

PUBLIC

Execute and Monitor SAP Cloud Platform Workflow

Session-DEV264

Exercises / Solutions

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TABLE OF CONTENTS

SAP CLOUD PLATFORM WORKFLOW – MY INBOX & MONITORING APPLICATIONS3

My Inbox.....3

Monitor Workflow – Workflow Definitions3

Monitor Workflow – Workflow Instances3

Prerequisite.....3

EXECUTE AND MONITOR WORKFLOW.....4

Substitution.....13

SUMMARY16

SAP Cloud 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 CLOUD PLATFORM WORKFLOW – MY INBOX & MONITORING APPLICATIONS

SAP Cloud 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 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. 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.

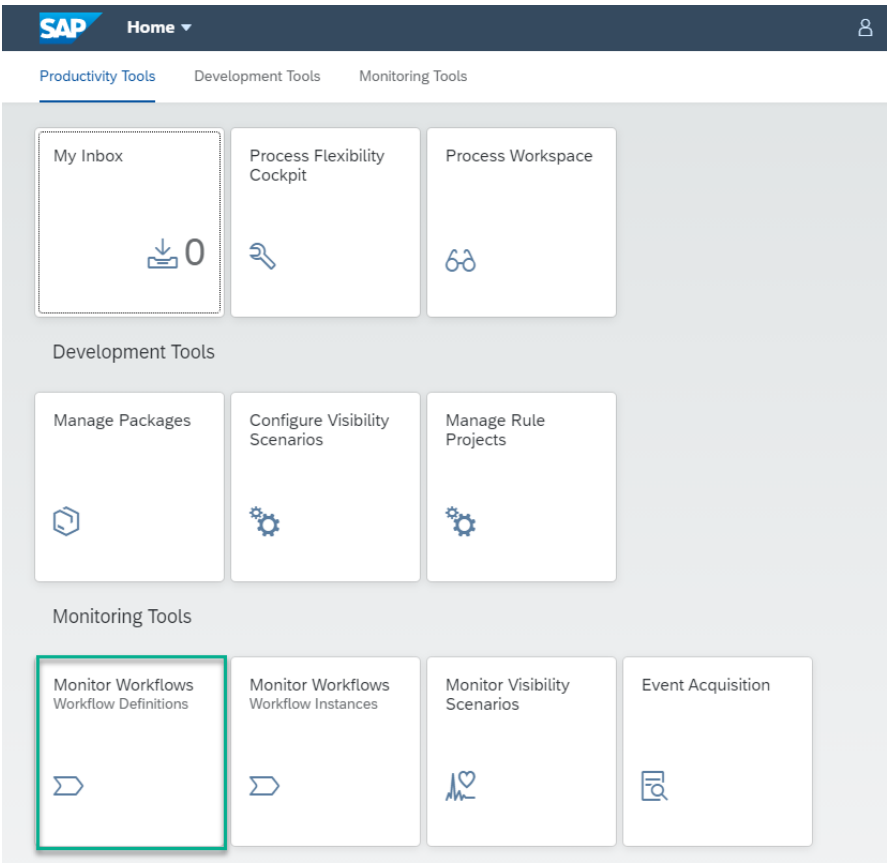
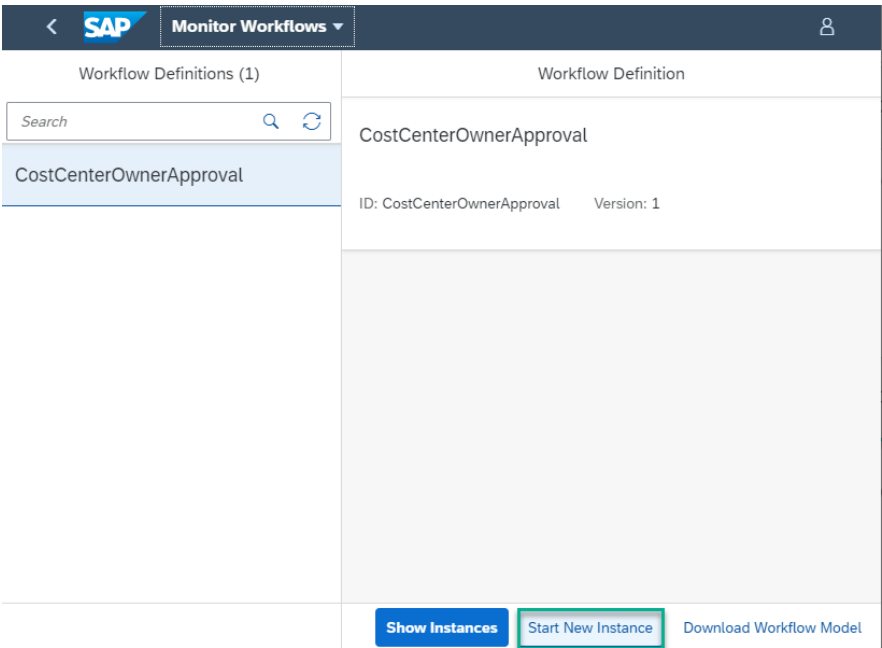
Prerequisite

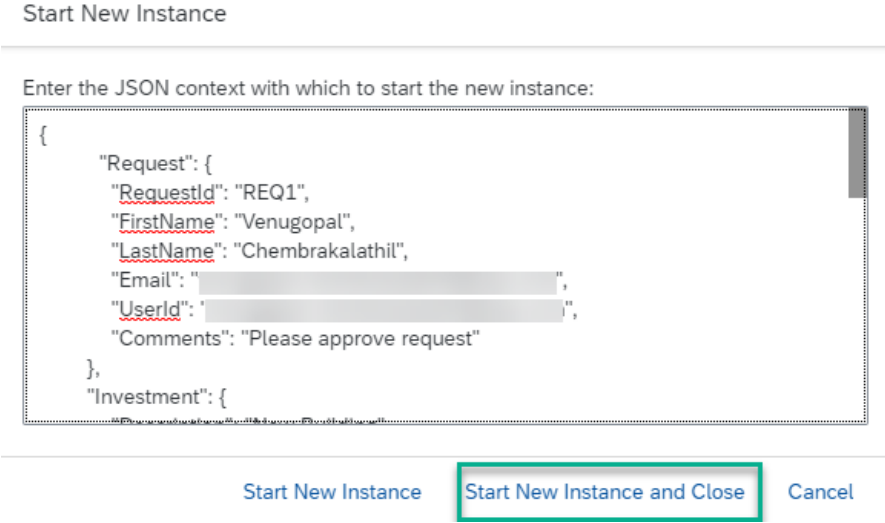
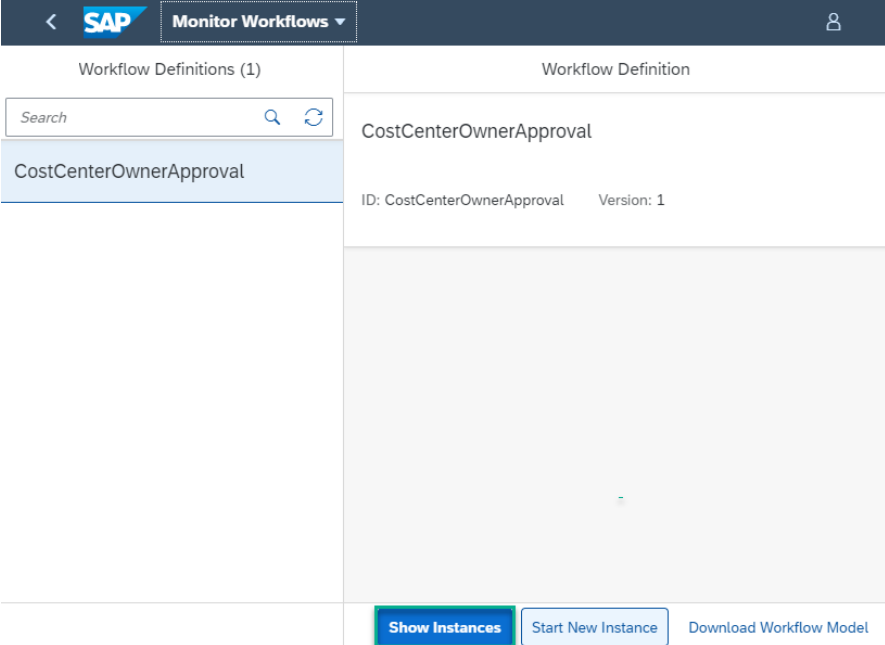
Please complete [Model Investment Workflow](#) exercise.

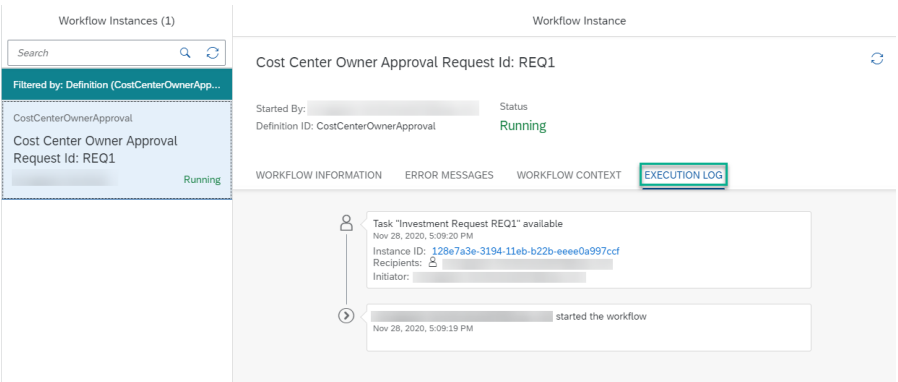
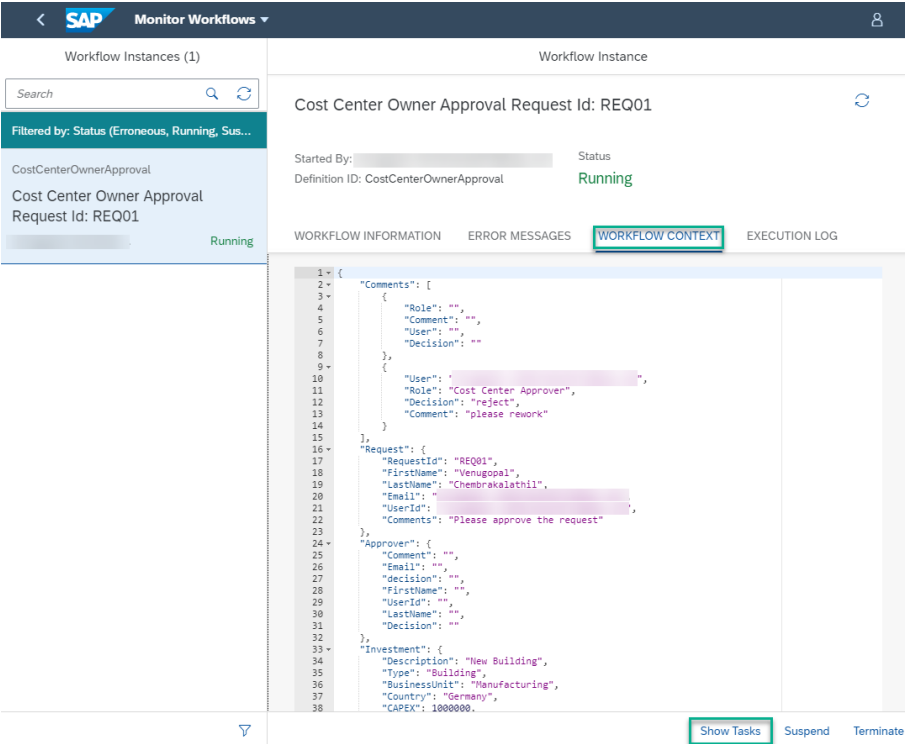
EXECUTE AND MONITOR WORKFLOW

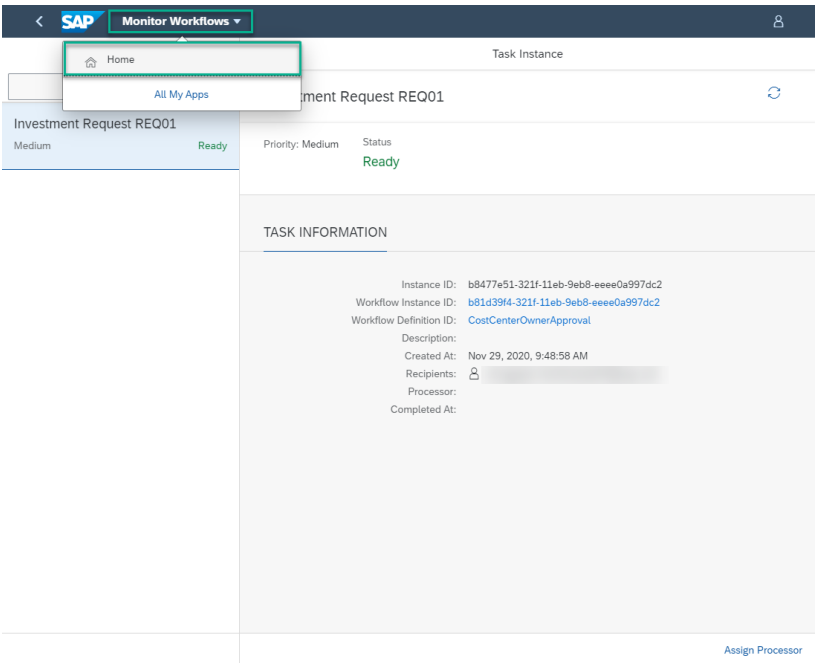
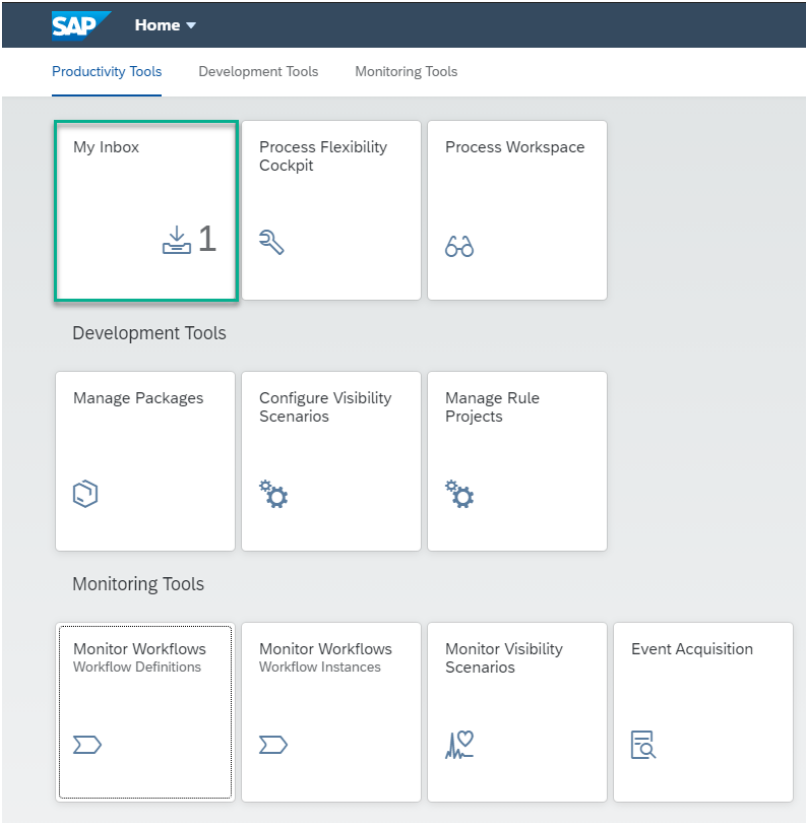
In this exercise you will Create an instance of your deployed Cost Center Owner Approval Workflow. Claim and complete the approval task. Manage Substitution and monitor workflow instances.

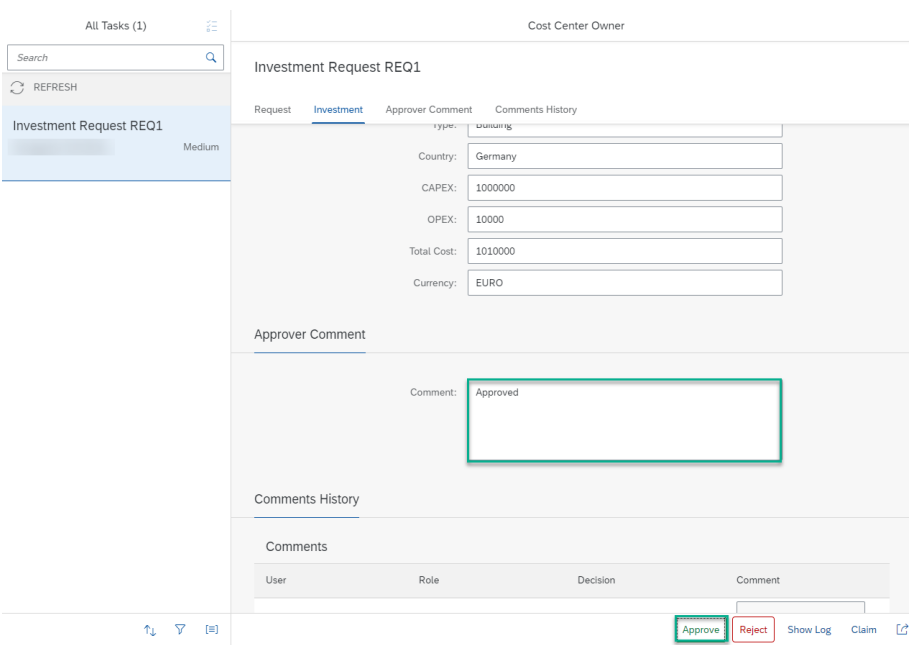
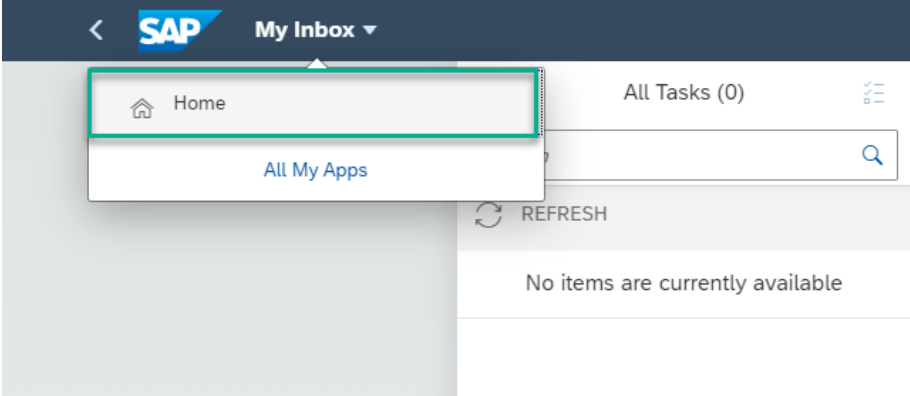
Explanation	Screenshot
<div>1. Select Subscriptions from your Cloud Platform Subaccount.</div> <div>2. Search Workflow Management and click the link Go to Application.</div> <div>A new browser window is opened, and Workflow Management Fiori Launchpad is available.</div>	<p>The screenshot displays the 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. The text 'saas-application' is visible below the Workflow Management card.</p>

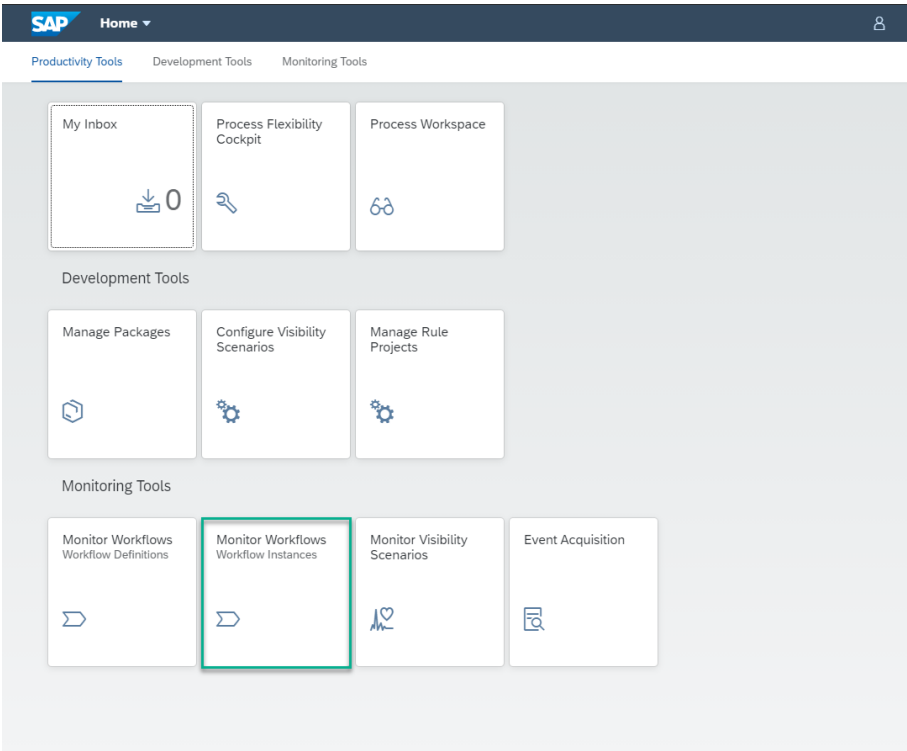
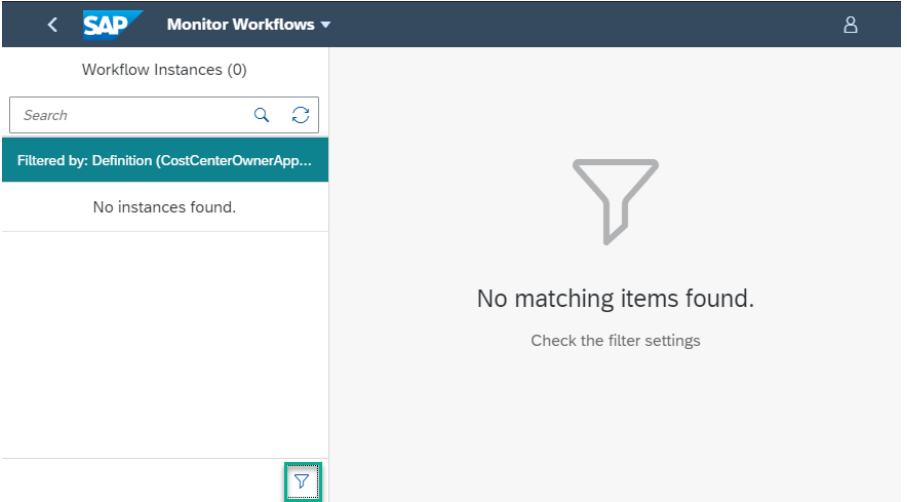
Explanation	Screenshot
<div>3. Under Monitoring Tools, Select Monitor Workflows – Workflow Definitions.</div>	<div><p>The screenshot shows the SAP Home dashboard. At the top, there's a navigation bar with 'SAP' logo, 'Home' dropdown, and a user icon. Below it are tabs for 'Productivity Tools', 'Development Tools', and 'Monitoring Tools'. The 'Monitoring Tools' section contains several tiles: 'My Inbox' (0 items), 'Process Flexibility Cockpit', 'Process Workspace', 'Manage Packages', 'Configure Visibility Scenarios', 'Manage Rule Projects', 'Monitor Workflows Workflow Definitions' (highlighted with a red box), 'Monitor Workflows Workflow Instances', 'Monitor Visibility Scenarios', and 'Event Acquisition'.</p></div>
<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>	<div><p>The screenshot shows the 'Monitor Workflows' page. The top bar has a back arrow, 'SAP' logo, and 'Monitor Workflows' dropdown with a user icon. Below the bar, there's a section for 'Workflow Definitions (1)' with a search bar and a list containing 'CostCenterOwnerApproval'. To the right, the 'Workflow Definition' details are shown for 'CostCenterOwnerApproval' with ID 'CostCenterOwnerApproval' and Version '1'. At the bottom, there are three buttons: 'Show Instances', 'Start New Instance' (highlighted with a red box), and 'Download Workflow Model'.</p></div>

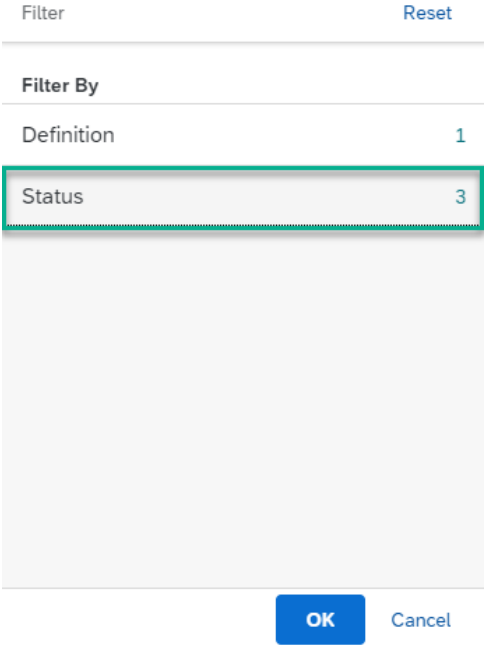
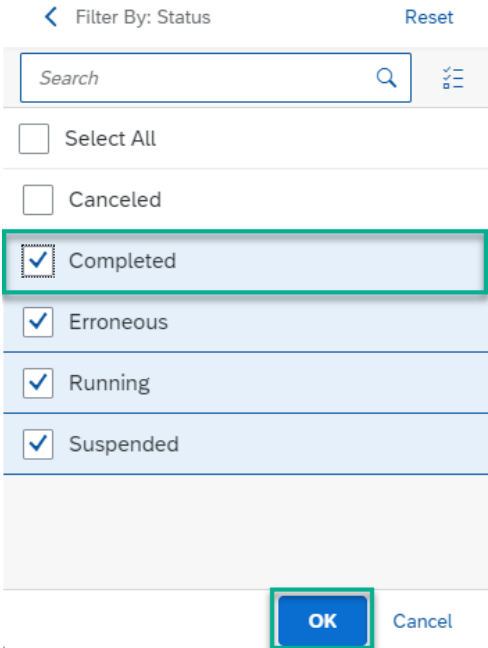
Explanation	Screenshot
<p>6. By default, the sample workflow context is populated as a JSON model.</p> <p>7. Update the following fields.</p> <p>RequestId: A unique id to identify the workflow instance.</p> <p>First Name: Your first name</p> <p>Last Name: Your last name</p> <p>Email: your email id</p> <p>UserId: Your cloud platform user id. In trial it is your email id used for login to cloud 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>Start New Instance</p> <p>Enter the JSON context with which to start the new instance:</p> <pre>{ "Request": { "RequestId": "REQ1", "FirstName": "Venugopal", "LastName": "Chembrakalathil", "Email": " ", "UserId": " ", "Comments": "Please approve request" }, "Investment": { </pre> <p>Start New Instance Start New Instance and Close Cancel</p>
<p>9. Click Show Instances to see the new workflow instance.</p>	 <p>SAP Monitor Workflows</p> <p>Workflow Definitions (1)</p> <p>Search</p> <p>CostCenterOwnerApproval</p> <p>Workflow Definition</p> <p>CostCenterOwnerApproval</p> <p>ID: CostCenterOwnerApproval Version: 1</p> <p>Show Instances Start New Instance Download Workflow Model</p>

Explanation	Screenshot
<p>10. The Workflow Instance shows status as Running.</p> <p>11. Click EXECUTION LOG to see the workflow steps so far executed and the next step of the workflow instance.</p>	
<p>12. Click WORKFLOW CONTEXT to see the context of the workflow.</p> <p>13. Click Show Tasks to see the task instance details.</p>	 <pre> 1 { 2 "Comments": [3 { 4 "Role": "", 5 "Comment": "", 6 "User": "", 7 "Decision": "" 8 }, 9 { 10 "User": "Cost Center Approver", 11 "Role": "Cost Center Approver", 12 "Decision": "reject", 13 "Comment": "please rework" 14 } 15], 16 "Request": { 17 "RequestId": "REQ01", 18 "FirstName": "Venugopal", 19 "LastName": "Chembakalathil", 20 "Email": " ", 21 "UserId": " ", 22 "Comments": "Please approve the request" 23 }, 24 "Approver": { 25 "Comment": "", 26 "Email": "", 27 "Decision": "", 28 "FirstName": "", 29 "UserId": "", 30 "LastName": "", 31 "Decision": "" 32 }, 33 "Investment": { 34 "Description": "New Building", 35 "Type": "Building", 36 "BusinessUnit": "Manufacturing", 37 "Country": "Germany", 38 "CAPEX": 1000000 39 } 40 } </pre>

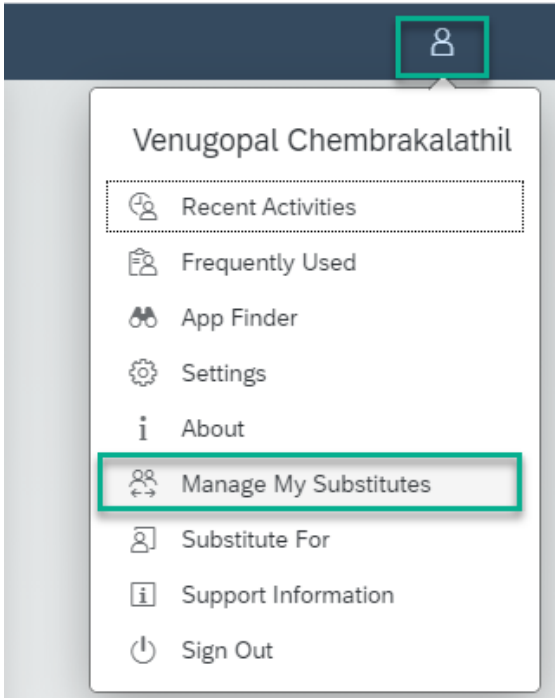
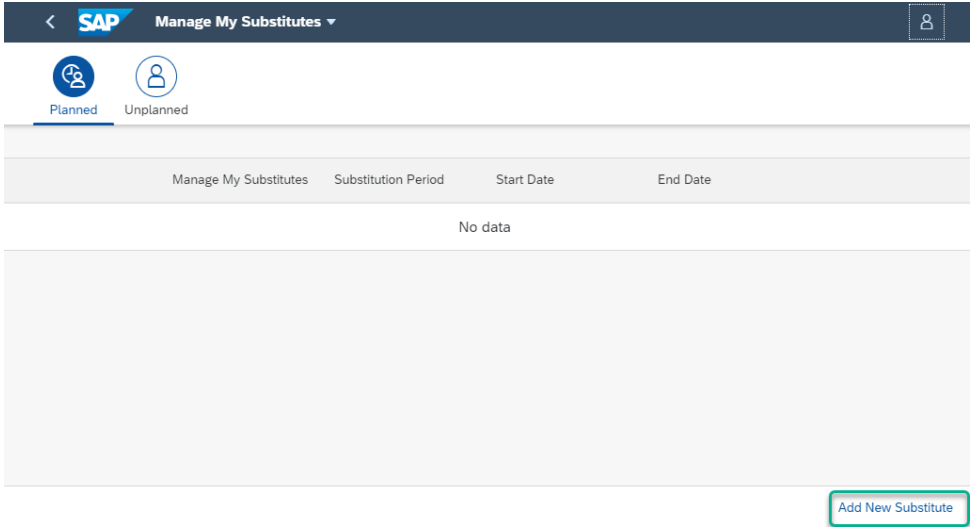
Explanation	Screenshot
<div>14. The task instance details are available including the task Recipients.</div> <div>15. Click Monitor Workflows → Home to navigate to the Home page.</div>	 <p>This screenshot shows the SAP Monitor Workflows interface. At the top, there's a navigation bar with 'SAP' and 'Monitor Workflows'. Below it, a dropdown menu is open, showing 'Home' and 'All My Apps'. The main content area displays details for a task instance named 'Investment Request REQ01'. It shows a status of 'Ready', a priority of 'Medium', and a 'TASK INFORMATION' section with fields for Instance ID, Workflow Instance ID, Workflow Definition ID, Description, Created At, Recipients, Processor, and Completed At. A blue '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>This screenshot shows the SAP Home dashboard. The top navigation bar includes 'SAP' and 'Home'. Below it, there are tabs for 'Productivity Tools', 'Development Tools', and 'Monitoring Tools'. The main area contains several tiles. The 'My Inbox' tile, which shows a task count of '1', is highlighted with a red box. 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>

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 Fiori 'Monitor Workflows' 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', and 'Process Workspace'. Below these are '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). The 'Monitor Workflows Workflow Instances' tile is highlighted with a green border.</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' view. The top navigation bar includes 'SAP', 'Monitor Workflows', and a user profile icon. Below the navigation bar is a search bar and a filter icon (funnel). The main content area shows 'Workflow Instances (0)' and a message 'No instances found.' The filter icon is highlighted with a green border.</p>

Explanation	Screenshot
25. Select Status to change the Workflow status. 26. Click OK button.	
27. Select Completed from the list.	

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>0</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
<p>31. Select the user icon at the top right corner.</p> <p>32. Select Manage My Substitutes.</p>	
<p>33. Click Add New Substitute at the bottom right.</p>	

Explanation	Screenshot																																															
<p>34. Enter a Cloud Platform User Id who is a member in your Sub account.</p> <p>You cannot enter the Cloud Platform User Id of the currently logon user.</p> <p>35. Select a substitution period.</p> <p>36. Click Save button.</p>	<div><div>Add Substitute</div><div>Enter User ID:<div></div></div><div><div>Substitution Period</div><div>From 14 Dec 2020 to 18 Dec 2020</div><div><div><December2020></div><div><table><tr><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><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><div><SAPManage My Substitutes</div><div><div>PlannedUnplanned</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></div></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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