Process documentation

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1 67_model

Diagram Type	Business Process Diagram (BPMN 2.0)
Path	Shared documents / SAP-SAM
Author	Marvin Völter
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Diagram Link	https://academic.signavio.com/p/editor?id=8e789ed3bd15464188fefe2f1bb97662

1.1 Diagram

ANU
TT Officer

Share a staff with another department ○

Navigate to the Staff window in S+ Classic

Select the staff.

TT Officer

Edit the constraints tab

Navigate to the Activity Template window

Staff attached to resource on the activity template ○
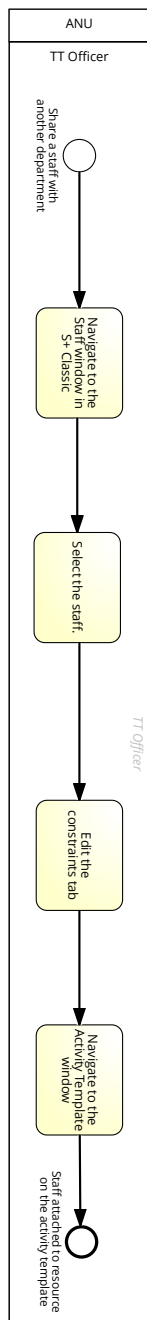
1.2 Elements

Process elements

Share a staff with another department

Start Event

Organization units: ANU - TT Officer

Navigate to the Staff window in S+ Classic

Task

In the S+ Classic view navigate to the Timetabler tab at top of the screen on the left hand side (6 tab in from the left). Select staff from the drop down list and the Staff window will open

Organization units: ANU - TT Officer

Select the staff.

Task

In the staff window type in the first letter of the staff surname you are looking for.

Organization units: ANU - TT Officer

Edit the constraints tab

Task

Edit the Constraints's Tab.

The home department of the staff will already be selected from the drop down box.. (When staff are imported into S+ from the staff system their home department is populated via the import process).

Under the home department there is an option to "Share With Depts" We don't want to use this option as we only need to share the staff with a specific department (Sharing with all increases the processing required for auto scheduling)

To search for the department you are looking for you can type in the first letter of the department you are looking for. You may have to scroll to find the one you are looking for. Once you have found it - select it by clicking on it.

Now click the modify button at the bottom right of the screen to save this change to the object.

Press the WB button to save the change to the DB.

Organization units: ANU - TT Officer

Navigate to the Activity Template window

Task

If the Activity Template window is still open than select it. If not, navigate to the timetabler button at the top left of your screen, click it and select Activity Template from the drop down list.

In the AT window navigate to the AT you need (using the appropriate course code) and under the resources tab you should now be able to select the staff you have just added the department. that the course coded belongs to.

Press the modify button bottom right of the screen to save the changes to the AT

Then press the WR button to write the change to the DB.

Organization units: ANU - TT Officer

Staff attached to resource on the activity template

End Event

Organization units: ANU - TT Officer

Organization units

ANU

Pool

TT Officer

Lane

Organization unit: ANU