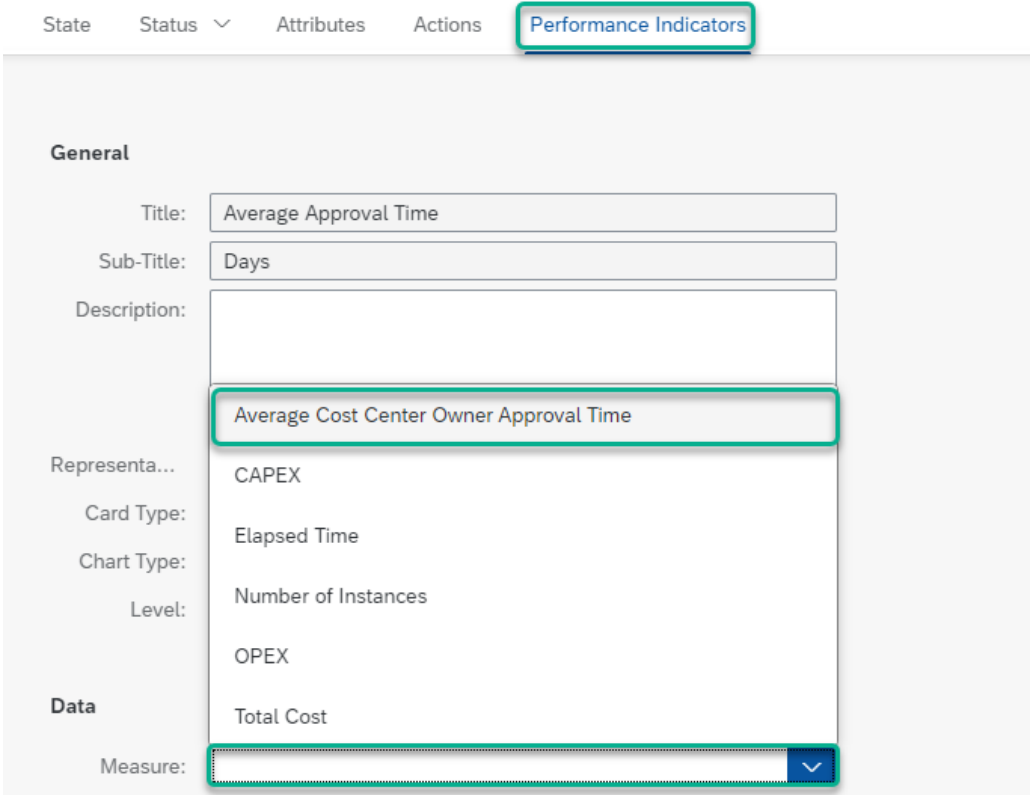
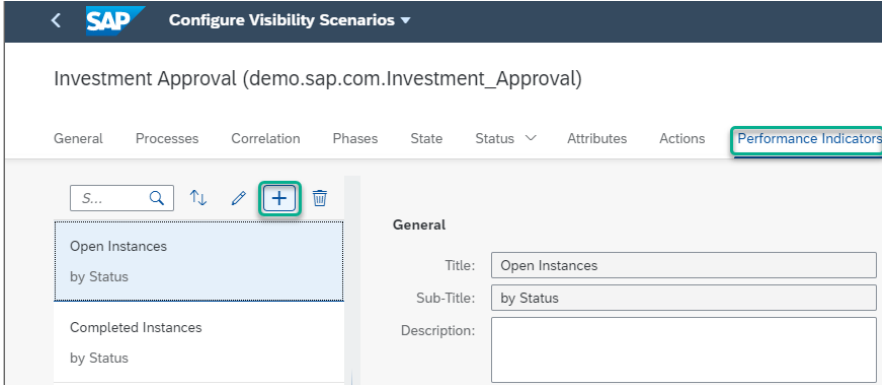
Explanation	Screenshot
<p>57. Enter the following Under General Properties and Workflow Details.</p> <p>Type: Trigger SAP Business Technology Platform Workflow</p> <p>Sentiment: Positive</p> <p>Trigger Type: User</p> <p>Destination: WorkflowOAuth2UserTokenExchange</p> <p>Workflow Definition ID: RestartCostCenterOwnerApproval</p> <p>Start Context:</p> <pre>{ "CostCenterOwnerApprovalID": "{CostCenterOwnerApprovalID}", "RequestID": "{RequestID}", "SubStatus": "{SC_SubStatus}" }</pre> <p>Copy and paste the start context JSON from the attached Visibility Start Context file.</p>	

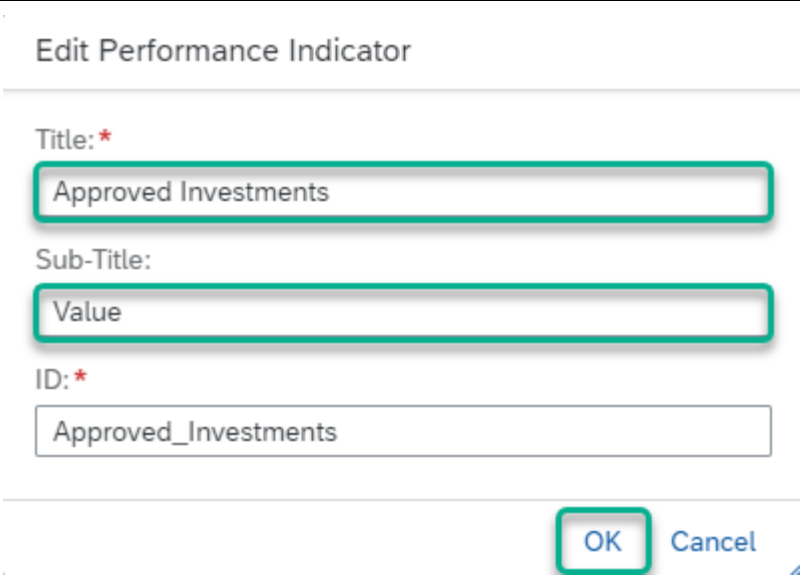
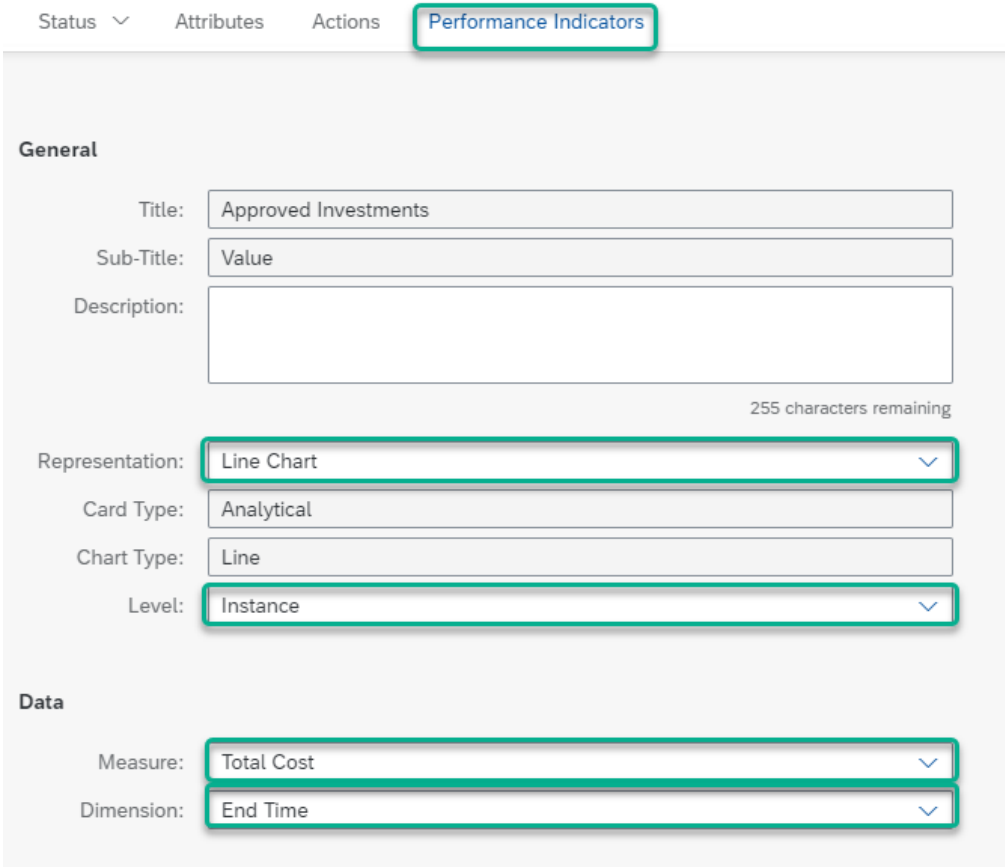
Explanation	Screenshot
<p>58. Click + button to add Conditions.</p> <p>59. Select the following conditions.</p> <p>Attribute: SubStatus Operator: equal to Value: Overdue</p> <p>60. Click OK button.</p>	
<p>61. Click + button to add three more Conditions.</p> <p>Attribute: SubStatus Operator: equal to Value: Threshold Violation</p> <p>Attribute: SubStatus Operator: equal to Value: Workflow Failed</p> <p>Attribute: SubStatus Operator: equal to Value: Workflow Suspended</p>	

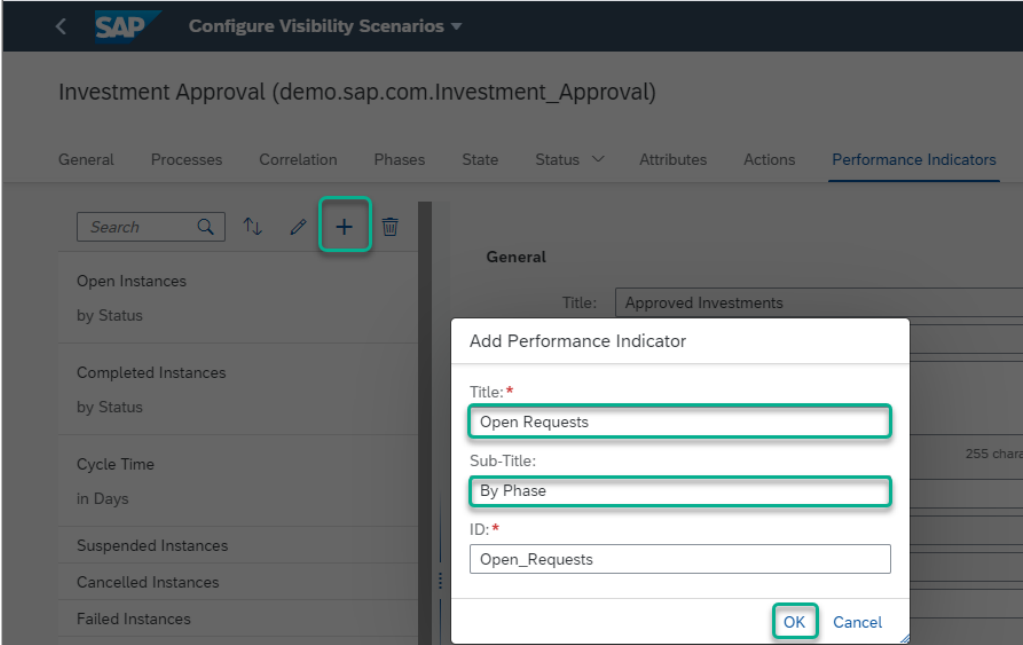
Explanation	Screenshot
<div>62. Select Actions.</div> <div>63. Click + button to add a new action.</div> <div>64. Enter Name as Notify Process Status.</div> <div>65.Click OK button.</div>	<div><div>Add Action</div><div><div>Name: *</div><div>Notify Process Status</div></div><div><div>ID: *</div><div>Notify_Process_Status</div></div><div><div>OK</div><div>Cancel</div></div></div>
<div>66. Enter the following Under General Properties and Workflow Details.</div> <div>Type: Trigger SAP Business Technology Platform Workflow</div> <div>Sentiment: Positive</div> <div>Trigger Type: System</div> <div>Destination: WorkflowOAuth2ClientCredentials.</div> <div>Workflow Definition ID: NotifyProcessAdministrators</div> <div>Start Context:<pre>{ "CostCenterOwnerApprovalID": "{CostCenterOwnerApprovalID}", "RequestID": "{RequestId}", "SubStatus": "{SC_SubStatus}"}</pre></div> <div>Copy and paste the start context JSON from the attached Visibility Start Context file.</div>	<div><div>State Status ▾ Attributes Actions Performance Indicators</div><div><div>General Properties</div><div><div>Name:</div><div>Notify Process Status</div></div><div><div>ID:</div><div>Notify_Process_Status</div></div><div><div>Type:</div><div>Trigger SAP Cloud Platform Workflow ▾</div></div><div><div>Sentiment:</div><div>Positive ▾</div></div></div><div><div>Workflow Details</div><div><div>Trigger Type:</div><div>System ▾</div></div><div><div>Destination: *</div><div>WorkflowOAuth2ClientCredentials ▾</div></div><div><div>Workflow Definition ID: *</div><div>NotifyProcessAdministrators ▾</div></div><div><div>Start Context:</div><div><pre>{ "CostCenterOwnerApprovalID": "{CostCenterOwnerApprovalID}", "RequestID": "{RequestId}", "SubStatus": "{SC_SubStatus}"}</pre></div></div></div></div>

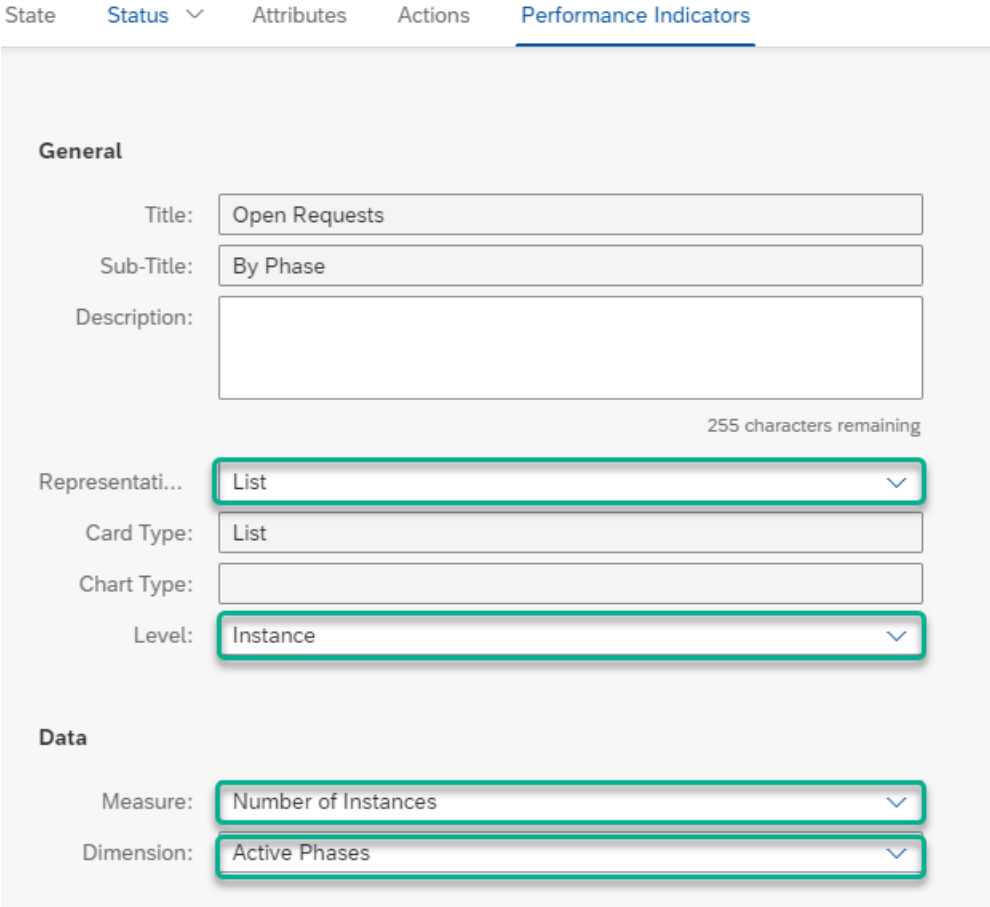
Explanation	Screenshot
<div>67. Click + button to add Conditions.</div> <div>68. Select the following conditions.</div> <div><div>Attribute: SubStatus</div><div>Operator: equal to</div><div>Value: Overdue</div></div> <div>69. Click OK button.</div>	

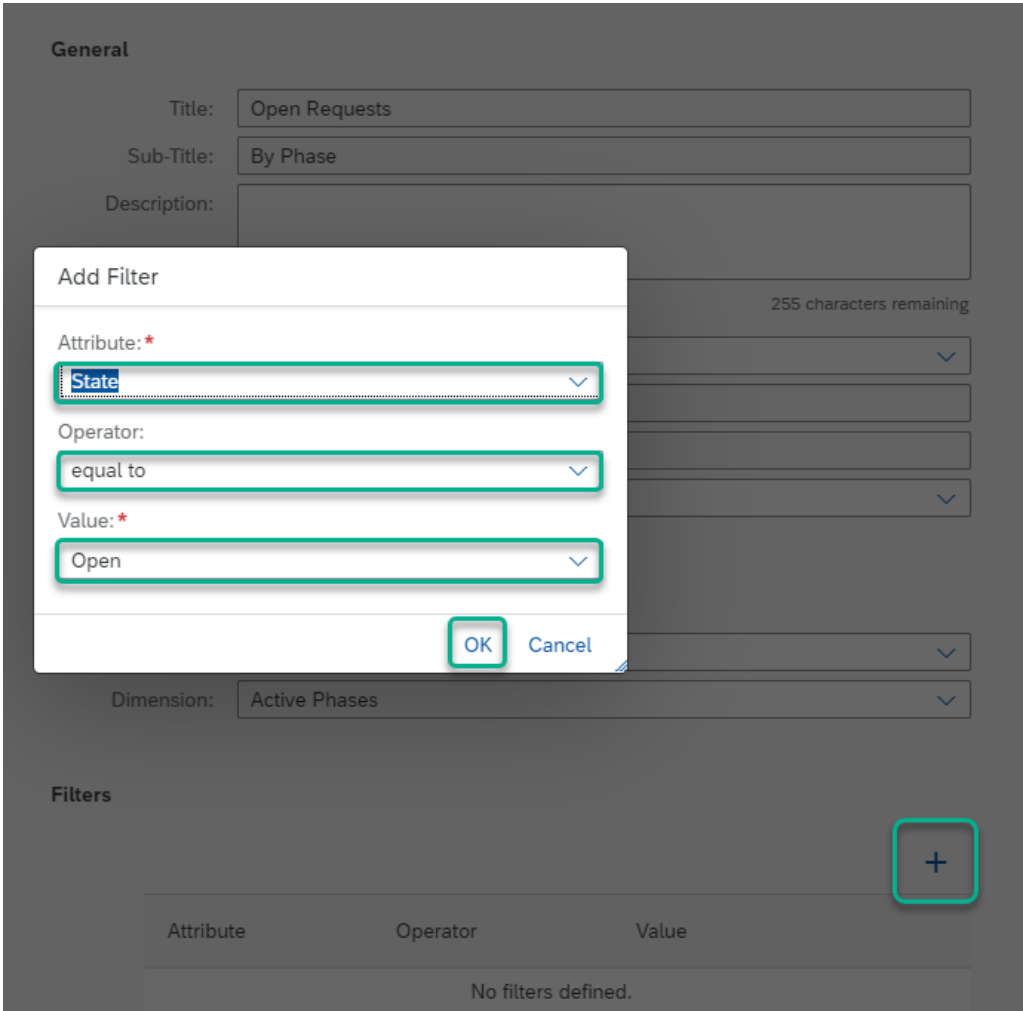
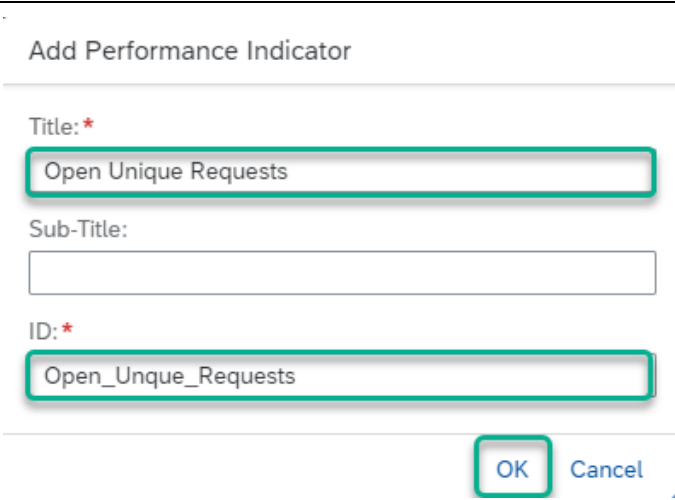
Explanation	Screenshot
<p>70. Click + button to add three more Conditions.</p> <p>Attribute: SubStatus Operator: equal to Value: Threshold Violation</p> <p>Attribute: SubStatus Operator: equal to Value: Workflow Failed</p> <p>Attribute: SubStatus Operator: equal to Value: Workflow Suspended</p>	
<p>Configure Performance Indicators</p> <p>71. Select Performance Indicators Tab.</p> <p>72. Click + button.</p>	
<p>73. Enter Title as Average Approval Time.</p> <p>74. Enter Sub-Title as Days.</p> <p>75. Click OK button.</p>	

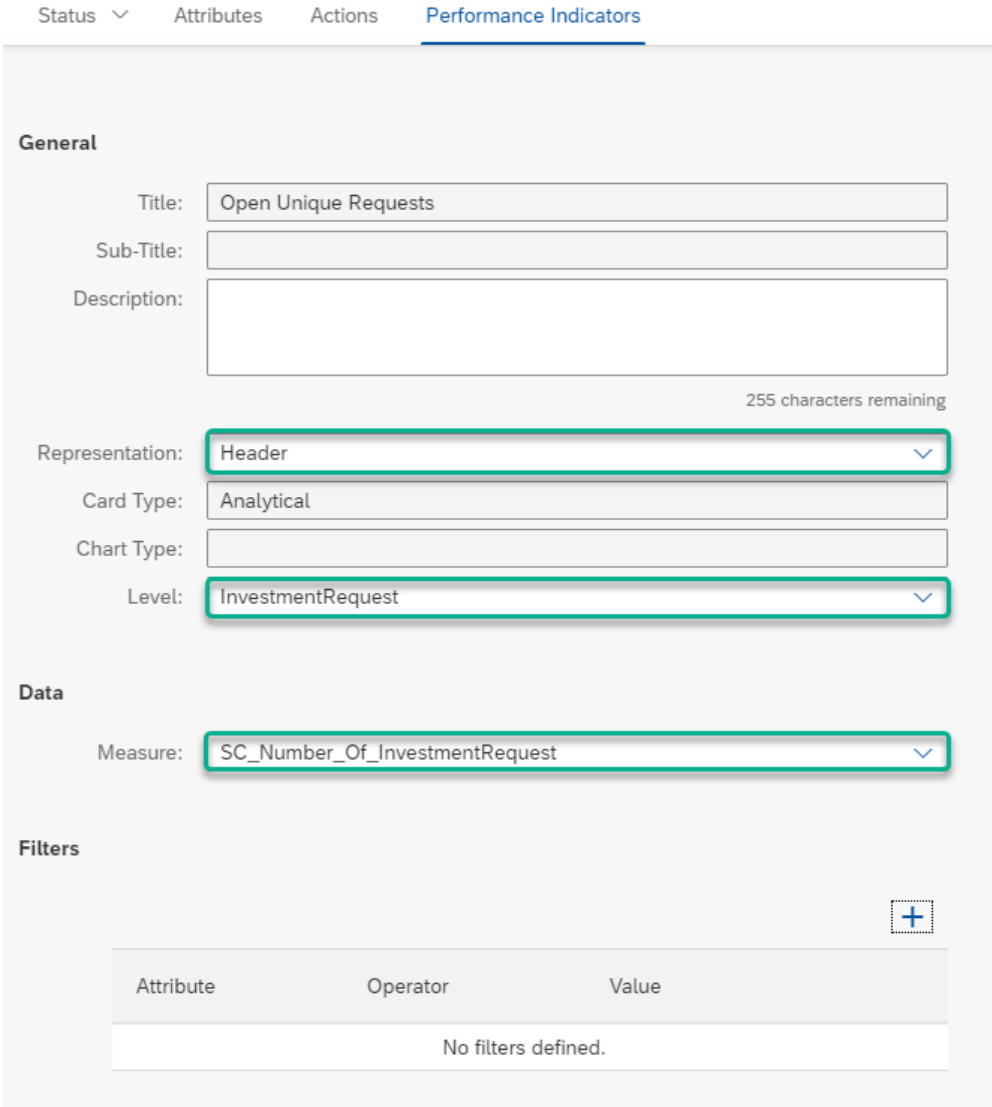
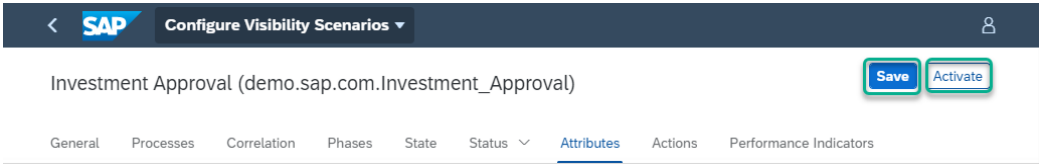
Explanation	Screenshot
76. Select Average Cost Center Owner Approval Time as Measure .	
77. Select Performance Indicators Tab. 78. Click + button.	

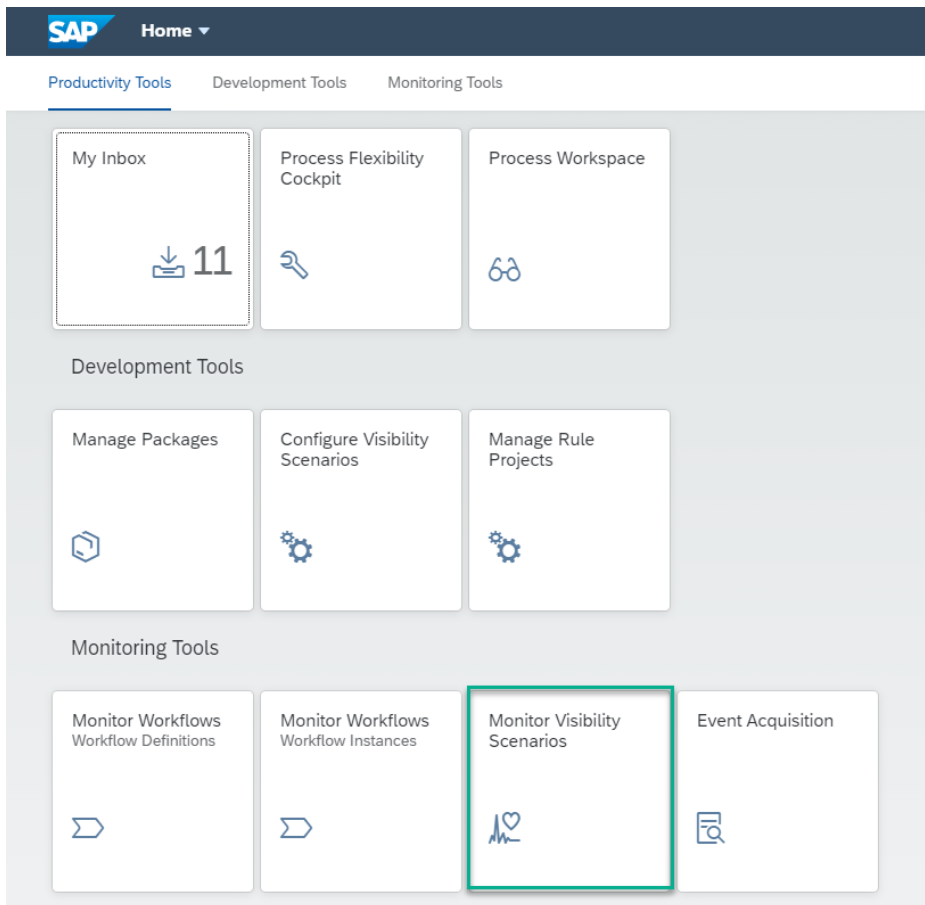
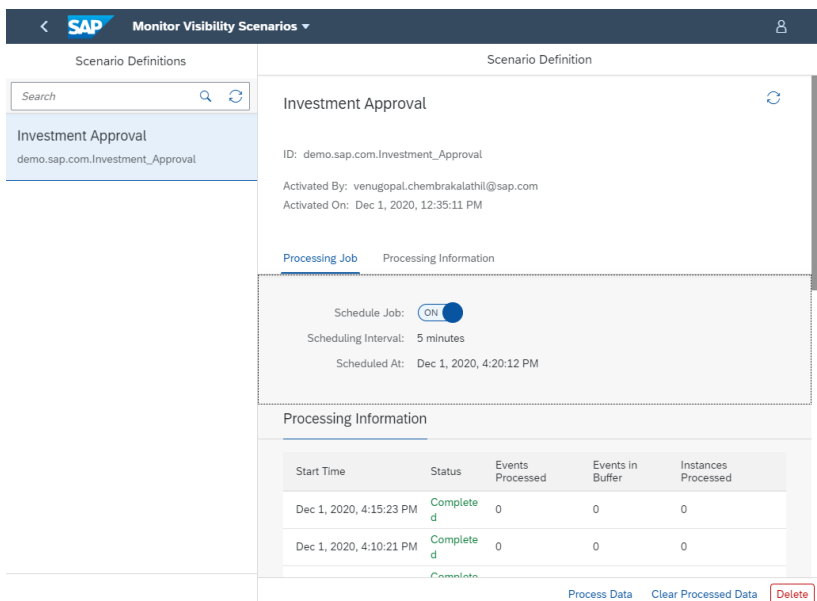
Explanation	Screenshot
<p>79. Enter Title as Approved Investments.</p> <p>80. Enter Sub-Title as Value.</p> <p>81. Click OK button.</p>	 <p>The screenshot shows a dialog box titled "Edit Performance Indicator". It has three input fields: "Title:" with the value "Approved Investments", "Sub-Title:" with the value "Value", and "ID:" with the value "Approved_Investments". At the bottom right, there are two buttons: "OK" (highlighted with a red box) and "Cancel".</p>
<p>82. Enter following details.</p> <p>Representation: Line Chart</p> <p>Level: Instance</p> <p>Measure: Total Cost</p> <p>Dimension: End Time</p>	 <p>The screenshot shows a configuration page for "Performance Indicators". At the top, there are tabs: "Status", "Attributes", "Actions", and "Performance Indicators" (highlighted with a red box). Below the tabs, there are two sections: "General" and "Data". In the "General" section, there are fields for "Title" (Approved Investments), "Sub-Title" (Value), and "Description" (empty). Below these is a "Representation" dropdown menu set to "Line Chart", a "Card Type" dropdown menu set to "Analytical", a "Chart Type" dropdown menu set to "Line", and a "Level" dropdown menu set to "Instance". In the "Data" section, there are fields for "Measure" (Total Cost) and "Dimension" (End Time). At the bottom right, there is a "255 characters remaining" indicator. The "OK" button is highlighted with a red box.</p>

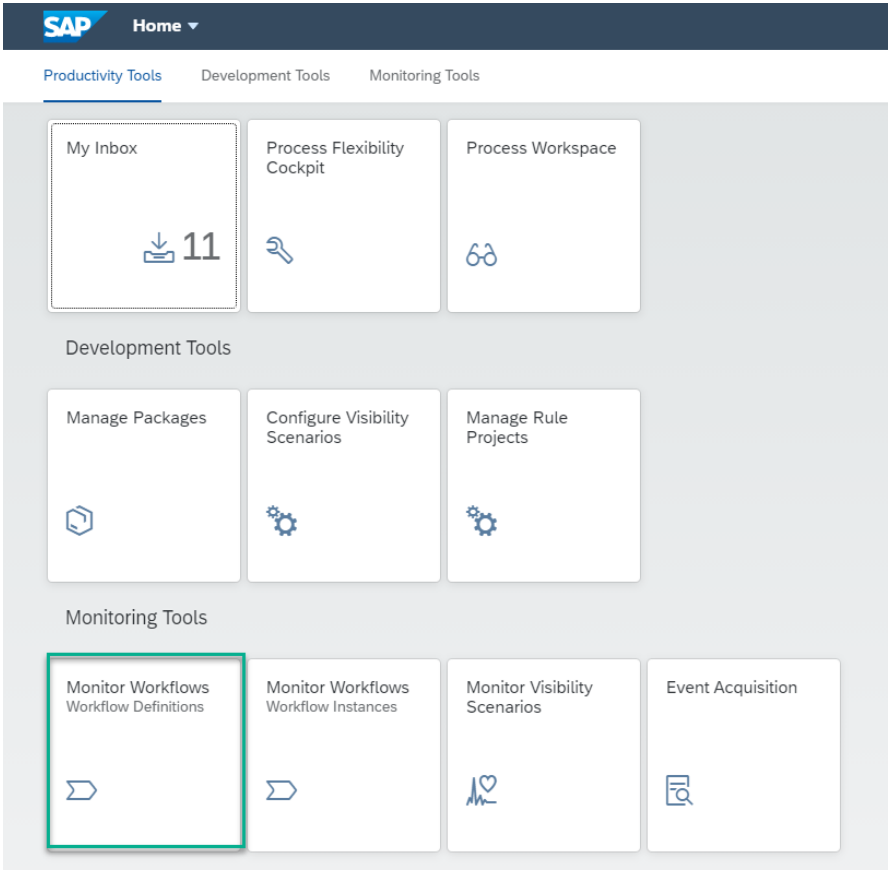
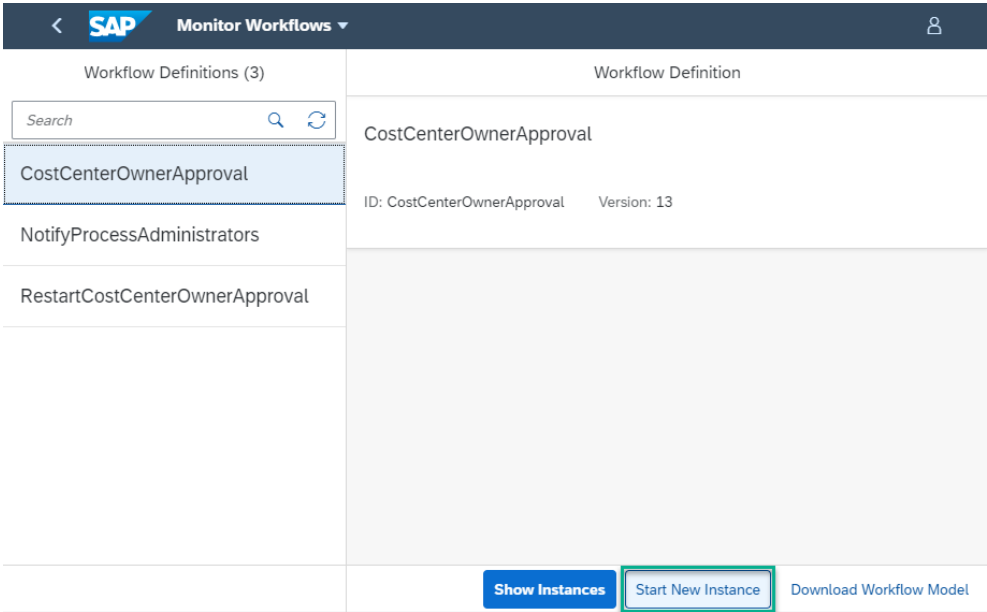
Explanation	Screenshot
<div>83. Click + button.</div> <div>84. Enter Title as Open Requests.</div> <div>85. Enter Sub-Title as By Phase.</div> <div>86. Click OK button.</div>	 <p>The screenshot displays the SAP 'Configure Visibility Scenarios' interface for 'Investment Approval (demo.sap.com.Investment_Approval)'. The 'Performance Indicators' tab is active. A list on the left shows various instance types, with a '+' button highlighted. A modal dialog titled 'Add Performance Indicator' is open, containing the following fields: 'Title' (filled with 'Open Requests'), 'Sub-Title' (filled with 'By Phase'), and 'ID' (filled with 'Open_Requests'). The 'OK' button at the bottom right of the dialog is highlighted.</p>

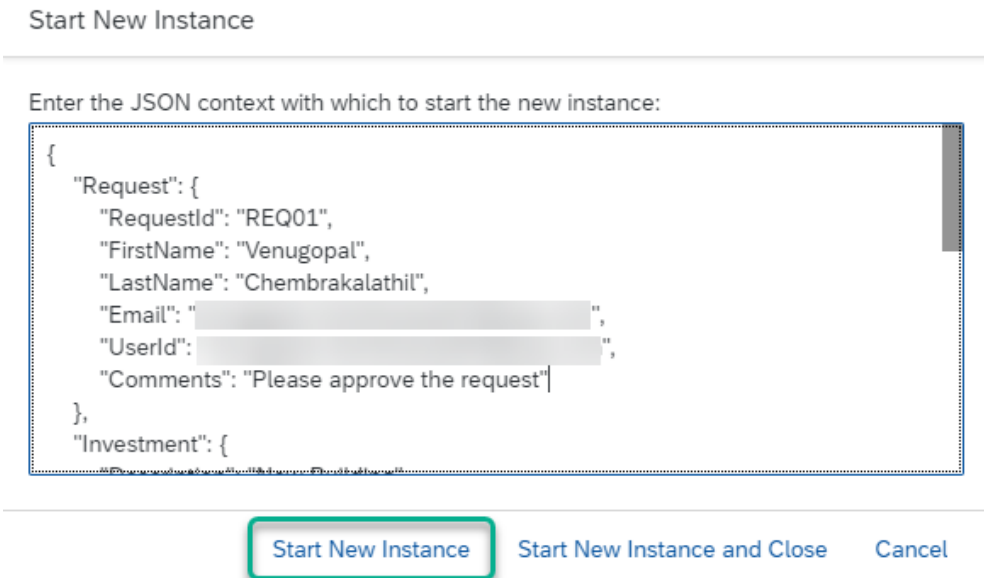
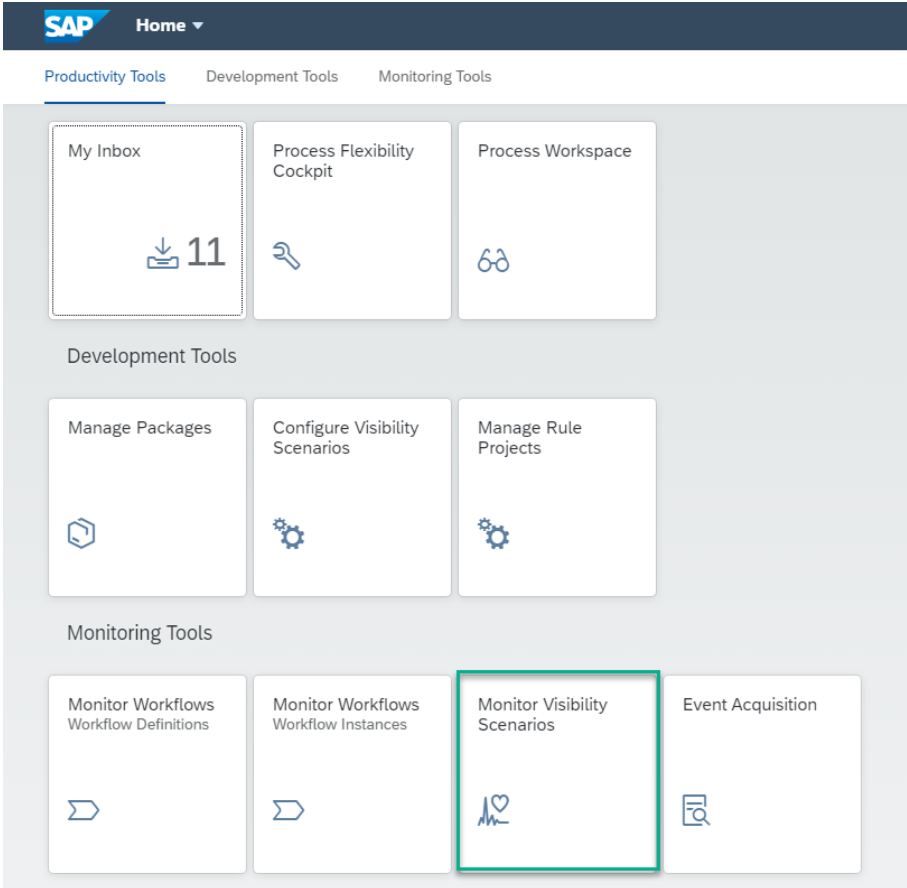
Explanation	Screenshot
<p>87. Enter following details.</p> <p>Representation: List</p> <p>Level: Instance</p> <p>Measure: Number of Instances</p> <p>Dimension: Active Phases</p>	

Explanation	Screenshot
<div>88. Click + button to add Filters.</div> <div>89. Select State as Attribute.</div> <div>90. Select equal to as Operator.</div> <div>91. Select Open as Value.</div> <div>92. Click OK button.</div>	
<div>93. Enter Title as Open Unique Requests.</div> <div>94. Click OK button.</div>	

Explanation	Screenshot
95. Enter following details. Representation: Header Level: InvestmentRequest Measure: SC_Number_Of_InvestmentRequest	
96. Click Save and Activate Button.	

Explanation	Screenshot															
<p>97. Go to Home page.</p> <p>98. Select Monitor Visibility Scenarios.</p>	 <p>The screenshot shows the SAP Home page with a navigation bar at the top containing 'SAP' and 'Home'. Below the navigation bar are three tabs: 'Productivity Tools', 'Development Tools', and 'Monitoring Tools'. The 'Monitoring Tools' tab is active. Under this tab, there are several tiles. The 'Monitor Visibility Scenarios' tile is highlighted with a green border. Other tiles include 'My Inbox', 'Process Flexibility Cockpit', 'Process Workspace', 'Manage Packages', 'Configure Visibility Scenarios', 'Manage Rule Projects', 'Monitor Workflows Workflow Definitions', 'Monitor Workflows Workflow Instances', and 'Event Acquisition'.</p>															
<p>You can see the Investment Approval scenario. Monitor scenario enable Administrators to track the event processing. The following actions are available to manage the processed data.</p> <p>Process Data: Trigger the correlation job manually.</p> <p>Clear Processed Data: Clear the correlated process data</p> <p>Delete: Delete Scenario.</p>	 <p>The screenshot shows the SAP Monitor Visibility Scenarios page. The 'Investment Approval' scenario is selected. The page displays the scenario definition, including its ID, activation details, and processing job status. The 'Processing Information' section shows a table of processed events.</p> <table><tr><th>Start Time</th><th>Status</th><th>Events Processed</th><th>Events in Buffer</th><th>Instances Processed</th></tr><tr><td>Dec 1, 2020, 4:15:23 PM</td><td>Completed</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Dec 1, 2020, 4:10:21 PM</td><td>Completed</td><td>0</td><td>0</td><td>0</td></tr></table> <p>At the bottom of the page, there are buttons for 'Process Data', 'Clear Processed Data', and 'Delete'.</p>	Start Time	Status	Events Processed	Events in Buffer	Instances Processed	Dec 1, 2020, 4:15:23 PM	Completed	0	0	0	Dec 1, 2020, 4:10:21 PM	Completed	0	0	0
Start Time	Status	Events Processed	Events in Buffer	Instances Processed												
Dec 1, 2020, 4:15:23 PM	Completed	0	0	0												
Dec 1, 2020, 4:10:21 PM	Completed	0	0	0												

Explanation	Screenshot
<p>Create Workflow Instances</p> <p>99. Go to Home page.</p> <p>100. Select Monitor Workflows Workflow Definitions.</p>	 <p>The screenshot shows the SAP Home page. The top navigation bar includes 'SAP' and 'Home'. Below it are tabs for 'Productivity Tools', 'Development Tools', and 'Monitoring Tools'. The main content area is divided into sections: 'My Inbox' (with a download icon and '11'), 'Process Flexibility Cockpit', 'Process Workspace', 'Development Tools' (containing 'Manage Packages', 'Configure Visibility Scenarios', and 'Manage Rule Projects'), and 'Monitoring Tools' (containing 'Monitor Workflows Workflow Definitions', 'Monitor Workflows Workflow Instances', 'Monitor Visibility Scenarios', and 'Event Acquisition'). The 'Monitor Workflows Workflow Definitions' tile is highlighted with a green border.</p>
<p>101. Select Workflow Definition CostCenterOwnerApproval.</p> <p>102. Select Monitor Workflows Workflow Definitions.</p> <p>103. Click Start New Instance.</p>	 <p>The screenshot shows the SAP Monitor Workflows page. The top navigation bar includes 'SAP' and 'Monitor Workflows'. The page is divided into two main sections: 'Workflow Definitions (3)' and 'Workflow Definition'. The 'Workflow Definitions (3)' section contains a search bar and a list of workflow definitions: 'CostCenterOwnerApproval', 'NotifyProcessAdministrators', and 'RestartCostCenterOwnerApproval'. The 'CostCenterOwnerApproval' definition is selected and highlighted with a blue background. The 'Workflow Definition' section shows details for 'CostCenterOwnerApproval', including its ID and version (13). At the bottom right, there are three buttons: 'Show Instances', 'Start New Instance' (highlighted with a green border), and 'Download Workflow Model'.</p>

Explanation	Screenshot
<p>104. Update Request related information.</p> <p>105. Use the Same Request Information.</p> <p>106. Click Start New Instance multiple times to create multiple workflow instances.</p>	 <p>Start New Instance</p> <p>Enter the JSON context with which to start the new instance:</p> <pre>{ "Request": { "RequestId": "REQ01", "FirstName": "Venugopal", "LastName": "Chembrakalathil", "Email": " ", "UserId": " ", "Comments": "Please approve the request" }, "Investment": {</pre> <p>Start New Instance Start New Instance and Close Cancel</p>
<p>107. Go to Home page</p> <p>108. Select Monitor Visibility Scenario.</p>	 <p>SAP Home ▾</p> <p>Productivity Tools Development Tools Monitoring Tools</p> <p>My Inbox 11</p> <p>Process Flexibility Cockpit</p> <p>Process Workspace</p> <p>Development Tools</p> <p>Manage Packages</p> <p>Configure Visibility Scenarios</p> <p>Manage Rule Projects</p> <p>Monitoring Tools</p> <p>Monitor Workflows Workflow Definitions</p> <p>Monitor Workflows Workflow Instances</p> <p>Monitor Visibility Scenarios</p> <p>Event Acquisition</p>

Explanation

109. Select **Investment Approval Scenario** and you can see a periodic job executing under **Processing Information**.
110. This job will consume the workflow events and correlate to the scenario.
- The job runs in every 5 minutes. Please wait maximum 5 minutes to see the next job run. You can also click the **Process Data** button to manually trigger the job.

Screenshot

Scenario Definitions

Search

Investment Approval

demo.sap.com.Investment_Approval

Scenario Definition

Investment Approval

ID: demo.sap.com.Investment_Approval

Activated By:

Activated On: Dec 1, 2020, 12:35:11 PM

Processing Job

Processing Information

Schedule Job: ON

Scheduling Interval: 5 minutes

Scheduled At: Dec 1, 2020, 4:50:12 PM

Processing Information

Start Time	Status	Events Processed	Events in Buffer	Instances Processed
Dec 1, 2020, 4:46:06 PM	Completed	0	0	0
Dec 1, 2020, 4:45:35 PM	Completed	18	0	6
Dec 1, 2020, 4:40:36 PM	Completed	0	0	0
Dec 1, 2020, 4:35:20 PM	Completed	0	0	0

Process Data

Clear Processed Data

Delete

111. Go to Home page
- Select **Process Workspace**.

SAP

Home

Productivity Tools

Development Tools

Monitoring Tools

My Inbox

11

Process Flexibility Cockpit

63

Process Workspace

Development Tools

Manage Packages

Configure Visibility Scenarios

Manage Rule Projects

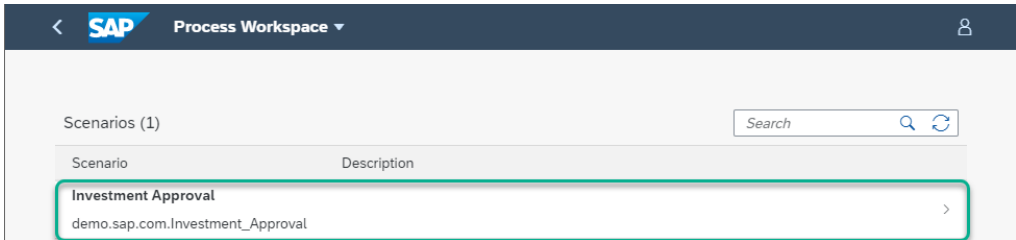
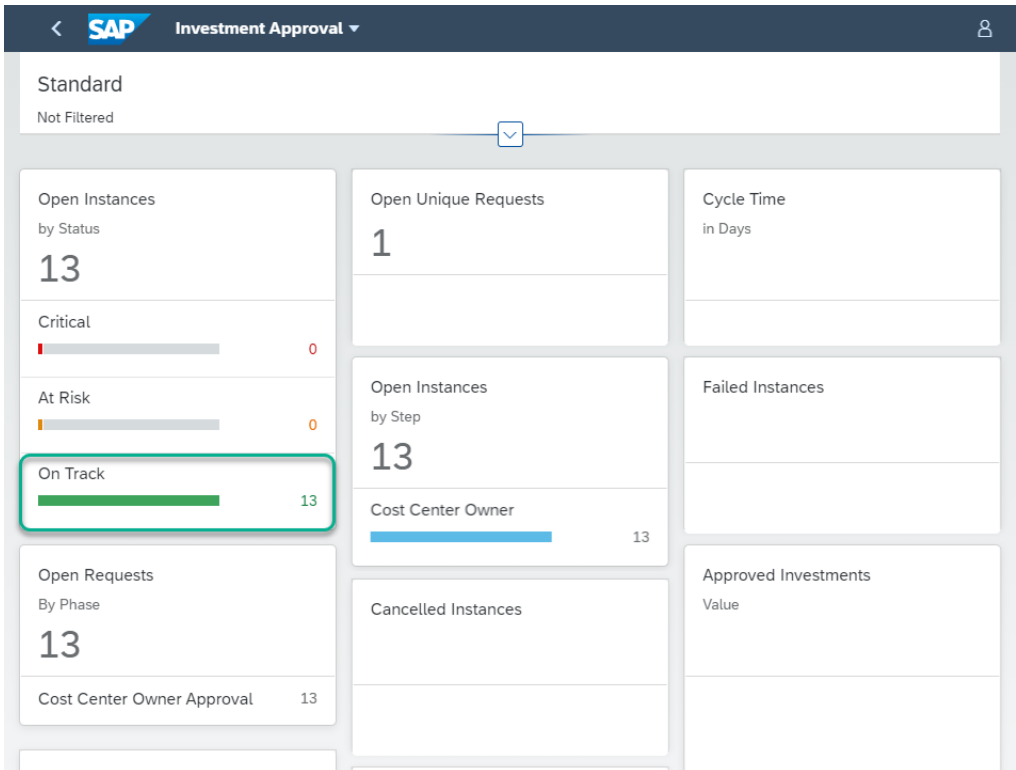
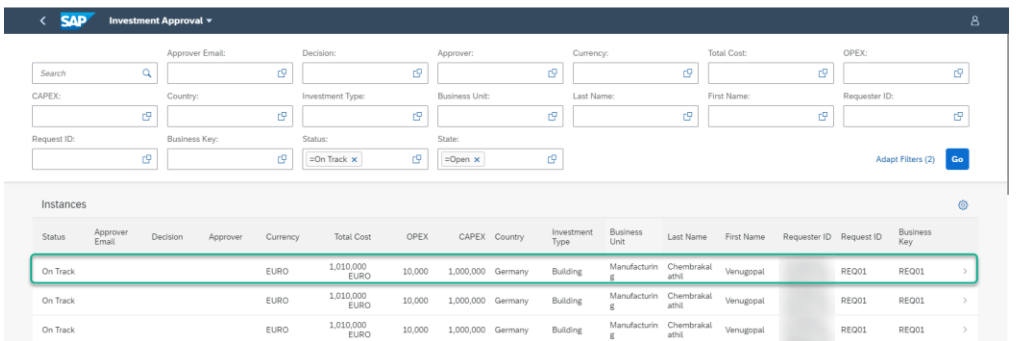
Monitoring Tools

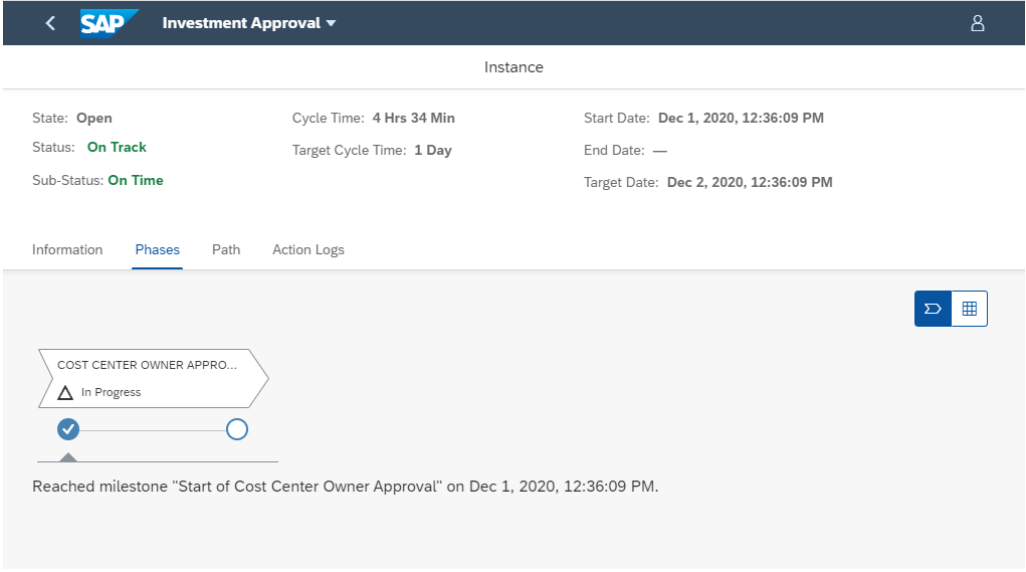
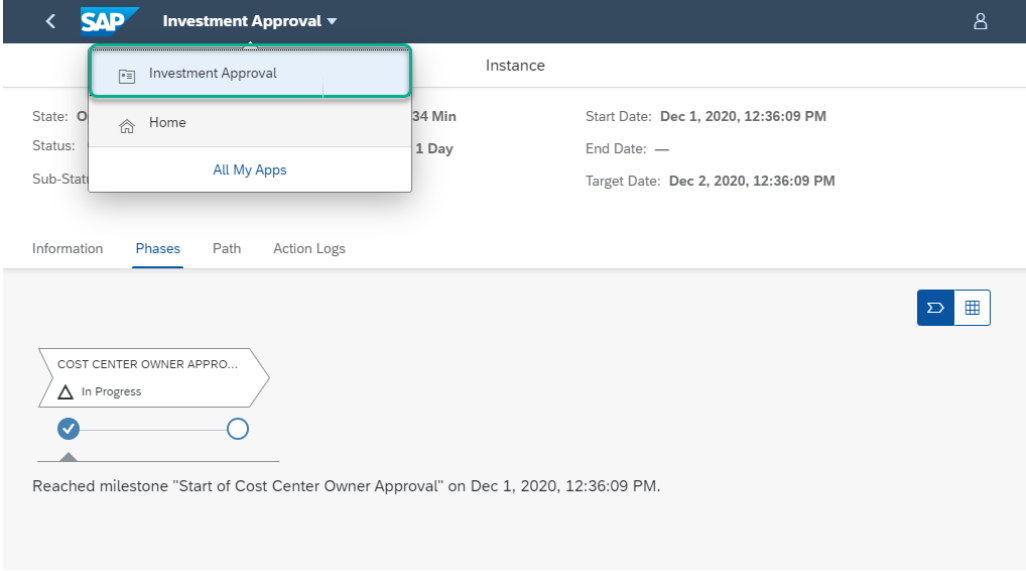
Monitor Workflows Workflow Definitions

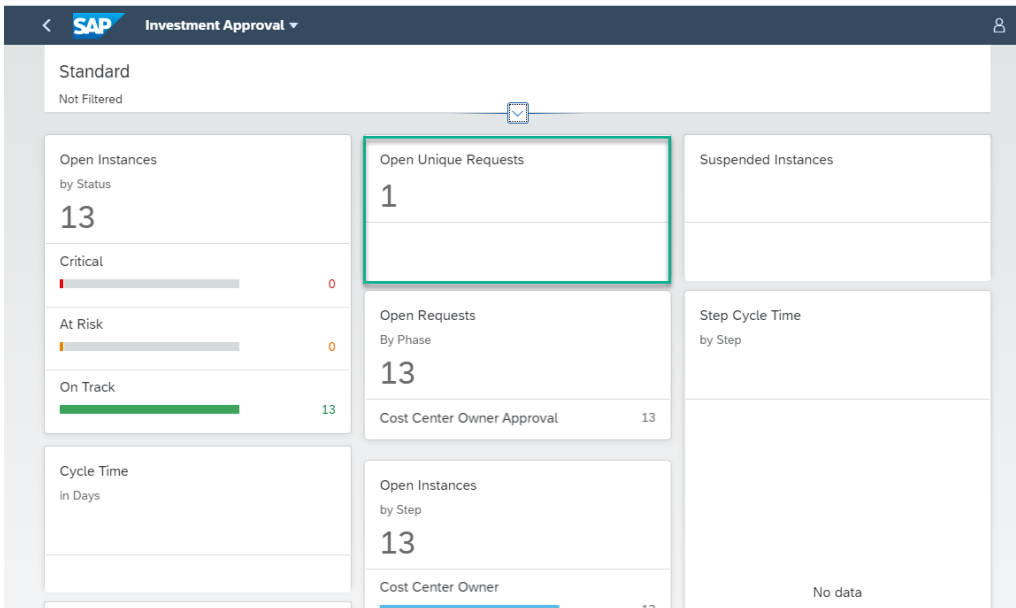
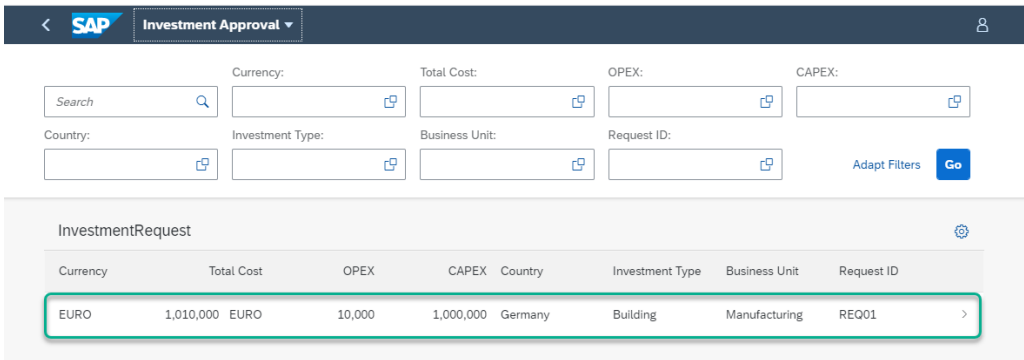
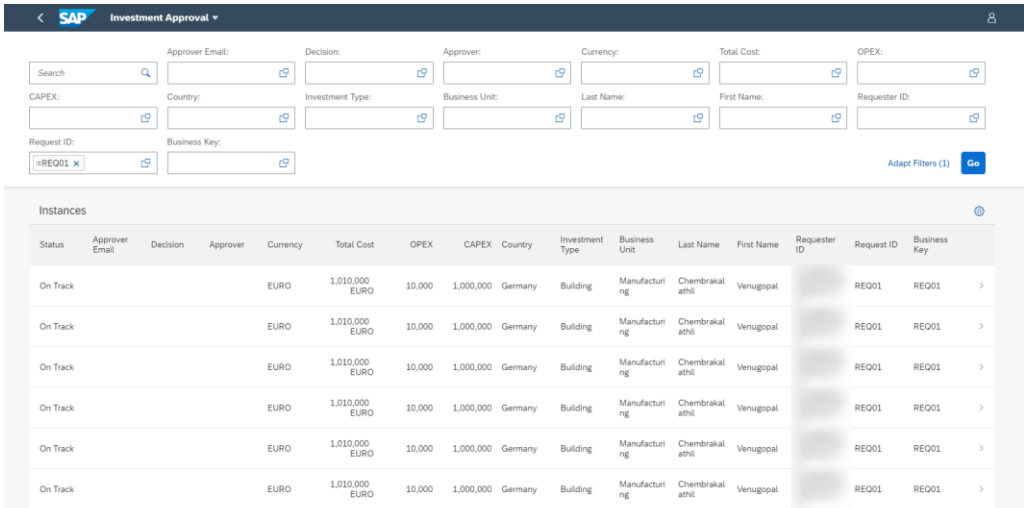
Monitor Workflows Workflow Instances

Monitor Visibility Scenarios

Event Acquisition

Explanation	Screenshot																																																																
112. Select Investment Approval Scenario.	 <p>The screenshot shows the SAP Process Workspace interface. At the top, there's a header with the SAP logo and 'Process Workspace'. Below it, a search bar is visible. A list of scenarios is shown, with 'Investment Approval' highlighted. The description for this scenario is 'demo.sap.com.Investment_Approval'.</p>																																																																
113. All Process Instances are available in your workspace. 114. Click Open Instances - On Track . All Performance Indicators in process workspace enables users to navigate to a list view.	 <p>The screenshot displays the SAP Investment Approval dashboard. It features several key performance indicators (KPIs) in a grid layout. The 'Open Instances by Status' KPI shows 13 instances, with a bar chart indicating their status: Critical (0), At Risk (0), and On Track (13). The 'Open Unique Requests' KPI shows 1 request. The 'Open Instances by Step' KPI shows 13 instances, with a bar chart indicating their status: Cost Center Owner (13). The 'Open Requests By Phase' KPI shows 13 requests, with a bar chart indicating their status: Cost Center Owner Approval (13). The 'Cycle Time in Days' KPI is also present. The 'Failed Instances' and 'Approved Investments Value' KPIs are also visible. The 'On Track' status is highlighted with a green box.</p>																																																																
115. Select a process instance to see the details.	 <p>The screenshot shows the SAP Investment Approval details page. It features a search bar and a list of instances. The 'Instances' table is visible, showing details for each instance, including Status, Approver Email, Decision, Approver, Currency, Total Cost, OPEX, CAPEX, Country, Investment Type, Business Unit, Last Name, First Name, Requester ID, Request ID, and Business Key. The first instance is highlighted with a green box.</p> <table><tr><th>Status</th><th>Approver Email</th><th>Decision</th><th>Approver</th><th>Currency</th><th>Total Cost</th><th>OPEX</th><th>CAPEX</th><th>Country</th><th>Investment Type</th><th>Business Unit</th><th>Last Name</th><th>First Name</th><th>Requester ID</th><th>Request ID</th><th>Business Key</th></tr><tr><td>On Track</td><td></td><td></td><td></td><td>EURO</td><td>1,010,000</td><td>10,000</td><td>1,000,000</td><td>Germany</td><td>Building</td><td>Manufacturin g</td><td>Chembrakal athil</td><td>Venugopal</td><td></td><td>REQ01</td><td>REQ01</td></tr><tr><td>On Track</td><td></td><td></td><td></td><td>EURO</td><td>1,010,000</td><td>10,000</td><td>1,000,000</td><td>Germany</td><td>Building</td><td>Manufacturin g</td><td>Chembrakal athil</td><td>Venugopal</td><td></td><td>REQ01</td><td>REQ01</td></tr><tr><td>On Track</td><td></td><td></td><td></td><td>EURO</td><td>1,010,000</td><td>10,000</td><td>1,000,000</td><td>Germany</td><td>Building</td><td>Manufacturin g</td><td>Chembrakal athil</td><td>Venugopal</td><td></td><td>REQ01</td><td>REQ01</td></tr></table>	Status	Approver Email	Decision	Approver	Currency	Total Cost	OPEX	CAPEX	Country	Investment Type	Business Unit	Last Name	First Name	Requester ID	Request ID	Business Key	On Track				EURO	1,010,000	10,000	1,000,000	Germany	Building	Manufacturin g	Chembrakal athil	Venugopal		REQ01	REQ01	On Track				EURO	1,010,000	10,000	1,000,000	Germany	Building	Manufacturin g	Chembrakal athil	Venugopal		REQ01	REQ01	On Track				EURO	1,010,000	10,000	1,000,000	Germany	Building	Manufacturin g	Chembrakal athil	Venugopal		REQ01	REQ01
Status	Approver Email	Decision	Approver	Currency	Total Cost	OPEX	CAPEX	Country	Investment Type	Business Unit	Last Name	First Name	Requester ID	Request ID	Business Key																																																		
On Track				EURO	1,010,000	10,000	1,000,000	Germany	Building	Manufacturin g	Chembrakal athil	Venugopal		REQ01	REQ01																																																		
On Track				EURO	1,010,000	10,000	1,000,000	Germany	Building	Manufacturin g	Chembrakal athil	Venugopal		REQ01	REQ01																																																		
On Track				EURO	1,010,000	10,000	1,000,000	Germany	Building	Manufacturin g	Chembrakal athil	Venugopal		REQ01	REQ01																																																		

Explanation	Screenshot
<p>116. The Instance detail view shows the following.</p> <p>Information: Context data of a process instance</p> <p>Phases: Phases with status including start and end time.</p> <p>Path: Process path indicating the steps completed.</p> <p>Action Logs: Actions triggered including user and time.</p>	
<p>117. Go to Process Workspace page.</p>	

Explanation	Screenshot																																																																																																																
<p>118. Click Open Unique Requests.</p> <p>Open Unique Requests group all instances based on the Request Id. If there are multiple process instances with the same Request ID, all be aggregated.</p>	 <p>The screenshot shows the SAP Investment Approval dashboard. The 'Open Unique Requests' tile is highlighted with a red box. It shows 1 instance. Other tiles show 'Open Instances by Status' (13 total, 0 Critical, 0 At Risk, 13 On Track), 'Open Requests by Phase' (13 total, 13 Cost Center Owner Approval), 'Open Instances by Step' (13 total, 13 Cost Center Owner), and 'Suspended Instances' (0). The 'Cycle Time in Days' tile shows 'No data'.</p>																																																																																																																
<p>119. Select the Process Instance and navigate to the instances view.</p> <p>You can see only attributes configured in the Entity.</p>	 <p>The screenshot shows the SAP Investment Approval search results for 'InvestmentRequest'. The search filters are: Currency: EURO, Total Cost: 1,010,000 EURO, OPEX: 10,000, CAPEX: 1,000,000, Country: Germany, Investment Type: Building, Business Unit: Manufacturing, Request ID: REQ01. The results table shows one instance with the following data:</p> <table><tr><th>Currency</th><th>Total Cost</th><th>OPEX</th><th>CAPEX</th><th>Country</th><th>Investment Type</th><th>Business Unit</th><th>Request ID</th></tr><tr><td>EURO</td><td>1,010,000 EURO</td><td>10,000</td><td>1,000,000</td><td>Germany</td><td>Building</td><td>Manufacturing</td><td>REQ01</td></tr></table>	Currency	Total Cost	OPEX	CAPEX	Country	Investment Type	Business Unit	Request ID	EURO	1,010,000 EURO	10,000	1,000,000	Germany	Building	Manufacturing	REQ01																																																																																																
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<p>120. List all process instances part of the same Request ID.</p>	 <p>The screenshot shows the SAP Investment Approval search results for 'Instances'. The search filters are: Approver Email: Chembrakal athi, Decision: Venugopal, Approver: Venugopal, Currency: EURO, Total Cost: 1,010,000 EURO, OPEX: 10,000, CAPEX: 1,000,000, Country: Germany, Investment Type: Building, Business Unit: Manufacturing, Last Name: Chembrakal athi, First Name: Venugopal, Requester ID: REQ01, Request ID: REQ01, Business Key: REQ01. The results table shows six instances with the following data:</p> <table><tr><th>Status</th><th>Approver Email</th><th>Decision</th><th>Approver</th><th>Currency</th><th>Total Cost</th><th>OPEX</th><th>CAPEX</th><th>Country</th><th>Investment Type</th><th>Business Unit</th><th>Last Name</th><th>First Name</th><th>Requester ID</th><th>Request ID</th><th>Business Key</th></tr><tr><td>On Track</td><td></td><td></td><td></td><td>EURO</td><td>1,010,000 EURO</td><td>10,000</td><td>1,000,000</td><td>Germany</td><td>Building</td><td>Manufacturing</td><td>Chembrakal athi</td><td>Venugopal</td><td>REQ01</td><td>REQ01</td><td>REQ01</td></tr><tr><td>On Track</td><td></td><td></td><td></td><td>EURO</td><td>1,010,000 EURO</td><td>10,000</td><td>1,000,000</td><td>Germany</td><td>Building</td><td>Manufacturing</td><td>Chembrakal athi</td><td>Venugopal</td><td>REQ01</td><td>REQ01</td><td>REQ01</td></tr><tr><td>On Track</td><td></td><td></td><td></td><td>EURO</td><td>1,010,000 EURO</td><td>10,000</td><td>1,000,000</td><td>Germany</td><td>Building</td><td>Manufacturing</td><td>Chembrakal athi</td><td>Venugopal</td><td>REQ01</td><td>REQ01</td><td>REQ01</td></tr><tr><td>On Track</td><td></td><td></td><td></td><td>EURO</td><td>1,010,000 EURO</td><td>10,000</td><td>1,000,000</td><td>Germany</td><td>Building</td><td>Manufacturing</td><td>Chembrakal athi</td><td>Venugopal</td><td>REQ01</td><td>REQ01</td><td>REQ01</td></tr><tr><td>On Track</td><td></td><td></td><td></td><td>EURO</td><td>1,010,000 EURO</td><td>10,000</td><td>1,000,000</td><td>Germany</td><td>Building</td><td>Manufacturing</td><td>Chembrakal athi</td><td>Venugopal</td><td>REQ01</td><td>REQ01</td><td>REQ01</td></tr><tr><td>On Track</td><td></td><td></td><td></td><td>EURO</td><td>1,010,000 EURO</td><td>10,000</td><td>1,000,000</td><td>Germany</td><td>Building</td><td>Manufacturing</td><td>Chembrakal athi</td><td>Venugopal</td><td>REQ01</td><td>REQ01</td><td>REQ01</td></tr></table>	Status	Approver Email	Decision	Approver	Currency	Total Cost	OPEX	CAPEX	Country	Investment Type	Business Unit	Last Name	First Name	Requester ID	Request ID	Business Key	On Track				EURO	1,010,000 EURO	10,000	1,000,000	Germany	Building	Manufacturing	Chembrakal athi	Venugopal	REQ01	REQ01	REQ01	On Track				EURO	1,010,000 EURO	10,000	1,000,000	Germany	Building	Manufacturing	Chembrakal athi	Venugopal	REQ01	REQ01	REQ01	On Track				EURO	1,010,000 EURO	10,000	1,000,000	Germany	Building	Manufacturing	Chembrakal athi	Venugopal	REQ01	REQ01	REQ01	On Track				EURO	1,010,000 EURO	10,000	1,000,000	Germany	Building	Manufacturing	Chembrakal athi	Venugopal	REQ01	REQ01	REQ01	On Track				EURO	1,010,000 EURO	10,000	1,000,000	Germany	Building	Manufacturing	Chembrakal athi	Venugopal	REQ01	REQ01	REQ01	On Track				EURO	1,010,000 EURO	10,000	1,000,000	Germany	Building	Manufacturing	Chembrakal athi	Venugopal	REQ01	REQ01	REQ01
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Explanation	Screenshot
<p>Trigger Actions</p> <p>In this section you will suspend a workflow instance to change the process status, it will trigger the system centric action and enable user action in process visibility.</p> <p>121.Click Monitor Workflows – Workflow Instances.</p>	<p>The screenshot shows the SAP Fiori 'Home' dashboard. At the top, there is a dark blue header with the SAP logo and a 'Home' dropdown menu. Below the header, there are three tabs: 'Productivity Tools', 'Development Tools', and 'Monitoring Tools'. The 'Productivity Tools' tab is currently selected. Under this tab, there are three main sections: 'My Inbox' (with a download icon and the number 11), 'Process Flexibility Cockpit' (with a wrench icon), and 'Process Workspace' (with a magnifying glass icon). Below these, there is a section for 'Development Tools' containing 'Manage Packages' (with a cube icon), 'Configure Visibility Scenarios' (with a gear icon), and 'Manage Rule Projects' (with a gear icon). At the bottom, there is a section for 'Monitoring Tools' containing four tiles: 'Monitor Workflows Workflow Definitions' (with a right-pointing arrow icon), 'Monitor Workflows Workflow Instances' (with a right-pointing arrow icon, highlighted by a red border), 'Monitor Visibility Scenarios' (with a heart and pulse icon), and 'Event Acquisition' (with a magnifying glass icon).</p>

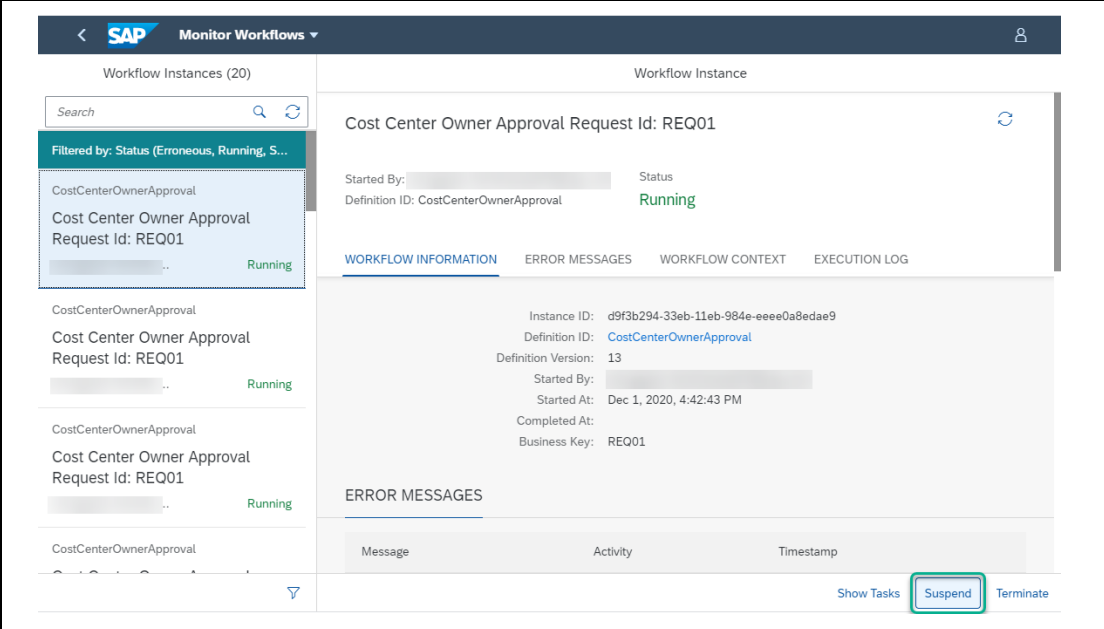
Explanation

122. Select a Running instance and click **Suspend** button in the footer.

It will take maximum 5 minutes to reflect this change Process Workspace.

The job runs in every 5 minutes. You can also go to **Monitor Visibility Scenario** application and click the **Process Data** button to manually trigger the job.

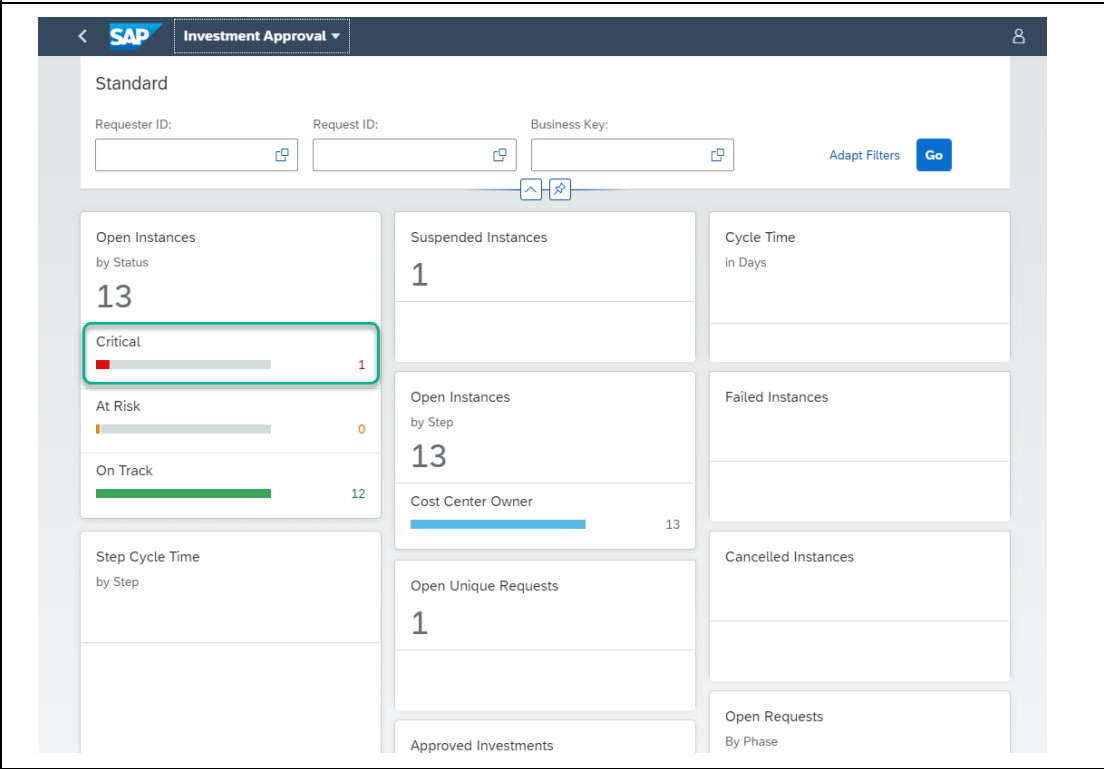
Screenshot

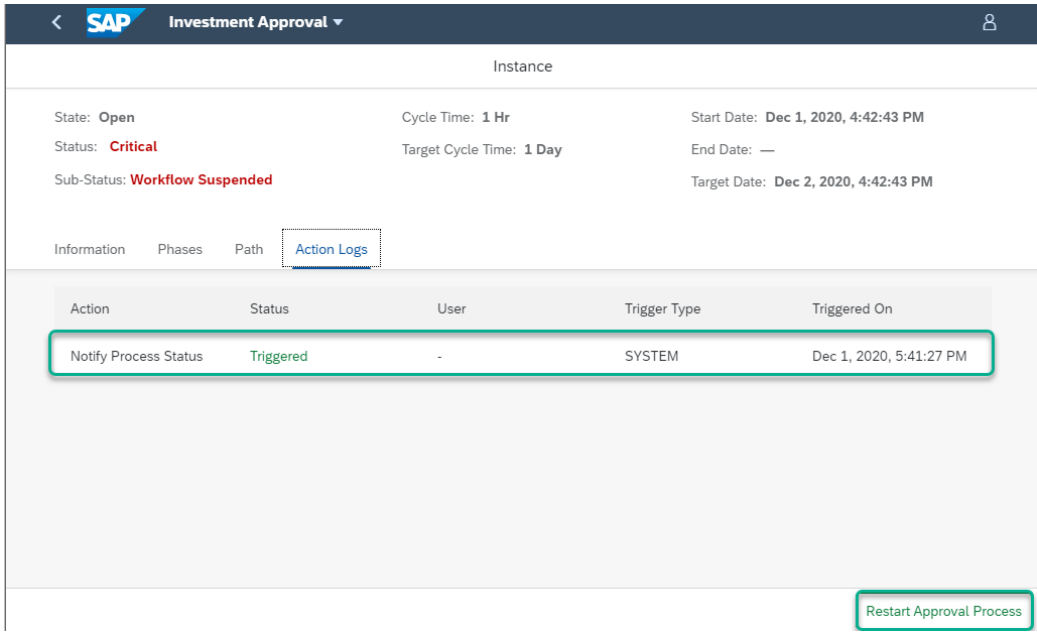
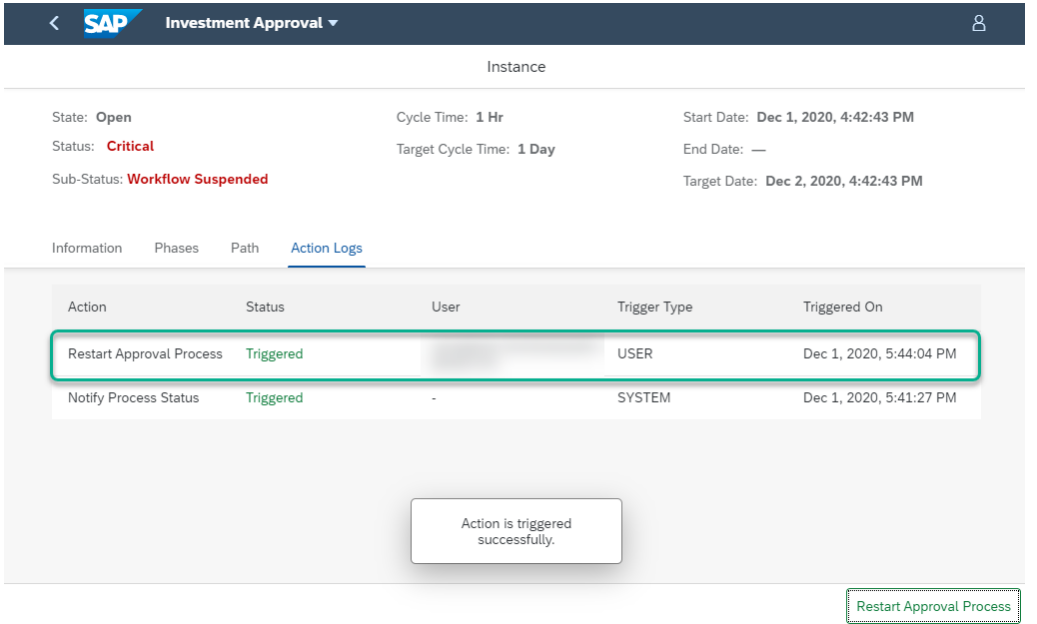


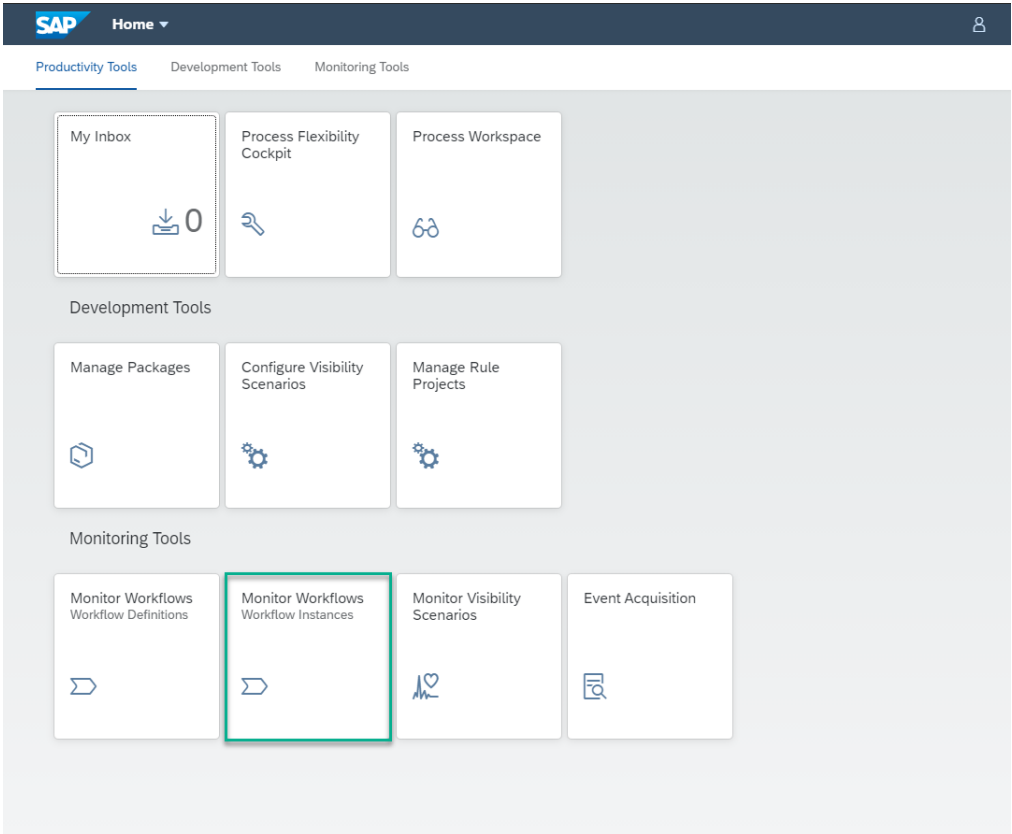
123. Go to Process Workspace.

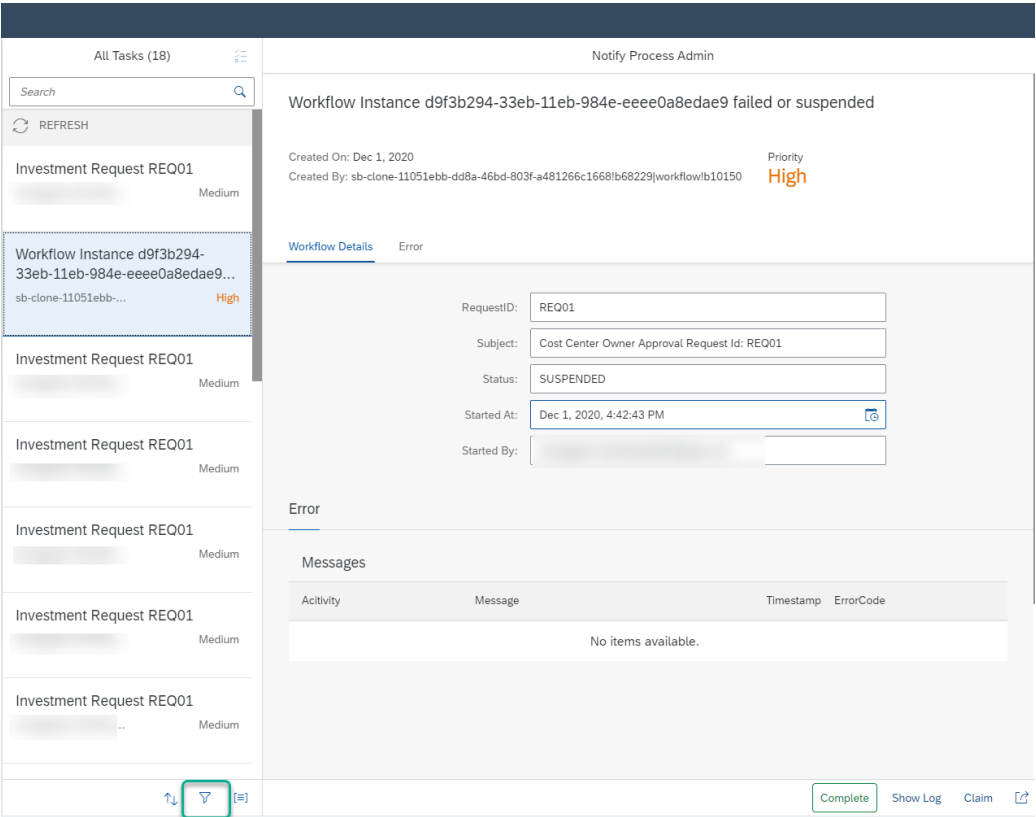
124. In Open Instances you can see 1 instance with **critical** status.

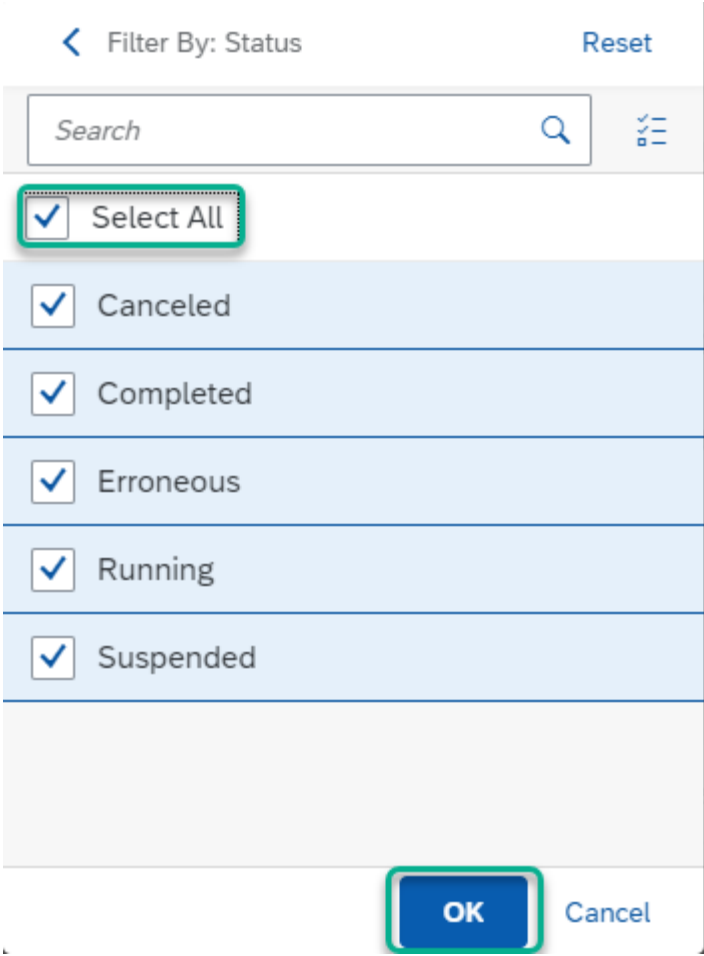
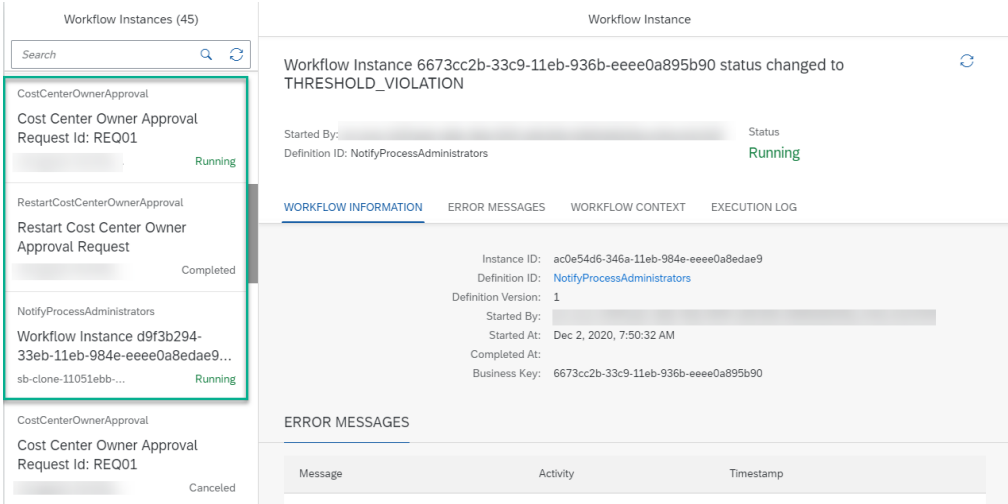
125. Click the **critical** instance and navigate to the **instance** view.

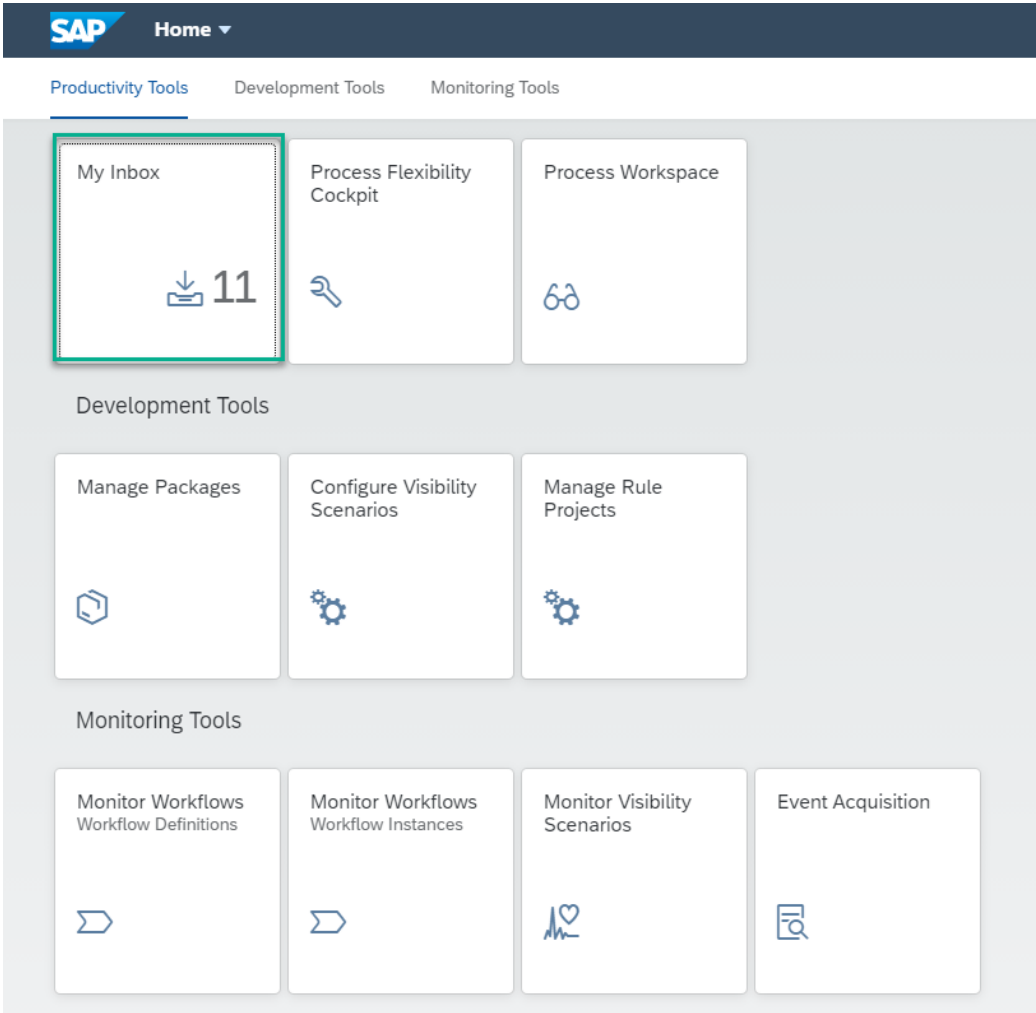


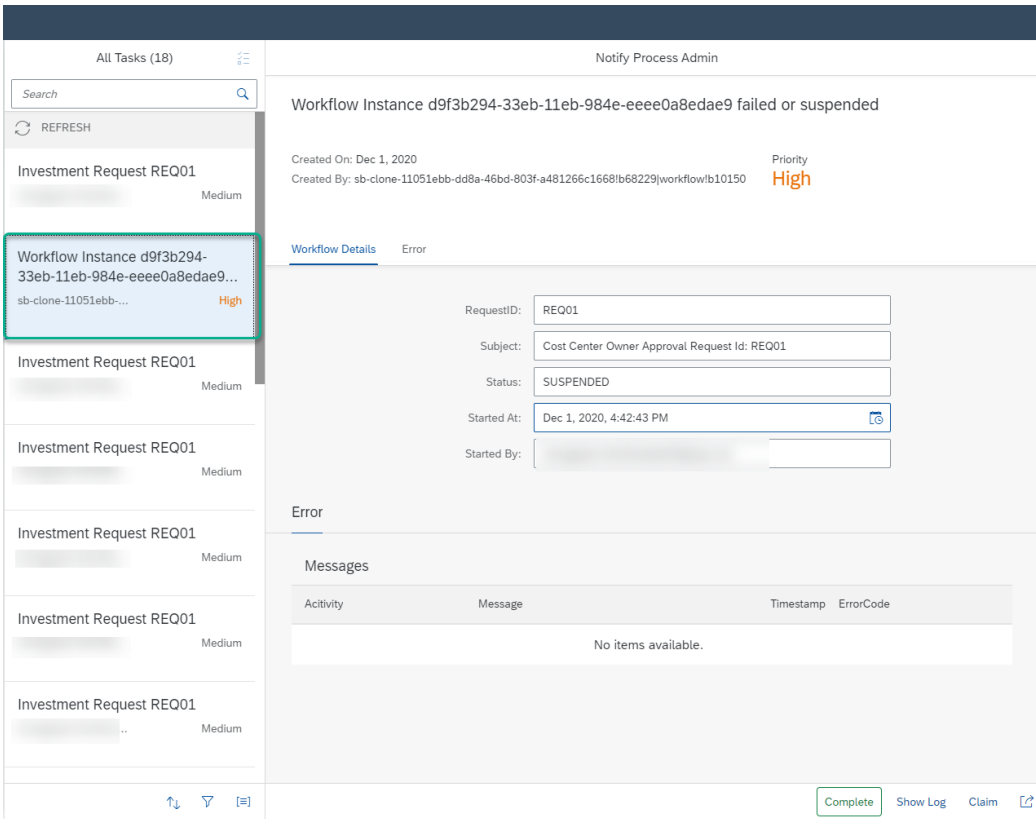
Explanation	Screenshot
<p>126. You can see Restart Approval Process action enabled on the footer.</p> <p>127. Select Action Logs. You can see system action has already triggered.</p> <p>128. Click Restart Approval Process button.</p>	 <p>The screenshot shows the SAP Investment Approval process instance. The 'Action Logs' tab is selected, displaying a table with one entry: 'Notify Process Status' triggered by the system on Dec 1, 2020, at 5:41:27 PM. The 'Restart Approval Process' button is visible in the bottom right corner.</p>
<p>129. Now the Action logs shows both system and user triggered action logs.</p>	 <p>The screenshot shows the SAP Investment Approval process instance. The 'Action Logs' tab is selected, displaying a table with two entries: 'Restart Approval Process' triggered by a user on Dec 1, 2020, at 5:44:04 PM, and 'Notify Process Status' triggered by the system on Dec 1, 2020, at 5:41:27 PM. A message 'Action is triggered successfully.' is displayed in the center. The 'Restart Approval Process' button is visible in the bottom right corner.</p>

Explanation	Screenshot
<div>130. Go to Home page.</div> <div>131. Select Monitor Workflow – Workflow Instances.</div>	 <p>The screenshot shows the SAP Fiori Home page. At the top, there is a dark blue header with the SAP logo and a 'Home' dropdown menu. Below the header, there are three tabs: 'Productivity Tools', 'Development Tools', and 'Monitoring Tools'. The 'Monitoring Tools' tab is selected. The main content area displays several tiles. The 'My Inbox' tile shows a download icon and the number '0'. The 'Process Flexibility Cockpit' tile shows a magnifying glass icon. The 'Process Workspace' tile shows a link icon. Below these, there are three tiles under the 'Development Tools' section: 'Manage Packages' (cube icon), 'Configure Visibility Scenarios' (gears icon), and 'Manage Rule Projects' (gears icon). At the bottom, there are four tiles under the 'Monitoring Tools' section: 'Monitor Workflows Workflow Definitions' (arrow icon), 'Monitor Workflows Workflow Instances' (arrow icon, highlighted with a green border), 'Monitor Visibility Scenarios' (heart icon), and 'Event Acquisition' (document icon).</p>

Explanation	Screenshot
132.Click Filter button to see all workflow instances.	 <p>The screenshot displays a workflow management interface. On the left, a sidebar titled 'All Tasks (18)' contains a search bar, a 'REFRESH' button, and a list of tasks. The tasks are 'Investment Request REQ01' (Medium priority) and 'Workflow Instance d9f3b294-33eb-11eb-984e-eeee0a8edae9...' (High priority). The 'Workflow Instance' task is highlighted. The main panel shows details for the selected workflow instance, titled 'Workflow Instance d9f3b294-33eb-11eb-984e-eeee0a8edae9 failed or suspended'. It includes metadata: 'Created On: Dec 1, 2020', 'Created By: sb-clone-11051ebb-dd8a-46bd-803f-a481266c1668b68229jworkflow/b10150', and 'Priority: High'. Below this, there are tabs for 'Workflow Details' and 'Error'. The 'Workflow Details' tab is active, showing fields for 'RequestID: REQ01', 'Subject: Cost Center Owner Approval Request Id: REQ01', 'Status: SUSPENDED', 'Started At: Dec 1, 2020, 4:42:43 PM', and 'Started By:'. The 'Error' tab is also visible. At the bottom, there is a 'Messages' section with a table header: 'Activity', 'Message', 'Timestamp', 'ErrorCode'. The table is empty, with the message 'No items available.' displayed. At the bottom right, there are buttons for 'Complete', 'Show Log', 'Claim', and a link icon. At the bottom left of the sidebar, there is a 'Filter' button (a funnel icon) which is highlighted with a red box.</p>

Explanation	Screenshot
133.Check Select All. 134.Click OK button.	
135. You can see three new instances. Cost Center Owner Approval is restarted and in Running status. Restart Cost Center Owner Approval Request created the new Cost Center Owner Approval request. Notify Process Administrator created as escalation workflow instance with status Running .	

Explanation	Screenshot
136. Go to Home page. 137. Click My Inbox .	 <p>The screenshot shows the SAP Home page. At the top is a dark blue header with the SAP logo and a 'Home' dropdown menu. Below the header are three tabs: 'Productivity Tools', 'Development Tools', and 'Monitoring Tools'. The 'Productivity Tools' tab is active. Under this tab, there are three cards: 'My Inbox' (highlighted with a red border), 'Process Flexibility Cockpit', and 'Process Workspace'. The 'My Inbox' card shows a download icon and the number '11'. Below these cards is a section titled 'Development Tools' containing three cards: 'Manage Packages', 'Configure Visibility Scenarios', and 'Manage Rule Projects'. At the bottom is a section titled 'Monitoring Tools' containing four cards: 'Monitor Workflows Workflow Definitions', 'Monitor Workflows Workflow Instances', 'Monitor Visibility Scenarios', and 'Event Acquisition'.</p>

Explanation	Screenshot
<p>138. Select task instance with Subject begin with Workflow Instance.</p> <p>You can see the details of the workflow instance with Suspended status. This will enable technical Administrators to fix the issues and complete the task.</p>	

SUMMARY

You have modeled a process visibility scenario and able to monitor processes. Please go through [help documentation](#) for more details.

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