

PUBLIC

# **Execute and Monitor SAP Cloud Platform Workflow**

## **Session-DEV264**

Exercises / Solutions

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

## **SAP CLOUD PLATFORM WORKFLOW – MY INBOX & MONITORING APPLICATIONS**

SAP Cloud Platform Workflow provides three applications to embed in Fiori Launch Pad. 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 Cloud 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. 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.

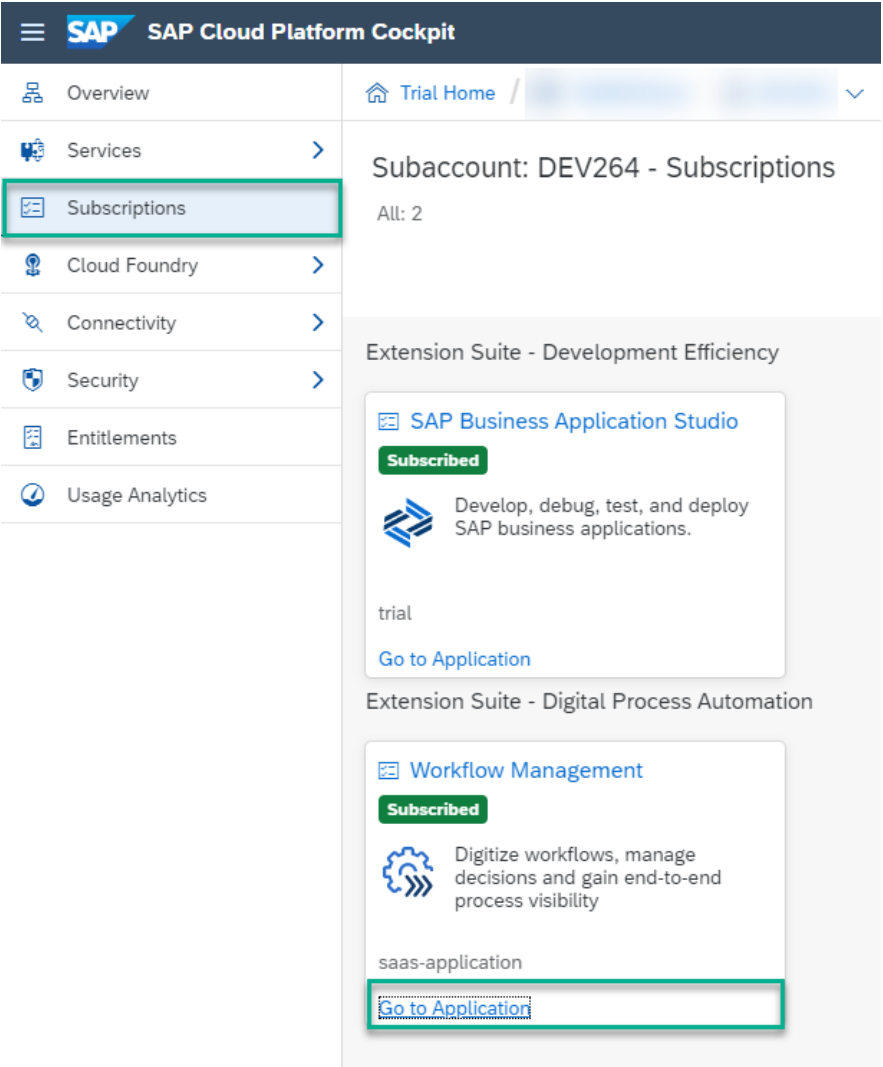
It provides the following information about a Workflow Instance.

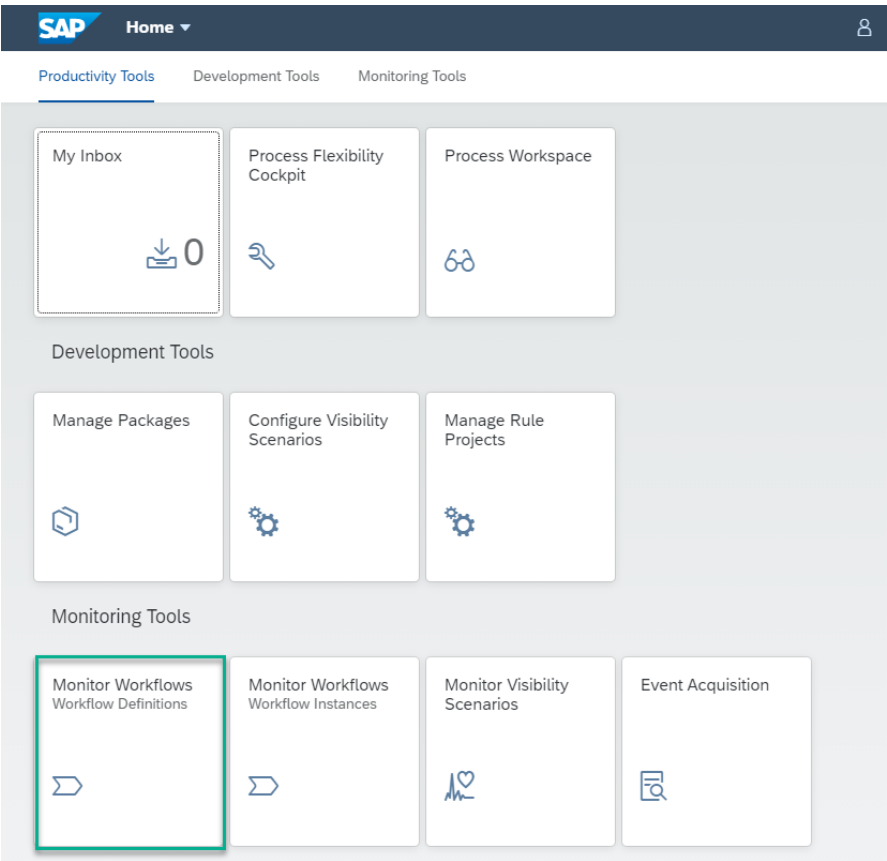
- **Workflow Information** – Basic data about a workflow instance.
- **Error Messages** – When workflow instance is in Failed / Error state.
- **Workflow Context** – Context of the workflow instance.
- **Execution Log** – All workflow steps executed by the workflow instance including time stamp, task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

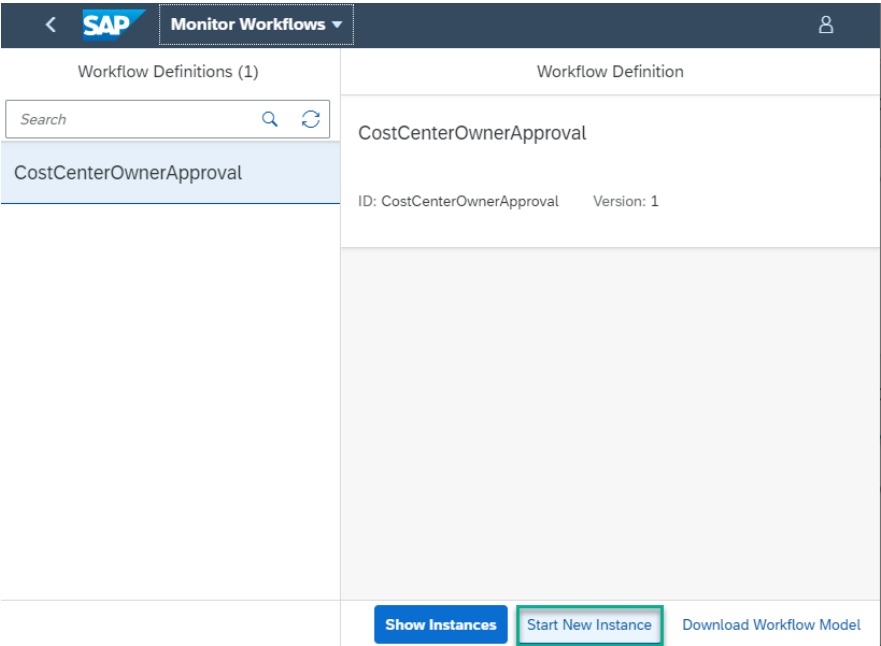
### **Prerequisite**

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

**EXECUTE AND MONITOR WORKFLOW**

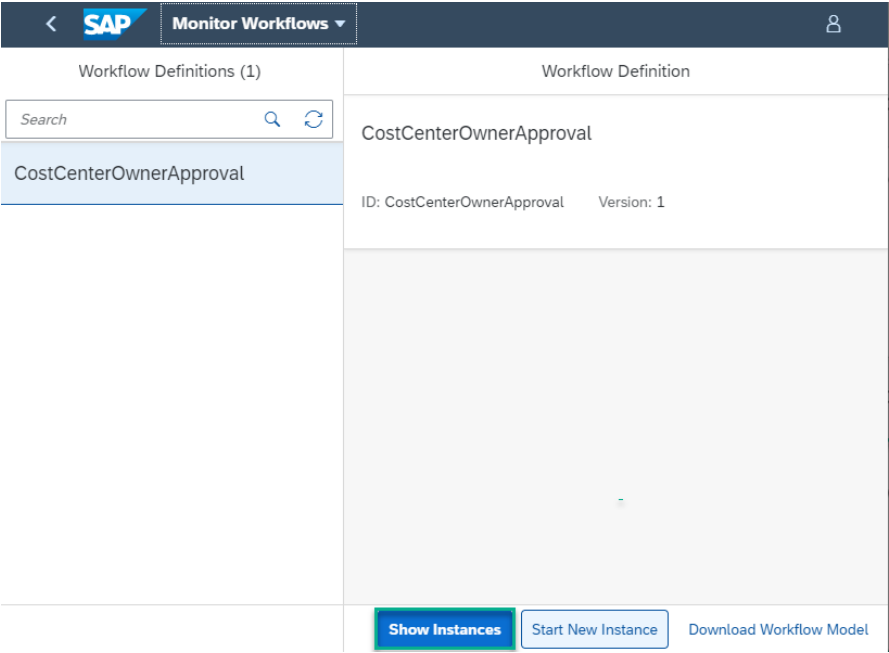
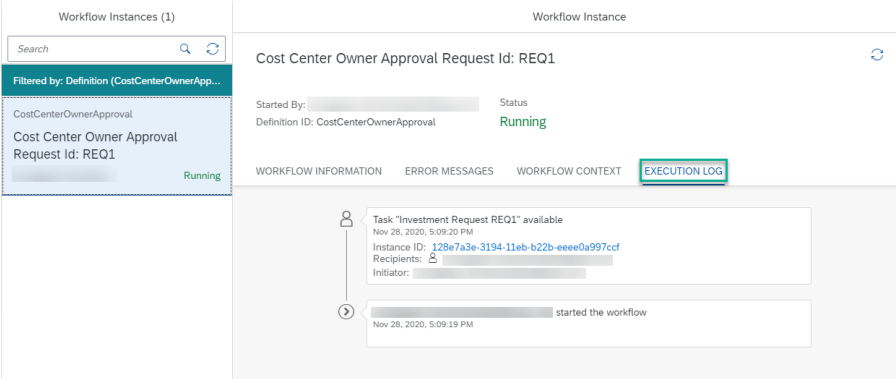
Explanation	Screenshot
<div>1. Select <b>Subscriptions</b> from your Cloud Platform Subaccount.</div> <div>2. Search <b>Workflow Management</b> and click the link <b>Go to Application</b>.</div> <div>A new browser window is opened, and Workflow Management Fiori Launch Pad is available.</div>	 <p>The screenshot shows the SAP Cloud Platform Cockpit interface. The left sidebar contains a menu with items: Overview, Services, Subscriptions (highlighted with a green box), Cloud Foundry, Connectivity, Security, Entitlements, and Usage Analytics. The main content area is titled 'Subaccount: DEV264 - Subscriptions' and shows 'All: 2' subscriptions. Under the 'Extension Suite - Development Efficiency' section, there is a card for 'SAP Business Application Studio' with a 'Subscribed' status and a 'Go to Application' link. Under the 'Extension Suite - Digital Process Automation' section, there is a card for 'Workflow Management' with a 'Subscribed' status and a 'Go to Application' link (highlighted with a green box). The text 'saas-application' is visible below the Workflow Management card.</p>
<div>3. Under Monitoring Tools, Select <b>Monitor</b></div>	

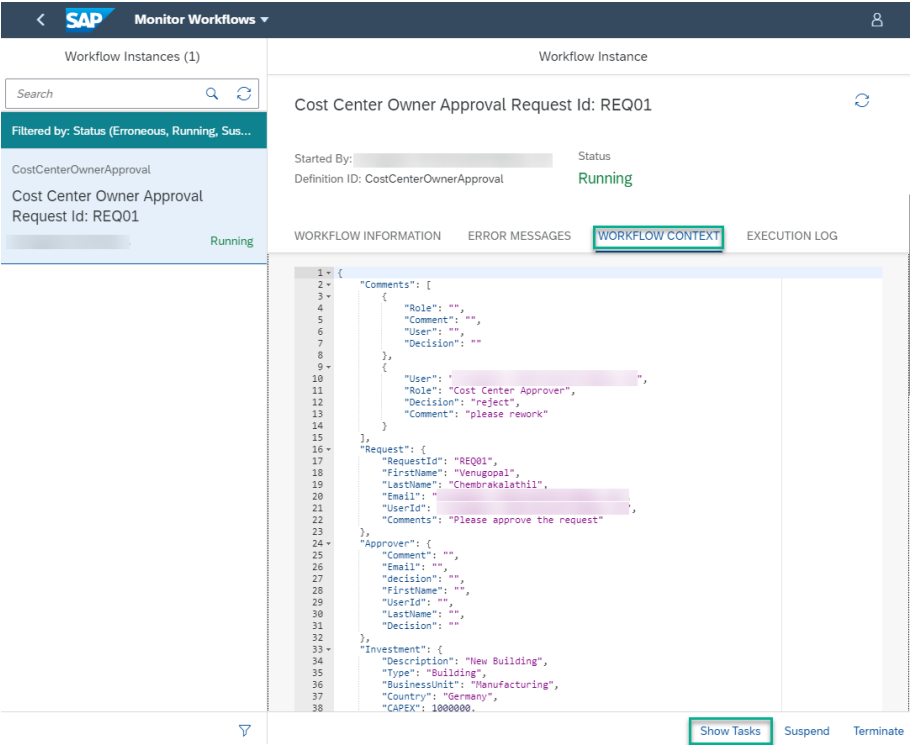
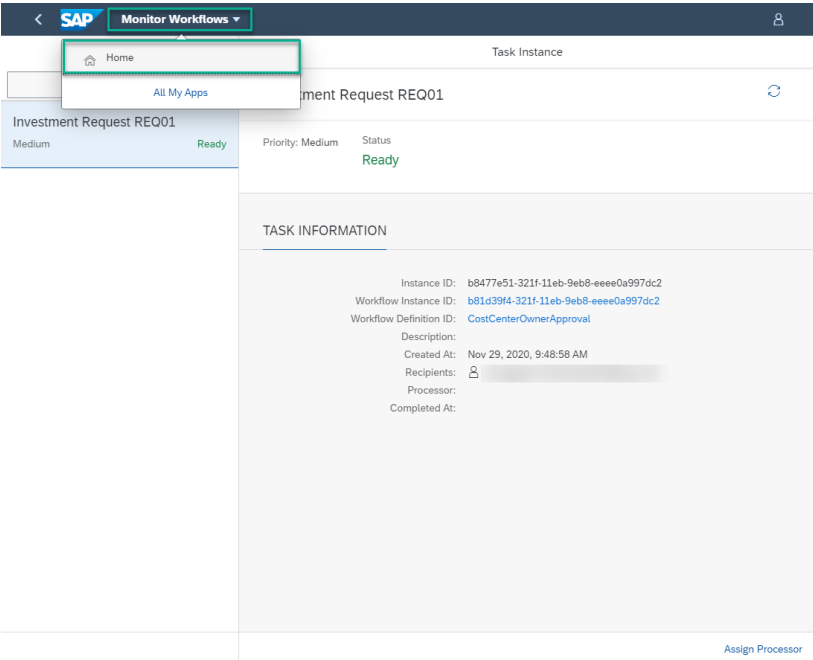
Explanation	Screenshot
Workflows – Workflow Definitions.	 <p>The screenshot displays the SAP Fiori 'Home' dashboard. At the top, there is a dark blue header bar with the SAP logo, a 'Home' dropdown menu, and a user profile icon. Below the header, three tabs are visible: 'Productivity Tools' (selected), 'Development Tools', and 'Monitoring Tools'. The main content area is divided into three sections. The first section, 'Productivity Tools', contains three tiles: 'My Inbox' (with a download icon and a '0' count), 'Process Flexibility Cockpit' (with a wrench icon), and 'Process Workspace' (with a magnifying glass icon). The second section, 'Development Tools', contains three tiles: 'Manage Packages' (with a cube icon), 'Configure Visibility Scenarios' (with a gear icon), and 'Manage Rule Projects' (with a gear icon). The third section, 'Monitoring Tools', contains four tiles: 'Monitor Workflows Workflow Definitions' (with a right-pointing arrow icon, highlighted by a red border), 'Monitor Workflows Workflow Instances' (with a right-pointing arrow icon), 'Monitor Visibility Scenarios' (with a heart and pulse icon), and 'Event Acquisition' (with a magnifying glass icon).</p>

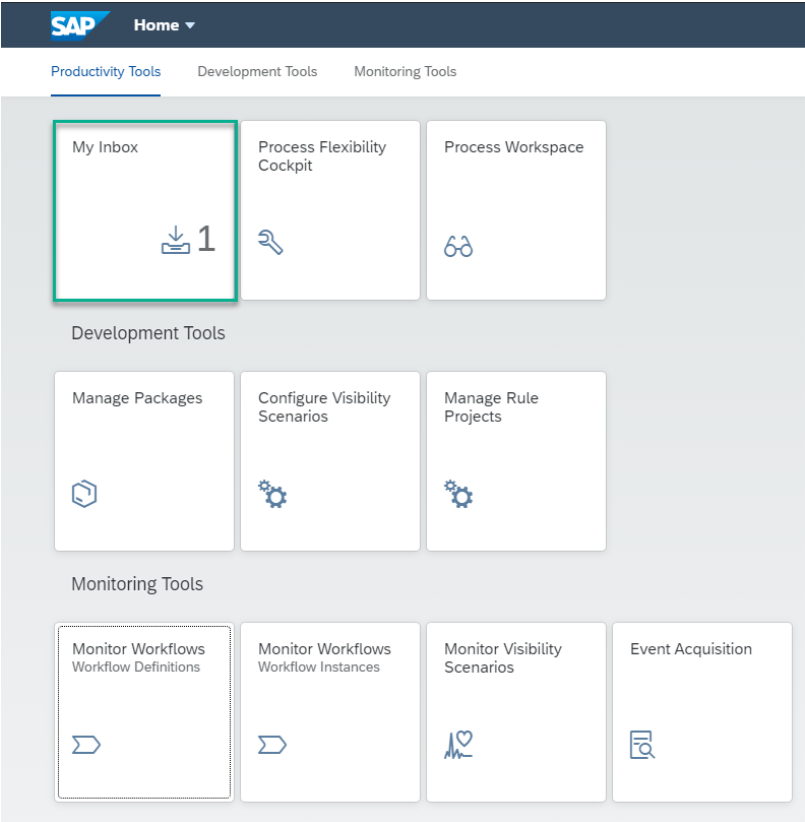
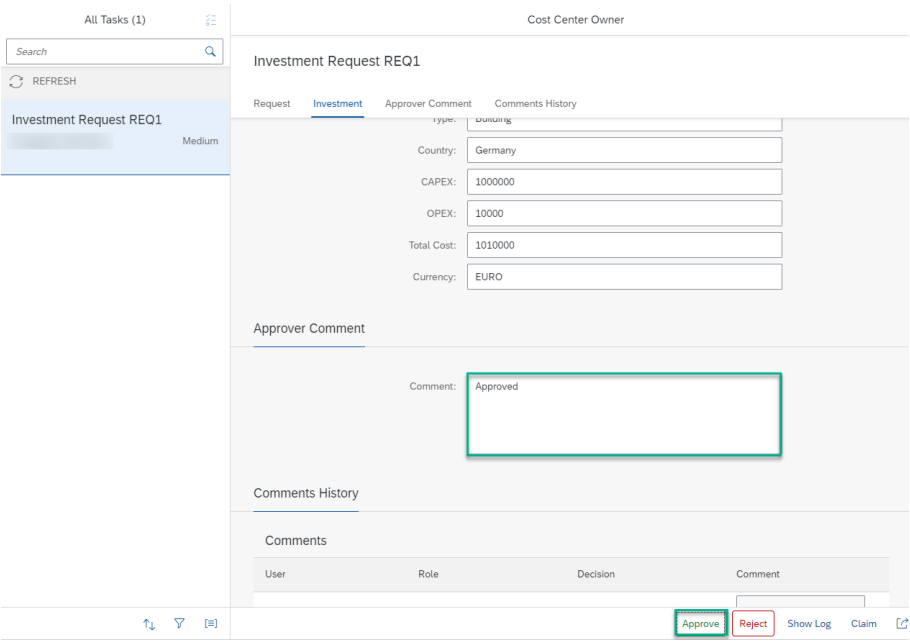
Explanation	Screenshot
<div>4. Select <b>CostCenterOwnerApproval</b> Workflow.</div> <div>5. Click <b>Start New Instance</b>.</div> <div>A developer can test the deployed workflow using Start New Instance action. A popup window enables a developer to provide the workflow start payload.</div>	 <p>The screenshot displays the SAP Monitor Workflows interface. The top navigation bar includes the SAP logo and a 'Monitor Workflows' dropdown menu. Below this, the interface is split into two main sections. The left section, titled 'Workflow Definitions (1)', contains a search bar and a list of workflow definitions, with 'CostCenterOwnerApproval' selected and highlighted in blue. The right section, titled 'Workflow Definition', shows details for the selected workflow, including its name 'CostCenterOwnerApproval', ID 'ID: CostCenterOwnerApproval', and Version 'Version: 1'. At the bottom of the interface, there are three buttons: 'Show Instances', 'Start New Instance' (which is highlighted with a red rectangle), and 'Download Workflow Model'.</p>

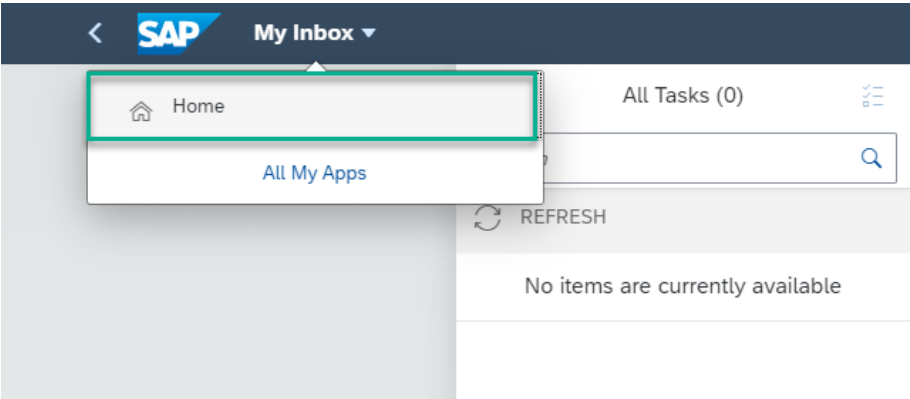
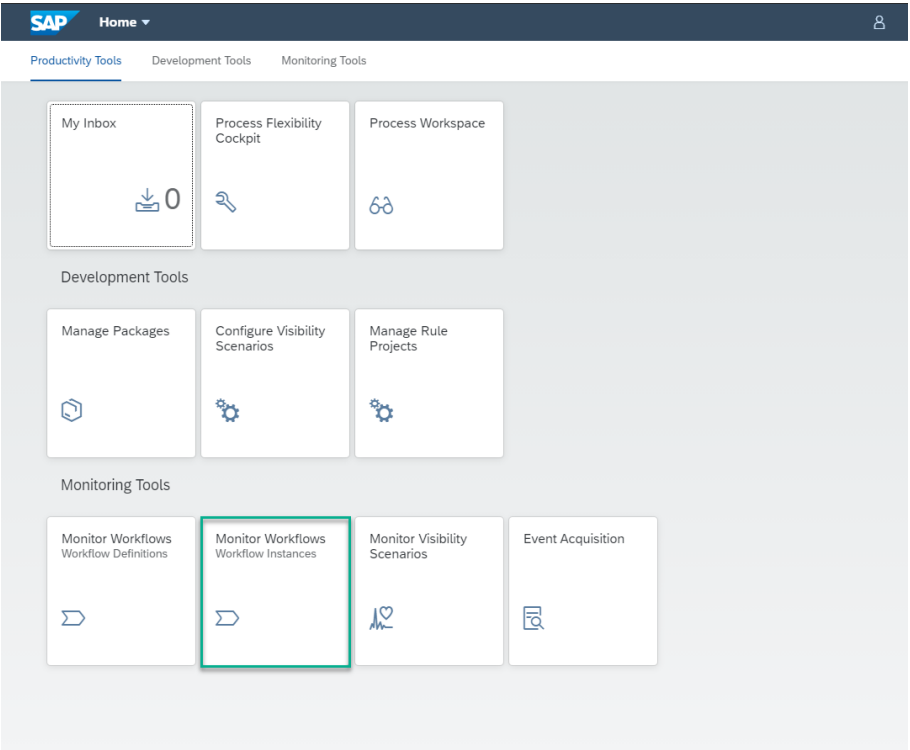
Explanation	Screenshot
<p>6. By default, the sample workflow context is populated in the as a JSON model.</p> <p>7. Update the following field.</p> <p><b>RequestId:</b> A unique id to identify the workflow instance.</p> <p><b>First Name:</b> Your first name</p> <p><b>Last Name:</b> Your last name</p> <p><b>Email:</b> your email id</p> <p><b>UserId:</b> Your cloud platform user id. In trial it is your email id used for login to cloud platform.</p> <p><b>Comments:</b> An appropriate comment.</p> <p>All other fields are populated with the values from the sample workflow payload.</p> <p>8. Click <b>Start New Instance and Close</b>.</p>	<div><div>Start New Instance</div><div>Enter the JSON context with which to start the new instance:</div><div><pre>{   "Request": {     "RequestId": "REQ1",     "FirstName": "Venugopal",     "LastName": "Chembrakalathil",     "Email": " ",     "UserId": " ",     "Comments": "Please approve request"   },   "Investment": {</pre></div><div><div>Start New Instance</div><div>Start New Instance and Close</div><div>Cancel</div></div></div>

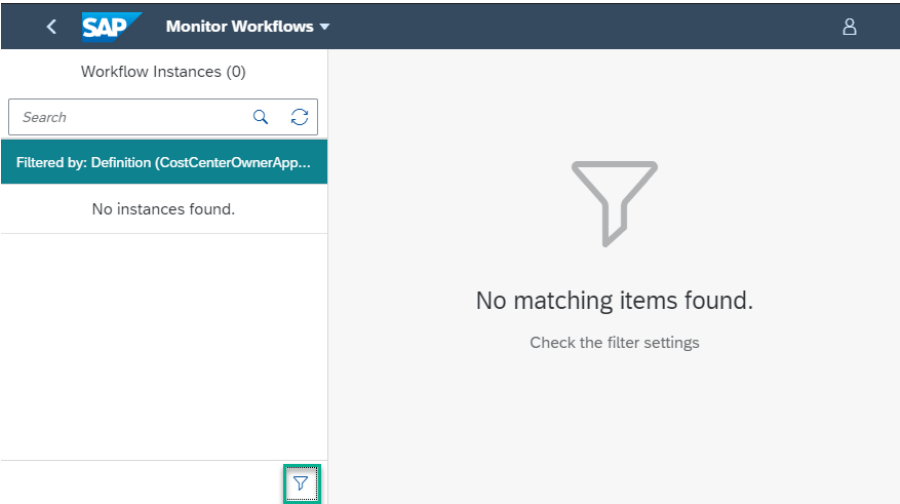
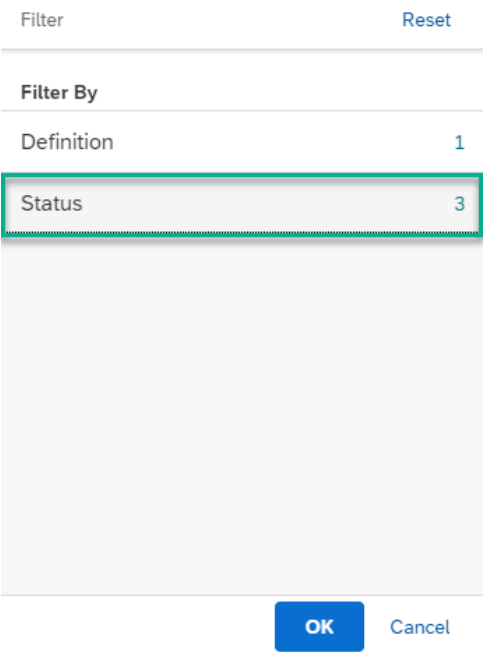


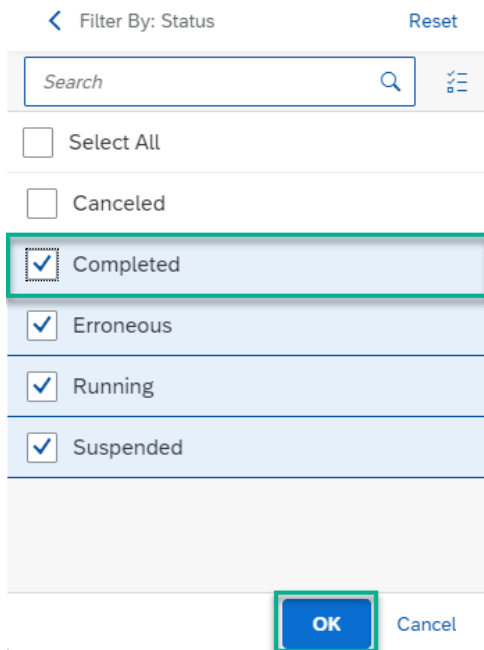
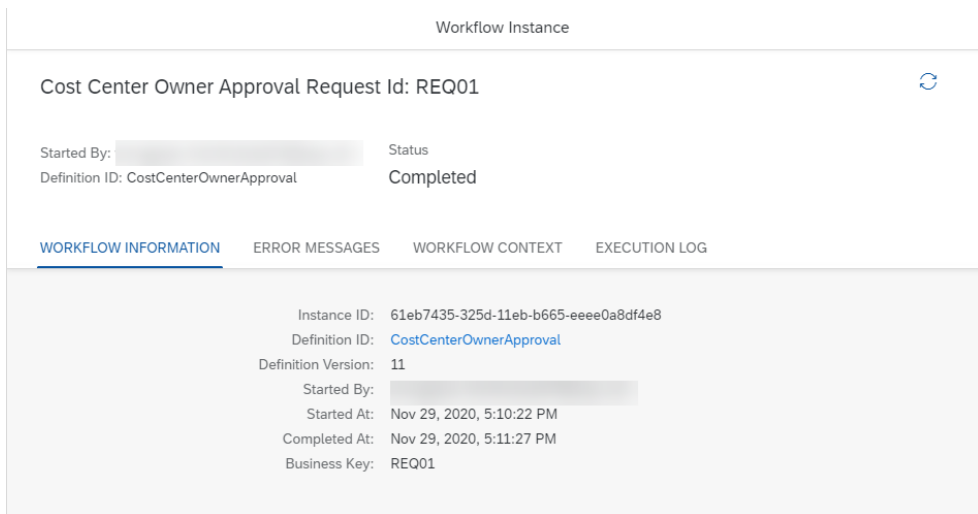
Explanation	Screenshot
9. Click <b>Show Instances</b> to see the new workflow instance.	 <p>The screenshot shows the SAP Monitor Workflows interface. On the left, under 'Workflow Definitions (1)', the 'CostCenterOwnerApproval' workflow is listed. On the right, the 'Workflow Definition' details are shown for 'CostCenterOwnerApproval', with ID: CostCenterOwnerApproval and Version: 1. At the bottom right, there are three buttons: 'Show Instances' (highlighted in blue), 'Start New Instance', and 'Download Workflow Model'.</p>
10. The <b>Workflow Instance</b> shows status as Running.  11. Click <b>EXECUTION LOG</b> to see the workflow steps so far executed and the next step of the workflow instance.	 <p>The screenshot shows the 'Workflow Instance' details for 'Cost Center Owner Approval Request Id: REQ1'. The status is 'Running'. Below the status, there are tabs: 'WORKFLOW INFORMATION', 'ERROR MESSAGES', 'WORKFLOW CONTEXT', and 'EXECUTION LOG' (highlighted in green). The 'EXECUTION LOG' shows two steps: 1. 'Task "Investment Request REQ1" available' on Nov 28, 2020, 5:09:20 PM, with Instance ID: 128e7a3e-3194-11eb-b22b-eeee0a997cdf. 2. 'started the workflow' on Nov 28, 2020, 5:09:19 PM.</p>

Explanation	Screenshot
<div>12. Click <b>WORKFLOW CONTEXT</b> to see the context of the workflow.</div> <div>13. Click <b>Show Tasks</b> to see the task instance details.</div>	 <p>The screenshot displays the SAP Monitor Workflows interface. On the left, a list of workflow instances is shown, with 'Cost Center Owner Approval Request Id: REQ01' selected and marked as 'Running'. The main panel shows the 'Workflow Context' for this instance, which is a JSON object. The context includes a 'Request' object with details like 'RequestId', 'FirstName', 'LastName', 'Email', and 'UserId'. It also includes an 'Approver' object with 'Comment', 'Email', 'decision', 'FirstName', 'LastName', 'UserId', and 'Decision'. Additionally, there is an 'Investment' object with 'Description', 'Type', 'BusinessUnit', 'Country', and 'CAPEX'. At the bottom right, there are buttons for 'Show Tasks', 'Suspend', and 'Terminate'.</p>
<div>14. The task instance details are available including the task Recipients.</div> <div>15. Click <b>Monitor Workflows</b> → <b>Home</b> to navigate to the Home page.</div>	 <p>The screenshot shows the SAP Monitor Workflows interface with a dropdown menu open. The dropdown menu has two options: 'Home' and 'All My Apps'. The main panel displays the 'Task Instance' details for 'Investment Request REQ01'. The task is in 'Ready' status. The 'TASK INFORMATION' section shows the following details: Instance ID: b8477e51-321f-11eb-9eb8-eeee0a997dc2, Workflow Instance ID: b81d39f4-321f-11eb-9eb8-eeee0a997dc2, Workflow Definition ID: CostCenterOwnerApproval, Description: , Created At: Nov 29, 2020, 9:48:58 AM, Recipients: (a user icon), Processor: (a user icon), and Completed At: . At the bottom right, there is a button labeled 'Assign Processor'.</p>

Explanation	Screenshot
<div>16. My Inbox shows the task count.</div> <div>17. Click <b>My Inbox</b> tile.</div>	 <p>The screenshot shows the SAP Home dashboard. At the top, there's a navigation bar with 'SAP' logo and 'Home' dropdown. Below it are three tabs: 'Productivity Tools', 'Development Tools', and 'Monitoring Tools'. The main area contains several tiles. The 'My Inbox' tile is highlighted with a green border and shows a task count of 1. Other tiles include 'Process Flexibility Cockpit', 'Process Workspace', 'Manage Packages', 'Configure Visibility Scenarios', 'Manage Rule Projects', 'Monitor Workflows Workflow Definitions', 'Monitor Workflows Workflow Instances', 'Monitor Visibility Scenarios', and 'Event Acquisition'.</p>
<div>18. Select the task Instance. It shows the details of the task.</div> <div>19. Enter a comment in <b>Approver Comment</b> section.</div> <div>20. Click <b>Approve</b> to complete the task.</div> <div>The task will disappear from My Inbox.</div>	 <p>The screenshot shows the details of an 'Investment Request REQ1'. On the left, there's a sidebar with 'All Tasks (1)' and a search bar. The main area shows the task details. The 'Approver Comment' section is highlighted with a green border, showing the text 'Approved'. The 'Approve' button is also highlighted with a green border. The task details include fields for Country (Germany), CAPEX (1000000), OPEX (10000), Total Cost (1010000), and Currency (EURO). At the bottom, there's a table for 'Comments' with columns for User, Role, Decision, and Comment. The 'Approve' button is highlighted with a green border.</p>

Explanation	Screenshot
21. Click My Inbox →Home to navigate to the Home page.	 A screenshot of the SAP My Inbox interface. A dropdown menu is open, showing 'Home' with a house icon and 'All My Apps'. The background shows 'All Tasks (0)' and a 'REFRESH' button.
22. Click <b>Monitor Workflows – Workflow Instances</b> to see the status of the Workflow Instance.	 A screenshot of the SAP Home dashboard. The 'Monitoring Tools' section is highlighted, and the 'Monitor Workflows Workflow Instances' tile is selected 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 Visibility Scenarios', and 'Event Acquisition'.

Explanation	Screenshot
<div>23. <b>Monitor Workflow – Workflow Instances</b> shows by default only InProgress / Error / Suspended instances.</div> <div>24. Click the <b>Filter</b> icon.</div>	<div></div>
<div>25. Select <b>Status</b> to change the Workflow status.</div> <div>26. Click OK button.</div>	<div></div>

Explanation	Screenshot
27. Select <b>Completed</b> from the list.	 <p>Filter By: Status <span>Reset</span></p> <p>Search <span>Q</span> <span>≡</span></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><span>OK</span> <span>Cancel</span></p>
28. Your workflow instance is now visible with status Completed.	 <p>Workflow Instance</p> <p>Cost Center Owner Approval Request Id: REQ01 <span>↻</span></p> <p>Started By: <span></span> Status: Completed</p> <p>Definition ID: CostCenterOwnerApproval</p> <p><u>WORKFLOW INFORMATION</u> ERROR MESSAGES WORKFLOW CONTEXT EXECUTION LOG</p> <p>Instance ID: 61eb7435-325d-11eb-b665-eeee0a8df4e8</p> <p>Definition ID: CostCenterOwnerApproval</p> <p>Definition Version: 11</p> <p>Started By: <span></span></p> <p>Started At: Nov 29, 2020, 5:10:22 PM</p> <p>Completed At: Nov 29, 2020, 5:11:27 PM</p> <p>Business Key: REQ01</p>

## 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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