ActiveControl - Quick Setup Guide

9.00 — Last update: 29 September 2022

Basis Technologies

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Introduction

Welcome to the ActiveControl 9.00 Quick Setup Guide.

The Quick Setup Guide is intended as a simple step-by-step guide to setting up ActiveControl. This Guide is split into five sections to reflect the key phases of a ActiveControl implementation:

1. Preparation
2. Blueprint Design
3. Realisation (Installation and Configuration)
4. Final Preparation (Testing, Training and Data Migration)
5. Go-Live & Support

Whilst setting up ActiveControl on your SAP estate, this Quick Setup Guide should be used in conjunction with the other available ActiveControl documentation and templates outlined in this section. The Quick Setup Guide is not intended as an exhausted list of all configuration within ActiveControl, and only details the core setup and most commonly used functionalities.

Typically, most implementations of ActiveControl are done with the support of an onsite Basis Technologies Solution Specialist. Remote support is also available from Basis Technologies if required via the contact details outlined at the back of this Quick Setup Guide.

Useful ActiveControl Documentation

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

ActiveControl Document	Purpose		
Self Blueprint	Used to help define the key characteristics of your organisation's required setup.		
ActiveControl Quick Setup Guide	Step-by step instructions for the main setup of ActiveControl		
ActiveControl Administration Guide	Detailed technical documentation about ActiveControl		
ActiveControl User Guide	Detailed functional user documentation about ActiveControl		
Security Roles Matrix	Details the standard roles that are provided with ActiveControl.		
Technical FAQs	Online forum containing 1000+ Knowledge Articles and Changes Notes relating to ActiveControl. Available at https://basistechnologies.zendesk.com/hc/en-us	DevAnalytics – Quick Setup Guide	Step-by step instructions for the setup of DevAnalytics

Depending on your intended processes within ActiveControl, the following online Knowledge Articles may also be helpful during the implementation:

FAQ Topic	Knowledge Article link
Rules Engine – Approvals	Various – search for "Rules Engine Approval"
Rules Engine – Skipping	Varions – search for "Rules Engine Skip"
Merge	Link
Auto-Transport Naming Convention	Link
Backout	Link
Transport of Copies	Link
Data Migration	Link
Domain Controller Migration	Link
System Refreshes	Link

Useful ActiveControl Templates

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

1. Preparation

Some preparatory activities need to be undertaken within your organisation before ActiveControl can be installed and configured, to define the scope of your ActiveControl 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 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 ActiveControl Administrators	Installing and maintaining ActiveControl requires a basic working knowledge of SAP and an understanding of your organisation's Change & Release processes. *Basis Technologies recommend 2-3 resources be assigned as ActiveControl Administrators, these will typically be Basis / Change & Release resources within most organisations.*
1.2	Designate a ActiveControl Domain Controller	The Domain Controller is a SAP system that hosts the ActiveControl application, is where ActiveControl configuration and application data is stored and is where users connect to access the tool. *Basis Technologies generally recommends to use a Solution Manager production system as the ActiveControl Domain Controller where possible. The Domain Controller system must be a Unicode system running NetWeaver 7.01 or above.*
1.3	Setup CTS+	CTS+ is a pre-requisite for managing non-ABAP systems through ActiveControl. This external web link provides some reference info to help your Basis team set up CTS+ Most customers use their Production Solman system as CTS+ domain controller but it does not have to be.
1.4	Setup SCOT	SCOT is a pre-requisite on your elected ActiveControl Domain Controller for the AC email notifications to work.
1.5	Confirm all SAP systems	Every system that is to be managed by ActiveControl needs to be listed and documented along with details of their versions. Within the System tab of the Self-Blueprint, document all the SAP systems on which ActiveControl needs to be installed, including your elected Domain Controller.
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 ActiveControl installation.
1.7	Obtain	Request a ActiveControl license key from Basis Technologies. You will need to

	ActiveControl License Key	provide your ActiveControl Domain Controller SID and installation number.
1.8	Obtain Active Software & Documentation	Request the ActiveControl server and client software from Basis Technologies along with the ActiveControl documentation.
1.9	Availability of Development system access	Part of the ActiveControl Implementation will require developer access in all ABAP development systems. Please ensure that the relevant resource has Developer Key access in advance of BTI coming onsite to avoid delays in the Implementation.

2. Blueprint / Design

#	Activity	Details
2.1	Populate the Self-Blueprint	Populate all tabs of the Self-Blueprint.
2.2	Agree ActiveControl user roles	Review the 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 ActiveControl Implementation, a formal Blueprint document may be provided by Basis Technologies as part of the Design phase of your ActiveControl implementation project.

3. Realization

SAP Installation Activities

ActiveControl is an ABAP-addon. Most of the data/configuration of ActiveControl resides in a Domain Controller SAP system elected by the Customer.

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

It is recommended that you perform these steps with the support of Basis Technologies solution experts to ensure that all activities are completed and checked correctly.

#	Activity	Details
3.1.1	Import ActiveControl software transports into Domain Controller	Please refer to this Knowledge Article for full details of the transports and sequence.
3.1.2	Import ActiveControl transports into all other systems	Please refer to this Knowledge Article for full details of the transports and sequence that need deployed in Development satellites and non-Development satellites.
3.1.3	Create RFC users	Use SU01 to create a AC_RFC user in all clients of all SAP systems, including the ActiveControl Controller. This RFC user needs the following ActiveControl role assignments: **SAP_BC_TRANSPORT_ADMINISTRATOR** **/BTI/TE:CTS_RFC** For all remote systems the AC_RFC user needs to be of type **System User** For the Domain Controller systems the AC_RFC user needs to be of type **Service User** Important: In the Domain Controller, AC_RFC user also needs **/BTI/TE:CTS_ADMIN_USER** **TE:CTS_ADMIN**
3.1.4	Create RFC destinations (in Domain Controller)	Use SM59 (>> Create Connection) to create RFC destinations in your ActiveControl Domain 1. To connect to All participating SAP systems (development, test, production, etc.) that will b ActiveControl. 2. To connect back to the ActiveControl Domain Controller system itself The following nomenclature must be used:

RFC Name	TRANSPORT EXPRESS XXX *Where XXX is the SID of the sap system.*
Connection Type	3　(ABAP Connection)
Target Hose	Hostname of an application server of the SAP syste For CTS+ systems, the RFC destination need to poir at the CTS+ connection system.
Client	The main client of the SAP system
User	AC_RFC
Password	_____

Note that RFC Destinations must be in ALL CAPITALS in the exact naming convention detaile
do not add client numbers)
After set up, test the connection via Utilities -> Test -> Authorization Test.

In addition, an RFC destination should be created on the ActiveControl Domain Controller, po
itself.

3.1.5	Create RFC Destinations (in Development Systems)	Use SM59 (> Create Connection) to create RFC destinations in all your development SAP sy connect to the AC Domain Controller. The following nomenclature must be used: TABLE After set up, test the connection via Utilities -> Test -> Authorization Test.

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 ActiveControl in th Controller
User	AC_RFC (or TE_RFC if upgrading and already using that RFC convention). It doesn't technically matter what the RFC use called.
Password	_____

3.1.6	Install ActiveControl Windows GUI	Install the ActiveControl Windows GUI on your ActiveControl Administrator's PC. Note: ActiveControl can alternatively be installed/run from a central fileshare or Citrix server.
3.1.7	Create ActiveControl Administrators	Using SU01, create the ActiveControl Administrator users and assign a valid email address fo notifications.

	and allocate ActiveControl roles to	Add the following ActiveControl roles (within the ActiveControl Domain Controller): **/BTI/TE:CTS_ADMIN_USER** **/BTI/TE:STD_ADMIN_ROLE** Although most other user assignments can be done closer to ActiveControl go-live, the above needed for the ActiveControl Administrators to install and configure ActiveControl.
3.1.8	Create ActiveControl Batch job user	Using SU01, create a Batch job user (suggested username AC_BATCH) for use in all backgr First and Last names should be 'Active' and 'Control' so it's easy for users to see where notifi have come from. Add the following ActiveControl roles (within the ActiveControl Domain Controller): **/BTI/TE:CTS_ADMIN_USER** **/BTI/TE:CTS_RFC** **/BTI/TE:COMP_ADMIN_ROLE**
3.1.09	Update rdisp/ max_hold_time system parameter (Domain Controller + Development System)	To stop the SAP GUI screens from timing out when entering a transport form or task whilst us exit functionality it is recommended to increase the **rdisp/max_hold_time** parameter on all a servers of the ActiveControl domain controller AND all ABAP Development Systems. The rec value for this is 360. This will require a system restart.
3.1.10	Create ActiveControl users and assign ActiveControl roles to ActiveControl users	Using SU01, create the ActiveControl users and assign a valid email address for email notific Add the appropriate ActiveControl roles identified earlier (within the ActiveControl Domain Co Some organisations choose to do this activity nearer to go-live but it is good practice to get a soon as possible.

Mandatory Configuration

After completing the preparation and installation activities outlined in the previous sections, ActiveControl 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 ActiveControl Windows GUI and the configuration that needs to be done within SAP.

Most of this Configuration is mandatory – or should at least be configured as part of an implementation of ActiveControl.

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

Windows GUI

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

#	Activity	Details
3.2.1	Upgrades Only	If performing Upgrade from previous version of ActiveControl, run program **/BTI/ TE_RFIX_NULL_FIELDS** in the ActiveControl Domain Controller to avoid issues with new NetWeaver libraries delivered since version 6.20.
3.2.2	Create ActiveControl Administrators	Within the **Administrators and Priority Approvers** tab, add in the names of any ActiveControl Administrators designated for your organisation. The first user to login to ActiveControl via the Windows GUI will automatically be created as a ActiveControl Administrator.
3.2.3	Configure Projects	Within the **Classification** tab, add the Projects that were defined during the Preparation Phase activities.
3.2.4	Configure Groups	Within the **Classification** tab, add the Transport Form and Task groups that were defined during the Preparation Phase activities. 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.
3.2.5	Configure Types	Within the **Classification** tab, add the Transport Form and Business Task [Types] that were defined during the Preparation Phase activities. Reminder: the Type field is used for grouping and reporting purposes only. Again Business Task [Types] can be different to Transport Form [Types].
3.2.6	Configure Custom Fields	Within the **Fields** tab, add any additional Custom Fields deemed necessary for the Business Task and Transport Form screens within your organisation.
3.2.7	Confirm Mandatory / Optional Fields	Within the **Fields** tab, update the Mandatory pane to reflect whether you need the various standard Business Task and Transport Form fields to be mandatory or optional.
3.2.8	Configure Deployment Statuses	Within the **Task Statuses** tab, add the Deployment Statuses that were defined during the Preparation Phase activities.
3.2.9	Create Target Roles	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: 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
3.2.10	Create Import Schedules	Within the **Target Roles and Transport Schedules** tab, create any required schedules for automatically importing transports on your systems. Some examples of Schedules you might set up are: <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> Please refer to Admin Guide for further information on schedules as required. You must allocate the batch user to each schedule and add them as an ActiveControl administrator so they have the correct roles to allow them to perform the imports. Note: Do not assign the Schedules to any of the Target Systems at this time, this should be done just prior to go-live.
3.2.11	Configure Target Systems	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 ActiveControl is to manage on your SAP estate. 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. <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> The rest of the Target configuration will be done later in this section.
3.2.12	Configure Transport Paths	Within the **Targets and Transport Paths** tab, create 'New Transport Path…' for all system in your SAP landscape. 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.)

		Please refer to the Administration Guide for more details of the Transport Path settings.
3.2.13	Add Targets to Transport Paths	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). 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.)
3.2.14	Switch on Approval Control Points	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. Allocate the required deployment statuses to each target system and control point.
3.2.15	Configure Approvers	As of ActiveControl 8.0, you can use the Rules Engine for defining Approvers. For customers still utilising the legacy [Transport Form]-[Group] based Approval structure, 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.
3.2.16	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.
3.2.17	Switch on Caching and other configuration	Within the **Other** tab: 1. Switch on **Caching remote transport data** to improve 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. The other configuration settings on this tab are entirely dependent on your organisations individual requirements. Refer to the Administration Guide to help you decide whether any of the 'Other' configuration options should be enabled.

SAPGUI

The following ActiveControl configuration should be done within SAPGUI directly.

#	Activity	Details
3.3.1	Set up Email Notifications Job & Variant	Use SA38 on program /BTI/TE_RNOTIFICATION_ENGINE to switch on/off the required email notifications for your organisation in your Domain Controller. The following settings must also be configured: **Connection string** — This is to allow the transport logs to be accessible via an email attachment for import emails. E.g. /H/bt35.basistechnologies.net/S/3220 Note: the final 20 (in 3220) is the system number **BSP Server address** — This is to allow direct access to the TE web interface from the emails E.g. http://office.basistechnologies.net:8020/ Note: the final 20 (in 8020) is the system number again
3.3.2	Schedule Email notification job	Use SM36 to schedule program /BTI/TE_RNOTIFICATION_ENGINE to run every 2-5 minutes in the ActiveControl Domain Controller. Use the Batch user for the job steps. 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.
3.3.3	Activate SAP GUI processing	Use SE16 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. Needs to be added in each Client if creating transports in more than one client int he Dev system. *At Go-Live, entering a Blank username will switch on ActiveControl for all users.*
3.3.4	Activate Development System SAP GUI Functions	Use SE16 to maintain table /BTI/TE_ACTIVE in your ActiveControl Domain Controller and switch on the relevant active functions required for your desired process: • 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) etc…
3.3.5	Web UI Activate web interface	Use SICF to activate the following services in your Domain Controller: default host > BTI > te web services default host > BTI > tessocntl default host > sap > public -> bsp -> sap (to enable web interface to work, all sub

		nodes must be activated) default host -> sap -> bc -> gui -> sap -> its -> webgui (to enable the Reports to work in Web UI) default host > sap > bc -> bsp -> bti -> te_bsp_new When completed, establish the Web UI URL by testing the te bsp new service.
3.3.6	Schedule Web UI News Job	Use SM36 to schedule program /BTI/TE_RUNEWS_UPDATE to run every 5 minutes in the ActiveControl Domain Controller. (after first creating a variant in SE38) Use the Batch user for the job steps.
3.3.7	Schedule Web Following Job	Use SM36 to schedule program /BTI/TE_RUFOLLOWITEMS_UPDATE to run every 5 minutes in the ActiveControl Domain Controller. (after first creating a variant in SE38) Use the Batch user for the job steps. This can be run against the same job as the previous step.
3.3.8	Schedule RFC Connections Job	Use SM36 to schedule program /BTI/TE_RCHECK_RFC_CONNECTIONS to run every 5 minutes in the ActiveControl Domain Controller. (after first creating a variant in SE38. Note you should exclude any Virtual Target SIDs from your Variant;) Use the Batch user for the job you create.
3.3.9	Schedule ActiveControl Data Backup	Use SM36 to schedule a job to run program /BTI/TE_RBACKUP_DATA_EXP_V3 to back up all your ActiveControl data and configuration tables. (after first creating a variant in SE38. Make sure that the path for saving the files is valid. Run the program once to check it works.) Use the Batch user for the job steps. Basis Technologies would generally recommend that you schedule this backup on a daily basis. 1. Consider your backup frequency, 2. Consider your Domain Controller capacity consumption.
3.3.10	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 ActiveControl.

Most organisations choose not to setup some or all of these steps due to their own internal and external requirements and obligations.

#	Activity	Details	Useful Knowledge Articles
3.4.1	Add Skipping Rules	Create Skipping Rules for the required customer scenarios, via the Rules Engine	Link
3.4.2	Add Labels	Labels can be used to customise the text names of certain fields presented within ActiveControl to a customer's terminology.	
3.4.3	Transport auto-naming convention	SAP transport short description can be automatically generated, via /BTI/TE_TR_DESC.	Link
3.4.4	Transport auto-release	Define if a transport automatically released after a particular Test Queue, Inbox or Outbox approval, via Windows GUI target configuration.	
3.4.5	Create Document Categories	Create the relevant Document Categories via /BTI/ TE_ATT_CAT.	Link
3.4.6	Documentation Links	Define any customer documentation to be accessible via Web UI and Windows GUI, via /BTI/TE_HLP_LINK.	Link
3.4.7	Setup Configurable Analysis	Switch on the required analysis types, via Windows GUI target configuration.	Seach for the NNNN number of the Analyser for more information.
3.4.8	Switch on ActiveControl Backout	a) Within the **Import Options** tab of each Target System, enable the "Automatically create backup transport requests" for all required systems. NB Most organisations switch on Backout for Production systems only. b) Create a virtual system called BAK needs to be created in TMS within the transport domain of the intended systems where you will run Backout. c) set the STMS parameter tadirdeletions = "True" in each of the intended systems where you will run Backout.	Link1 Link2
3.4.9	Add Priority	Within the **Administrators and Priority Approvers** tab, add	Link

	Approvers	in the names of any Priority Approvers deemed necessary within your organisation. Note that for most organisations, Priority Approvers will not be used for audit/compliance reasons.	
3.4.10	Configure User Roles	Within the **User Roles** tab, create any required user roles and then allocate the required users to each one.	
3.4.11	Web UI: Maintain preferences	Use SM31 to update table /BTI/TE_WEBUICFG in the Domain Controller to set any general parameters and preferences for the Web UI. Probably won't need to do much in here, apart from removing the out-of-the-box ANALYTICS URL url.	
3.4.12	Web UI: Maintain user pictures	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. Note that since AC8.50, end users can upload their own image via the WebUI, rather than the Administrator having to do it via the SAPGUI.	Link AC8.50 Link
3.4.13	Web UI: Maintain Project Phases	a) 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 ActiveControl Web UI. b) Use SM31 to update table /BTI/TE_PHASSTAT in the Domain Controller to allocate Deployment Statuses to Project Phases. c) Use SM31 to update table /BTI/TE_PRJPHASE in the Domain Controller to allocate start/end dates to the phases of each Project.	Link Note that in newer AC versions – the dates can be assigned directly in the WebUI.

Multi-Track

ActiveControl includes various functionality to help keep multi-track SAP landscapes synchronised and consistent.

The configuration detailed in this section can be ignored if you are operating a single-track SAP landscape.

#	Activity	_. Details
3.5.1	Setup Merge	Please refer to the ActiveControl Administration Guide and/or online FAQ Forum for detailed instructions on setting up 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 ActiveControl knows what client to connect to for the analysis.

✱ Full details of setting up ActiveControl Merge can be found in this online Knowledge Article.

System Specific

Some additional configuration is required if you have specific types of SAP systems such as BW or non-ABAP systems, or if you want to manage BTP changes via ActiveControl

Please refer to the ActiveControl Administration Guide and online Knowledge Articles 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 our customers thoroughly test their ActiveControl setup fully before go-live.

Basis Technologies does not provide Test Scripts as part of an Implementation (or subsequent Upgrade) of ActiveControl, this is a customer responsibility.

We find that our customers perform very different levels of testing, depending on the scope of the ActiveControl implementation and the extent of their existing SAP estate and Change Management processes.

Wherever possible, this should involve moving SAP transports through each ActiveControl path, to test the workflow and approvals you have configured within ActiveControl.

At an absolute minimum, Basis Technologies would recommend that the following scenarios are tested:

1.	Suggested Test
1	Run test transports through all systems to ensure that all is working correctly and as expected. Check Imports, Skipping Rules etc
2	Test Workbench and Customizing transports end to end.
3	Test Approval process.
4	Test all key Analysers Including Overtake / Conflict Analysis etc
5	Test Email notifications (including link from Web interface).
6	Test Web interface (operation, approvals, analysis, etc.).
7	Test creation of Manual Steps / Manual Activities.
8	Test user access and roles / authorizations. (especially if using copied Z roles)
9	Test transport Backout process. (if relevant)
10	Test Merge process (if relevant)
11	Test In-line conflict analysis. (if relevant)
12	Test user exits / enhancements. (if relevant)
13	Test any existing Integrations – between your non-Production DC and a non-Production Integration instance.

Basis Technologies recommend involving the intended end-user community in the testing process of ActiveControl, to ensure early familiarity with the tool and buy-in to the to-be processes, prior to Go-Live.

Training

All stakeholders will need to be trained on ActiveControl prior to go-live.

Basis Technologies typically deliver various training sessions to the following audiences:

1. Transport Owners (all developer, functiona and securities and authorisations teams that create Transports)
2. Approvers (all users that will perform an Inbox, Outbox or Test Queue approval as part of the to-be workflow within ActiveControl.
3. Basis (all Basis team-members that will need to perform additional responsibilities such as manual transport imports, adding external transports etc)

This is typically done by a Basis Technologies consultant in conjunction with the customer, during an implementation project.

Please refer to the provided training slide-decks template for the generic Basis Technologies training slides.

Basis Technologies recommend that these template slides are tailored to a customer's own organisation and intended ActiveControl setup.

Data Migration

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

First your existing Tickets are uploaded as Business Tasks, and secondly then your in-flight Transports are uploaded as Transport Forms.

A template spreadsheet that can be used to upload Business Tasks and Transport Forms will be provided by Basis Technologies.

That template and the following instructions should be used for uploading your existing data into ActiveControl.

It is strongly recommended that you switch off any automated Schedules before performing a Data Migration, to avoid any risk of transports being incorrectly imported / re-imported to a SAP system.

#	Activity	Details
4.1	Populate Business Task Template	Populate the **Task** tab of the Data Migration template with the details of all current open 'tickets' you want to upload into ActiveControl. Note that the values for Business Task [Group], Business Task [Type] and [Project] are the long GUID numbers taken from tables /BTI/TE_GROUPS, /BTI/TE_TYPE and /BTI/TE_PROJ respectively. You can use SE16 to get this information.
4.2	Populate Transport Form Template	Populate the **Transport Form** tab of the Data Migration template with the details of all current open 'tickets' you want to upload into ActiveControl. The Business Task [Reference] , [Project], [Group] and [Type] are again the long GUID numbers taken from tables /BTI/TE_TASK, /BTI/TE_PROJ, /BTI/TE_GROUPS and /BTI/TE_TYPE respectively. Again, you can use SE16 to get this information.
4.3	Upload Business Tasks	Use SE38 to execute program /BTI/TE_RTASK_UPLOAD
4.4	Upload Transport Forms	Use SE38 to execute program /BTI/TE_ANALYTICS
4.5	Perform any manual movements	Depending on your intended ActiveControl workflow, it is likely that you will need to manually move some of the uploaded Transport Forms into the correct location. This should be done using the standard ActiveControl Approval and 'Mark as Imported' functionality.

✳ Utility program /BTI/TE_TRANS_DATAMIG can be run in the Domain Controller to help identify inflight transports.

Ignore Flags

Within ActiveControl – there is some ongoing Housekeeping activities that need to be performed periodically by customer [ActiveControl Administrators](#). The exact nature of these Housekeeping activities will depend on your SAP landscape, existing processes and configuration setup of ActiveControl, and should be discussed with the Basis Technologies consultant working with you on the implementation of ActiveControl.

Prior to ActiveControl go-live, it is recommended as a one-off-activity to set an Ignore flag to avoid warnings on historical transports that have already been deployed through your entire SAP landscape prior to ActiveControl

This can be done by running program /BTI/TE_RU002 (via transaction SE38) in the source development system – to set assign ActiveControl attribute YBT_TE_IGNORE to all the transports that historically went to Production.

5. Go-Live & Support

Cutover activities

The following activities should be performed at the time of your ActiveControl Go-Live:

#	Activity	Details
5.1	Assign Schedules	Within the **Targets and Transport Paths** tab, open each Target System and allocate the relevant 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. When switching on for all users using the blank entry, it is recommended to remove any legacy entries for individual users from the table

Frequently Asked Questions

Basis Technologies maintains an online Knowledgebase of FAQs and Error Messages on our [Support website](#).

We strongly encourage our customers (in particular ActiveControl Administrators and Basis team) to register for accounts on our website and actively make sure of this forum. It not only helps our customers become more self-sufficient in resolving common issues themselves, but accessing the forum also helps us understand the common challenges our customers are facing so we can prioritise product improvements in the future.

> ✳ There is no 'per-user charge' for creating accounts on our Support website. Some customers choose to create a central account and have all resources use this to raise support tickets, so that any Basis Technologies ticket replies go to a central mailbox. Other customers prefer to have each user have their own account.

Support from Basis Technologies

Raising Support Tickets

To request support from Basis Technologies on any issue relating to our product sets (ActiveControl, Transport Expresso, DevOps, Testimony, Diffuser, BDEx Utilities or Transformation), support can be requested from Basis Technologies by submitting a request via our support portal link here.

Submitting your request will automatically create a ticket in Zendesk, the ticketing tool used by Basis Technologies.

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 support portal link here, or alternatively by contacting your assigned Basis Technologies Account Director.