

PUBLIC

Execute and Monitor SAP Business Technology Platform Workflow

Session-DEV264

Exercises / Solutions
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SUMMARY16

SAP Business Technology Platform Workflow Management provides out of the box Portal site, enable developers to execute and monitor their workflows. The Fiori Launchpad embedded all Workflow Management capabilities and related monitoring tools.

SAP BUSINESS TECHNOLOGY PLATFORM WORKFLOW – MY INBOX & MONITORING APPLICATIONS

SAP Business Technology Platform Workflow provides three applications to embed in Fiori Launchpad. These applications are well integrated with Workflow and there is no additional integration effort required. There are well defined roles available to protect these applications from unauthorized access. Please see the [authorization section](#) of Workflow help portal.

My Inbox

SAP Business Technology Platform My Inbox enable users to claim and complete their workflow tasks. It embeds the workflow task UI with standard actions like Claim, Release and Show logs. My Inbox provides sorting and filtering capabilities enable users to prioritize their task and work on it. Workflow users can define substitution rules to route their tasks to another user during their absence. Please see [help portal](#) for more details.

Monitor Workflow – Workflow Definitions

Monitor Workflow – Workflow Definitions enable developers and workflow administrators to keep track of their deployed workflow definitions. It shows all workflow definitions and last deployed version of each workflow definition. A developer could create an instance of a workflow definition, display all instances created using a workflow definition and download the workflow model. Please see [help portal](#) for more details.

Monitor Workflow – Workflow Instances

Monitor Workflow – Workflow Instances enable developers and workflow administrators to keep track of all workflow instances. It provides standard actions like Show Tasks, Suspend, Resume and Terminate. It is possible to filter Workflow Instances based on Workflow Definitions and Life cycle status.

It provides the following information about a Workflow Instance.

- **Workflow Information** – Basic data about a workflow instance.
- **Error Messages** – When workflow instance is in Failed / Error state.
- **Workflow Context** – Context of the workflow instance.
- **Execution Log** – All workflow steps executed by the workflow instance including time stamp, task owners / processor, API end points and users who performed changes in workflow instance.

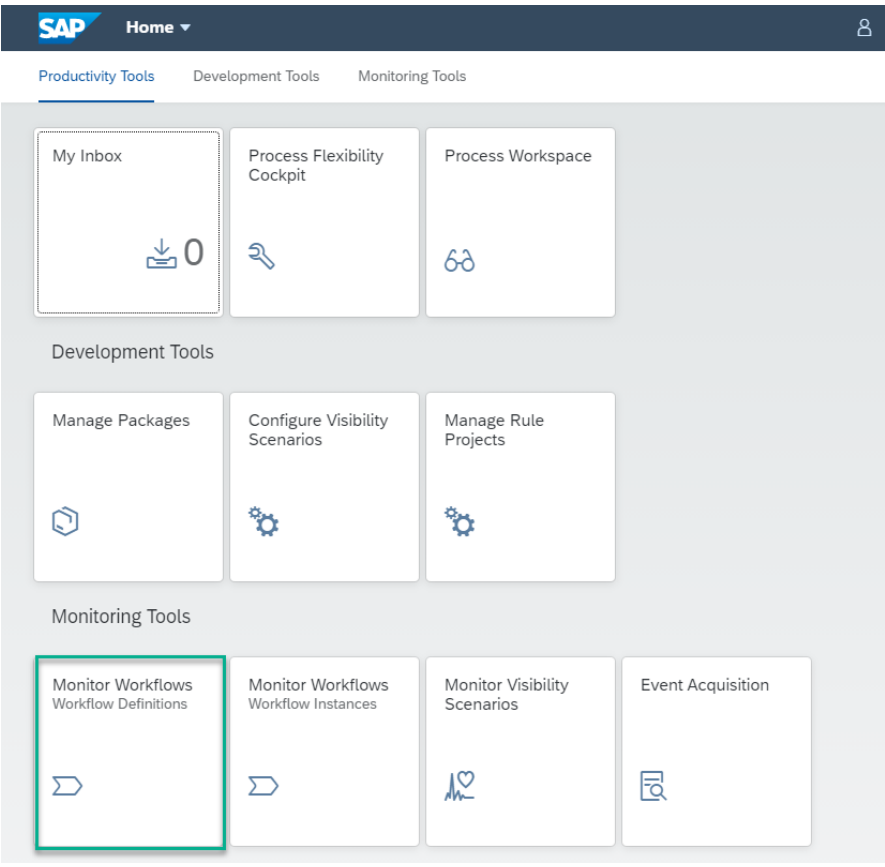
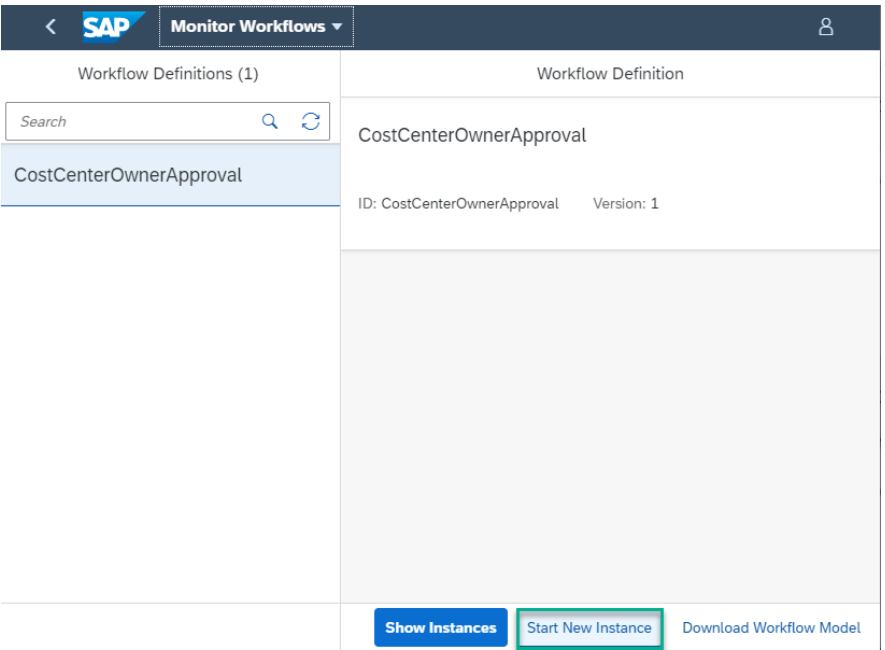
Prerequisite

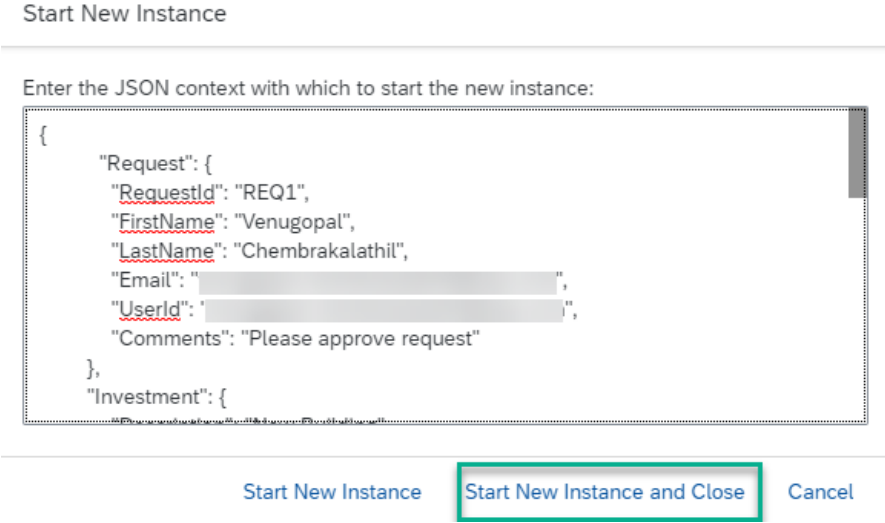
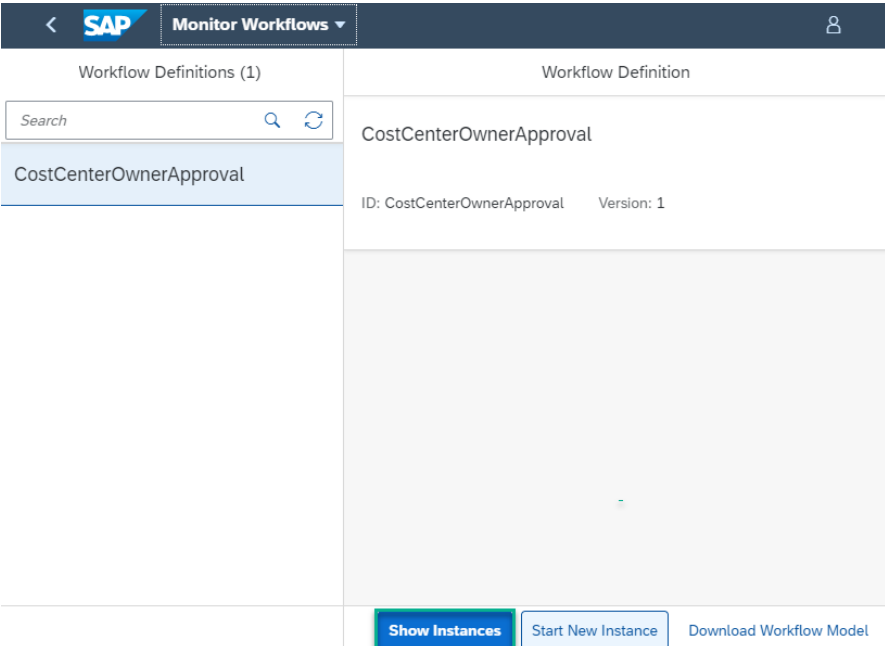
Please complete [Model Investment Workflow](#) exercise.

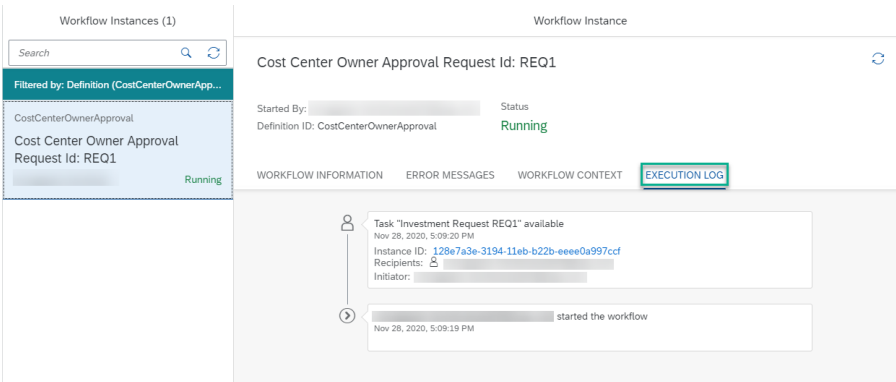
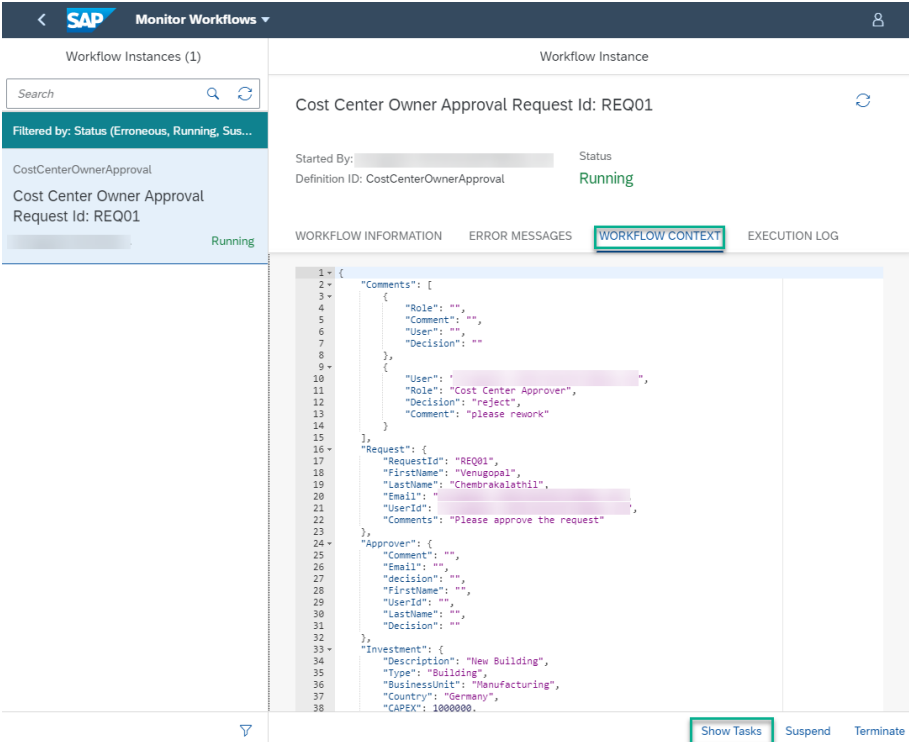
EXECUTE AND MONITOR WORKFLOW

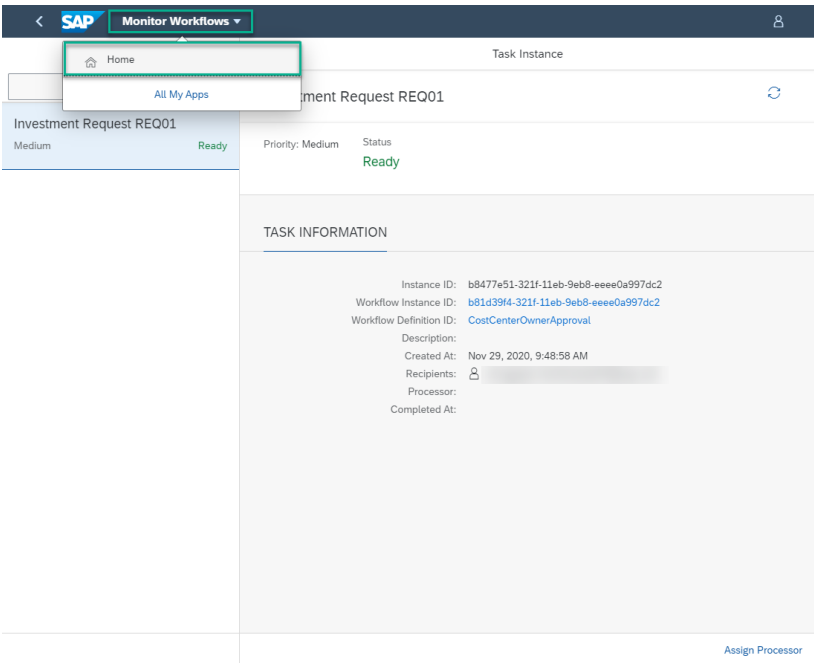
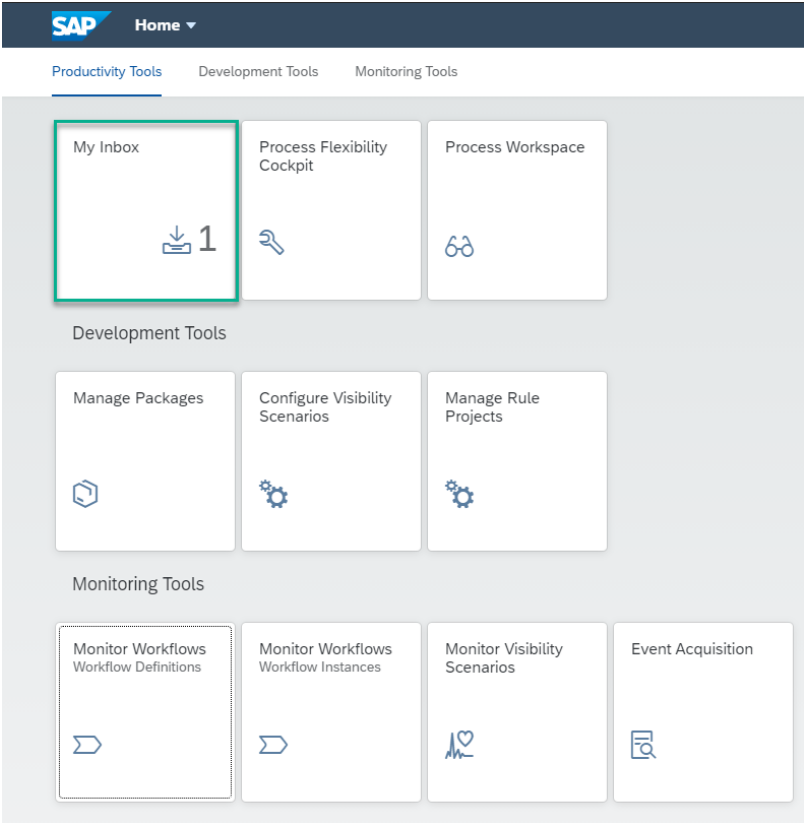
In this exercise you will Create an instance of your deployed Cost Center Owner Approval Workflow. Claim and complete the approval task. Manage Substitution and monitor workflow instances.

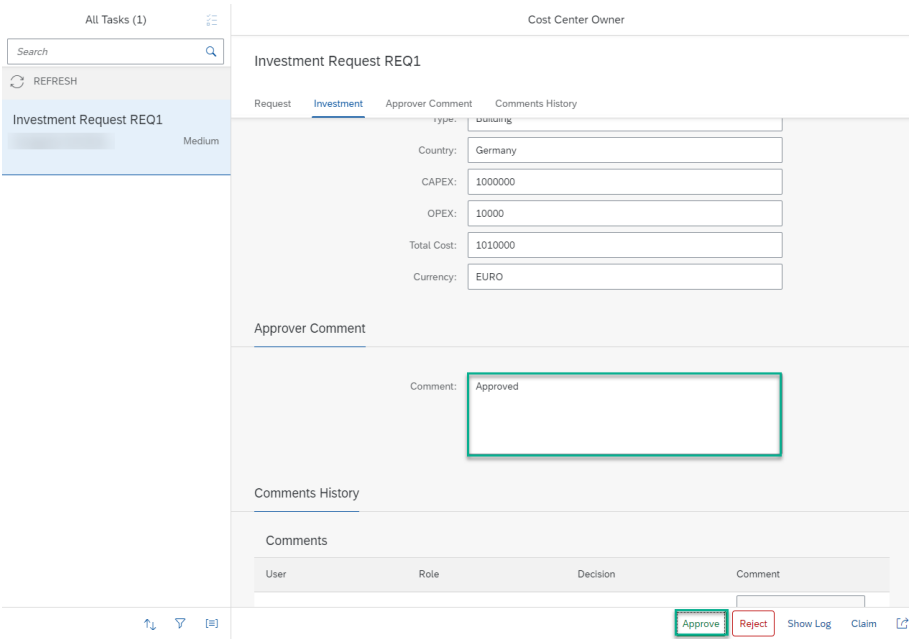
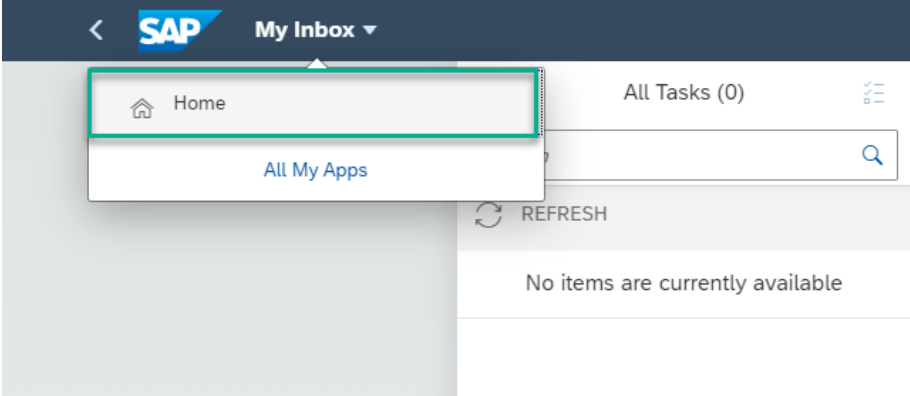
Explanation	Screenshot
<div>1. Select Subscriptions from your Business Technology Platform Subaccount.</div> <div>2. Search Workflow Management and click the link Go to Application.</div> <div>A new browser window is opened, and Workflow Management Fiori Launchpad is available.</div>	<p>The screenshot 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 with 'All: 2' subscriptions. Under the 'Extension Suite - Development Efficiency' section, 'SAP Business Application Studio' is listed as 'Subscribed' with a 'Go to Application' link. Under the 'Extension Suite - Digital Process Automation' section, 'Workflow Management' is listed as 'Subscribed' with a 'Go to Application' link highlighted by a green box.</p>

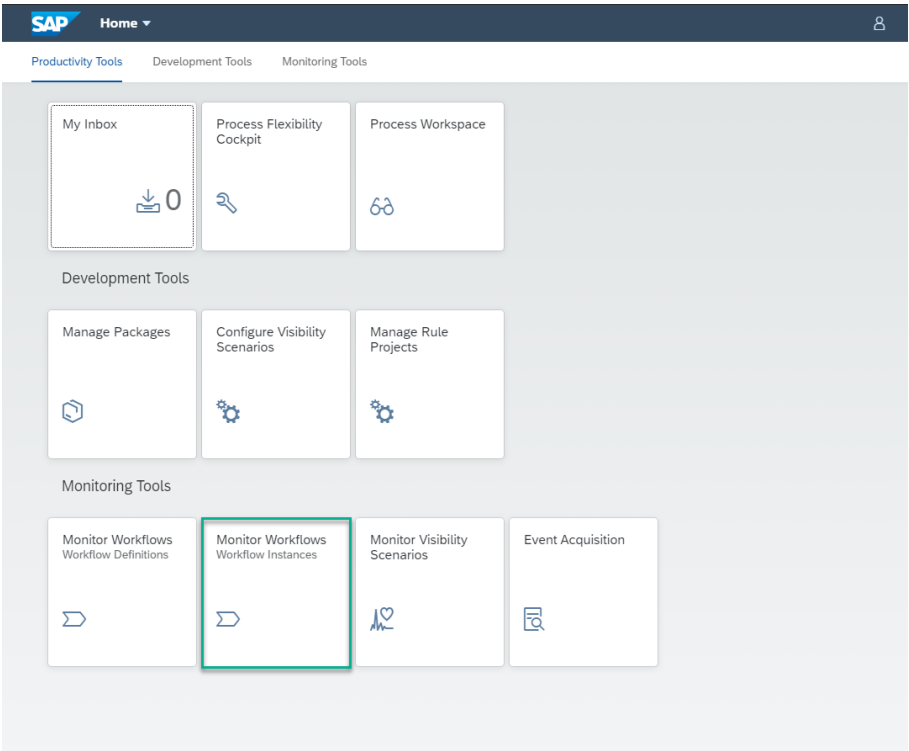
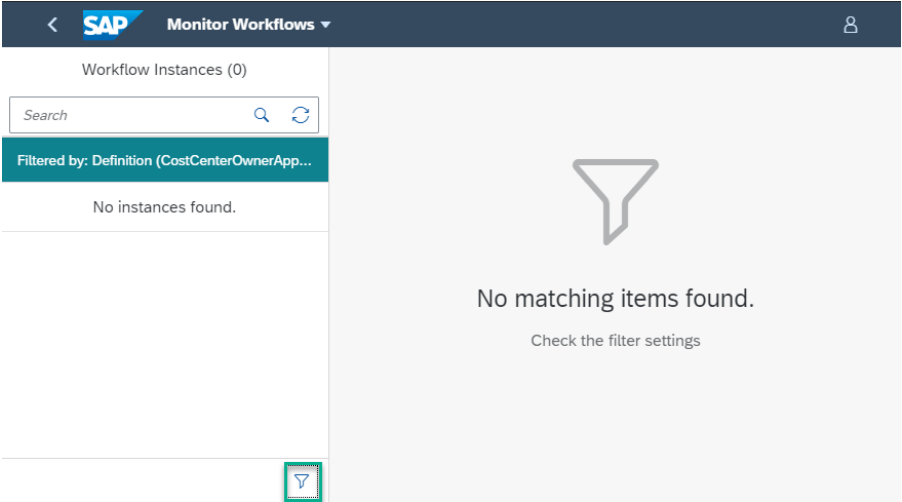
Explanation	Screenshot
<div>3. Under Monitoring Tools, Select Monitor Workflows – Workflow Definitions.</div>	 <p>The screenshot shows the SAP Home dashboard. At the top, there's a navigation bar with 'SAP' logo, 'Home' dropdown, and a user icon. Below it are tabs for 'Productivity Tools', 'Development Tools', and 'Monitoring Tools'. The 'Monitoring Tools' section is active, displaying a grid of tiles. The first tile in this section, 'Monitor Workflows Workflow Definitions', 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 Instances', 'Monitor Visibility Scenarios', and 'Event Acquisition'.</p>
<div>4. Select CostCenterOwnerApproval Workflow.</div> <div>5. Click Start New Instance.</div> <div>A developer can test the deployed workflow using Start New Instance action. A popup window enables a developer to provide the workflow start payload.</div>	 <p>The screenshot shows the 'Monitor Workflows' page in SAP. The top bar includes a back arrow, 'SAP' logo, and a 'Monitor Workflows' dropdown menu. Below this, there's a section for 'Workflow Definitions (1)' with a search bar and a list containing 'CostCenterOwnerApproval'. To the right, the 'Workflow Definition' details for 'CostCenterOwnerApproval' are shown, including its ID and version (1). At the bottom, there are three buttons: 'Show Instances', 'Start New Instance' (highlighted with a green border), and 'Download Workflow Model'.</p>

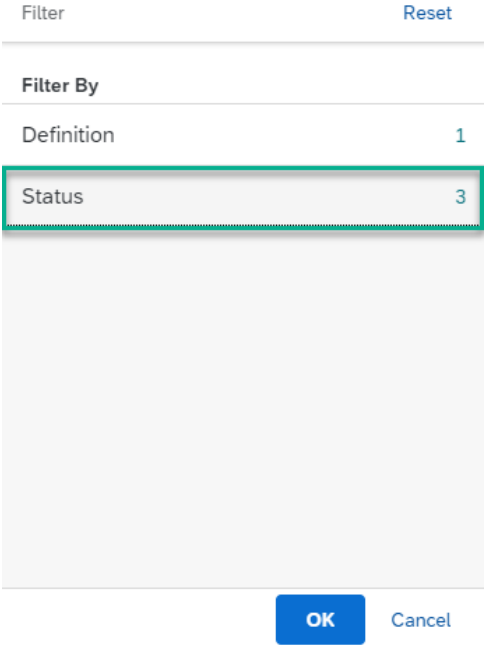
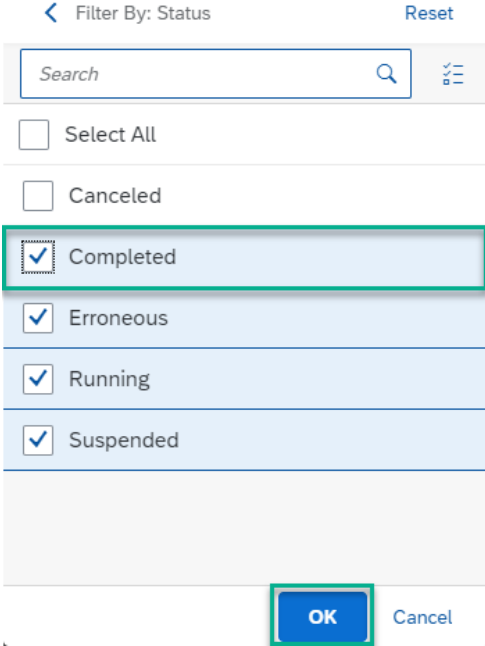
Explanation	Screenshot
<p>6. By default, the sample workflow context is populated as a JSON model.</p> <p>7. Update the following fields.</p> <p>RequestId: A unique id to identify the workflow instance.</p> <p>First Name: Your first name</p> <p>Last Name: Your last name</p> <p>Email: your email id</p> <p>UserId: Your Business Technology Platform user id. In trial it is your email id used for login to Business Technology Platform.</p> <p>Comments: An appropriate comment.</p> <p>All other fields are populated with the values from the sample workflow payload.</p> <p>8. Click Start New Instance and Close.</p>	
<p>9. Click Show Instances to see the new workflow instance.</p>	

Explanation	Screenshot
<div>10. The Workflow Instance shows status as Running.</div> <div>11. Click EXECUTION LOG to see the workflow steps so far executed and the next step of the workflow instance.</div>	
<div>12. Click WORKFLOW CONTEXT to see the context of the workflow.</div> <div>13. Click Show Tasks to see the task instance details.</div>	

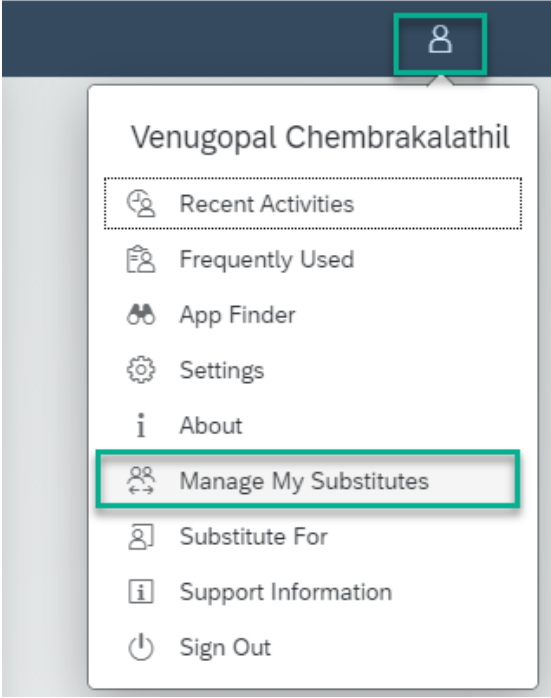
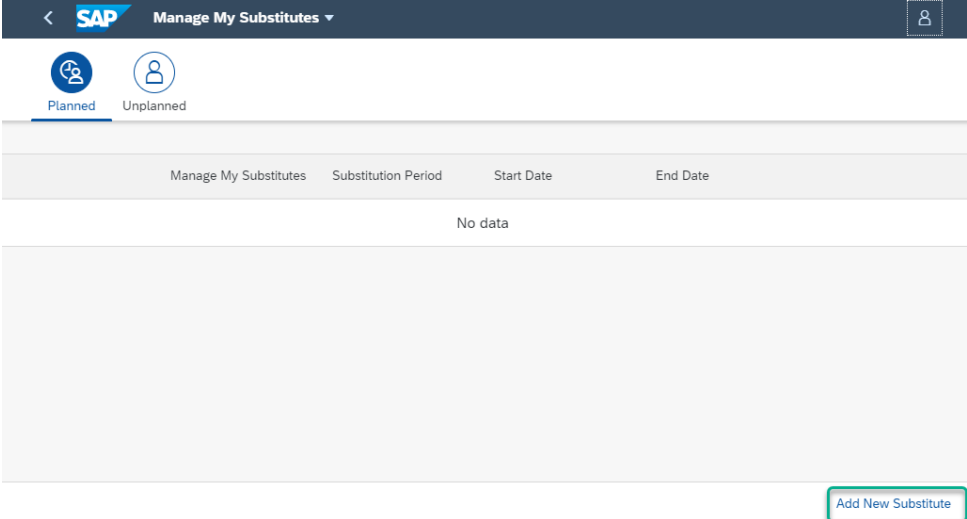
Explanation	Screenshot
<div>14. The task instance details are available including the task Recipients.</div> <div>15. Click Monitor Workflows → Home to navigate to the Home page.</div>	 <p>The screenshot shows the SAP Monitor Workflows interface. A dropdown menu is open, highlighting the 'Home' option. The main content area displays details for a task instance named 'Investment Request REQ01'. The task is in a 'Ready' state with a 'Medium' priority. The 'TASK INFORMATION' section lists the Instance ID, Workflow Instance ID, Workflow Definition ID, Description, Created At, Recipients, Processor, and Completed At. An 'Assign Processor' button is visible at the bottom right.</p>
<div>16. My Inbox shows the task count.</div> <div>17. Click My Inbox tile.</div>	 <p>The screenshot shows the SAP Home dashboard. The 'My Inbox' tile is highlighted with a red box and contains a download icon and the number '1'. Other tiles include 'Process Flexibility Cockpit', 'Process Workspace', 'Development Tools' (Manage Packages, Configure Visibility Scenarios, Manage Rule Projects), and 'Monitoring Tools' (Monitor Workflows Workflow Definitions, Monitor Workflows Workflow Instances, Monitor Visibility Scenarios, Event Acquisition).</p>

Explanation	Screenshot
<div>18. Select the task Instance. It shows the details of the task.</div> <div>19. Enter a comment in Approver Comment section.</div> <div>20. Click Approve to complete the task.</div> <div>The task will disappear from My Inbox.</div>	
<div>21. Click My Inbox →Home to navigate to the Home page.</div>	

Explanation	Screenshot
<p>22. Click Monitor Workflows – Workflow Instances to see the status of the Workflow Instance.</p>	 <p>The screenshot shows the SAP Home dashboard. The top navigation bar includes 'SAP', 'Home', and a user profile icon. Below the navigation bar are three tabs: 'Productivity Tools', 'Development Tools', and 'Monitoring Tools'. The main content area is divided into three sections: 'My Inbox' (with a '0' icon), 'Process Flexibility Cockpit' (with a magnifying glass icon), and 'Process Workspace' (with a '63' icon). Below these are 'Development Tools' (with 'Manage Packages', 'Configure Visibility Scenarios', and 'Manage Rule Projects') and 'Monitoring Tools' (with 'Monitor Workflows Workflow Definitions', 'Monitor Workflows Workflow Instances' (highlighted with a green border), 'Monitor Visibility Scenarios', and 'Event Acquisition').</p>
<p>23. Monitor Workflow – Workflow Instances shows by default only InProgress / Error / Suspended instances.</p> <p>24. Click the Filter icon.</p>	 <p>The screenshot shows the 'Monitor Workflows – Workflow Instances' page. The top navigation bar includes 'SAP', 'Monitor Workflows', and a user profile icon. Below the navigation bar is a search bar with the text 'Workflow Instances (0)'. A filter bar shows 'Filtered by: Definition (CostCenterOwnerApp...)' and 'No instances found.' Below the filter bar is a large area with a funnel icon and the text 'No matching items found. Check the filter settings'. A filter icon (a funnel) is highlighted with a green border in the bottom right corner of the page.</p>

Explanation	Screenshot				
<div>25. Select Status to change the Workflow status.</div> <div>26. Click OK button.</div>	 <p>Filter Reset</p> <p>Filter By</p> <table><tr><td>Definition</td><td>1</td></tr><tr><td>Status</td><td>3</td></tr></table> <p>OK Cancel</p>	Definition	1	Status	3
Definition	1				
Status	3				
<div>27. Select Completed from the list.</div>	 <p>< Filter By: Status Reset</p> <p><input type="text" value="Search"/> Q ≡</p> <p><input type="checkbox"/> Select All</p> <p><input type="checkbox"/> Canceled</p> <p><input checked="" type="checkbox"/> Completed</p> <p><input checked="" type="checkbox"/> Erroneous</p> <p><input checked="" type="checkbox"/> Running</p> <p><input checked="" type="checkbox"/> Suspended</p> <p>OK Cancel</p>				

Explanation	Screenshot
28. Your workflow instance is now visible with status Completed.	<div><div>Workflow Instance</div><div>Cost Center Owner Approval Request Id: REQ01</div><div><div>Started By: <div></div></div><div>Status</div></div><div><div>Definition ID: CostCenterOwnerApproval</div><div>Completed</div></div><div><div>WORKFLOW INFORMATION</div><div>ERROR MESSAGES</div><div>WORKFLOW CONTEXT</div><div>EXECUTION LOG</div></div><div><div>Instance ID: 61eb7435-325d-11eb-b665-eeee0a8df4e8</div><div>Definition ID: CostCenterOwnerApproval</div><div>Definition Version: 11</div><div>Started By: <div></div></div><div>Started At: Nov 29, 2020, 5:10:22 PM</div><div>Completed At: Nov 29, 2020, 5:11:27 PM</div><div>Business Key: REQ01</div></div></div>
<div><div>Substitution</div><div>29. Go to Home page.</div><div>30. Select My Inbox.</div></div>	<div><div><div>SAP</div><div>Home</div><div></div></div><div><div>Productivity Tools</div><div>Development Tools</div><div>Monitoring Tools</div></div><div><div><div>My Inbox</div><div><div></div><div>0</div></div></div><div><div>Process Flexibility Cockpit</div><div><div></div></div></div><div><div>Process Workspace</div><div><div></div></div></div></div><div><div>Development Tools</div><div><div>Manage Packages</div><div><div></div></div></div><div><div>Configure Visibility Scenarios</div><div><div></div></div></div><div><div>Manage Rule Projects</div><div><div></div></div></div></div><div><div>Monitoring Tools</div><div><div>Monitor Workflows Workflow Definitions</div><div><div></div></div></div><div><div>Monitor Workflows Workflow Instances</div><div><div></div></div></div><div><div>Monitor Visibility Scenarios</div><div><div></div></div></div><div><div>Event Acquisition</div><div><div></div></div></div></div></div>

Explanation	Screenshot
<div>31. Select the user icon at the top right corner.</div> <div>32. Select Manage My Substitutes.</div>	
<div>33. Click Add New Substitute at the bottom right.</div>	

Explanation	Screenshot																																																
<p>34. Enter a Business Technology Platform User Id who is a member in your Sub account.</p> <p>You cannot enter the Business Technology Platform User Id of the currently logon user.</p> <p>35. Select a substitution period.</p> <p>36. Click Save button.</p>	<div><h3>Add Substitute</h3><div>Enter User ID:<div></div></div><div><h4>Substitution Period</h4><p>From 14 Dec 2020 to 18 Dec 2020</p><div><December2020></div><table><tr><td></td><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr><tr><td>49</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>50</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>51</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>52</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>53</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr></table><div><div>Save</div><div>Cancel</div></div></div></div>		Sun	Mon	Tue	Wed	Thu	Fri	Sat	49	29	30	1	2	3	4	5	50	6	7	8	9	10	11	12	51	13	14	15	16	17	18	19	52	20	21	22	23	24	25	26	53	27	28	29	30	31	1	2
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<p>37. The substitution rule has defined now, and all your task will be routed to your substitute from the planned date.</p>	<div><div><div>SAPManage My Substitutes</div><div><div>Planned</div><div>Unplanned</div></div><table><tr><th>Manage My Substitutes</th><th>Substitution Period</th><th>Start Date</th><th>End Date</th></tr><tr><td><div><div></div>Inactive</div></td><td>Starts in 11 Days</td><td>12/14/20</td><td>12/18/20</td></tr></table></div></div>	Manage My Substitutes	Substitution Period	Start Date	End Date	<div><div></div>Inactive</div>	Starts in 11 Days	12/14/20	12/18/20																																								
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SUMMARY

You have created workflow instance using deployed workflow definition, using My Inbox completed a task and monitor the workflow instance.

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