

ActiveControl - Quick Setup Guide

6.10 — Last update: 8 September 2020

Basis Technologies

Table of Contents

Introduction	1
Important TE Setup Documentation.....	2
Useful TE Templates.....	3
1. Preparation	4
2. Blueprint / Design.....	6
3. Realization	7
Installation	8
Configuration	11
Mandatory Configuration (TE Windows GUI).....	12
Mandatory Configuration (SAP)	15
Optional Configuration	18
Multi-track Specific Configuration.....	20
System Specific Configuration	21
4. Final Preparation	22
Testing.....	23
Training.....	24
Data Migration	25
5. Go-Live & Support.....	26
Cutover activities	27
Support from Basis Technologies.....	28
Frequently Asked Questions	30

Introduction

Welcome to the TE Quick Setup Guide, a simple step-by-step guide to setting up Transport Espresso. This Guide is split into five sections to mirror the key phases of a TE setup;

1. Preparation
2. Installation
3. Configuration
4. Final Preparation
5. Go Live & Support

Whilst setting up Transport Express on your SAP estate, this TE Quick Setup Guide should be used in conjunction with the other available TE documentation and templates outlined below, in particular the TE Administration Guide.

Remote support is also available from Basis Technologies if required via the contact details outlined at the back of this Quick Setup Guide.

Important TE Setup Documentation

The following documentation will all be useful during the initial setup of Transport Expresso.

TE Document	Purpose
TE Administration Guide	Detailed technical documentation about Transport Expresso.
TE Self Blueprint	Used to help define the key characteristics of your organisation's required TE setup.
TE Security Roles Matrix	Details the standard roles that are provided with Transport Expresso.
Technical FAQs	Available at http://support.basistechnologies.com/forums

Useful TE Templates

TE Document	Purpose
TE Project Plan	Outlines the main activities required during a standard TE implementation.
TE Data Migration	Template used to migrate inflight ticket & transport into TE.
TE Training Slidedeck	Generic TE training slides that can be tailored to your organisations requirements.

1. Preparation

Some preparatory activities need to be undertaken within your organisation before Transport Expresso can be installed and configured, to define the scope of your TE rollout and map out the required processes and approvals workflow to be used.

Basis Technologies generally recommends that these preparation steps, and in particular the completion of the TE Self-Blueprint template are undertaken via a workshop involving the key internal SAP stakeholders and decision-makers within your organisation.

#	Activity	Details
1.1	Designate TE Administrators	<p>Installing and maintaining Transport Expresso requires a basic working knowledge of SAP and an understanding of your organisation's Change & Release processes.</p> <p><i>Basis Technologies recommend 2-3 resources be assigned as TE Administrators, these will typically be Basis / Change & Release resources within most organisations.</i></p>
1.2	Designate a TE Domain Controller	<p>The Domain Controller is a SAP system that hosts the TE application, is where Transport Expresso configuration and application data is stored and is where users connect to access the tool.</p> <p><i>Basis Technologies generally recommends to use a Solution Manager production system as the TE Domain Controller where possible. The Domain Controller system must be a Unicode system running NetWeaver 7.01 or above.</i></p>
1.3	Setup CTS+	<p>CTS+ is a pre-requisite for managing non-ABAP systems through Transport Express.</p> <p>This webpage provides some reference info to help your Basis team set up CTS+ http://wiki.scn.sap.com/wiki/pages/viewpage.action?pageId=343933137</p> <p>Most customers use their Production Solman system as CTS+ domain controller but it does not have to be.</p>
1.4	Setup SCOT	SCOT is a pre-requisite on your elected TE Domain Controller for TE notifications to work
1.5	Confirm all SAP systems	<p>Every system that is to be managed by TE needs to be listed and documented along with details of their versions.</p> <p>Within the System tab of the TE Self-Blueprint, document all the SAP systems on which Transport Express needs to be installed, including your elected Domain Controller.</p>
1.6	Confirm if existing MDR / Diffuser customer	Verify if customer is on an earlier release of MDR or Diffuser that might be overwritten and cause issues by TE installation.
1.7	Obtain TE License Key	Request a TE license key from Basis Technologies. You will need to provide your TE Domain Controller SID and installation number.
1.8	Obtain TE Software & Documentation	Request the TE server and client software from Basis Technologies along with the TE documentation.
1.9	Availability of Development	Part of the TE Implementation will require developer access in all ABAP development systems. Please ensure that the relevant resource has Developer Key access in

	system access	advance of BTI coming onsite to avoid delays in the Implementation.
--	---------------	---

2. Blueprint / Design

#	Activity	Details
2.1	Populate the TE Self-Blueprint	Populate all tabs of the TE Self-Blueprint.
2.2	Agree TE user roles	Review the TE Security Roles Matrix spreadsheet, and identify which roles will be needed within your organisation based on existing roles/responsibilities and processes and the decisions made on required Control Points and Approvers.

Depending on the nature of your TE Implementation, a formal Blueprint document may be provided by Basis Technologies as part of the Design phase of your TE project.

3. Realization

Installation

Regardless of your SAP system scope and architecture, some general installation steps will need to be performed on your SAP systems to prepare them for Transport Express.

#	Activity	Details
3.1.1	Import TE Server and Web UI transports into Domain Controller	<p>Import the transports provided by Basis Technologies into your designated TE Domain Controller.</p> <p>They must be imported in the order specified.</p>
3.1.2	Import TE server transport into all other systems	<p>Import the transport provided by Basis Technologies into all ABAP SAP systems that are running NW 7.01 or later.</p> <p>Important Note: A different transport is required if the remote systems are running an earlier version than NW 7.01 or are non-Unicode.</p> <p>If the system has multiple clients the TE roles transport needs to be imported into each client.</p>
3.1.3	Create RFC users	<p>Use SU01 to create a TE_RFC user in all clients of all SAP systems, including the TE Domain Controller. This RFC user needs the following TE role assignments:</p> <p>SAP_BC_TRANSPORT_ADMINISTRATOR /BTI/TE:CTS_RFC</p> <p>For all remote systems the TE_RFC user needs to be of type System User</p> <p>For the Domain Controller systems the TE_RFC user needs to be of type Service User</p> <p>Important: In the Domain Controller, TE_RFC user also needs /BTI/TE:CTS_ADMIN_USER and /BTI/TE:CTS_ADMIN</p>
3.1.4	Create RFC destinations (in Domain Controller)	<p>Use SM59 (>> Create Connection) to create RFC destinations in your TE Domain Controller:</p> <ol style="list-style-type: none"> 1. To connect to All participating SAP systems (development, test, production, etc.) that will be managed by TE 2. To connect back to the TE Domain Controller system itself <p>The following nomenclature must be used:</p>

		<table><tr><td>RFC Name</td><td>TRANSPORT EXPRESS XXX <i>Where XXX is the SID of the SAP system.</i></td></tr><tr><td>Connection Type</td><td>3 (ABAP Connection)</td></tr><tr><td>Target Host</td><td>Hostname of an application server of the SAP system <i>For CTS+ systems the RFC destination needs to connect to the CTS+ controller system</i></td></tr><tr><td>Client</td><td>The main client of the SAP system</td></tr><tr><td>User</td><td>TE_RFC</td></tr><tr><td>Password</td><td>_____</td></tr></table> <p>After set up, test the connection via Utilities -> Test -> Authorization Test</p>	RFC Name	TRANSPORT EXPRESS XXX <i>Where XXX is the SID of the SAP system.</i>	Connection Type	3 (ABAP Connection)	Target Host	Hostname of an application server of the SAP system <i>For CTS+ systems the RFC destination needs to connect to the CTS+ controller system</i>	Client	The main client of the SAP system	User	TE_RFC	Password	_____
RFC Name	TRANSPORT EXPRESS XXX <i>Where XXX is the SID of the SAP system.</i>													
Connection Type	3 (ABAP Connection)													
Target Host	Hostname of an application server of the SAP system <i>For CTS+ systems the RFC destination needs to connect to the CTS+ controller system</i>													
Client	The main client of the SAP system													
User	TE_RFC													
Password	_____													
3.1.5	Create RFC Destinations (in Development Systems)	<p>Use SM59 (> Create Connection) to create RFC destinations in all your development SAP systems to connect to the TE Domain Controller.</p> <p>The following nomenclature must be used:</p> <table><tr><td>RFC Name</td><td>TRANSPORT EXPRESS CONTROLLER</td></tr><tr><td>Connection Type</td><td>3 (ABAP Connection)</td></tr><tr><td>Target Host</td><td>Hostname of an application server of the SAP system</td></tr><tr><td>Client</td><td>The main client where users connect to TE in the Domain Controller</td></tr><tr><td>User</td><td>TE_RFC</td></tr><tr><td>Password</td><td>_____</td></tr></table> <p>After set up, test the connection via Utilities -> Test -> Authorization Test</p>	RFC Name	TRANSPORT EXPRESS CONTROLLER	Connection Type	3 (ABAP Connection)	Target Host	Hostname of an application server of the SAP system	Client	The main client where users connect to TE in the Domain Controller	User	TE_RFC	Password	_____
RFC Name	TRANSPORT EXPRESS CONTROLLER													
Connection Type	3 (ABAP Connection)													
Target Host	Hostname of an application server of the SAP system													
Client	The main client where users connect to TE in the Domain Controller													
User	TE_RFC													
Password	_____													
3.1.6	Install TE Windows GUI	<p>Install the TE Windows GUI on your TE Administrator's PC.</p> <p>Note: TE can alternatively be installed/run from a central fileshare or Citrix server.</p>												
3.1.7	Create TE Administrators and allocate TE roles to	<p>Using SU01, create the TE Administrator users and assign a valid email address for email notifications.</p> <p>Add the following Transport Espresso roles (within the TE Domain Controller):</p> <p>/BTI/TE:CTS_ADMIN_USER /BTI/TE:STD_ADMIN_ROLE</p> <p>Although most other user assignments can be done closer to TE go-live, the above roles are needed for the TE Administrators to install and configure Transport Espresso.</p>												
3.1.8	Create TE users and assign TE roles to TE users	<p>Using SU01, create the TE users and assign a valid email address for email notifications.</p> <p>Add the appropriate Transport Espresso roles identified earlier (within the TE Domain Controller).</p> <p>Some organisations choose to do this activity nearer to go-live but it is good practice to get a full user list as soon as possible.</p>												

3.1.9	Create TE Batch job user	<p>Using SU01, create a TE Batch job user (suggested username TE_BATCH) for use in all background jobs. The First and Last names should be 'Transport' and 'Express' so it's easy for users to see where notification emails have come from.</p> <p>Add the following Transport Espresso roles (within the TE Domain Controller):</p> <p>/BTI/TE:CTS_ADMIN_USER /BTI/TE:CTS_RFC</p>
3.1.10	Update system parameters (Domain Controller)	<p>1. (OPTIONAL) Activate table logging for the TE domain controller via SAP system profile parameter rec/client. This should be set to 'all' so that changes to TE configuration tables are logged by SAP. <i>NB: As of TE 6.10, table logging of key TE configuration is done automatically via report /BTI/TE_RCHANGE_DOCUMENTS.</i></p> <p>2. To stop the SAP GUI screens from timing out when entering a TE transport form or TE task whilst using the field exit functionality it is recommended to increase the rdisp/max_hold_time parameter on all application servers of the TE domain controller AND all ABAP Development Systems. The recommended value for this is 360.</p> <p>This will require a system restart.</p>
3.1.11	Update system parameters (all ABAP Development systems)	<p>Use standard SAP report RSPFPAR in SA38 to check that the system profile parameter abap/fieldexit is set to YES.</p> <p>This will require a system restart.</p>

Configuration

After completing the preparation and installation activities outlined in the previous sections, Transport Espresso can then be configured.

This section has been split into two main sub-sections to reflect the configuration that needs to be done within the TE Windows GUI and the configuration that needs to be done within SAP.

Depending on your existing SAP infrastructure and the scope and requirements of your TE setup, you may also need to perform some additional TE configuration. This optional configuration is detailed at the very end of this section.

Mandatory Configuration (TE Windows GUI)

The following configuration should be done within the TE Windows GUI main Configuration screen (accessible via Tools >> Configuration...).

#	Activity	Details
3.2.1	Create TE Administrators	<p>Within the Administrators and Priority Approvers tab, add in the names of any TE Administrators designated for your organisation.</p> <p>The first user to login to TE via the Windows GUI will automatically be created as a TE Administrator.</p>
3.2.2	Configure Projects	<p>Within the Classification tab, add the Projects that were defined during the Preparation Phase activities.</p>
3.2.3	Configure Groups	<p>Within the Classification tab, add the Transport Form and Task groups that were defined during the Preparation Phase activities.</p> <p>Reminder: Transport form groups drive the approval process so this should map appropriately to the project/team structure. Task groups are used for grouping and reporting purposes and can be different to the Transport Form group.</p>
3.2.4	Configure Types	<p>Within the Classification tab, add the Transport Form and Task Types that were defined during the Preparation Phase activities.</p> <p>Reminder: the Type field is used for grouping and reporting purposes only. Again Task Types can be different to Transport Form Types.</p>
3.2.5	Configure Custom Fields	<p>Within the Fields tab, add any additional Custom Fields deemed necessary for the TE Task and Transport Forms within your organisation.</p>
3.2.6	Confirm Mandatory / Optional Fields	<p>Within the Fields tab, update the Mandatory pane to reflect whether you need the various standard TE Task and TE Transport Form fields to be mandatory or optional.</p>
3.2.7	Configure Deployment Statuses	<p>Within the Task Statuses tab, add the Deployment Statuses that were defined during the Preparation Phase activities.</p>
3.2.8	Create Target Roles	<p>Within the Target Roles and Transport Schedules tab, create Target roles for each environment in your SAP estate. Depending on your SAP landscape, typical examples of Targets you may want to create include:</p> <ol style="list-style-type: none"> 1. Development 2. QA 3. Pre-Production 4. Production 5. Training 6. Sandbox 7. Project QA 8. Project Integration Testing 9. Project Regression 10. Merge

3.2.9	Create TE Import Schedules	<p>Within the Target Roles and Transport Schedules tab, create any required schedules for automatically importing transports on your systems.</p> <p>Some examples of TE Schedules you might set up are:</p> <table><tr><td>QA Import</td><td>Daily, every 15 minutes</td></tr><tr><td>Production Import</td><td>Thursdays @ 18:00</td></tr></table> <p>Please refer to Admin Guide for further information on TE schedules as required. You must allocate the TE batch user to each schedule and add them as a TE administrator so they have the correct roles to allow them to perform the imports.</p> <p>Note: Do not assign the Schedules to any of the Target Systems at this time, this should be done just prior to go-live.</p>	QA Import	Daily, every 15 minutes	Production Import	Thursdays @ 18:00						
QA Import	Daily, every 15 minutes											
Production Import	Thursdays @ 18:00											
3.2.10	Configure Target Systems	<p>Within the Targets and Transport Paths tab, create 'New Targets' for all system in your SAP landscape. Target systems must be created for every SAP systems (e.g. ECC DEV, TST, PRD plus BW DEV, TST, PRD) that TE is to manage on your SAP estate.</p> <p>Please refer to the Administration Guide for more details of the settings, however the following is a general example of what you might want to setup at this point.</p> <table><tr><td>SAP System ID</td><td>ECD</td></tr><tr><td>Description</td><td>ECC Development System (BAU)</td></tr><tr><td>Group Label</td><td>ECC</td></tr><tr><td>Role</td><td>Development</td></tr><tr><td>Clients</td><td>100,200, 300</td></tr></table> <p>The rest of the Target configuration will be done later in this section.</p>	SAP System ID	ECD	Description	ECC Development System (BAU)	Group Label	ECC	Role	Development	Clients	100,200, 300
SAP System ID	ECD											
Description	ECC Development System (BAU)											
Group Label	ECC											
Role	Development											
Clients	100,200, 300											
3.2.11	Configure Transport Paths	<p>Within the Targets and Transport Paths tab, create 'New Transport Path...' for all system in your SAP landscape.</p> <p>Separate transport paths should be created for each SAP module (e.g. ECC, BI, CRM, XI, Portal etc.) and for each landscape tier in your overall SAP estate (e.g. BAU, N+1 etc.)</p> <p>Please refer to the Administration Guide for more details of the Transport Path settings.</p>										
3.2.12	Add Targets to Transport Paths	<p>Within the Targets and Transport Paths tab, add Target Systems to each Transport Path (by highlighting the required path and dragging and dropping into the window).</p> <p>If a target is dragged on top of another target it will follow that target in the transport system sequence. (E.g. QA could be dragged onto top of Development; Production could be dropped on top of QA etc.)</p>										
3.2.13	Switch on Approval Control Points	<p>Within the Targets and Transport Paths tab, switch on the required Inbox, Test Queue and Outbox control points for each target system in the Transport Path. These should be switched on wherever there is a requirement to enforce an approval or test result entry step.</p> <p>Allocate the required deployment statuses to each target system and control point.</p>										

3.2.14	Configure Approvers	Within the Targets and Transport Paths tab, open each Target System and add the required Approvers to each of the Inbox (Pending) Approvers and Outbox Approvers tabs.
3.2.15	Add Analysis Type Checks	Within the Targets and Transport Paths tab, open each Target System and add the Analysis Checks required for that system in the Analysis Types tab.
3.2.16	Switch on TE Caching and other configuration	<p>Within the Other tab:</p> <ol style="list-style-type: none"> 1. Switch on Caching remote transport data to improve TE performance. 2. Switch on Require transport forms to be assigned to related tasks to enforce that every transport form must be allocated to the relevant change/ticket. 3. Switch on Configured testers only to complete testing to enforce that only the designated testers are allowed to enter test results. 4. Switch on Enable “Add to Control Point” function to activate this function. <p>The other configuration settings on this tab are entirely dependent on your organisations individual requirements. Refer to the Admin Guide to help you decide whether any of the ‘Other’ configuration options should be enabled.</p>

Mandatory Configuration (SAP)

The following TE configuration should be done within SAP directly.

#	Activity	Details				
3.3.1	Enable Email Notifications in Domain Controller	<p>Use SCOT to enable the sending of SMTP emails in your TE Domain Controller SAP system.</p> <p>Depending on your existing SAP setup and chosen Domain Controller, this activity may already have been done by your Basis team.</p>				
3.3.2	Set up Email Notifications Job & Variant	<p>Use SA38 on program /BTI/TE_RNOTIFICATION_ENGINE to switch on/off the required TE email notifications for your organisation in your Domain Controller.</p> <p>The following settings must also be configured:</p> <table><tr><td>Connection string</td><td><p>This is to allow the transport logs to be accessible via an email attachment for import emails. E.g.</p><p>/H/bt35.basistechnologies.net/S/3220</p><p>Note: the final 20 (in 3220) is the system number</p></td></tr><tr><td>BSP Server address</td><td><p>This is to allow direct access to the TE web interface from the emails E.g. http://office.basistechnologies.net:8020/</p><p>Note: the final 20 (in 8020) is the system number again</p></td></tr></table>	Connection string	<p>This is to allow the transport logs to be accessible via an email attachment for import emails. E.g.</p> <p>/H/bt35.basistechnologies.net/S/3220</p> <p>Note: the final 20 (in 3220) is the system number</p>	BSP Server address	<p>This is to allow direct access to the TE web interface from the emails E.g. http://office.basistechnologies.net:8020/</p> <p>Note: the final 20 (in 8020) is the system number again</p>
Connection string	<p>This is to allow the transport logs to be accessible via an email attachment for import emails. E.g.</p> <p>/H/bt35.basistechnologies.net/S/3220</p> <p>Note: the final 20 (in 3220) is the system number</p>					
BSP Server address	<p>This is to allow direct access to the TE web interface from the emails E.g. http://office.basistechnologies.net:8020/</p> <p>Note: the final 20 (in 8020) is the system number again</p>					
3.3.3	Schedule Email notification job	<p>Use SM36 to schedule program /BTI/TE_RNOTIFICATION_ENGINE to run every 2-5 minutes in the TE Domain Controller.</p> <p>Use the TE Batch user for the job steps.</p> <p>You may also need to schedule program RSCONN01 to run as a second step in this job if it is not already set up by your Basis team. This will actually send the emails.</p>				
3.3.4	Activate SAP GUI processing	<p>Use SM31 to update table /BTI/TE_CONTROL in each of your development systems with an “Active” entry for the users that will be involved in testing.</p> <p>Use a Blank username to switch on for all users.</p>				
3.3.5	Activate Development System SAP GUI Functions	<p>Use SM31 to maintain table /BTI/TE_ACTIVE in your TE Domain Controller and switch on the various functions required within your SAP Development Systems:</p> <ul style="list-style-type: none">• Transport is released• Transport is first used• In-Line Conflict Analysis (needed for multi-track landscapes only)• Show object key conflicts in In-Line Conflict Analysis (needed for multi-track landscapes only)				

3.3.6	Setup Field Exit (in every ABAP Development system)	<p>This is switched on via a field exit that must be created and activated in each development system for the TE popup to work .</p> <table><tr><td>1</td><td>Within SE37, use menu option Goto -> Function Groups -> Create Group to create a Z_TE_FIELD_EXIT function group.</td></tr><tr><td>2</td><td>Within SE38, execute standard SAP report RSMODPRF to maintain the list of field-exits in the SAP system. Do not enter any values on the selection-screen.</td></tr><tr><td>3</td><td>Choose menu item Field exit Create. Enter data element TRKORR in the popup window and click continue.</td></tr><tr><td>4</td><td>You are now prompted to create function module FIELD_EXIT_TRKORR. This function module can be assigned to "Z" function group.</td></tr><tr><td>5</td><td>Within SE37, display function module FIELD_EXIT_TRKORR_SAMPLE. Copy the code from FIELD_EXIT_TRKORR_SAMPLE from the DATA statement down to the last line before ENDFUNCTION. <i>This code checks for the "Transport is first used" and "In-Line Conflict Analysis" activation flags on the domain controller.</i></td></tr><tr><td>5</td><td>Paste this into FIELD_EXIT_TRKORR, save and activate the function module and then press back to return to report RSMODPRF.</td></tr><tr><td>6</td><td>The data element TRKORR will now appear in the report list. Select the checkbox next to it and click the toolbar button Assign prog./screen.</td></tr><tr><td>7</td><td>In the popup window, enter program SAPLSTRD in the program field and screen number 0300 in the screen field. Click the Save button.</td></tr><tr><td>8</td><td>Lastly, select the checkbox next to the TRKORR data element again and choose menu item Field exit Activate</td></tr></table>	1	Within SE37, use menu option Goto -> Function Groups -> Create Group to create a Z_TE_FIELD_EXIT function group.	2	Within SE38, execute standard SAP report RSMODPRF to maintain the list of field-exits in the SAP system. Do not enter any values on the selection-screen.	3	Choose menu item Field exit Create. Enter data element TRKORR in the popup window and click continue.	4	You are now prompted to create function module FIELD_EXIT_TRKORR . This function module can be assigned to "Z" function group.	5	Within SE37, display function module FIELD_EXIT_TRKORR_SAMPLE . Copy the code from FIELD_EXIT_TRKORR_SAMPLE from the DATA statement down to the last line before ENDFUNCTION . <i>This code checks for the "Transport is first used" and "In-Line Conflict Analysis" activation flags on the domain controller.</i>	5	Paste this into FIELD_EXIT_TRKORR , save and activate the function module and then press back to return to report RSMODPRF .	6	The data element TRKORR will now appear in the report list. Select the checkbox next to it and click the toolbar button Assign prog./screen.	7	In the popup window, enter program SAPLSTRD in the program field and screen number 0300 in the screen field. Click the Save button.	8	Lastly, select the checkbox next to the TRKORR data element again and choose menu item Field exit Activate
1	Within SE37, use menu option Goto -> Function Groups -> Create Group to create a Z_TE_FIELD_EXIT function group.																			
2	Within SE38, execute standard SAP report RSMODPRF to maintain the list of field-exits in the SAP system. Do not enter any values on the selection-screen.																			
3	Choose menu item Field exit Create. Enter data element TRKORR in the popup window and click continue.																			
4	You are now prompted to create function module FIELD_EXIT_TRKORR . This function module can be assigned to "Z" function group.																			
5	Within SE37, display function module FIELD_EXIT_TRKORR_SAMPLE . Copy the code from FIELD_EXIT_TRKORR_SAMPLE from the DATA statement down to the last line before ENDFUNCTION . <i>This code checks for the "Transport is first used" and "In-Line Conflict Analysis" activation flags on the domain controller.</i>																			
5	Paste this into FIELD_EXIT_TRKORR , save and activate the function module and then press back to return to report RSMODPRF .																			
6	The data element TRKORR will now appear in the report list. Select the checkbox next to it and click the toolbar button Assign prog./screen.																			
7	In the popup window, enter program SAPLSTRD in the program field and screen number 0300 in the screen field. Click the Save button.																			
8	Lastly, select the checkbox next to the TRKORR data element again and choose menu item Field exit Activate																			
3.3.7	Web UI Activate web interface	<p>Use SICF to activate the following services in your TE Domain Controller:</p> <p>default host > BTI > te web services default host > sap > bc -> bsp -> bti -> te_bsp_new</p> <p>Other general BSP services may also need to be activated to enable the web interface to work. I.e. All sub nodes in:</p> <p>default host > sap > public -> bsp -> sap</p>																		

		When completed, establish the Web UI URL by testing the te bsp new service.
3.3.8	Schedule Web UI News Job	<p>Use SM36 to schedule program /BTI/TE_RUNEWS_UPDATE to run every 5 minutes in the TE Domain Controller.</p> <p>Use the TE Batch user for the job steps.</p>
3.3.9	Schedule Web Following Job	<p>Use SM36 to schedule program /BTI/TE_RUFOLLOWITEMS_UPDATE to run every 5 minutes in the TE Domain Controller.</p> <p>Use the TE Batch user for the job steps. This can be run against the same job as the previous step.</p>
3.3.10	Schedule TE Data Backup	<p>Use SM36 to schedule a job to run program /BTI/TE_RBACKUP_DATA_EXP_NEW to back up all your TE data and configuration tables.</p> <p>Use the TE Batch user for the job steps.</p> <p>Basis Technologies would generally recommend that you schedule this backup on a daily basis.</p>
3.3.11	Document Categories	Use SE16 to populate /BTI/TE_ATT_CAT with the required document categories. (See FAQ for some suggestions)
3.3.12	Archive Preparation	(Upgrades only) Use SE38 to run /BTI/TE_RUUPDATE_TASK_CRT_DATE to populate new Task Creation Date field on historically created Tasks.

Optional Configuration

The following configuration and set-up is deemed optional and is not mandatory for running Transport Espresso. Many organisations choose not to setup some or all of these steps due to their own internal and external requirements and obligations.

#	Activity	Details
3.4.1	Switch on TE Transport Backout	<p>Within the Import Options tab of each Target System, enable the “Automatically create backup transport requests” for all required systems</p> <p>Most organisations switch on TE Backout for Production systems only.</p>
3.4.2	Add TE Priority Approvers	<p>Within the Administrators and Priority Approvers tab, add in the names of any Priority Approvers deemed necessary within your organisation.</p> <p>This activity is deemed as optional. For most organisations, Priority Approvers will not be set-up for audit/compliance reasons.</p>
3.4.3	Add Labels	<p>TE Labels can be used to customise the text names of fields presented within TE Windows GUI. For example, you might want to create a label to rename the default Reference field on a TE Task to be Remedy Number.</p> <p>Labels can be created within the Classifications tab as required.</p>
3.4.4	Configure User Roles	<p>Within the User Roles tab, create any required user roles and then allocated the required users to each one.</p>
3.4.5	Configure Planning Statuses	<p>Within the Task Statuses tab, add any Planning Statuses that were defined during the Preparation Phase activities.</p> <p>This activity is deemed as optional. For most organisations, the Planning functionality will not be used within TE as any pre-transport deployment will be handled outside of Transport Espresso.</p>
3.4.6	Configure Planning	<p>Within the Planning tab, create any required planning configuration. This is used for pre-deployment approval steps (e.g. CAB approval).</p> <ul style="list-style-type: none"> • Configure the Change Step Templates. • Create the required Change Paths. • Drag the change step templates into the change paths to create the required change process.
3.4.7	Setup Configurable Analysis	<p>Within the Targets and Transport Paths tab, open the required target systems and in the Analysis Types tab, switch on the required analysis types.</p> <p>This can be used to setup checks like Risk Assessment, Security, Performance, Development Standards, etc.</p>
3.4.8	Web UI: Maintain preferences	<p>Use SM31 to update table /BTI/TE_WEBUICFG in the Domain Controller to set any general parameters and preferences for the TE Web UI.</p>
3.4.9	Web UI: Maintain user pictures	<p>Use SMW0 to upload any user pictures in the Domain Controller. Refer to the Admin Guide for further instructions on how to do this optional configuration.</p>
3.4.10	Web UI: Maintain	<p>Use SM31 to update table /BTI/TE_PHASE in the Domain Controller to reflect the project phases that your organisation may want to reflect within the TE Web UI.</p>

	Project Phases	
3.4.11	Web UI: Map Statuses to Phases	Use SM31 to update table /BTI/TE_PHASSTAT in the Domain Controller to allocate TE Deployment Statuses to Project Phases.
3.4.12	Web UI: Allocate Project Start/End Dates	Use SM31 to update table /BTI/TE_PRJPHASE in the Domain Controller to allocate start/end dates to the phases of each Project.

Multi-track Specific Configuration

Some TE functionality is relevant only for customers with dual/multi-track SAP. The configuration detailed in this section can be ignored if you are operating a single-track SAP landscape.

#	Activity	Details
3.5.1	Setup TE Merge	Please refer to the TE Administration Guide for detailed instructions on setting up TE Merge Process.
3.5.2	Switch on Merge Conflict Analysis	Within the Targets and Transport Paths tab, open all Merge Target Systems and in the Analysis Types tab, switch on 'Conflict Analysis' and make it mandatory.
3.5.3	Configure In-Line Conflict Analysis Systems	Use SM31 to update table /BTI/TE_INLINE in the Domain Controller to configure which systems should be checked for parallel development activity. For example, if systems ECD and EPD are parallel development systems, "Active" entries should be created here for ECD -> EPD and EPD -> ECD.
3.5.4	Configure In-Line Conflict Analysis Systems	In the Windows GUI, ensure that you have entered a client number in the "Before Importing, check whether...." text box for the target. This is required so that Transport Express what client to connect to for the analysis.

System Specific Configuration

Some additional configuration is required if you have specific types of SAP systems such as BW or Java systems or if you want to use specific functionality such as TE Test Radar or TE Deep Impact Analysis

Please refer to the TE Administration Guide for full details of what is required for anything not covered already as part of this Quick Setup Guide.

4. Final Preparation

This section details the final preparatory activities that should be done prior to Go-Live.

Testing

Basis Technologies strongly recommend that you test your Transport Espresso setup fully before go-live.

Wherever possible, this should involve moving SAP transports through your entire SAP landscape using the workflow and approval control points you have configured within TE Express.

Please refer to the template TE Test Plan for the Basis Technologies recommendations of the testing that should be undertaken at a minimum.

Training

Developers, testers and approvers will all need to be trained on Transport Espresso prior to go-live.

Please refer to the TE Training Slidedeck template for the generic Basis Technologies training slides.

We recommend that you update/amend these training slides to tailor them to your own organisation and TE setup and use them to deliver training to your stakeholders

Data Migration

The upload of inflight transports into Transport Espresso is a 2-step process.

First your existing Tickets are uploaded as TE Tasks, and secondly then your existing open Transports are mapped to these Tasks and uploaded as Transport Forms.

Please use the TE Data Migration template and the following instructions for uploading your existing data migration into Transport Express.

#	Activity	Details
4.1	Populate TE Task Template	<p>Populate the Task tab of the TE Data Migration template with the details of all current open 'tickets' you want to upload into Transport Espresso</p> <p>Note that the values for Task Group, Task Type and Project are the TE internal id numbers taken from tables /BTI/TE_GROUP, /BTI/TE_TYPE and /BTI/TE_PROJ respectively. You can use SE16 to get this information.</p>
4.2	Populate TE Transport Form Template	<p>Populate the Transport Form tab of the TE Data Migration template with the details of all current open 'tickets' you want to upload into Transport Express</p> <p>The TE Task ID, Project, Group and Type are the TE internal id numbers taken from tables /BTI/TE_TASK, /BTI/TE_PROJ, /BTI/TE_GROUP and /BTI/TE_TYPE respectively. Again, you can use SE16 to get this information.</p>
4.3	Upload TE Tasks	Use SE38 to execute program /BTI/TE_RTASK_UPLOAD
4.4	Upload TE Transport Forms	Use SE38 to execute program /BTI/TE_ANALYTICS
4.5	Perform any manual movements	<p>Depending on your TE workflow and control point setup, it is likely that you will need to manually move some of the uploaded Transport Forms into the correct appropriate set-up.</p> <p>This should be done using the standard TE Approval and 'Mark as Imported' functionality.</p>

5. Go-Live & Support

Cutover activities

The following activities should be performed just prior to your TE Go-Live:

#	Activity	Details
5.1	Assign TE Schedules	Within the Targets and Transport Paths tab, open each Target System and allocate the relevant TE schedule to each of your SAP systems.
5.2	Activate SAP GUI processing	Use SM31 to update table /BTI/TE_CONTROL to switch on the SAP GUI processing for all users in each of your development systems, but using a blank username.

Support from Basis Technologies

Raising Support Tickets

To request support from Basis Technologies on any issue relating to our product sets (ActiveControl, Transport Espresso, DevOps, Testimony, Diffuser, Utilities or Transformation), a ticket should be raised via the following email address:

support@basistechnologies.com

Sending an email to this address will automatically create a ticket in Zendesk, the ticketing tool used by Basis Technologies.

To help us offer you the best service with your issue, please include as much information as possible about the issue, with particular attention to the following:

- **Customer:** Include the name of the customer you are representing, it may not always be obvious from your email address
- **Product and Version:** Include the Basis Technologies product and version that you are operating that has the issue
- **System & Client:** The system and client where the issue/fault occurred and if it's a license key issue provide the SAP system installation number (it is always ten digits long)
- **Description:** A clear description of the problem and the steps to replicate the issue, with screen shots
- **Data:** Any master or transactional data objects associated with the issue. E.g. Business Partner, BPEM Case ID, Plant
- **Error Messages:** Details of any error or warning messages given including where applicable run time errors, short dumps and error logs
- **User ID:** The User ID being used when the issue occurred
- **Authorisations:** Ensure transaction SU53 is run and results shared to help with authorisation issues
- **Contact Details:** Please include your own contact details in your email
- **Priority:** Reflect any high priority issues by including URGENT or HIGH PRIORITY at the start of the email subject

Support Escalation

If you have any concerns with the service you are getting from Basis Technologies support, or wish to escalate any high priority issues please email **supportescalation@basistechnologies.com**

Require additional Information or Services?

If additional information or services relating to any of Basis Technologies product sets is required, you can contact us via the above support@basistechnologies.com address, or alternatively by contacting

your assigned Basis Technologies Account Director.

Frequently Asked Questions

Basis Technologies actively maintain an online database of FAQs and Error Messages on our website.

<http://support.basistechnologies.com/forums>

Basis Technologies strongly encourage our customers (in particular TE Administrators and Basis team) to register for accounts on our website, and actively make sure of this forum. It not only helps our customers be more self-sufficient in resolving common issues more quickly, but also helps us understand the common challenges our customers are facing so we can add product improvements in the future where appropriate.