

ActiveControl - User Guide

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Basis Technologies

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1. Introduction

The purpose of this document is to provide a guide for the use of ActiveControl for non-Administration users of the software.

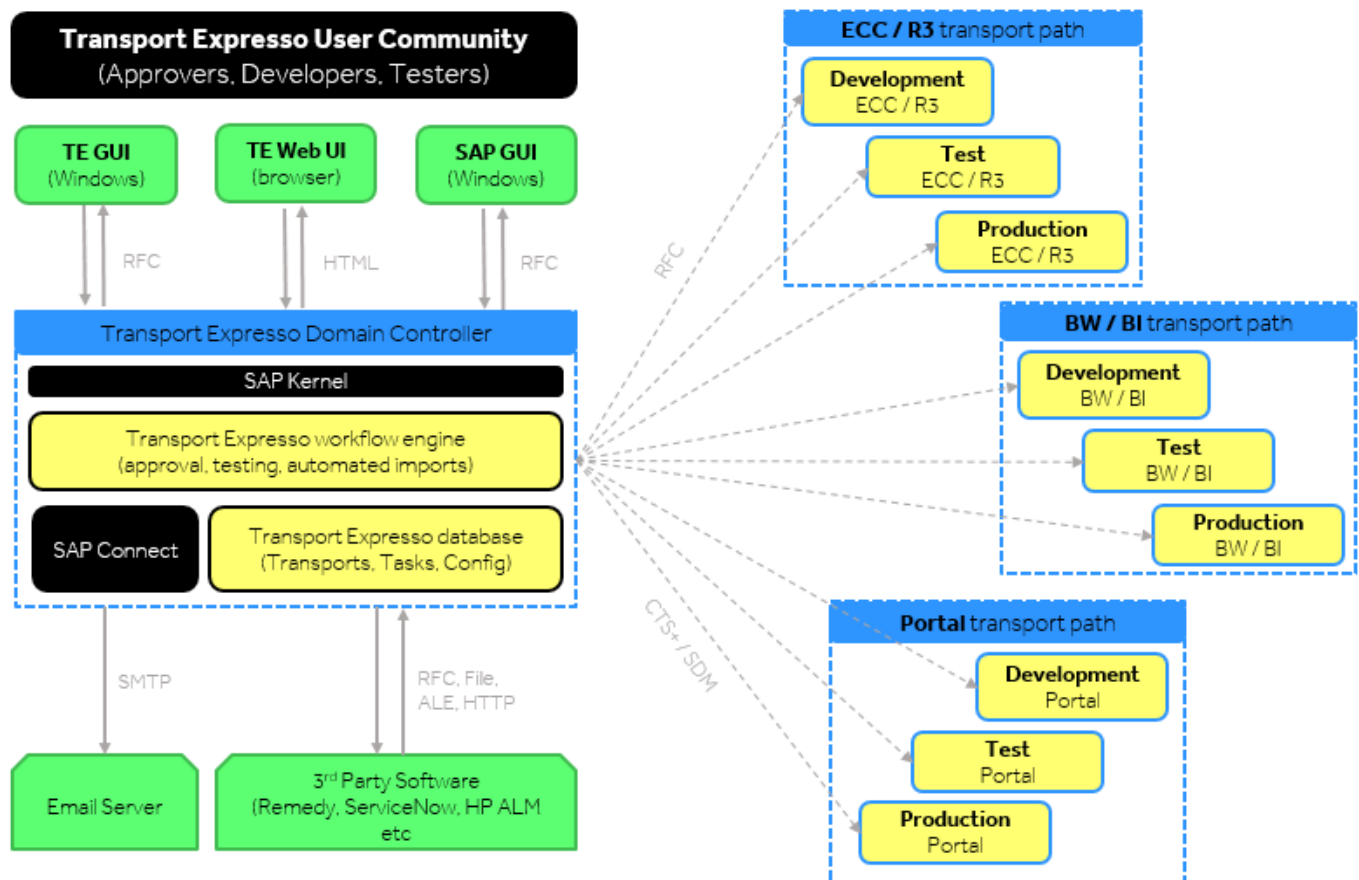
ActiveControl is comprised of the following modules. Please note that these will be referred to throughout the documentation as the relevant product features can be associated to one or more of these modules:

- **Transport Espresso (TE)** – Core transport and change management module where transports, tasks, workflows, approvals, testing, imports and notifications occur
- **ShiftLeft** – Automated analysis process to check changes and transports for things like sequencing, completeness, risks, issues, dependencies, impacts and quality
- **DevAnalytics** – A set of KPIs and metrics to delivers deep insight into the performance of the SAP development and change process. Key metrics report on Velocity, Cycle Times, Rework & Waste, Work in progress and Approval times
- **DevMax** – Management of mulit-track development processes enabling dynamic conflict detection and automated merge & retrofit

2. Key Terms and Concepts

2.1. ActiveControl Architecture

ActiveControl has a concept of a **Domain Controller** system; this is the system that the ActiveControl software is installed into and where the ActiveControl configuration and data is stored.



It is this system that the client software connects to when users log in and from where the management of systems and transports takes place. All users of ActiveControl must therefore have a user account in the chosen system.

It is generally recommended to use **SAP Solution Manager** for the domain controller system and this must be running **SAP NetWeaver 7.0** or above to support ActiveControl. However any other high availability **SAP NW 7.x** can be used.

ActiveControl is also installed into all participating SAP systems that are to be managed. In order for the domain controller to communicate with these systems TE RFC destinations and users need to be created.

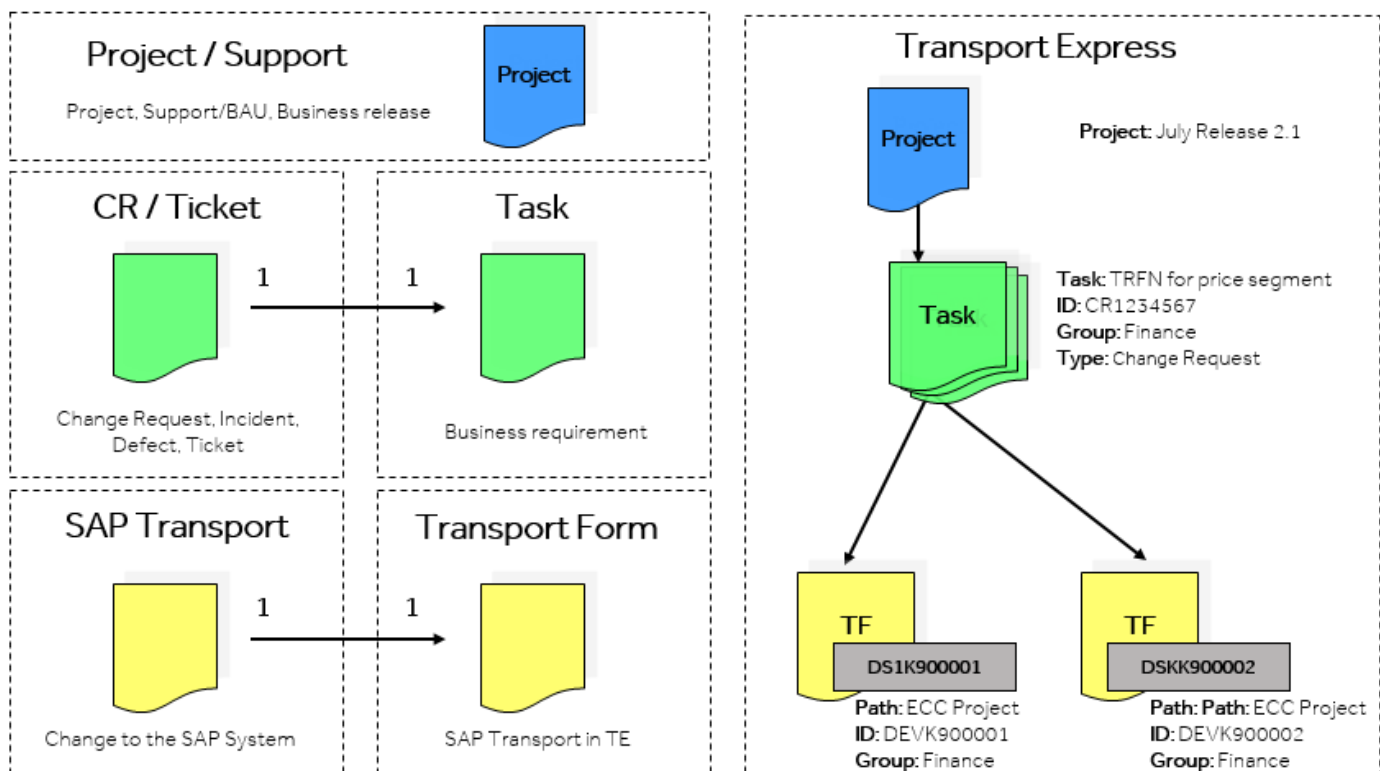
Please refer to the ActiveControl Administration Guide for more information on the architecture, installation and configuration.

2.2. Projects, Business Tasks and Transport Forms

Within ActiveControl there are 3 main data concepts:

- Projects
- Business Tasks
- Transport forms

The relationship between the three concepts is illustrated below:



The typical usage is as follows:

- **Project**: Used to group tasks together for business releases and projects. For support there could be general support projects.
- **Business Task**: Used to represent Business Requirements, such as CRs, Support tickets, Project Requirements and test defects.

- **Transport Form:** Will be created for every SAP transport to be released and moved through the landscapes

Notes:

- ActiveControl does not affect the creation of transports in any of the development systems so this can continue as normal.
- When a transport needs to be released to the next system it must be created in TE as a transport form and allocated to a TE Business Task that represents the change request or support ticket that it relates to. Most customers have their Developers/Functional team populate the TE Transport Form and link it to the appropriate TE Business Task.
- Prior to this it is good practice to release the transport task in SAP first so it can be ensured that there are no issues with the SAP task or objects inside it. E.g. No inactive objects, documentation is complete, etc.
- Nowadays, many customers create TE Projects for each of their Daily, Weekly or Monthly releases, as a way of bundling the changes together that are being delivered as part of that release.

2.3. Transport Paths and Control Points

A transport path determines the systems into which transports will be imported (and in what order).

Control Points govern when in the path SAP changes need to be approved and or tested:

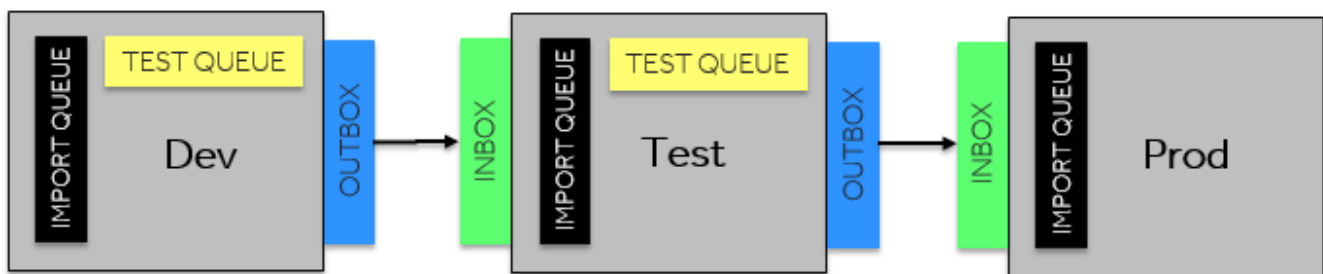
- Business Tasks / Transports will require approvals at **Inbox*and *Outbox** control points.
- Business Tasks will require test results entry at **Test Queue** control point. (see Note)

When a business task/transport is approved at an Inbox control point, it moves to the Import Queue of the system to which the Inbox belongs.

When a transport is approved at an Outbox control point, the transport will move to the Inbox control point of the next system or systems in the transport path immediately following the system to which the Outbox belongs. If there is no Inbox in the following system, the transport will go straight to the import queue of the following system.

When a transport is successfully imported, it will move to the Outbox of the current system (or Test Queue if one is configured). If there is no Test Queue or Outbox, it will move to the Inbox of the system or systems following the current system. When there are no more control points or import queues in the path the transport is complete.

The below illustrates an example path along with the control points that have been switched on:



Notes

(1) Although the general 'best practice' is to sign-off Test Queues at a Business Task Level (as in principal, most SAP customers would generally want to move all transports relating to a change forward at

the same time on completion of successful testing, as of version 6.30, it is possible to approve individual Transports Test Queues at individual Transport level if required.

3. Accessing Transport Espresso

There are three main ways of accessing ActiveControl.

1. ActiveControl Windows GUI
2. ActiveControl Web UI
3. SAP GUI

Developers and Functional teams and Approvers/Testers will typically utilise a combination of the SAPGUI and the ActiveControl Web UI to perform their roles within ActiveControl.

Change & Release Managers, Basis and ActiveControl Administrators will typically utilise the ActiveControl Windows GUI. The ActiveControl Windows GUI is where the majority of the configuration of the tool is performed, and as of version 6.30, is also where some of the more Basis-type functions (eg manual imports of transports) are available.

3.1. Roles and Authorisations

Within ActiveControl users are considered to be **administrators** or **non-administrators**.

Administrators have full access to all ActiveControl functions whereas non-administrators only have access to certain functions, depending on their role .

ActiveControl Roles

ActiveControl is delivered with the following authorisation roles that need to be assigned to the ActiveControl users to allow them to access the product:

- **/BTI/TE:CTS_USER**: Assigned to all users in the domain controller system
- **/BTI/TE:CTS_RFC**: Assigned to all RFC users along with SAP role SAP_BC_TRANSPORT_ADMINISTRATOR
- **/BTI/TE:CTS_ADMIN**: Assigned to all users who require administration access in the domain controller system and to Batch users
- **/BTI/TE:CTS_ADMIN_USER**: A more restricted version of /BTI/TE:CTS_ADMIN that gives access to domain controller system reports and utilities. All users who need to perform administration activities like adding import schedules to target systems will require this role as a minimum.

In addition, it is also possible in ActiveControl to control the level of access given to all users and what items they are allowed to see.

ActiveControl includes out the box SAP single and composite roles for all of the key roles within the tool, such as Developer, Tester, Basis, Change Manager etc. These are detailed in the Roles Matrix which is available separately to this User Guide.

To enable access to ActiveControl, all users must have a user account setup in the ActiveControl Domain Controller, with the appropriate role(s) assigned to them. All users must also have a valid email address in order to receive email notifications.

3.2. SAP GUI

Transport Espresso screens are presented within the SAP GUI of any ABAP development systems that are being managed by the tool.

These screen are triggered at the appropriate point in the development process, depending on the how the toolset has been configured.

No additional authorisations are required by users within the satellite Development systems.

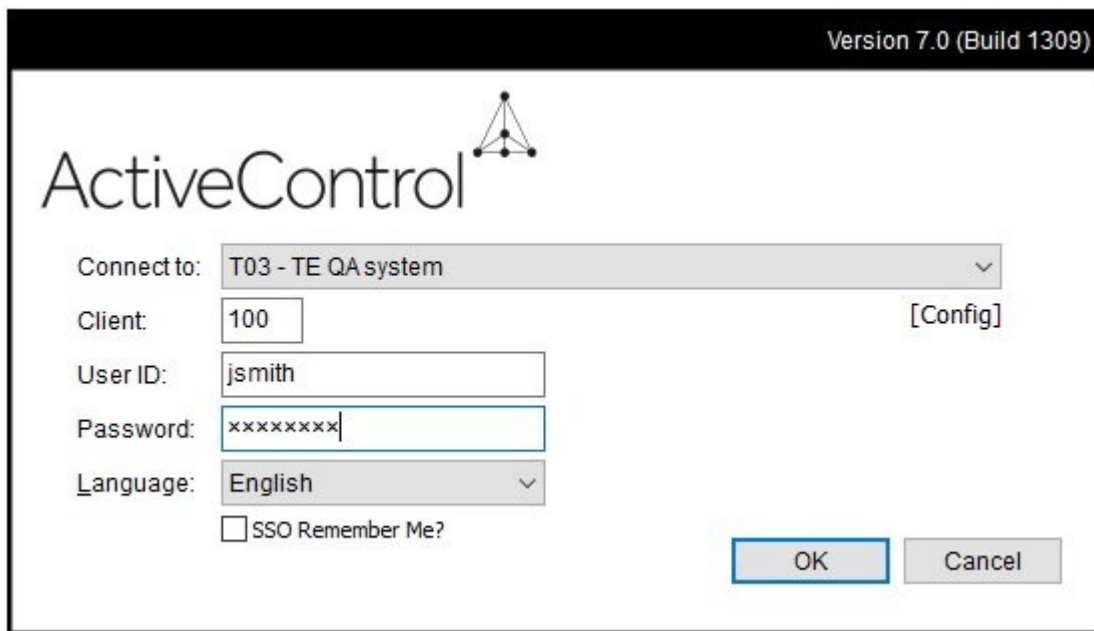
3.3. ActiveControl Windows GUI

The ActiveControl front-end is a Windows application that is installed on the local PC in the following location:

C:\Program Files (x86)\Basis Technologies\ActiveControl

The ActiveControl.exe must be run from here but can also be accessed via shortcut pointing to installed location.

To login to ActiveControl you will require a valid user ID and password in the ActiveControl domain controller system. Starting ActiveControl will present the following login screen:

The image shows the ActiveControl login window. At the top right, it says "Version 7.0 (Build 1309)". The title bar is black. The main area has the "ActiveControl" logo on the left and a network diagram icon on the right. Below the logo, there are several input fields: "Connect to:" with a dropdown menu showing "T03 - TE QA system", "Client:" with a text box containing "100" and a "[Config]" link, "User ID:" with a text box containing "jsmith", "Password:" with a masked text box showing "xxxxxxx", and "Language:" with a dropdown menu showing "English". At the bottom left, there is a checkbox labeled "SSO Remember Me?". At the bottom right, there are "OK" and "Cancel" buttons.

Version 7.0 (Build 1309)

ActiveControl

Connect to: T03 - TE QA system

Client: 100 [Config]

User ID: jsmith

Password: xxxxxxxx

Language: English

☐ SSO Remember Me?

OK Cancel

Select the ActiveControl domain controller system and client.

Enter your User ID and password for the ActiveControl domain controller and click on the OK button.

ActiveControl uses either saplogon.ini or SAPUILandscape.xml files on the local PC to determine this list of systems to connect to. In order to understand where ActiveControl looks for the files click on [Config] and it will show all the places on the PC where ActiveControl has detected the aforementioned .ini and .xml files:

Path	Type	Description
✓ C:\Users\RossM\AppData\Roaming\...	Registry	HKEY_CURRENT_USER\Software\S

[\[Back to Logon Page\]](#)

- 1) Local ActiveControl folder (typically C:\Program Files (x86)\Basis Technologies\ActiveControl)
- 2) Windows directory
- 3) Directories stored in the registry by SAP GUI
- 4) SAPLOGON_INI_FILE environment variable (saplogon.ini only)
- 5) %APPDATA%\SAP\Common folder (XML only) – this is the default location for the ‘local configuration path’.

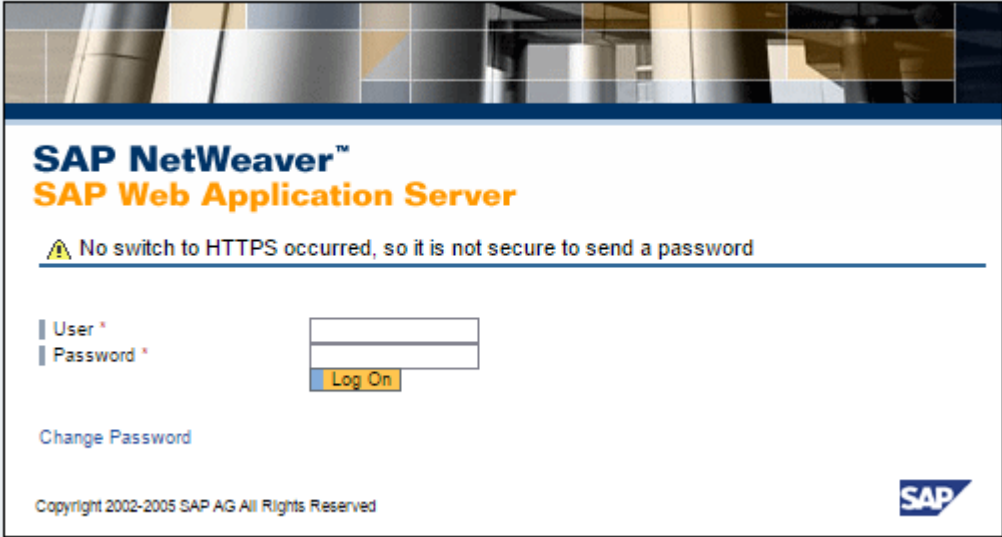
Please be aware that ActiveControl will still continue to look at old saplogon.ini files if the customer moves over to xml-based config files if the historical ini. file still exists, so users may need to check that both ActiveControl and SAP are using the same configuration files after doing a SAP GUI upgrade (or ActiveControl upgrade).

3.4. ActiveControl Web UI


ActiveControl includes a web UI to allow access to key functionality such as approval and reports within a web browser. It also provides a dashboard based overview of projects and items requiring action allowing the user to easily view and analyse their current workload.

The ActiveControl Web UI is accessed via a URL specific to your organisation, and which should have been provided to you during your training.

Accessing that URL will present the following screen:



SAP NetWeaver™
SAP Web Application Server


 No switch to HTTPS occurred, so it is not secure to send a password

User *
Password *

Log On

[Change Password](#)

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Entering your User ID and password for the ActiveControl domain controller and click on the **Log On** button.

You will be presented with the ActiveControl Web UI main screen:

ActiveControl

Create business task

My approvals

My testing

Changes for my transports

Changes assigned to my role

My incomplete manual items

Changes for my team

New business tasks

Refresh

Transport Expresso

Dashboard

Overview

Projects

Reports

S

Seecamp Karsten

Default Web User Role | Edit details | Delegate approvals | Help

Overview

Awaiting my approval121

Awaiting my testing2

In progress changes for my transports5

In progress changes assigned to my role3

My incomplete manual items2

In progress changes for my team0

New business tasks939

Projects

BAU

Realisation: Build46

Realisation: Testing0

Final Preparation0

News / My recent activity / F

Seecamp Karsten approved TE0000000155 in BAU Development (D01) LIDL ECI test TOC

Yesterday

Seecamp Karsten approved testing for TE0000000155 in BAU Development (D01) LIDL ECI test TOC

Yesterday

Seecamp Karsten added to test queue of BAU Development (D01) D01K934279

4. Creating Transport Forms

All transports managed by Transport Espresso need to be assigned to a TE Transport Form. A transport can only be allocated to one TE Transport Form. When a transport is assigned to a TE Transport Form, it is logged within Transport Espresso and thereafter able to be progressed via the configured transport path and associated approvals workflow.

Transport Forms can be created in the SAP GUI, TE Windows GUI and TE Web UI.

Regardless of where the Transport Form is created, the same information will need to be entered.

Transport Description: The text displayed next to the transport number is taken from the short description for the transport in SAP. Until the transport is released, any changes to this text will update the short description of the transport in the SAP system. This field is mandatory.

Description of changes made: Enter in any required documentation for the change

Type: Types are used for reporting purposes, use the dropdown to select the appropriate type for your transport

Group: Transport form Groups are used to determine the users that will give approvals for the transport to progress through the control points on the TE Transport Path. It is important to ensure that the correct selection is made here.

Transport Path: Only the valid transport paths for the selected transport will be available for selection. It is important to select the correct path as this cannot be changed after the transport form is saved. If an incorrect path is selected, the transport form will need to be deleted and re-created with the correct one.

Attachments: File attachments can be added to the transport form if required using the paperclip button.

URLs: URLs can be added to the transport form to allow a link to a website or external document.

Note that the field values Type and Group for this screen will default to the last values you used. Thus your workload will be reduced if you create a lot of forms for the same Type and Group. If you have a large number of transports to assign to forms then it may be a good idea to first sort them by type, group and business task – minimising the changes in values that will need to be selected.

In the case of ABAP SAP systems, the Transport Form can be triggered within the SAPGUI at two points in the process:

1. when an object is first added to a transport
2. when the transport is released.

Most TE customers prefer to trigger the Transport Form at the point an object is first added to a transport in the SAPGUI, to ensure that all developments are logged and visible within Transport Expresso as soon as development/configuration commences.

In the case of Java systems, the Transport Form needs to be created within the TE Windows GUI.

Transport Forms can be populated in the TE Windows GUI at any point for a transport (both ABAP and Java) that does not already have an associated Transport Form.

Notes

(1) TE best practice is to *not* release the SAP transport from within SAP. Once it has been allocated a TE Transport Form, the transport can be released automatically by Transport Expresso as part of a control point approval.

(2) If a transport is released before having a TE Transport Form, the transport will not show up in the list of **All Locations / Transports w/o form.**

4.1. SAP GUI

If Transport Expresso has been configured to trigger TE Transport Forms in the SAP GUI when the transport is released or when objects are attached to a transport, the TE Transport Form popup will appear automatically at this point.

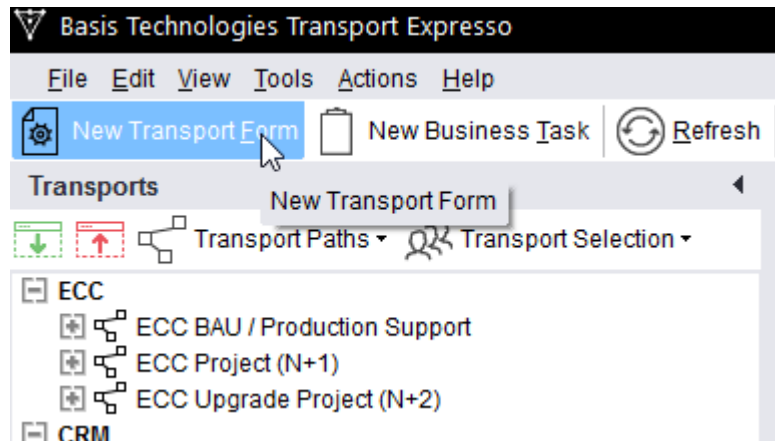
The screenshot shows the 'Transport Express: Properties of request D01K912166' dialog box. The title bar includes a close button. The main area contains the following fields and controls:

- Request ID:** D01K912166
- Object:** CRQ004556 - Dunning Issue fix
- Description of the changes made:** A large text area for describing the changes.
- Backout Strategy:** A text area for specifying the backout strategy.
- Type:** A dropdown menu.
- Group:** A dropdown menu.
- Transport Path:** A dropdown menu with a checkmark icon.
- Buttons:** 'New' (with a plus icon), 'Look for tasks...' (with a magnifying glass icon), and a 'Cancel' button (with an 'X' icon).
- Table:** A table with 4 columns: Task, Reference, Group, and Project. The first row is highlighted in yellow.
- Lock checkbox:** A checkbox labeled 'Lock this transport to prevent it from being approved or imported'.
- Footer:** A 'Save' button (with a floppy disk icon) and a 'Close' button (with an 'X' icon).

Task	Reference	Group	Project
Dunning Fix	CRQ004556	FICO	BAU / Production Support

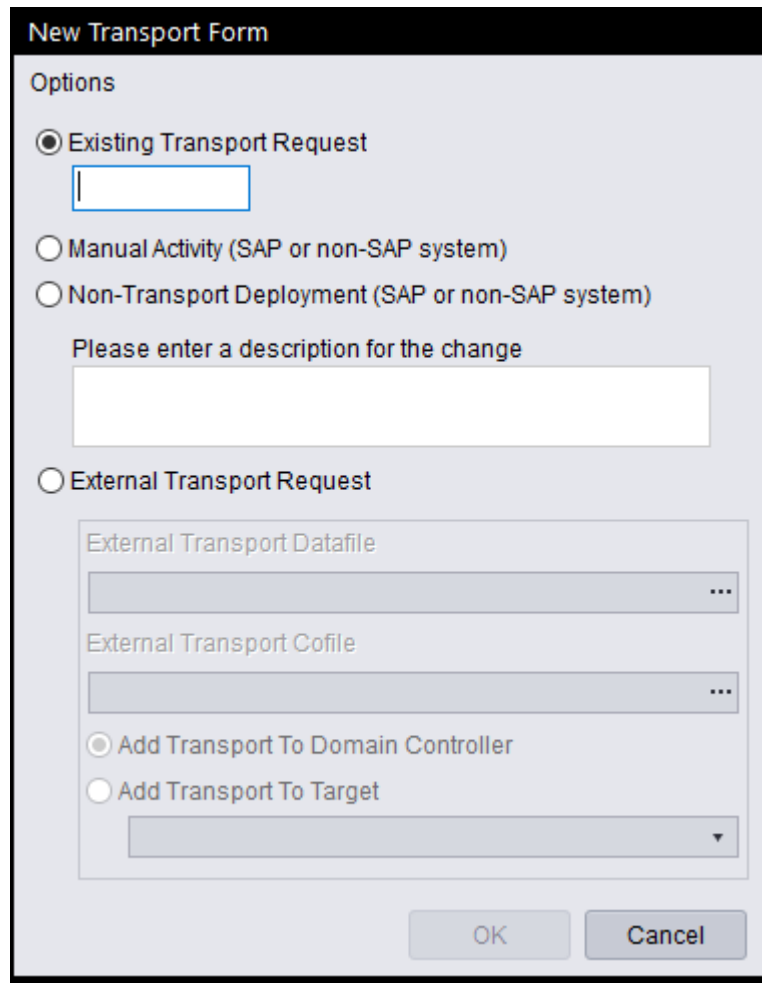
4.2. ActiveControl Windows GUI

Transport Forms can be created in the ActiveControl Windows GUI via the **New Transport Form** button in the top-left of the main screen:



This will pop up a dialog box that will allow you to perform one of the following activities:

- 1) Add an "Existing Transport Request"
- 2) Create a "Manual Activity" (SAP or non-SAP system)
- 3) Create a "Non-Transport Deployment" (SAP or non-SAP system)
- 4) Add an "External Transport Request"



The image shows a 'New Transport Form' dialog box. It has a title bar 'New Transport Form' and a section 'Options'. Under 'Options', there are three radio buttons: 'Existing Transport Request' (selected), 'Manual Activity (SAP or non-SAP system)', and 'Non-Transport Deployment (SAP or non-SAP system)'. Below the 'Existing Transport Request' option is a text input field. Below that is a label 'Please enter a description for the change' followed by a larger text input field. Below these is another radio button 'External Transport Request'. Under this option is a group box containing 'External Transport Datafile' with a text input field and an ellipsis button, 'External Transport Cofile' with a text input field and an ellipsis button, and two radio buttons: 'Add Transport To Domain Controller' (selected) and 'Add Transport To Target'. Below these is a dropdown menu. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

New Transport Form

Options

☒ Existing Transport Request

☐ Manual Activity (SAP or non-SAP system)

☐ Non-Transport Deployment (SAP or non-SAP system)

Please enter a description for the change

☐ External Transport Request

External Transport Datafile

...

External Transport Cofile

...

☒ Add Transport To Domain Controller

☐ Add Transport To Target

OK Cancel

Entering a transport number via the “Existing Transport Request” option and clicking OK will result in the TE Transport Form screen pop up:

The screenshot shows a window titled "Properties of Request T01K900565". The window has a menu bar with "File", "Attachments", and "Settings". Below the menu bar is a toolbar with icons for "Save and Close", "Request Properties", "Attach File...", "Insert URL", "Check for Conflicts...", and "Copy Contents To Clipboard". The "General" tab is selected, showing the following fields:

- Change Type:** Manual Activity (SAP or non-SAP system)
- T01K900565:** HR - New Work Schedule Rule (Milan Office)
- Description of the changes made:** (Empty text area)
- Backout Strategy:** (Empty text area)
- Time to Import:** ☐ 11:12:03
- Date to Import:** ☐ 26/10/2015
- Type:** (None)
- Group:** EP
- Transport Path:** (Empty dropdown menu)

Below these fields is a section titled "Related Business Tasks" with a toolbar containing "New", "Remove Business Task", and "Look for Business Tasks...". A "Related Tasks" list is shown below the toolbar, which is currently empty. At the bottom of the window, there is a checkbox labeled "Lock this transport to prevent it from being approved or imported."

All mandatory fields on this screen are underlined. You must enter values for the fields Type, Group, and Transport Path.

Once saved the TE Transport Form is logged in Transport Espresso, and will have been placed in the first control point of the configured workflow and is now ready for approval.

An automated e-mail will be sent to the nominated approval users and you will also be able to see where the transport form is on the transport path.

Notes

(1) The recommended best practice is that all TE Transport Forms should be linked to a TE Business Task. Depending on how the tool has been configured, an error message will be presented if a Business Task has not been linked.

4.3. ActiveControl Web UI

Transport Forms can be created in the ActiveControl Web UI.

4.4. Transport Forms: Other Tabs

Please note that some of this information is visible only in the ActiveControl Windows GUI, and will not be seen in the SAP GUI or ActiveControl Web UI.

Transport Form Details

The contents of the transport can be viewed in the **Transport Request Details** tab. This shows all objects and keys contained in the transport. Where applicable, these can be viewed against the individual SAP task that they have been changed on. Where applicable the object keys can also be viewed by clicking on the required line.

Properties of Request D01K915835

File Attachments Settings

Save and Close Request Properties Attach File... Insert URL Check for Conflicts... Copy Contents To Clipboard

General Transport Request Details Transport Status and History Advanced Options Manual Steps

Basic Details

Assigned To	Lee KEVAN	Transport Target	-
Source Client	100	Project	- -
Released At	Not Released	OSS Notes	-
Transport Type	Transport of Copies	Contains Repairs	No
Client Dependent	No		

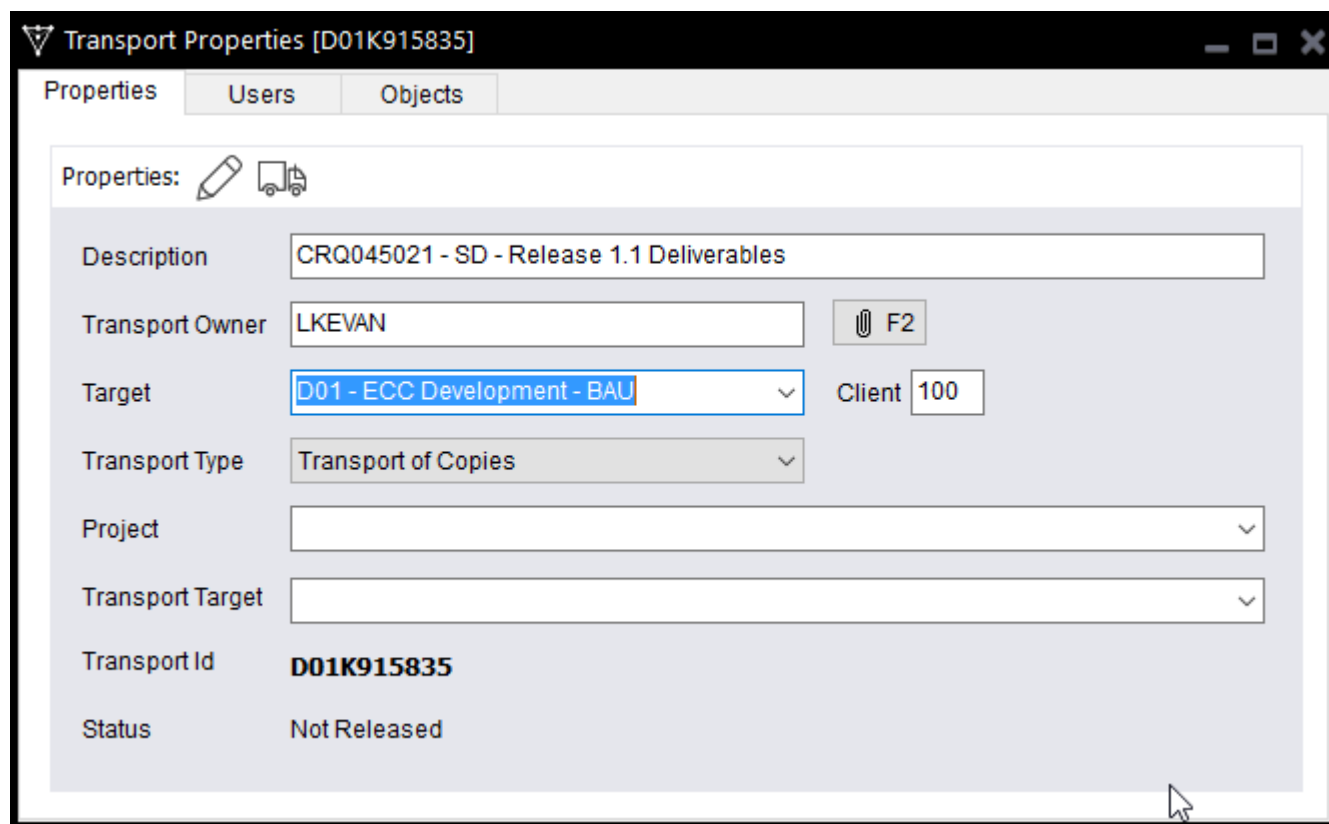
Contents

Task	User Id	Type	Relea...	Summary	Detail
- D01K915835					

Program ID	Type	Object
R3TR	PROG	/BTR/MDR_PP_FBDLS_IVLGEN
R3TR	PROG	/BTR/MDR_PP_FBDLS_LOG
R3TR	TABL	/BTR/PP_FBDLS_BH
R3TR	TABL	/BTR/PP_FBDLS_BL
R3TR	TABL	/BTR/PP_FBDLS_BP
R3TR	TABL	/BTR/PP_FBDLS_IV
R3TR	TABU	/BTR/PROGIOBUS
R3TR	TABU	/BTR/PROGS
R3TR	TABU	/BTR/PROGTRANS
R3TR	TRAN	/BTR/FBDLS



Type	Table	Key
TABU	/BTR/PR...	1305D011000000531833*
TABU	/BTR/PR...	1306D011000000655341*

The **Request Properties** button can be used to view and change transport details and to see the users/ tasks and their objects:




Transport Properties [D01K915835]

Properties Users Objects

Properties:  

Description CRQ045021 - SD - Release 1.1 Deliverables

Transport Owner LKEVAN  F2

Target D01 - ECC Development - BAU Client 100


Transport Type Transport of Copies

Project

Transport Target

Transport Id D01K915835

Status Not Released

Copy contents to clipboard  [Copy Contents To Clipboard](#) can be used to copy all the transport objects including keys into the clipboard in comma delimited format so it can be pasted in Excel.

Transport Logs

SAP logs for the transport can be seen via the **Transport Logs** tab.

Advanced Options

Transport **Dependencies** can be manually set between transports in the same SAP system, or across different SAP systems, via the **Advanced Options** tab. To do this highlight the required request and use the **Add** button to enter the dependent transport. TE will then ensure that any dependencies are imported first.

Properties of Request D01K919587

File Attachments Settings

Save and Close Request Properties Attach File... Insert URL Check for Conflicts...

General Transport Request Details Transport Status and History **Advanced Options** Manual Steps

Dependencies

This transport request should not be imported until all of the transport requests listed below have been imported.

Request ID	Description
D01K919587	CRQ080458 - MM - New Materials Docs

No Dependencies

Add... Remove

Unconditional Modes

☒ 1. Import requests that have been imported before
 ☐ 6. Overwrite objects in unconfirmed repairs
☐ 2. Overwrite original objects
 ☐ 8. Import customer table entries

Warning

Unconditional modes 2 and 6 can cause changes to be lost when importing requests back into the system they were created in, as newer changes may be made after this request is released and before it is imported.

Unconditional modes can be viewed via this screen and these can be changed if the user is authorised:

Manual Steps

Within Transport Expresso, Manual Steps can be created for all *non-transportable* manual work that relates to a particular transport. These can be defined in the **Manual Steps** tab of the TE Transport Form. It is possible to enforce a manual step to be done before or after import of the transport and to stop subsequent imports from being processed until the step is complete. It is also possible to specify which SAP systems the manual step needs to be performed, and which user will perform the manual step.

Properties of Request D01K919587

FileAttachmentsSettings

Save and Close

Request Properties

Attach File...

Insert URL

Check for Conflicts...

General

Transport Request Details

Transport Status and History

Advanced Options

Manual Steps

Steps

Title	Status
New Manual Step	Incomplete

Create New StepDelete Step

Step Details

Step Detail

Systems

Users

Attachments

Title:

Refresh form data after transport import

Description:

Run Manual Step:

After Import

Status:

Incomplete

Allow Progress when Incomplete:

☐

User Role:

Est. Effort (Mins)

15

In the **Systems** tab the systems where the manual step is required can be defined and the completion of the step for each relevant system can be entered:

Step Details

Step Detail

Systems

Users

Attachments

System	Status
<input checked="" type="checkbox"/> D01 - ECC Development - BAU	Incomplete
<input checked="" type="checkbox"/> T01 - ECC Test - BAU	Incomplete
<input checked="" type="checkbox"/> R01 - ECC Production - BAU	Incomplete
<input checked="" type="checkbox"/> TRN - ECC Training	Incomplete
<input checked="" type="checkbox"/> D00 - ECC Project Dev - BAU (...)	Incomplete

Mark System CompleteMark System Incomplete

The **Users** tab defines the users allocated to perform the manual steps for All or specific systems:

Step Details

Step Detail Systems Users Attachments

▼ All Systems

- ... Ross McLanachan (RMCLANACHAN)
- ... D01 - ECC Development - BAU
- ... T01 - ECC Test - BAU
- ... R01 - ECC Production - BAU
- ... TRN - ECC Training
- ... D00 - ECC Project Dev - BAU (Merge)

Mark System Complete

Mark System Incomplete

Add User

Remove User

The completeness of Manual Steps against individual Transport Forms is visible on the front screen of the Windows GUI via a hand icon with a RAG status.

Import Queue of ECC Test - BAU

View: By Transport Request Groups (All) Analyse ShiftLeft Import Mark as Imported OK Mark as Imported with Errors

	Request	Description	Requested By	Order	Released	Import Status	# Objs	# Keys	
	D01K907369	INC000699 - ABAP - Multitrack Development	Ross McLanachan	1	17/06/2013 11:31:04		1		
	D01K907413	CRQ000555 - SD - German Billing Program Enhancement f...	Ross McLanachan	2	18/06/2013 12:05:10		1		
	D01K907919	INC000611 - FI - UK Controlling areas Query/Issue	James Barter	3	08/07/2013 14:52:59				
	D01K907421	CRQ000666 - FI - Dunning Enhancement	Marcello URBANI	4	18/06/2013 13:19:32				
	D01K907923	INC000611 - FI - UK Control Area - Additional Config Fix	Craig Oliver	5	08/07/2013 14:54:19				
	D01K907942	INC000419 - MM - Condition Item Correction	Marcello URBANI	6	08/07/2013 15:24:35				
	D01K907969	CRQ000678 - FI - Company Code currency changes	Ross McLanachan	7	09/07/2013 15:46:01		3	44	
	D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts	8	01/12/2014 10:10:40		1		
	D01K915724	CRQ009803 - FI - Vendor Balances eport	James Roberts	9	01/12/2014 10:13:33		1		
	D01K915742	CRQ123045 - BW Backend Table updates	Warren Farr	10	01/12/2014 10:59:34		1		
	D01K916733	CRQ090909 - HR - New Payroll fix	Ross McLanachan	11	03/02/2015 10:53:45				



Manual Step – Complete in current system



Manual Step – Incomplete in current system

(but not holding up Import of another transport)



Manual Step – Incomplete in previous system

(and holding up import of another transport, as the manual step is set to “After Import” and the [Allow Progress When Incomplete] flag is unchecked)

Attachments

Other transport-level documentation can be attached or linked to Transport Expresso via the **Attachments** tab.

5. Creating Business Tasks

Business Tasks can be created in the SAPGUI, ActiveControl Windows GUI and ActiveControl Web UI.

Regardless of where the Business Task is created, the same information will need to be entered.

Subject: Enter a short description for the change/CR that the business task relates to

Reference: This represents the unique number relating to the change request, defect, incident, etc.

Priority: Used to indicate the priority/urgency. Business Tasks can be highlighted in different colours and fonts based on the priority value set. This can be set via the TE Options.

Type: Business Task types are used for reporting purposes, use the dropdown to select the appropriate type for your task.

Group: Business Task groups are used for reporting purposes, use the dropdown to select the appropriate type for your task.


Project: Select the relevant project. Only active projects are displayed in the list. Support Business Tasks also need to be assigned to a project so in this case choose a support related one.


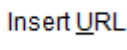
Deployment Status: This is the current deployment status for the Business Task. This is automatically calculated by Transport Expresso as changes move through the process and is based on the configuration settings. It can be manually overridden by clicking on the lock icon and then choosing the required status from the drop-down. Please note that when this is done TE will no longer update the status unless the status is manually locked again.

Planning Status: This is the current planning status for the Business Task. This operates in the same way as the deployment status described above.

Requirements Description: Enter any further details about the change in here.

Custom fields: Any defined custom field values can also be maintained in the Business Task.

Attachments:  [Attach File...](#) File attachments can be added to the Business Task if required using the paperclip button.

URLs :   URLs can be added to the Business Task to allow a link to a website or external document.

5.1. SAP GUI

When a Transport Form has been populated in the SAP GUI, a TE Business Task can also be linked to the Transport Form.

Either a new Business Task can be created, or an existing Business Task can be linked instead.

Transport Express: Business Task

General Testers

Identification

Subject FI - New Finance setup

Remedy Reference CRQ000093

Project BAU / Production Support

Classification

Priority Normal

Type Business Change

Group FICO

Deployment Status Unit Testing Complete

Planning Status

Requirements Description

Risk

Country United Kingdom

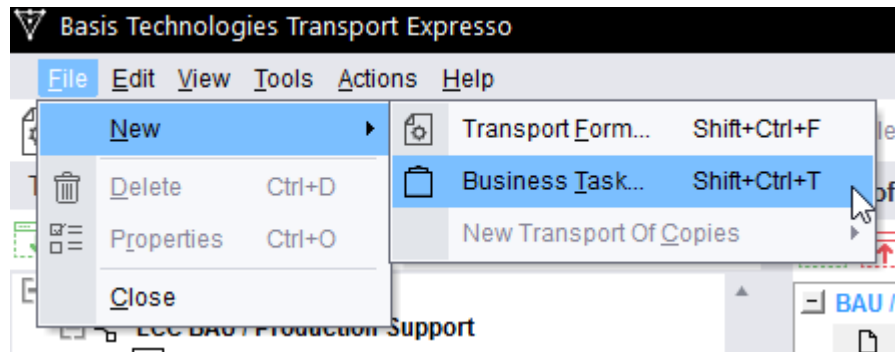
GxP Critical

SolMan Issue #

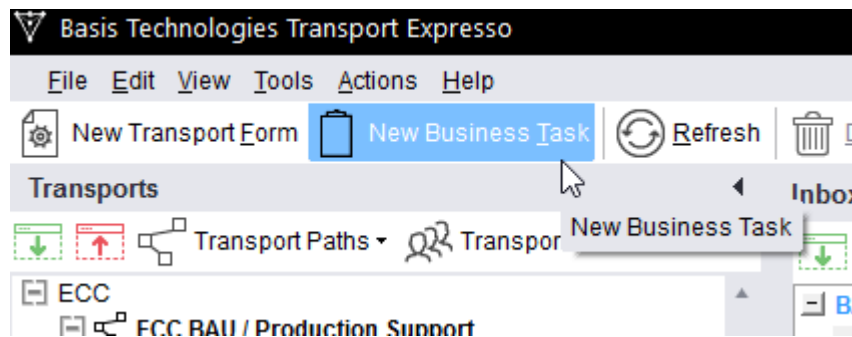
☐ Lock this task to prevent further transports being added to it

5.2. ActiveControl Windows GUI

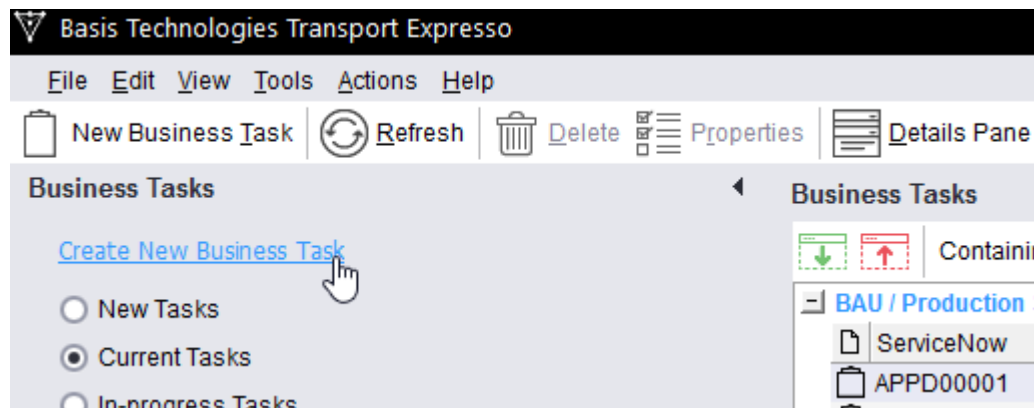
In the ActiveControl Windows GUI, Business Tasks can be created via the menu option **New -> Business Task**:



Or via the **New Business Task** button:



Or in the **Business Tasks** window via **Create New Business Task**:



Business Tasks can be searched for within transport form screen via **Related Business Tasks** pane:

Related Business Tasks

New

Remove Business Task

Look for Business Tasks...

Subject	ServiceNow	Project	Group
HR - Work Schedule R	CRQ009409	BAU / Production Support	HR

Clicking on **Look for Tasks** allows existing Business Tasks to be searched for:

Business Tasks

Look for

Current Tasks

Containing

Project

(All)

Group

(All)

Type

(All)

Find Now

Typing anything in the Containing field will bring up matching business tasks, no wildcards are necessary. Searches can also be done on the Project, Group and Type.

Business Tasks

Look for

Current Tasks

Containing

Project

(All)

Group

(All)

Type

(All)

Find Now

ServiceNow	Subject	Group	Planning Status	Deployment Status
CRQ090909	HR - Payroll Enhancements	HR		In UAT
CRQ09090908	Seaco demo	HR		
CRQ090910	New WSR	HR		
CRQ090977	HR - New WOrk Schedule Rule	HR		Unit Test Complete
CRQ090987	HR - New WSR	HR		In UAT
CRQ09098787	HR WOrk Schedule Rule	HR		
CRQ092093	New Program (RC8)	HR		Awaiting Production Imp
CRQ095069	Billing Enhancements *UNIT*	SD		In Unit Testing
CRQ098643	SD - Billing Fix	SD		
CRQ100132	Billing Issues Copenhagen	SD		Ready for Production
CRQ100191	HR - Payroll issue	HR		Ready for Production

Double click a business task to select and open it.

If an applicable business task does not already exist for the transport, one can be created using **New** button:

Related Business Tasks

New

Remove Business Task

Look for Business Tasks...

5.3. Business Tasks: Other Tabs

Please note that some of this information is available only in the ActiveControl Windows GUI, and will not be seen in the SAP GUI or ActiveControl Web UI.

Additional Data

The **Additional Data** is an optional tab to facilitate:

- i) any specific Production import schedule to be defined – ie if the change should only go to Production after a certain time.
- ii) commercial information relating to a change to be recorded within Transport Expresso.

User Assignments

The **User Assignments** tab allows users and role to be assigned to the Business Task:

HR - Work Schedule R - Business Task

File Insert Settings

Save and Close Save File... Insert URL

General Additional Data User Assignments Related Transport Requests Test Results Planning Status & History Comments

Task Roles (-)

Role
Developer
Change & Release Manager

Task Role Users (+) (-)

User Id	Name
MURBANI	Marcello URBANI

Available Roles (+)

Role
Default Web User Role
Development Lead
Business Owner
Impact Assessor
Quality & Risk Control
Basis Administrator
Solution Architect
Service Delivery Manager
Change Control Board (CCB)
Release Manager
Change Manager
Requestor
CPE
Development Manager

☐ Lock this task to prevent further transports being added to it

Related Transport Requests

The **Related Transport Requests** tab allow the transports currently assigned to the Business Task to be viewed. The transport form and transport request properties can also be accessed via this screen.

MM - Italy Storage Location Issue - Business Task

File Insert Settings

Save and Close Save File... Insert URL

General Additional Data User Assignments **Related Transport Requests** Test Results Planning Status & History Comments

Related Transport Requests : Add Transport Form Transport Form Properties Create Transport Request Transport Request Properties Delete

Request	Description	Type	Group	Release Date /
D01K907875	INC000510 - MM - Italy Storage Location Issue	Workbench	FICO	08/07/2013 14:07:52
D01K907877	INC000510 - MM - Italy Storage Location Issue	Incident Fix	MM	08/07/2013 14:08:56
D01K907879	INC000510 - MM - Italy Storage Location Issue II	Workbench	FICO	08/07/2013 14:10:10

☐ Lock this task to prevent further transports being added to it

In addition, SAP transports can be created / updated here. This allows the transport to be created with the relevant user tasks in a specific development system and automatically links the transport to the Business Task:

Transport Properties [New Transport]

Properties Users

Properties:

Description

Transport Owner

Target Client

Transport Type

Project

Transport Target

Test Results

The **Test Results** tab shows any currently entered test results but also allows the definition of the testers for this specific Business Task. Testers can be defined for all systems, for specific systems or for system roles (e.g. UAT Test, Regression Test, etc.)

BC - System Time Zone Changes - Business Task

File Insert Settings

Save and Close Save File... Insert URL

General Additional Data User Assignments Related Transport Requests **Test Results** Planning Status & History Comments

Test Results

- Target : ECC Development - BAU
 - Opened at 2:18 pm on 16/09/2013, closed at 2:29 pm on 17/09/2013
 - Opened at 12:09 pm on 01/12/2014, closed at 12:10 pm on 01/12/2014
- Target : ECC Project Development
 - Opened at 3:09 pm on 02/12/2013, closed at 3:14 pm on 02/12/2013
 - Opened at 3:44 pm on 02/12/2013, closed at 4:55 pm on 22/01/2014
- Target : ECC Test - BAU
 - Opened at 2:31 pm on 17/09/2013, closed at 2:31 pm on 17/09/2013
 - Opened at 10:54 am on 04/12/2014, closed at 2:11 pm on 04/12/2014

Test Result	Entered By	When
Testing Successful	RMCLANACHAN	04/12/2014 14:11:10

Testers

- All Systems
 - Ross McLanachan (RMCLANACHAN)
 - System Roles
 - Specific Systems

Add Tester
Delete Tester
Set Default

☐ Lock this task to prevent further transports being added to it

Planning

Planning is an optional workflow that enables TE customers to manage activities prior to development commencing through Transport Expresso. If task planning is being used the **Planning** tab allows the relevant change path to be added / removed and then allows the path step users and actions to be selected and executed:

BC - System Time Zone Changes - Business Task

File Insert Settings

Save and Close Save File... Insert URL

General Additional Data User Assignments Related Transport Requests Test Results Planning Status & History Comments

Planning BAU Change Request Approval F Add Change Path

Change Path & Steps	Users (* Delegated)	Action	Status
<ul style="list-style-type: none"> BAU Change Request Approval Process <ul style="list-style-type: none"> Change Request Assessment <ul style="list-style-type: none"> Change Impact Assessment Change Cost Estimation <ul style="list-style-type: none"> Approve for release schedule <ul style="list-style-type: none"> Resource allocation Schedule change <ul style="list-style-type: none"> Approval to commence build <ul style="list-style-type: none"> Create Transport <ul style="list-style-type: none"> Initial build complete <ul style="list-style-type: none"> Unit Test Complete <ul style="list-style-type: none"> Ready for integration test <ul style="list-style-type: none"> Defect requires transport Integration Test Complete <ul style="list-style-type: none"> Ready for regression testing <ul style="list-style-type: none"> Defect requires transport Regression Test Complete <ul style="list-style-type: none"> Ready for Production Deployment <ul style="list-style-type: none"> Deployed to Production 			

Requestor update

☐ Lock this task to prevent further transports being added to it

Status & History

Status & History tab provides an audit history of all Business Task level events – such as status changes. Transport Level information can be found within the corresponding Tab of individual Transport Forms.

Comments

Comments tab is an optional tab whereby users can add comments to a particular Business Task, for example if they want to communicate something to other stakeholders. Doing it via this tab instead of via email ensures a full audit history later.

6. Managing Transports

6.1. Locating Transports in TE

TE Windows GUI

Typing anything in the **Look for:** field will switch the view to list those TE Transport Forms that have descriptions or numbers that match the search terms you enter.

The search is not case sensitive, and no wildcards are required. You can type in the number (or part) of a transport or part of the description:

Search Results

Request	Description	Group	Requested By	Released	# Objs	# Keys	Locate Request
BTDK900734	MM12345 New finance report for Mass Mutual	FICO	Craig Oliver	16/09/2010 16:11:04			
D01K901029	Delete report	BW	Stephen Lamy	24/02/2011 16:43:46	1		
D01K901273	New report #3	BW	Stephen Lamy	14/04/2011 04:35:51	1		
D01K907350	SD - Billing Report Changes	SD	Ross McLanachan	14/06/2013 14:26:12	1		
D01K906472	INC000047 - SD - Sales Report Change	SD	Rob CRAWSTON	17/06/2013 15:03:59			
D01K907419	CRQ000461 - FI - New Accounts Payable Reporting	FICO	Warren Farr	18/06/2013 13:11:37			
D01K907507	INC000045 - FI - G/L account report changes fix 2	FICO	James Roberts	19/06/2013 17:26:54	1		
D01K907505	INC000045 - FI - G/L account report changes fix	FICO	James Roberts	19/06/2013 17:24:49	1		
D01K907883	INC000512 - FICO - Accounts Report backend issue II	FICO	James Barter	08/07/2013 14:14:57			
D01K907885	INC000512 - FICO - Accounts Report backend issue II	FICO	James Barter	08/07/2013 14:16:16			
D01K907887	INC000512 - FICO - Accounts Report backend issue III	FICO	Marcello URBANI	08/07/2013 14:17:43			
D01K908592	TOR Tolerance Optimization Report v2.1	Basis	Craig Oliver	21/08/2013 16:17:51	4	3	
D01K909026	CRQ100104 - FI - Dunning Report backend changes	FICO	Ross McLanachan	02/09/2013 16:38:19			
D01K911047	INC000122 - Fix to UK G/L acc. bal. report	SD	James Roberts	25/02/2014 15:16:44	1		
D01K913577	INC00122 - Fix to GL balance report	FICO	James Roberts	01/08/2014 14:52:55			
D00K901229	CRQ002021 - Updates to UK FI G/L acc. balance report	FICO	Lee KEVAN	Not Released	1		
D01K915416	CRQ010102 - FI Report Changes	FICO	Ross McLanachan	18/11/2014 11:51:42	1		
D01K915412	CRQ080801 - FI Report Change	FICO	Reid Robb	01/12/2014 10:24:28	1		
D01K915739	CRQ070808 - Material Masters Report changes	MM	Reid Robb	01/12/2014 10:51:04	3	44	
D01K915745	INC090903 - MM - Stock Report fix	MM	Ross McLanachan	01/12/2014 11:07:07	1		
D01K915761	CRQ450345 - SD - Dunning Report enhancements	SD	Ross McLanachan	Not Released	17	3	
D01K915767	INC090191 - FI - Ledger Report table problem	FICO	Ross McLanachan	02/12/2014 13:34:28	1		
D01K916044	CRQ050406 - FI - New Report	MM	Ross McLanachan	Not Released			
D00K900392	INC090191 - FI - Ledger Report table problem (BW report side	BW	Stephen Lamy	22/12/2014 17:02:57			

In order to find the transport in the relevant location in TE you can right-click and use the **Locate Request** option to take you directly to where the transport is awaiting approval or import:

Search Results									
Request	Description	Group	Requested By	Released	# Objs	# Keys			
BTDK900734	MM12345:New finance report for Mass Mutual	FICO	Craig Oliver	16/09/2010 16:11:04					
D01K901029	Delete report	BW	Stephen Lamy	24/02/2011 16:43:46	1				
D01K901273	New report #3	BW	Stephen Lamy	14/04/2011 04:35:51	1				
D01K907350	SD - B...	SD	Ross McLanachan	14/06/2013 14:26:12	1				
D01K906472	INC000...	SD	Rob CRANSTON	17/06/2013 15:03:59					
D01K907419	CRQ00...	FICO	Warren Farr	18/06/2013 13:11:37					
D01K907507	INC000...	FICO	James Roberts	19/06/2013 17:26:54	1				
D01K907505	INC000...	FICO	James Roberts	19/06/2013 17:24:49	1				
D01K907883	INC000...	FICO	James Barter	08/07/2013 14:14:57					
D01K907885	INC000...	FICO	James Barter	08/07/2013 14:16:16					
D01K907887	INC000...	FICO	Marcello URBANI	08/07/2013 14:17:43					
D01K908592	TOR:Te...	Basis	Craig Oliver	21/08/2013 16:17:51	4	3			
D01K909026	CRQ10...	FICO	Ross McLanachan	02/09/2013 16:38:19					
D01K911047	INC000...	SD	James Roberts	25/02/2014 15:16:44	1				
D01K913577	INC000...	FICO	James Roberts	01/08/2014 14:52:55					
D00K901229	CRQ00...	FICO	Lee KEVAN	Not Released	1				
D01K915416	CRQ00...	FICO	Ross McLanachan	18/11/2014 11:51:42	1				
D01K915412	CRQ080801 - FI Report CHange	FICO	Reid Robb	01/12/2014 10:24:28	1				
D01K915739	CRQ070808 - Material Masters Report changes	MM	Reid Robb	01/12/2014 10:51:04	3	44			
D01K915745	INC090903 - MM - Stock Report fix	MM	Ross McLanachan	01/12/2014 11:07:07	1				
D01K915761	CRQ450345 - SD - Dunning Report enhancements	SD	Ross McLanachan	Not Released	17	3			
D01K915767	INC090191 - FI - Ledger Report table problem	FICO	Ross McLanachan	02/12/2014 13:34:28	1				
D01K916044	CRQ050406 - FI - New Report	MM	Ross McLanachan	Not Released					
D00K900392	INC090191 - FI - Ledger Report table problem (BW report side	BW	Stephen Lamy	22/12/2014 17:02:57					

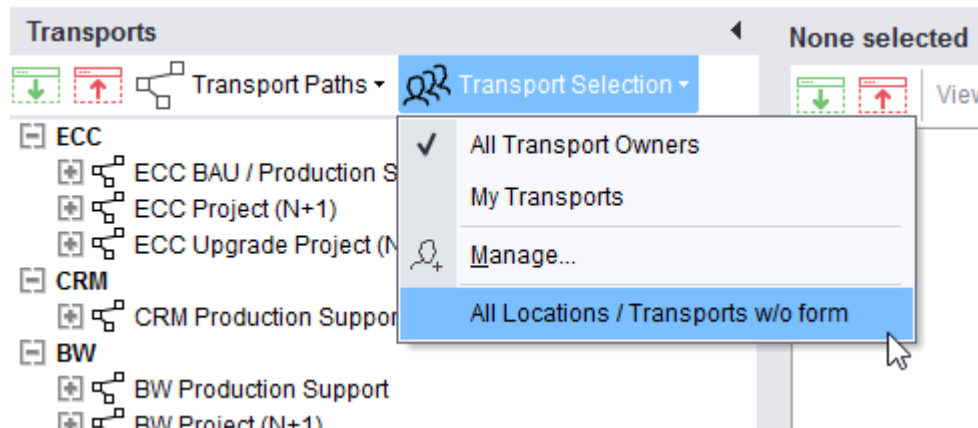
TE Web UI

It is possible to search for existing Transport Forms (and TE Business Tasks) via the **Search** field in the top middle portion of the TE Web UI.

You can search for either a transport number or a Business Task reference via this function.

6.2. Locating Transports without a Transport Form

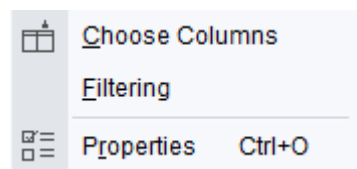
It is possible to search for unreleased transports that do not have transport forms in Transport Expresso by selecting **All Locations / Transports w/o form** in the top left of the TE screen:



The transports will be displayed within the **Transport Requests without a Transport Form** window:

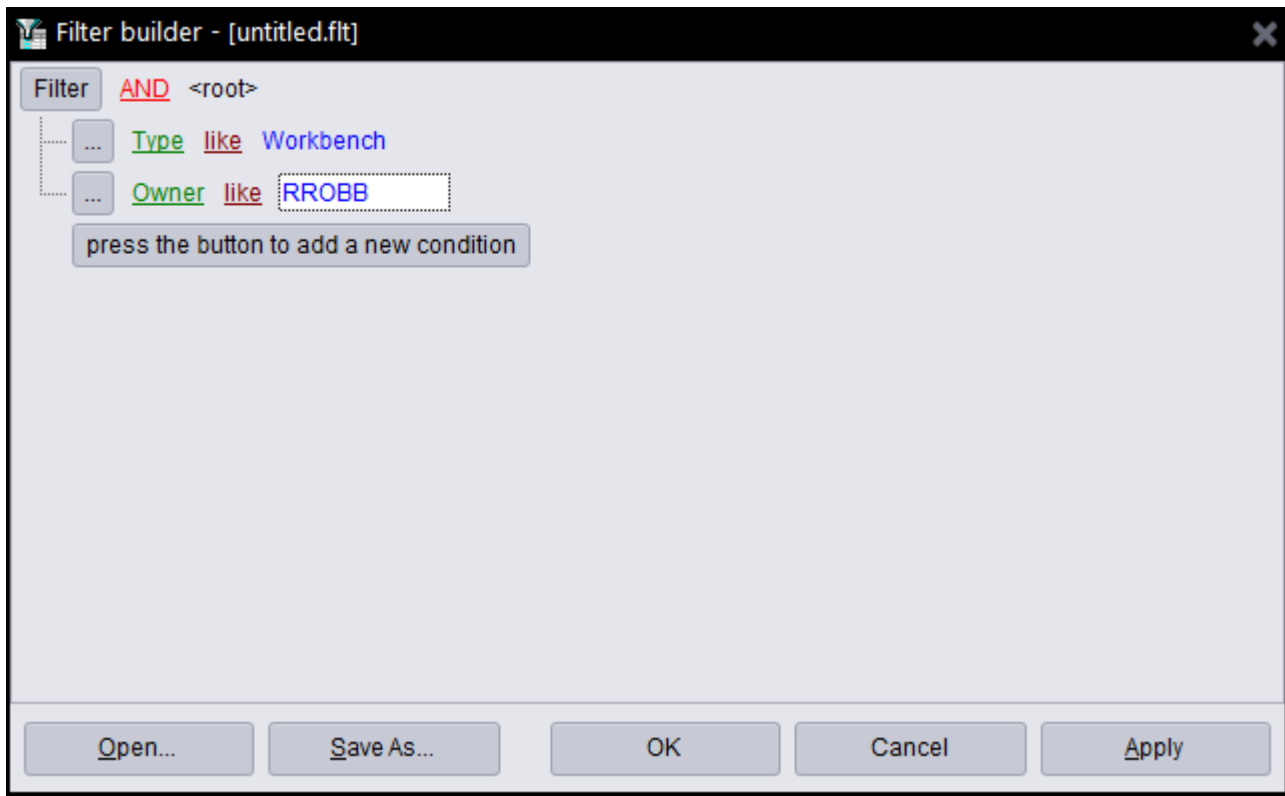
Request	Description	Client	Type	Released	Owner
D01K915687	Backup request for 1 request(s) : 20141127 : 230701	100	* Copies	Not Released	RMONTES
D01K915689	Backup request for 1 request(s) : 20141127 : 232005	100	* Copies	Not Released	RMONTES
D01K919618	Dummy transport request for SN integration test	100	* Workbench	Not Released	RMONTES
D01K919657	DEV-1953 - DO NOT transport	100	* Workbench	Not Released	RMONTES
D01K920175	Ticket #3162 - DO NOT transport	100	* Workbench	Not Released	RMONTES
D01K921071	DEV-1953 - Change to Transport Progress Report	100	* Workbench	Not Released	RMONTES
D01K900127	BDEX UTILITIES	110	* Customizing	Not Released	RROBB
D01K900776	Namespace /BTR/	100	* Workbench	Not Released	RROBB
D01K900816	SICF - SapConnect config	100	* Workbench	Not Released	RROBB
D01K901092	D01K900858	100	* Copies	Not Released	RROBB
D01K902140	Make CTS_PROJECT mandatory	100	* Workbench	Not Released	RROBB

In order to setup a filter or to choose the displayed columns right click in this window and choose the relevant option from the popup:



Filtering adds a filter option to each of the displayed column headings. Clicking on a column heading creates a filter where the required values can be selected.

The *Customize” button can be used for more complex filters which can be saved to the local PC for re-use when required:



6.3. Releasing Transports

Creating and saving a transport form will not release the transport in the development system. To release the transport you need to find it within TE and release it manually.

It is good practice to release the transport sub-tasks in SAP as this will identify most issues within SAP and reduce the number of release failures in TE.

Transport Expresso by default will import transports in the order in which they have been released so this should be considered when releasing.

Select the transports you wish to release. CTRL-A will select all the transports in the list.

Right clicking or choosing the menu option **Actions -> Release** will perform the release of the selected transports.

Outbox of ECC Development - BAU

View: By Project and Task Groups (All) Analyse Shift Left Approve Reject

BAU / Production Support

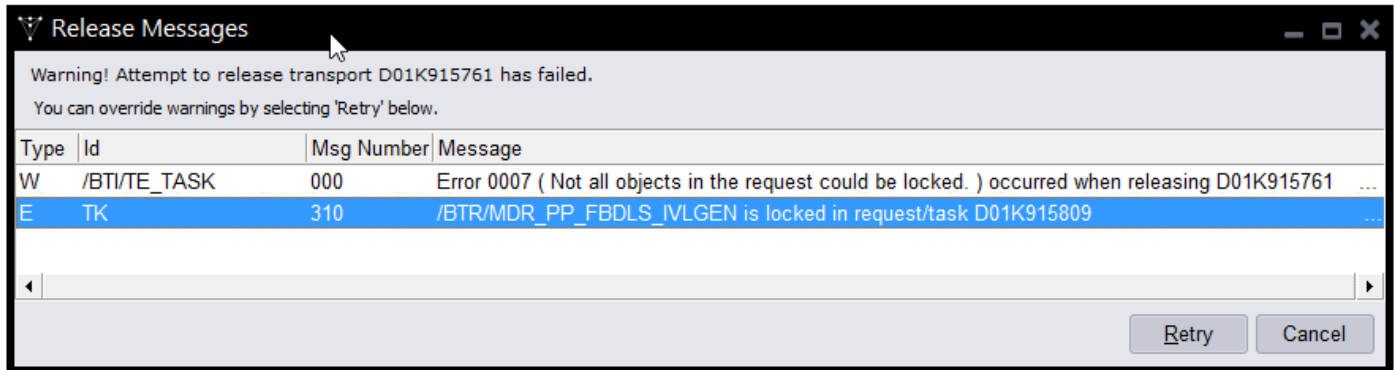
Remedy Reference	Subject	Group
CRQ34343412	Ticket CRQ343434 - Issue with Billing Program	SD
CRQ450345	SD - Dunning Report enhancements	SD
Request	Description	Group
D01K045764	CRQ450345 - SD - Dunning Report enhancements	SD
CRQ999		Basis
INC0001	Germany	SD
CRQ000	anges	SD
CRQ090	cements	FICO

ECC Release


Release

- Group By Box
- Choose Columns
- Approve
- Release
- Lock Transport Form
- Add to Import Queue
- Add to Control Point
- New Transport Of Copies
- Historical Analyses
- Properties Ctrl+O

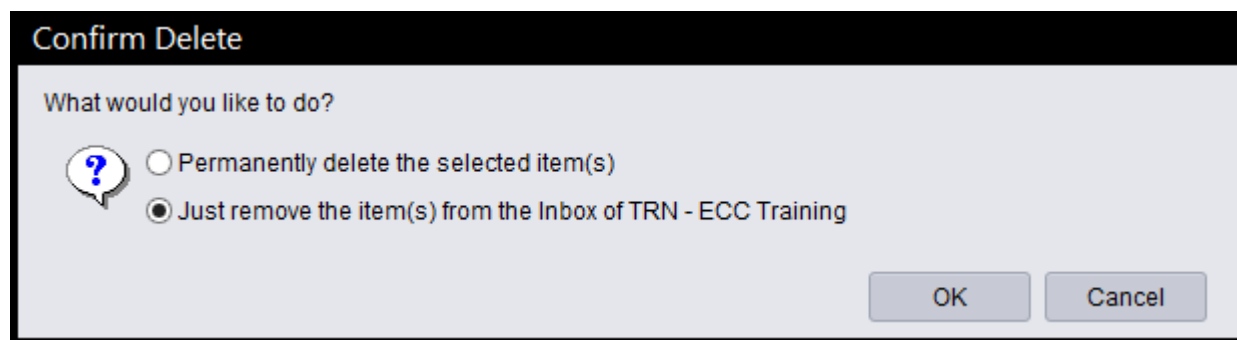
If the release fails in TE an error or warning will be displayed along with the relevant details. If the failure is due to a warning the release can be retried in TE but if an error occurs this will need to be investigated within SAP.



6.4. Deleting Transport Forms

If transport forms have been created incorrectly or need to be deleted for any reason they can be removed using the  [Delete](#) button. This can be a permanent deletion including all history or just the deletion of the form from its current location.

If a transport form is present in a control point in TE a message will be displayed asking if the form is to be permanently deleted or just removed from the control point:



The image shows a 'Confirm Delete' dialog box. It has a title bar 'Confirm Delete' and a question 'What would you like to do?'. There are two radio button options: 'Permanently delete the selected item(s)' and 'Just remove the item(s) from the Inbox of TRN - ECC Training'. The second option is selected. There are 'OK' and 'Cancel' buttons at the bottom right.

Confirm Delete

What would you like to do?

☐ Permanently delete the selected item(s)

☒ Just remove the item(s) from the Inbox of TRN - ECC Training

OK Cancel

Permanently deleting the transport form will completely remove it and all history from TE.

Just deleting from the control point will delete the transport form from its current location but still retain the form and history in TE.

6.5. Import Schedules

A transport schedule defines a list of days and times when transport requests should be imported automatically.

When a transport schedule is assigned to a target, Transport Espresso automatically creates a background job that will import transport requests that are currently within the target's import queue. This background job runs in the Transport Espresso domain controller.

Transport Espresso ensures that the background job always executes according to the current version of the transport schedule. This includes deleting the background job if the transport schedule is no longer assigned to the target.

Each transport schedule has a description and optionally the user ID that the import should be scheduled under.

Adding Times to a Transport Schedule

The transport schedule can be defined on the "Days and Times" tab of the transport schedule. Times are periodic. For example, if the time "Monday at 5:30pm" is added, then an import background job will be scheduled to run every Monday at 5:30pm.

To add times, select the required day of week checkboxes and the required time interval. A list of days and times will be listed. Next, select the required times and then drag and drop them onto the appropriate transport schedule (appearing on the left-hand side).

Transport Espresso will automatically update the import schedule and associated background jobs for any targets that the transport schedule is currently assigned to.

Deleting Times from a Transport Schedule

To delete an individual time from a transport schedule, select the time in the transport schedule tree and press the "Delete" key. Once again, Transport Espresso will automatically update the import schedule for any targets that the transport schedule is currently assigned to.

Hints

- The name of a Transport Espresso import job is TE_SCHEDULED_IMPORT_SID_nnnn, where SID is the SAP system ID and nnnn is an internal number for a target. The background jobs run in the domain controller. Do not maintain or delete these jobs from within SAP.

- Transport Espresso provides a special “day” called “Everyday” that is equivalent to adding a time for every single day of the week.

Note: The user allocated to the import schedules should also be setup as a TE administrator so they have the correct roles when importing transports

6.6. Importing Transports

Only the Transports waiting in an import queue can be imported by Transport Espresso. Once approved and waiting in an import queue TE will:


- Allow the transports to be manually imported (only by users authorised to do so)
- Automatically import all waiting transports via a scheduled import job

For automatic imports the sequence will be calculated as follows:

1. The order in which the transports were released.
2. If dependencies are set then this will override the release order and observe the dependencies between transports.
3. If the target system has been configured to import in the same sequence as a preceding system this will also override the release order. For example, regression systems are set to follow the same import sequence as test systems and production systems will follow the same import sequence as regression systems.

Note: When manually importing TE will import the transports in the sequence that they appear in current view unless a sorted import method is used. It is therefore important that these are sorted into the correct sequence before importing them.

To view the TE calculated sequence there are two methods:

1. Use the  button to sort them. This is only available if the screen sequence is not already in the TE calculated sequence.
2. Use the 'Order' column. If this is not shown by default, highlight the required import queue and select "Choose Columns":

Import Queue of ECC Test - BAU

View: By Transport Request Groups (All) Analyse Shift Left Import Mark as Imported OK Mark as Imported with Errors

Request	Description	Requested By	Order	Released	Import Status	# Objs	# Keys
D01K915745	INC090903 - MM - Stock Report fix	Ross MCLANACH...	5	01/12/2014 11:07:07		1	
D01K915416	CRQ010102 - FI Report Changes	Ross MCLANACH...	4	18/11/2014 11:51:42		1	
D01K907969	CRQ000678 - FI - Company Code currency changes	Ross MCLANACH...	3	09/07/2013 15:46:01			
D01K907677	CRQ001778 - SD - Company Code currency EUR	Ross MCLANACH...	2	27/06/2013 11:26:07			
D01K907369	INC000699 - ABAP - Multitrack Development	Ross MCLANACH...	1	17/06/2013 11:31:04			

Group By Box
Choose Columns
Release
Import
Reset TE Import Status Ctrl+R
Lock Transport Form
Add to Import Queue
Add to Control Point
New Transport Of Copies
Historical Analyses
Properties Ctrl+O

Select 'Order' from the list of available columns and drag it to the title bar wherever you wish to see it:

Import Queue of ECC Production - BAU

View: By Transport Request Groups (All) Analyse Shift Left Import Mark as Imported OK Mark as Imported with Errors

Request	Description	Requested By	Order	Released	Import Status	# Objs	# Keys
D01K907501	CRQ001701 - FI - Change CCY to EUR on CC0002 **FI...	Ross MCLANACHAN	1	19/06/2013 17:04:54		3	38
D01K907873	INC000471 - HR - Salary Sacrifice Issues	Marcello URBANI	2	08/07/2013 13:50:26			
D01K907911	INC000610 - SD - VBAK Sales Document Issue	Lee KEVAN	3	08/07/2013 14:47:05			
D01K907915	INC000613 - SD - Shipment header concerns	Marcello URBANI	4	08/07/2013 14:49:38			
D01K907934	INC000553 - MM - Batch Stock Issue	Warren Farr	5	08/07/2013 15:12:47			
D01K907403	INC000452 - SD - Billing Program Fix	Ross MCLANACHAN	6	18/06/2013 08:13:51		1	
D01K910524	CRQ343538 - SD - Billing Program Enhancements	Ross MCLANACHAN	7	14/01/2014 14:46:11		1	
D01K915717	CRQ100975 - FI - GL Line Items	Ross MCLANACHAN	8	01/12/2014 09:53:32		1	
D01K910579	SD - Billing Fix	Stuart Abbott	9	23/01/2014 08:58:54			
D01K915714	CRQ009900 - Accounts Payable Errors	Warren Farr	10	01/12/2014 10:20:34		1	
D01K915721	INC090901 - FI - Structured Account Balances Issue	James Roberts	11	01/12/2014 10:07:34		1	
D01K915760	CRQ040503 - HR - Payroll Enhancemets	Warren Farr	12	02/12/2014 10:40:31		1	

You can now choose to sort your transports by "Order" so they will be imported in the correct sequence.

Note: There is no Order column when viewing by project or task. In this case TE will maintain the order within the task. Tasks and projects are approved in the sequence they are required, TE will always give alerts in the event that items are going to result in a sequence issue.

TE will record your preferences so Order only needs to be selected once for each view and then it will remain in place.

To manually import a selection of transports highlight the ones to be imported and choose either:

- **Import one request at a time:** This imports the transports one by one in the order selected

- **Fast import – Import All:** This uses the SAP Import All function to import all transports at the same time. This is useful where there are circular dependencies between transports (e.g. Data Dictionary objects used across transports)
- **One request at a time – TE default sequence:** This imports the transports one by one in the TE calculated sequence even if the screen sequence is different. TE pre-sorts the transports prior to import
- **Fast Import (Import All) – TE default sequence:** This imports the transports using the block import method in the TE calculated sequence even if the screen sequence is different. TE pre-sorts the transports prior to import

Import Queue of ECC Production - BAU

View: By Transport Request Groups (All) Analyse Shift Left Import Mark as Imported OK Mark as Imported with Errors

Request	Description	Requested By	Status	# Objs	# Keys
D01K907501	CRQ001701 - FI - Change CCY to EUR on CC0002 **FI...	Ross MCLANACHAN			3
D01K907873	INC000471 - HR - Salary Sacrifice Issues	Marcello URBANI			
D01K907911	INC000610 - SD - VBAK Sales Document Issue	Lee KEVAN			
D01K907915	INC000613 - SD - Shipment header concerns	Marcello URBANI			
D01K907934	INC000553 - MM - Batch Stock Issue	Warren Farr			
D01K907403	INC000452 - SD - Billing Program Fix	Ross MCLANACHAN			1
D01K910524	CRQ343538 - SD - Billing Program Enhancements	Ross MCLANACHAN			1
D01K915717	CRQ100975 - FI - GL Line Items	Ross MCLANACHAN			1
D01K910579	SD - Billing Fix	Stuart Abbott			
D01K915714	CRQ009900 - Accounts Payable Errors	Warren Farr			1
D01K915721	INC090901 - FI - Structured Account Balances Issue	James Roberts			1
D01K915760	CRQ040503 - HR - Payroll Enhancements	Warren Farr			1

When TE is performing the import the transports will be queued with the current importing one highlighted with the client it is being imported into:

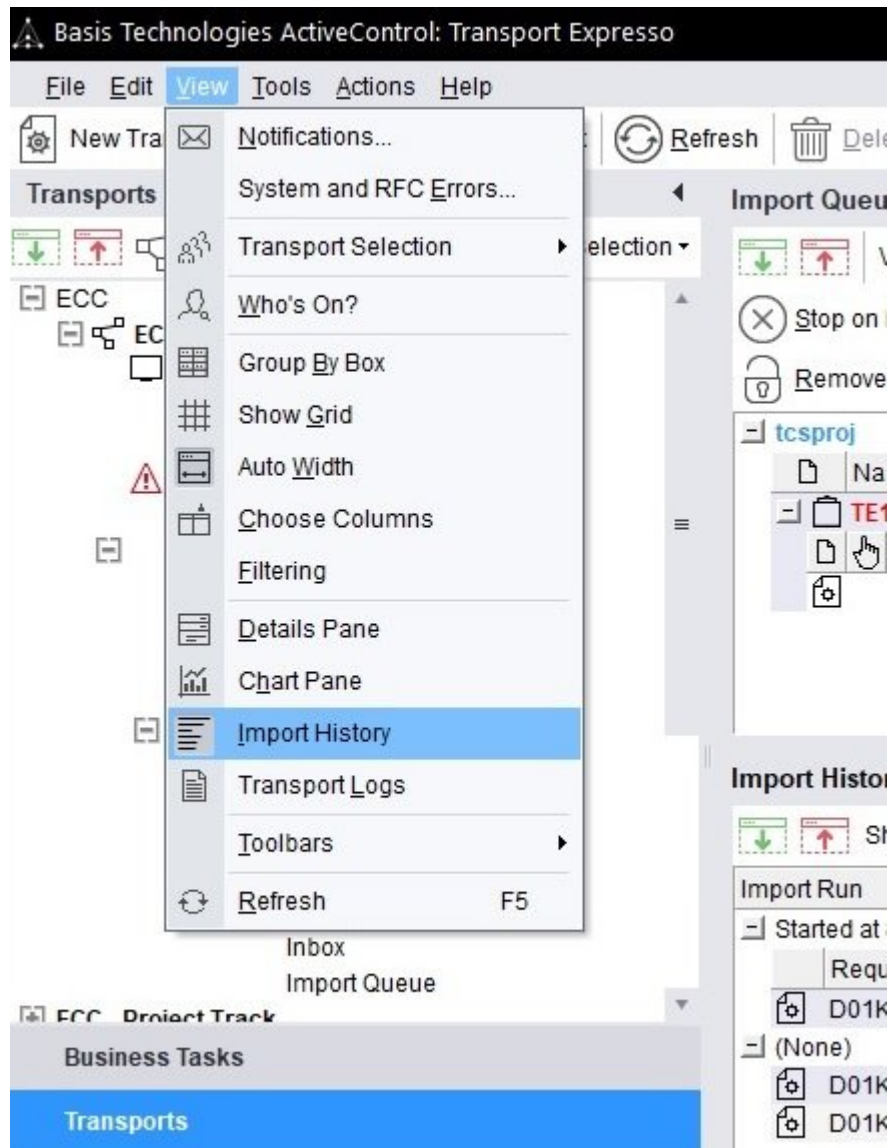
Import Queue of ECC Production - BAU

View: By Transport Request Groups (All) Analyse Shift Left Import Mark as Imported OK Mark as Imported with Errors

Request	Description	Requested By	Order	Released	Import Status	# ...	# Keys
D01K907403	INC000452 - SD - Billing Program Fix	Ross MCLANACHAN	1	18/06/2013 08:13:51	Client 100...		1
D01K910524	CRQ343538 - SD - Billing Program Enhancements	Ross MCLANACHAN	2	14/01/2014 14:46:11	Backed Up		1
D01K915710	CRQ10013 - Billing Issues Copenhagen	Ross MCLANACHAN	3	28/11/2014 16:43:03	Backed Up		1
D01K915712	CRQ100989 - FI - Accounts Payable Issue	Ross MCLANACHAN	4	28/11/2014 16:49:01	Backed Up		1
D01K915717	CRQ100975 - FI - GL Line Items	Ross MCLANACHAN	5	01/12/2014 09:53:32	Backed Up		1
D01K910579	SD - Billing Fix	Stuart Abbott	6	23/01/2014 08:58:54	Backed Up		
D01K915714	CRQ009900 - Accounts Payable Errors	Warren Farr	7	01/12/2014 10:20:34	Backed Up		1
D01K915721	INC090901 - FI - Structured Account Balances Issue	James Roberts	8	01/12/2014 10:07:34			1

6.7. Import History

The history of imports into a system can be viewed by highlighting the required import queue and switching on the **Import History** option or by switching to the tab in the bottom right pane:




A history of all transports imported for the selected period will be shown:

Import History

Show Changes Imported: In the Last 2 Months Custom Date Range... Backout Import Run

Import Run	Status	By
Started at 22/12/2014 14:38:45	Finished	RMCLANACHAN
<div><div></div><div>Request</div></div>	<div><div>RC</div><div>Description</div></div>	<div><div>When</div></div>
<div><div></div><div>D01K906841</div></div>	<div><div>0</div><div>INC000051 - SD - Invoice format fixes</div></div>	<div><div>22/12/2014 14:39:17</div></div>
<div><div></div><div>D01K907677</div></div>	<div><div>0</div><div>CRQ001778 - SD - Company Code currency EUR</div></div>	<div><div>22/12/2014 14:39:06</div></div>
<div><div></div><div>D01K907427</div></div>	<div><div>0</div><div>CRQ000546 - HR - UK payroll VAT changes</div></div>	<div><div>22/12/2014 14:39:00</div></div>
<div><div></div><div>D01K906681</div></div>	<div><div>0</div><div>INC000167 - FI - Dunning Fixes in backend</div></div>	<div><div>22/12/2014 14:38:55</div></div>
<div><div></div><div>D01K907369</div></div>	<div><div>0</div><div>INC000699 - ABAP - Multitrack Development</div></div>	<div><div>22/12/2014 14:38:48</div></div>
Started at 22/12/2014 11:36:38	Finished	RMCLANACHAN
<div><div></div><div>D01K913782</div></div>	<div><div>8</div><div>test for Ross - RC8</div></div>	<div><div>22/12/2014 11:36:43</div></div>
Started at 15/12/2014 11:45:57	Finished	RMCLANACHAN
<div><div></div><div>D01K916041</div></div>	<div><div>0</div><div>INC021001 - MM - Change Purchase Order fix</div></div>	<div><div>15/12/2014 11:46:04</div></div>
Started at 11/12/2014 16:50:32	Finished	RMCLANACHAN
<div><div></div><div>D01K916005</div></div>	<div><div>8</div><div>CRQ100191 - HR Payroll issue</div></div>	<div><div>11/12/2014 16:50:38</div></div>
Started at 02/12/2014 10:49:30	Finished	RMCLANACHAN
<div><div></div><div>D01K915760</div></div>	<div><div>8</div><div>CRQ040503 - HR - Payroll Enhancemets</div></div>	<div><div>02/12/2014 10:49:34</div></div>

To change the period select the required entry in the **Show Changes Imported:** box.

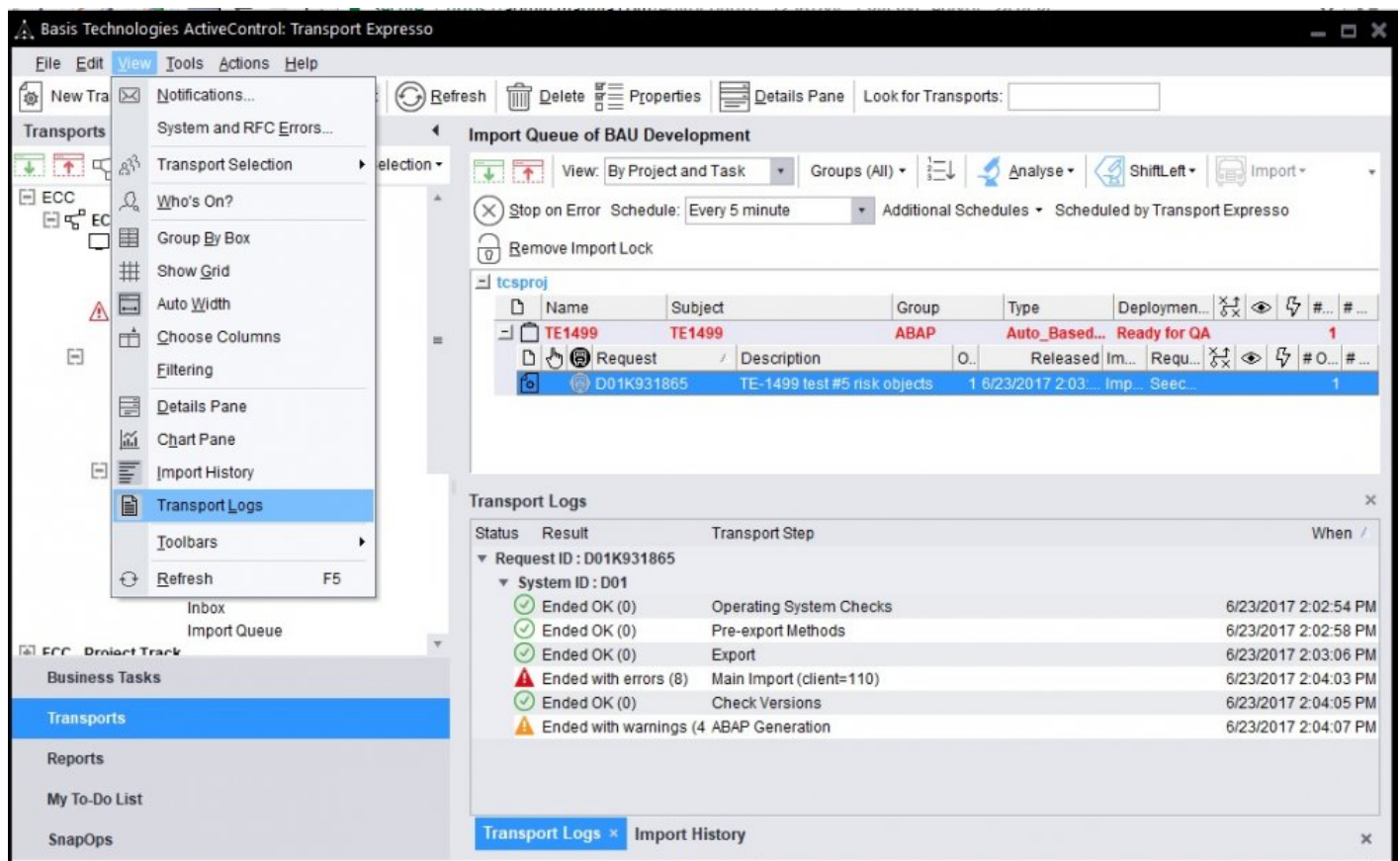
The import return code is shown alongside each transport and any import errors will be highlighted by the  icon.

6.8. Transport Logs

The transport logs can be viewed for imports into all systems. TE will connect the systems in the transport path to obtain the logs.

The transport logs for a specific transport can be viewed by highlighting the transport and switching on the **Transport Logs** option.

This will result in the Transport Log pane being visible in the bottom right pane.



Opening the transport form and choosing the **Transport Logs** tab will also show the logs:

Properties of Request D01K916508

File Attachments Settings

Save and Close Request Properties Attach File... Insert URL Check for Conflicts...

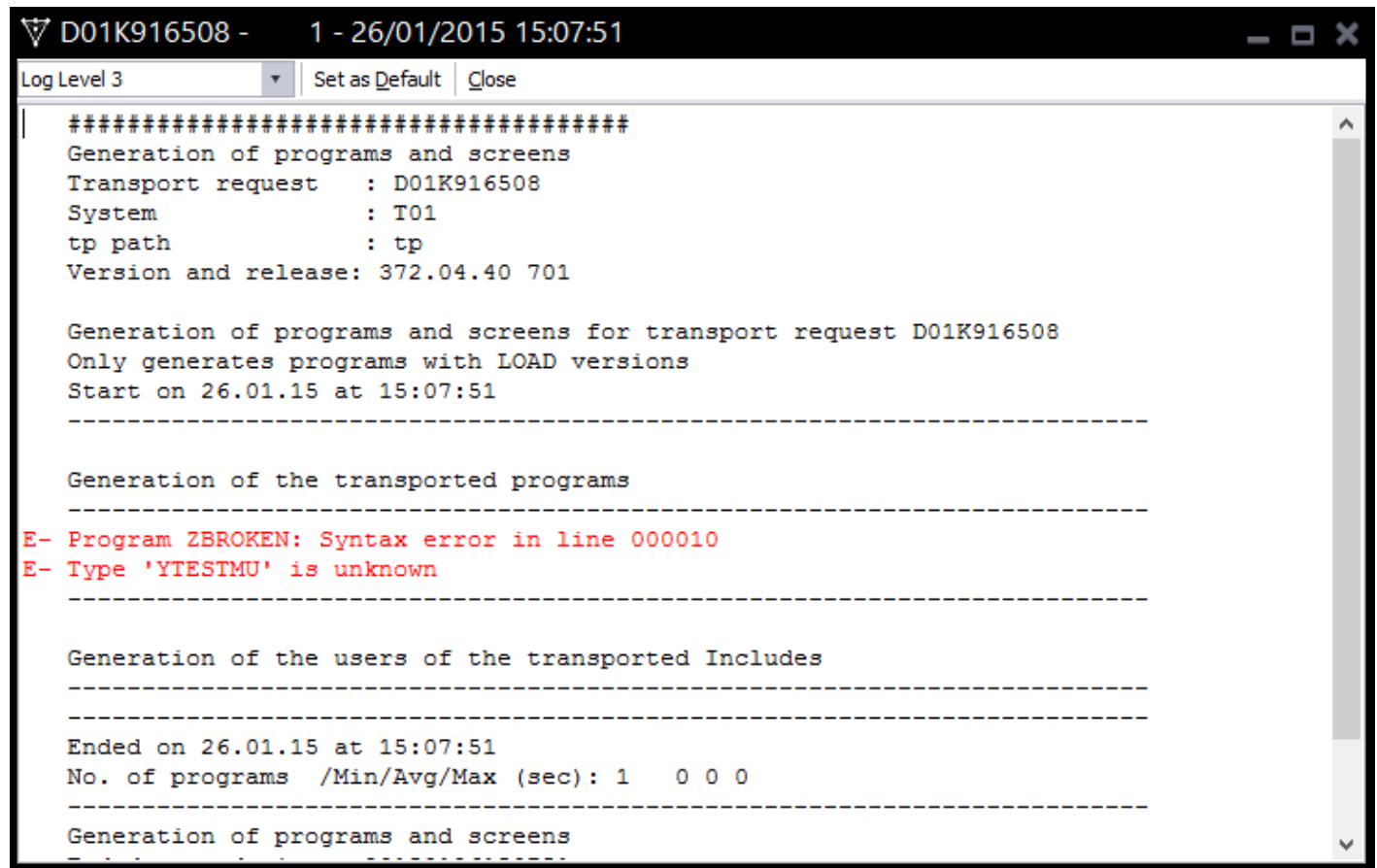
General Transport Request Details Transport Status and History Transport Logs Advanced Options Manual Steps

Transport Logs

System ▴

Status	Result	Transport Step	When ▾
▼ System : D01			
✓	Ended OK (0)	Export	26/01/2015 15:04:40
✓	Ended OK (0)	Pre-export Methods	26/01/2015 15:03:47
✓	Ended OK (0)	Operating System Checks	26/01/2015 15:03:30
▼ System : T01			
⚠	Ended with errors (8)	ABAP Generation	26/01/2015 15:07:51
✓	Ended OK (0)	Check Versions	26/01/2015 15:07:50
✓	Ended OK (0)	Main Import (client=100)	26/01/2015 15:07:49

Double-clicking on any line will show the logs from SAP. The Log Level can be adjusted to determine the level of detail displayed.



```
D01K916508 - 1 - 26/01/2015 15:07:51
Log Level 3 Set as Default Close
#####
Generation of programs and screens
Transport request : D01K916508
System : T01
tp path : tp
Version and release: 372.04.40 701

Generation of programs and screens for transport request D01K916508
Only generates programs with LOAD versions
Start on 26.01.15 at 15:07:51
-----

Generation of the transported programs
-----
E- Program ZBROKEN: Syntax error in line 000010
E- Type 'YTESTMU' is unknown
-----

Generation of the users of the transported Includes
-----
-----
Ended on 26.01.15 at 15:07:51
No. of programs /Min/Avg/Max (sec): 1 0 0 0
-----


Generation of programs and screens
-----
```

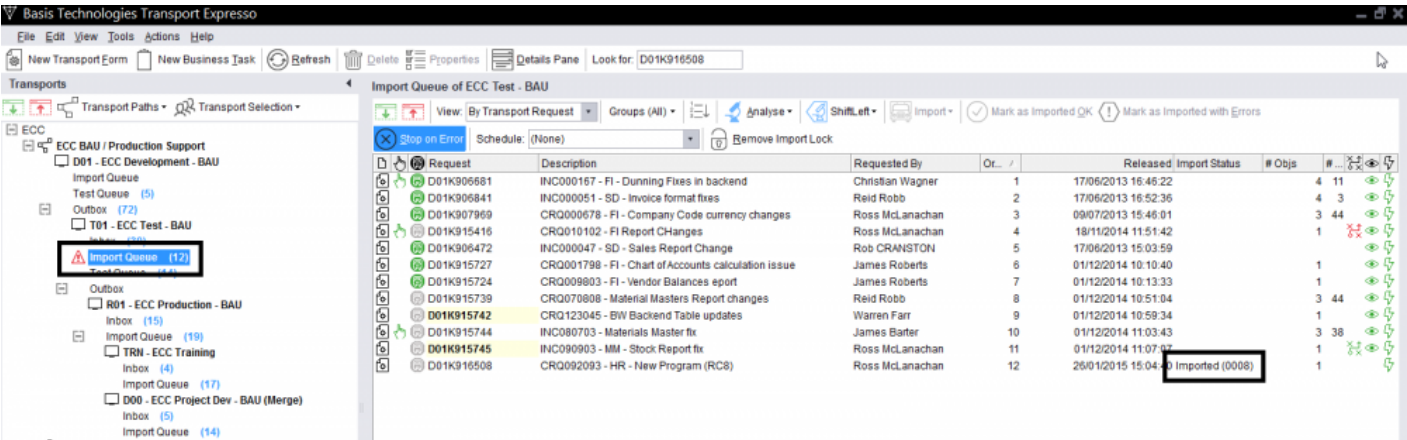

6.9. Import Errors

Any import errors (RC = 8 or above) will be notified to the transport owner and the TE administrators via email so the appropriate action can be carried out.

An import error will stop the import into a target system unless the “Continue importing change requests when an import error occurs” flag is switched off.

No further imports will be permitted until the issue is investigated.

Any import queue with import errors will be highlighted with the  icon:



6.10. Resetting the TE Import Status

In order to re-start the import process for an import queue after an import or system error the import status for the transport must be reset.

To do this highlight the transport and choose the **Reset TE Import Status** option:

The screenshot shows the 'Import Queue of ECC Test - BAU' window. The main table lists transport requests with columns: Request, Description, Requested By, Or..., Released, Import Status, and # Objs. The row 'D01K915742' is highlighted in yellow. A context menu is open over this row, showing options: Group By Box, Choose Columns, Release, Import, **Reset TE Import Status** (highlighted with a mouse cursor), Lock Transport Form, Add to Import Queue, Add to Control Point, New Transport Of Copies, and Properties. Below the table is the 'Import History' section, which shows 'Show Changes Imported: Today' and 'Import Run' status as 'Finished'.

Request	Description	Requested By	Or...	Released	Import Status	# Objs
D01K906681	INC000167 - FI - Dunning Fixes in backend	Christian Wagner	1	17/06/2013 16:46:22		
D01K906841	INC000051 - SD - Invoice format fixes	Reid Robb	2	17/06/2013 16:52:36		
D01K907969	CRQ000678 - FI - Company Code currency changes	Ross McLanachan	3	09/07/2013 15:46:01		
D01K915416	CRQ010102 - FI Report CHanges	Ross McLanachan	4	18/11/2014 11:51:42		
D01K906472	INC000047 - SD - Sales Report Change	Rob CRANSTON	5	17/06/2013 15:03:59		
D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts	6	01/12/2014 10:10:40		
D01K915724	CRQ009803 - FI - Vendor Balances eport	James Roberts	7	01/12/2014 10:13:33		
D01K915739	CRQ070808 - Material Masters Report changes	Reid Robb	8	01/12/2014 10:51:04		
D01K915742	CRQ123045 - BW Backend Table updates	Warren Farr	9	01/12/2014 10:59:34		
D01K915744	INC080703 - Materials Master fix	James Barter	10	01/12/2014 11:03:43		
D01K915745	INC090903 - MM - Stock Report fix	Ross McLanachan	11	01/12/2014 11:07:07		
D01K916508	CRQ092093 - HR - New Program (RC8)			26/01/2015 15:04:40	Imported (0008)	

Import History

Show Changes Imported: Today Custom Date Range...

Import Run Status

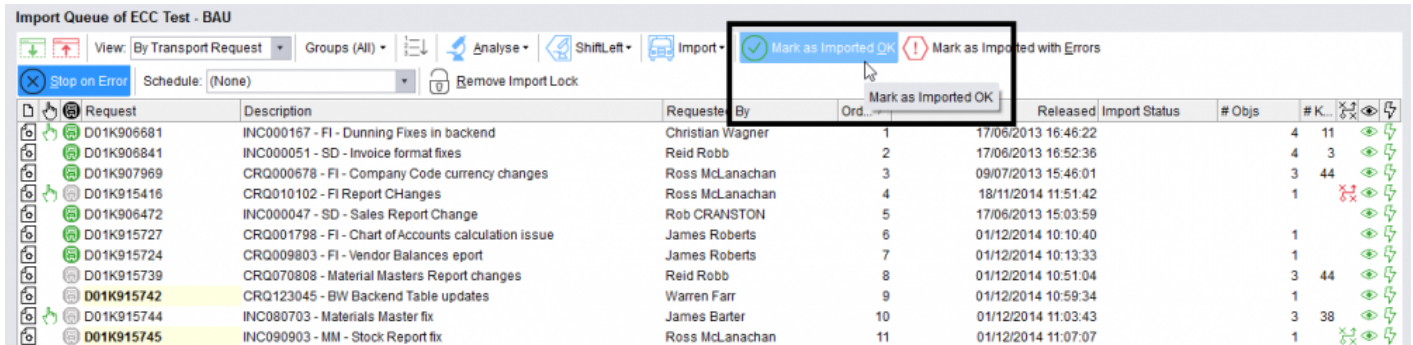
Started at 26/01/2015 15:24:14 Finished

The transport can then be re-imported if required or marked as imported if not.

6.11. Marking a Transport as Imported

If a transport has been imported outside TE it will be necessary to inform TE that this has happened so it is up to date with the current location of the transport.

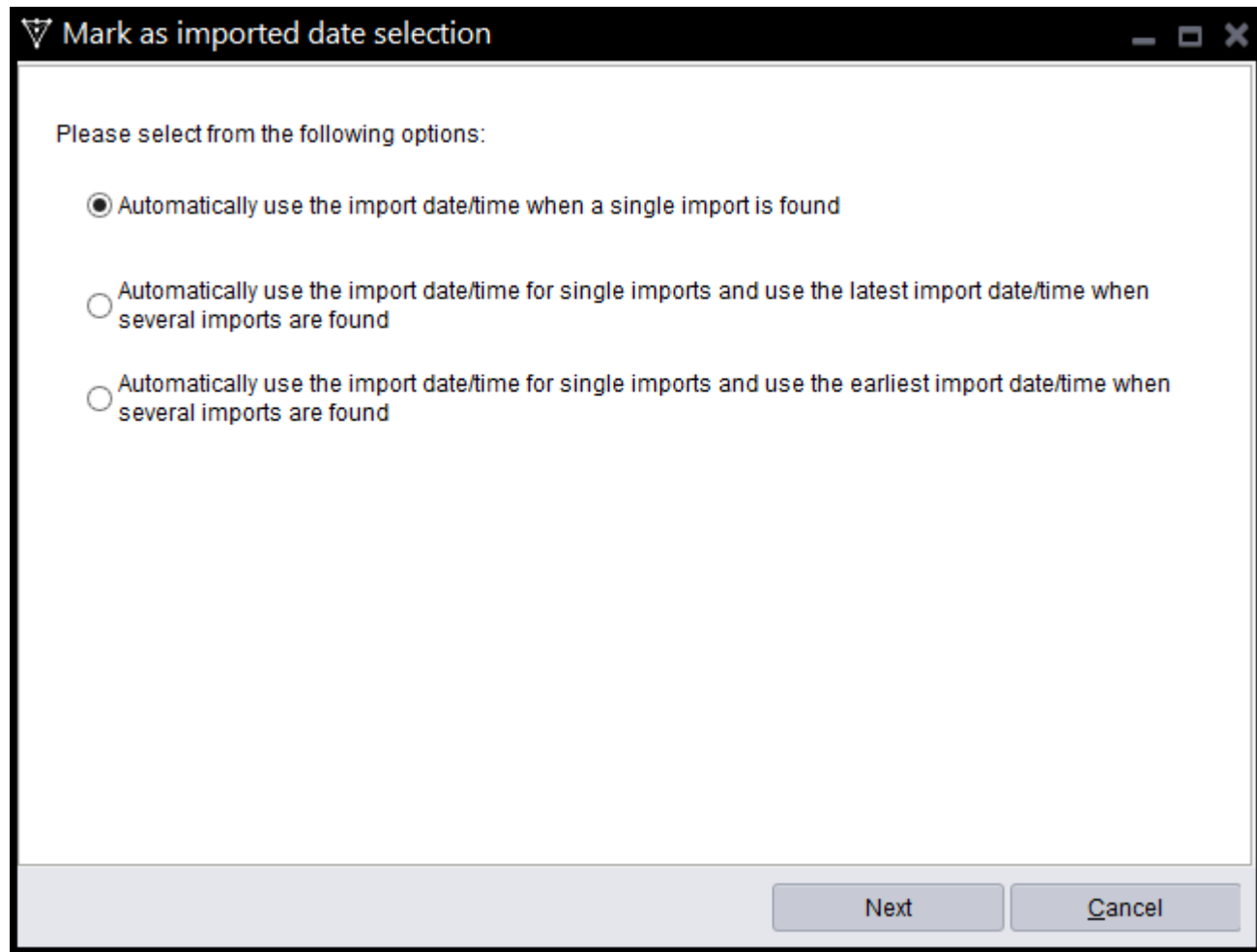
In order to do this, choose the **Mark as Imported OK** option:



Also, if a transport has been imported and has import errors it can be marked as imported as well so the following transports in the queue can be imported. To do this, choose the **Mark as Imported with Errors** option.

This process can be run for one or many transports and there are 3 processing options:

1. Automatically use the import date/time when a single import is found (default)
2. Automatically use the import date/time for single imports and use the latest import date/time when several imports are found
3. Automatically use the import date/time for single imports and use the earliest import date/time when several imports are found



TE will retrieve the transport logs for the selected transports and report the imports found based on the selected processing option.

Only the exceptions where no imports have been found would need to be confirmed with an import date/time or, if the default option is selected, where multiple imports have been made.


▼ Mark as imported date selection

Transport Expresso could not automatically determine an import date / time for the following requests for target "T01 - ECC Test - BAU" - please enter a date for each of the entries.

☐ All / None Update : 26/01/2015 17:08:12 ☒ Use a 1 second interval

Update

D01K906681




✓ 22/12/2014 14:38:55 (UTC)

▼

INC000167 - FI - Dunning Fixes in backend

D01K906841




Please select from one of the previous import dates:

▼

INC000051 - SD - Invoice format fixes

D01K907969



Please select from one of the previous import dates:

▼

CRQ000678 - FI - Company Code currency changes


Back

Next

Cancel

Before update a summary of what will be posted is shown so the user. The **Mark as Imported** button can then be used to perform the process:

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 Mark as imported date selection

Confirmed import summary

Request Id	Description	Import Date
✓ D01K906681	INC000167 - FI - Dunning Fixes in backend	22/12/2014 14:38:55 (UTC)
✓ D01K906841	INC000051 - SD - Invoice format fixes	17/06/2013 17:55:51 (UTC)
✓ D01K907969	CRQ000678 - FI - Company Code currency cha...	26/01/2015 17:03:06 (UTC)

Back

Mark as imported

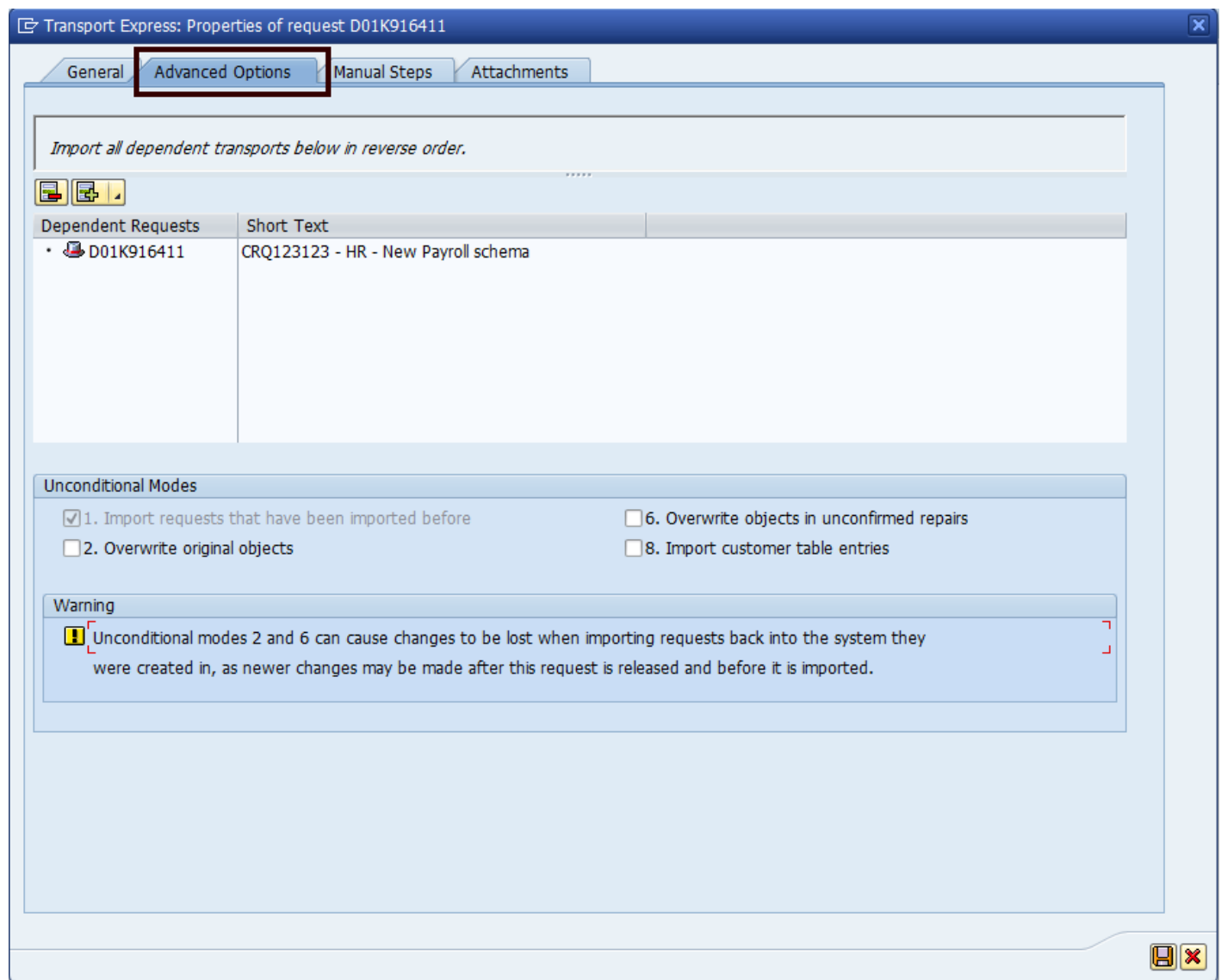
Cancel

6.12. Unconditional Modes

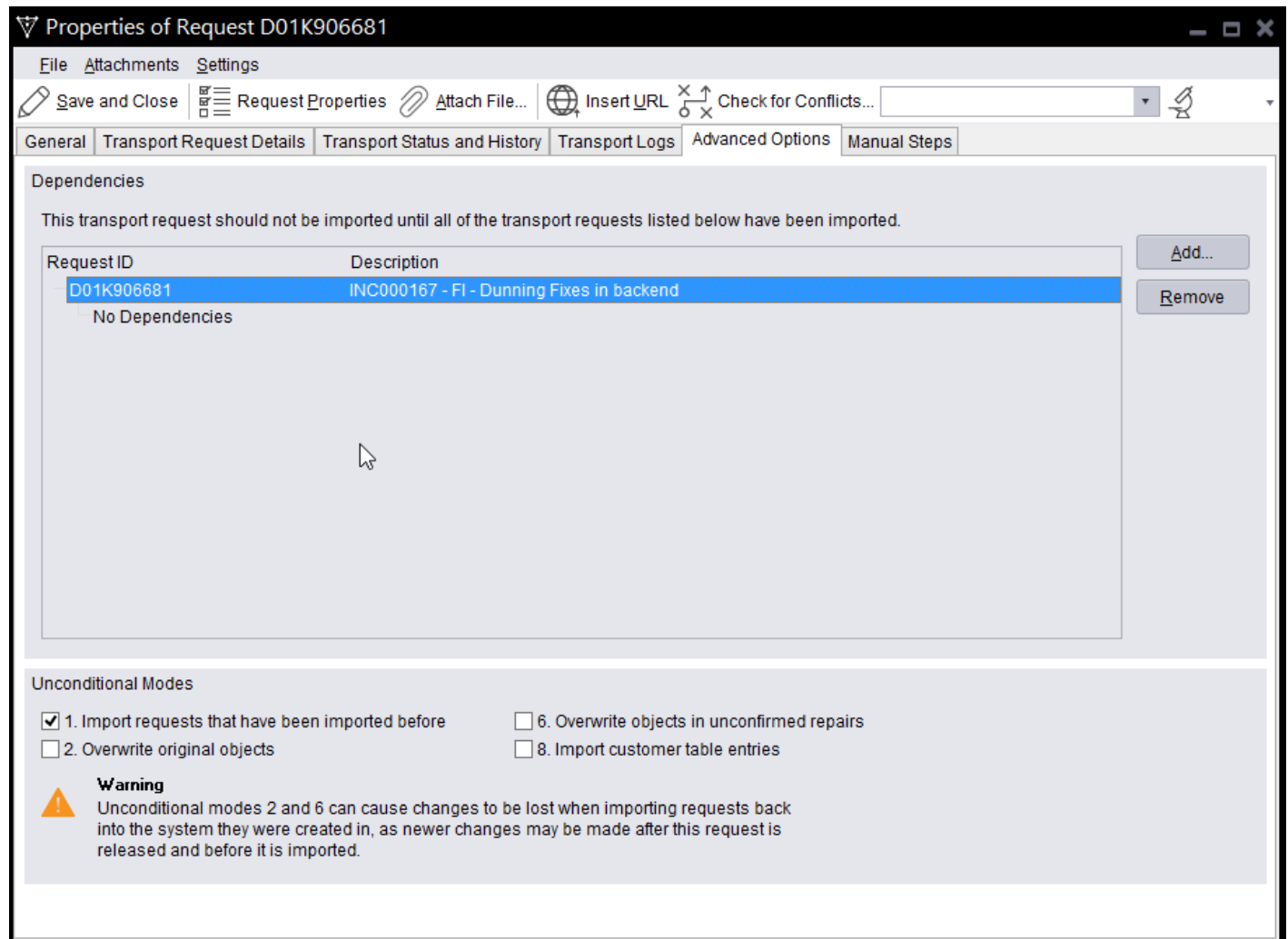
If required specific Unconditional modes can be set for a specific transport in TE.

By default these will be taken from the target system settings in the Windows GUI configuration, however these can be overridden at an individual transport level in both the SAP GUI and Windows GUI via the **Advanced Options** tab on the required transport form:

SAP GUI



Windows GUI



If the Unconditional modes have been changed for a transport form when this is viewed in TE Windows GUI the transport number will be highlighted in bold:

Basis Technologies Transport Expresso

File Edit View Tools Actions Help

New Transport Form New Business Task Refresh Delete Properties Details Pane Look for:

Transports

ECC

ECC BAU / Production Support

D01 - ECC Development - BAU

Import Queue (5)

Test Queue (72)

Outbox (72)

T01 - ECC Test - BAU

Inbox (30)

Import Queue (12)

Test Queue (14)

Outbox

R01 - ECC Production - BAU

Inbox (15)

Import Queue (19)

TRN - ECC Training

Inbox (4)

Import Queue (17)

D00 - ECC Project Dev - BAU

Inbox (5)

Import Queue (14)

ECC Project (N+1)

ECC Project Phase 2 (N+2)

CRM

BW

Portal

SRM

PI

Business Tasks

Transports

Reports

My To-Do List

SnapOps

Import Queue of ECC Test - BAU

View: By Transport Request Groups (All) Analyse ShiftLeft Import Mark as Imported Mark as Imported with Errors

Stop on Error Schedule: (None) Remove Import Lock

Request	Description	Requested By	Ord...	Released	Import Status	# Objs	# K...
D01K90681	INC000167 - FI - Dunning Fixes in backend	Christian Wagner	1	17/06/2013 16:46:22		4	11
D01K90684	INC000051 - SD - Invoice format fixes	Reid Robb	2	17/06/2013 16:52:36		4	3
D01K90799	CRQ000678 - FI - Company Code currency changes	Ross McLanachan	3	09/07/2013 15:46:01		3	44
D01K915416	CRQ010102 - FI Report Changes	Ross McLanachan	4	18/11/2014 11:51:42		1	
D01K906472	INC000047 - SD - Sales Report Change	Rob CRANSTON	5	17/06/2013 15:03:59			
D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts	6	01/12/2014 10:10:40		1	
D01K915724	CRQ009803 - FI - Vendor Balances report	James Roberts	7	01/12/2014 10:13:33		1	
D01K915730	CRQ070808 - Material Masters Report changes	Reid Robb	8	01/12/2014 10:51:04		3	44
D01K915742	CRQ123045 - BW Backend Table updates	Warren Farr	9	01/12/2014 10:59:34		1	
D01K915744	INC080703 - Materials Master fix	James Barter	10	01/12/2014 11:03:43		3	38
D01K915745	INC090903 - MM - Stock Report fix	Ross McLanachan	11	01/12/2014 11:07:07		1	
D01K915746	CRQ092093 - HR - New Program (RC8)	Ross McLanachan	12	26/01/2015 15:04:40		1	

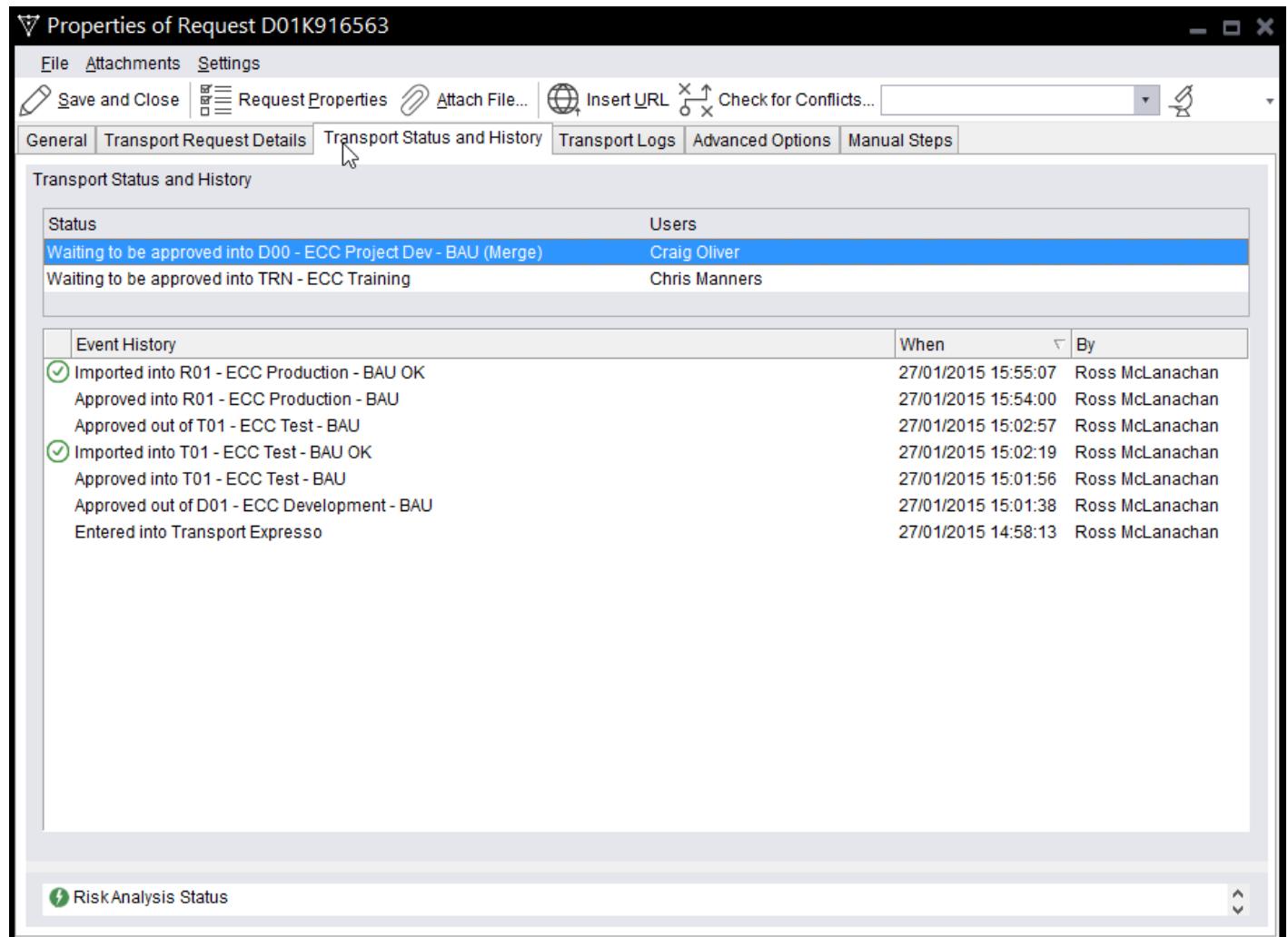
Import History

Show Changes Imported: Today Custom Date Range... Backout Import Run

Transport Logs Import History

6.13. Transport Status and History

The Transport Status and History tab within a transport form will show how far along the transport path this transport has progressed, if it is waiting for an approval and a log of what has happened to the transport.



Properties of Request D01K916563

File Attachments Settings

Save and Close Request Properties Attach File... Insert URL Check for Conflicts...

General Transport Request Details **Transport Status and History** Transport Logs Advanced Options Manual Steps

Transport Status and History

Status	Users
Waiting to be approved into D00 - ECC Project Dev - BAU (Merge)	Craig Oliver
Waiting to be approved into TRN - ECC Training	Chris Manners

Event History	When	By
✓ Imported into R01 - ECC Production - BAU OK	27/01/2015 15:55:07	Ross McLanachan
Approved into R01 - ECC Production - BAU	27/01/2015 15:54:00	Ross McLanachan
Approved out of T01 - ECC Test - BAU	27/01/2015 15:02:57	Ross McLanachan
✓ Imported into T01 - ECC Test - BAU OK	27/01/2015 15:02:19	Ross McLanachan
Approved into T01 - ECC Test - BAU	27/01/2015 15:01:56	Ross McLanachan
Approved out of D01 - ECC Development - BAU	27/01/2015 15:01:38	Ross McLanachan
Entered into Transport Expresso	27/01/2015 14:58:13	Ross McLanachan

⚡ Risk Analysis Status

6.14. Consolidated Import Queues

For customers who have implemented separate transport paths for BAU / Production support and Project changes in the same SAP systems (single track) it is now possible to see a consolidated import queue view of the different TE target systems that represent that same SAP system ID.

This can then be used to properly sequence imports for activities like system refreshes, system builds and project cutovers where projects and BAU go in the same drop to production.

For example, if there are 2 paths where each contains a target for SAP system T01 the import queues for both targets can be viewed together to show a sorted list of all transports that are waiting to be imported. A new “consolidated target” needs to be created and each individual target for the relevant SAP system can be linked to this.

For each of the TST import queues the transports can be viewed individually by path or in a consolidated view across paths:

BAU Path:

BAU T01 target Import Queue (6 transports)
> T01 Consolidated Import Queue (13 transports)

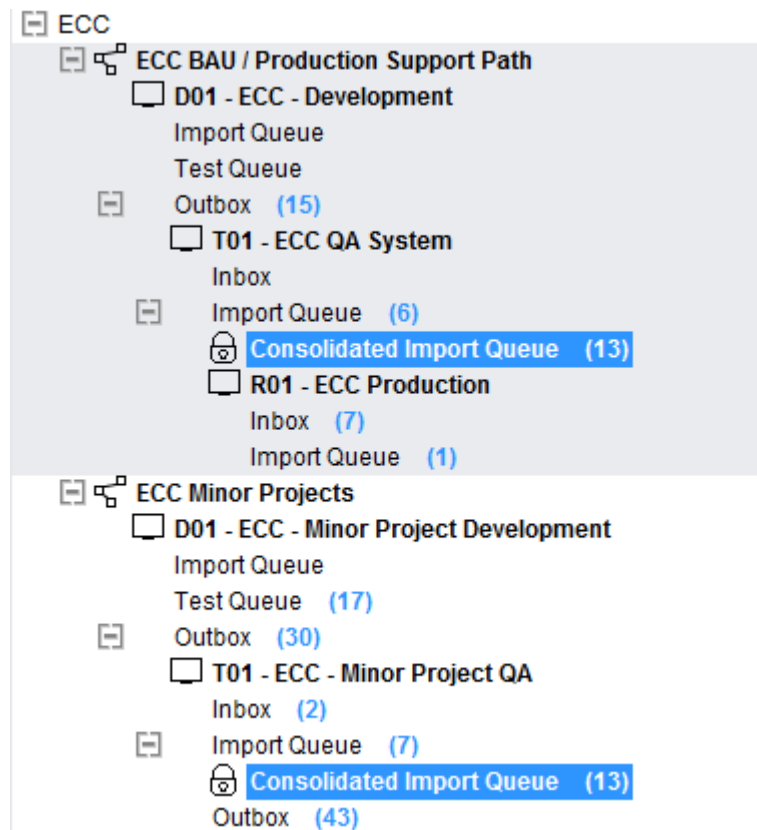
Project Path:

Project T01 target Import Queue (7 transports)
> T01 Consolidated Import Queue (13 transports)

Consolidated Path:

T01 Consolidated Import Queue (13 transports)
> BAU T01 target Import Queue (6 transports)
> Project T01 target Import Queue (7 transports)

In Transport Espresso the paths for T01 would look like:



The above shows the linkage between the **ECC Test – BAU** path import queue and the **ECC Test – Minor Projects** import queue. Selecting either of the associated consolidated import queues will give a complete view of all transports waiting to be imported for both T01 target systems:

View: By Transport Request Groups (All) Analyse ShiftLeft Import Mark as Imported OK Mark as Imported with Errors										
Stop on Error Schedule: (None) Remove Import Lock										
Request	Description	Requested By	Order	Released	Import Status	# Objs	# Keys			
D01K901225	Merge request for 1 change request(s) : 20110330 : 160848	Marcello URBANI	1	30/03/2011 16:26:03		13				
D01K901668	TE - test transport for HR organization stuff	Marcello URBANI	2	03/06/2011 12:48:14		2	13			
D01K901670	TE - test transport for HR organization stuff	Marcello URBANI	3	03/06/2011 16:42:41		2	34			
D01K902776	test	Marcello URBANI	4	05/08/2011 12:28:50		1				
D01K905652	TEst transport for PD stuff	Marcello URBANI	5	20/09/2012 12:53:24		3				
D01K905654	TEst PD objects	Marcello URBANI	6	20/09/2012 12:53:44		2	6			
D01K915858	6. Export Printer Definitions	Ross MCLANACHAN	7	04/12/2014 16:12:19						
D01K915860	7. Export Logical System Name Entries	Ross MCLANACHAN	8	04/12/2014 16:12:25						
D01K915862	8. Export Partner Profiles	Ross MCLANACHAN	9	04/12/2014 16:12:28						
D01K915864	9. Save Logon Groups	Ross MCLANACHAN	10	04/12/2014 16:12:32						
D01K916248	TE0423 BGR -test 1.	Tamas Csipes	11	12/01/2015 17:10:55						
D01K916252	test bgr manual step	Tamas Csipes	12	12/01/2015 17:25:12						
D01K916260	test manual step auto message update	Tamas Csipes	13	13/01/2015 14:24:45						

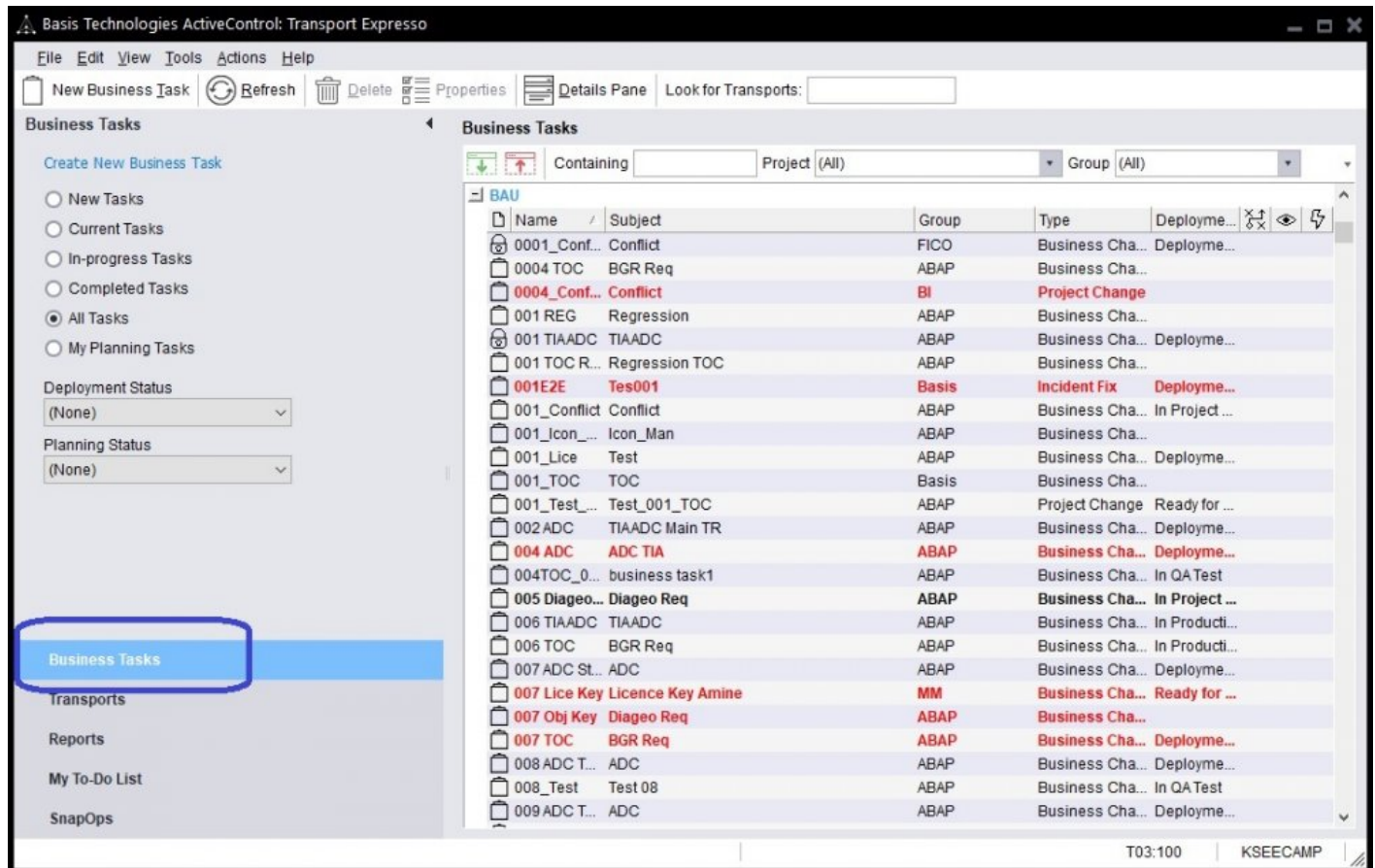
The transports can then be imported collectively across both targets in the correct sequence.

7. Managing Business Tasks

7.1. Business Tasks in the Windows GUI

Use the Business Task entry in the pane to create Business Tasks or to look for Business Tasks.

You can filter the result making entries in the menu bar on top of the result list by free text, project, group or type.



Double-click a line to open a Business Task in a new window.

7.2. Business Tasks in the WebUI

Use the WebUI to create Business Tasks or to look for open Business Tasks.

Click the entry **New business tasks** in the left pane.

Filter the result list by Project.

Group the results by Project, Path, Location, Deployment Status, Planning Status, Group, Type, Priority.

You can sort the list by clicking the right area of a column title.

- > Sort the columns ascending or descending
- > Add or remove columns
- > Show in Groups

The screenshot displays the ActiveControl WebUI interface. At the top, there's a navigation bar with tabs: Dashboard, Overview, Projects, and Reports. Below this, a search bar and user information are visible. The main content area shows a table of Business Tasks. The table has columns: Task, P..., G..., Priority, # Objects / # Keys, Conflict / SCI / Risk Status, Owner Name, and Owner. A context menu is open over the 'Task' column header, showing options: Sort Ascending, Sort Descending, Columns, Group by this field, and Show in groups. The 'Group by' dropdown in the top right is set to 'Sent Status'.

Task	P...	G...	Priority	# Objects / # Keys	Conflict / SCI / Risk Status	Owner Name	Owner
Based_Approval_BT11 Auto_Approval_BT11 undefined Show all transports				0 / 0		PDACOSTA	
007 Obj Key Diageo Req undefined Show all transports				0 / 0		SLAMY	
023 TIA ADC TIA ADC undefined Show all transports	B...	A...	Normal	0 / 0		ABEKKAT	
025 TIA ADC TIA ADC undefined Show all transports	B...	A...	Urgent	0 / 0		ABEKKAT	

Click on the title of the Business Task to open it.

To change the task choose the 'Change' entry in the left side menu



Other options are to show the transports and the test results or to delete the Business Task if you are authorized

(it is not recommended to delete Business Tasks that already have transports and documents assigned!).

8. General Operations

8.1. Commenting

It is possible to share information via comments on specific Business Tasks.

This is done on the **Comments** tab within an individual Task, in either the TE Windows GUI or TE Web UI.

It is possible to share your comments with everybody, or with specific users or user roles.

MM - New Plant required for EU Distribution Depot - *S(

CRQ000547

[Follow](#)

Waiting to be approved out of D01 - ECC Development - BAU by you, Warren Farr

Owner:
James Roberts



[General](#) [Additional data](#) [User assignments](#) [Testers](#) [Status & History](#) [Attachments](#) [Comments](#)

Add new comment

Comment:

[Submit comment](#)

Sharing options

☒ Don't share

☐ Share with users: [Select users](#)

(None selected)

☐ Share with user roles: [Select roles](#)

(None selected)

Author	Date ▾	Time	Comment
RMCLANACHAN	31.01.2015	19:54:24	Please ensure this goes to Production outside of business hours

8.2. Web UI: Following

Within the TE Web UI, it is possible to follow Business Tasks, Transports or SAP Objects that are of specific interest to you.

This is done via the  **Follow** button in the top right of the Business Task screen within the Web UI.

MM - New Plant required for EU Distribution Depot - *S(CRQ000547

Waiting to be approved out of D01 - ECC Development - BAU by you, Warren Farr

Owner:
James Roberts



General
Additional data
User assignments
Testers
Status & History
Attachments
Comments

Project: BAU / Production Support

Priority: Emergency

Type: Business Change




Group: MM

Locked: ☐ (prevent further transports being added)


Deployment status: Unit Testing Complete ☐ Manually override deployment status

Planning status: (None selected) ☐ Manually override planning status

Description:

Conflict status:		Number of objects:	10
Code Inspector status:		Number of keys:	
Risk status:			

From here it is possible to choose which events (approvals, rejections etc) that you follow. It is also possible to say whether you want to receive email notifications as well as seeing updates in the **Following** notifications screen within the TE Web UI. It is also possible to edit the Tasks, Transports and SAP Objects

you are following via the **Configure Followed Items** button  within the Following area of the notifications screen.

8.3. Web UI: Newsfeed


It is possible to view recent activity within the TE Web UI (approvals, rejections, testing etc) via the pane on the right hand side of the Web UI, and also to follow Tasks, Transports and SAP Objects that you are interested in.

- Clicking **News** option will present a list of other peoples activity in TE.
- Clicking **My recent activity** option will present a list of all of your own recent activity in TE.
- Clicking **Following** option will present a list of any Tasks, Transports and SAP Objects that you have chosen to follow within TE.


News / My recent activity / Following




James Barter approved testing for in ECC Development - BAU (D01)
17 days ago




Craig Oliver approved [RM9982721](#) into ECC Integration Testing (I01)
FI - Move all changes from I01 to D03
More than 3 months ago




Craig Oliver approved [RM9982721](#) out of ECC Project Development Phase 2 (D03)
FI - Move all changes from I01 to D03
More than 3 months ago




James Roberts imported changes into ECC Production - BAU (R01)
1 transport imported
More than 3 months ago




James Roberts approved [INC090901](#) into ECC Production - BAU (R01)
FI- Structured Account Balances Issue
More than 3 months ago




James Roberts imported changes into ECC Production - BAU (R01)
1 transport imported
More than 3 months ago




James Barter approved testing for in ECC Development - BAU (D01)
More than 3 months ago



Stuart (Tester 3) approved testing for [CRQ004354](#) in ECC Test - BAU (T01)
HR - New WSR for Argentina
More than 3 months ago



James (Test Manager 2) approved [CRQ999990](#) into ECC Test - BAU (T01)
BC - QA Refresh: Manual Activity tasklist
More than 3 months ago



Stephanie (Test Manager 1) approved [CRQ999990](#) into ECC Test - BAU (T01)
BC - QA Refresh: Manual Activity tasklist
More than 3 months ago

8.4. Web UI: Project RAG status

The TE Web UI includes an optional capability to display a RAG (Red/Amber/Green) status of a project, based on the configured project phases and start/end dates for that project.

Project RAG statuses can be viewed via the Projects pane in the middle of the TE Web UI dashboard.

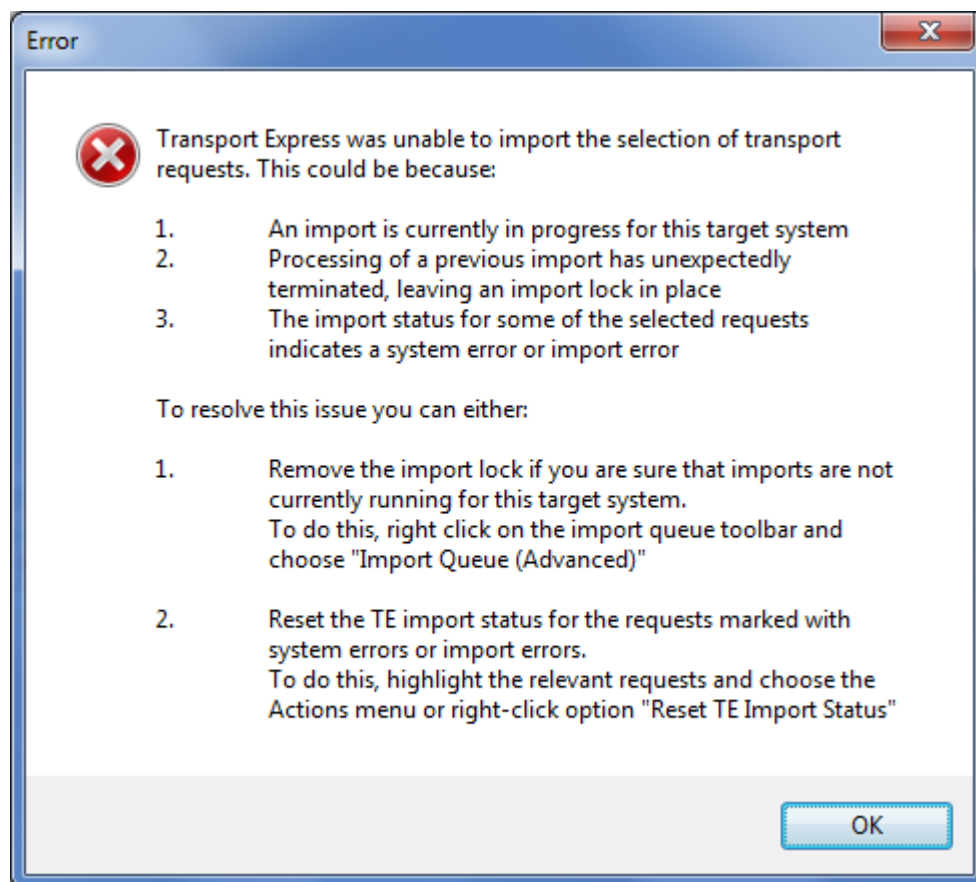
If no projects are available via the Drop down menu, it means that this functionality has not been configured as part of your Transport Implementation implementation.

Projects	
ECC Release - 2.3	
Blueprint	0
Realization: Build	5
Realization: Test	3
Final Preparation	1
Go Live & Support	0

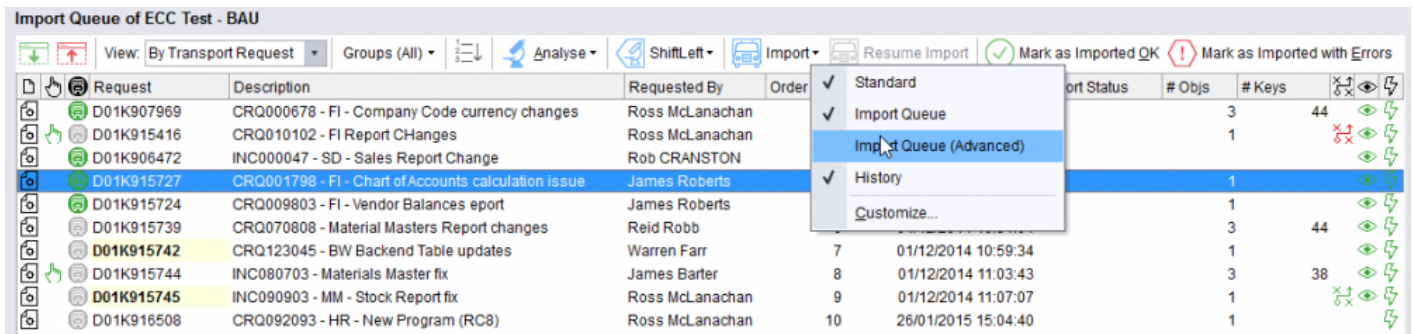
8.5. Import Queue Advanced Options and Removing Import Locks

If an import or system error has occurred sometimes TE will leave behind an import lock for the relevant import queue.

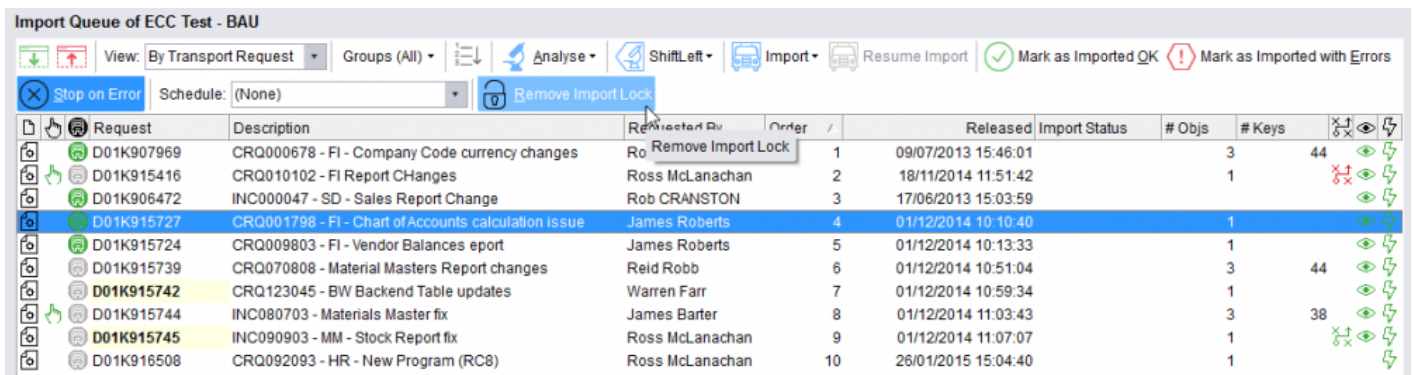
This will prevent further imports into that system until it is removed. The following error could be displayed if this is the case:



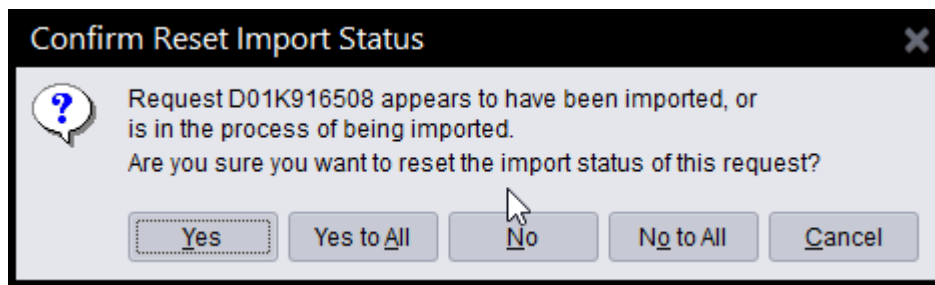
To remove the import lock right-click on the toolbar for the import queue and choose **Import Queue (Advanced)**:



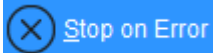
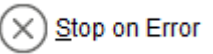
Some new options will be presented and the **Remove Import Lock** button can be used to remove the lock:



A warning message will be shown to confirm the action and choosing **Yes** will remove the lock:



Other Import Queue Advanced Options allow the settings for the import queue to be changed temporarily without having to change the TE config for the target system. It is possible in here to:

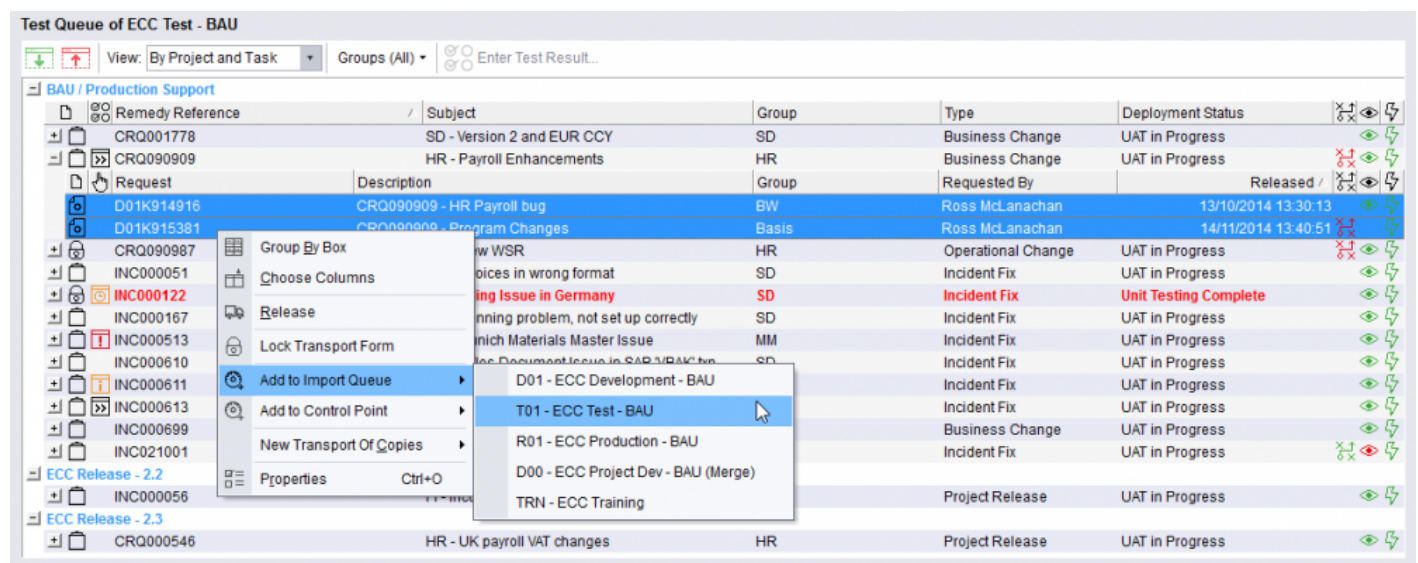
- Set the import queue "Stop on Error" option on or off. When  is highlighted this option is switched on. When  is not highlighted, it is off.
- Switch on or off an automatic import schedule.

8.6. Re-imports using Add to Import Queue

If transports have already been imported into a system but a re-import is required the **Add to Import Queue** option can be used. This will not move the transports from their current location but will copy them to the selected location in the transport path.

Transports can only be added to import queues that precede the current location in the current transport path.

To do this highlight the required transports, right click and choose the **Add to Import Queue** option. Then select the required system import queue:

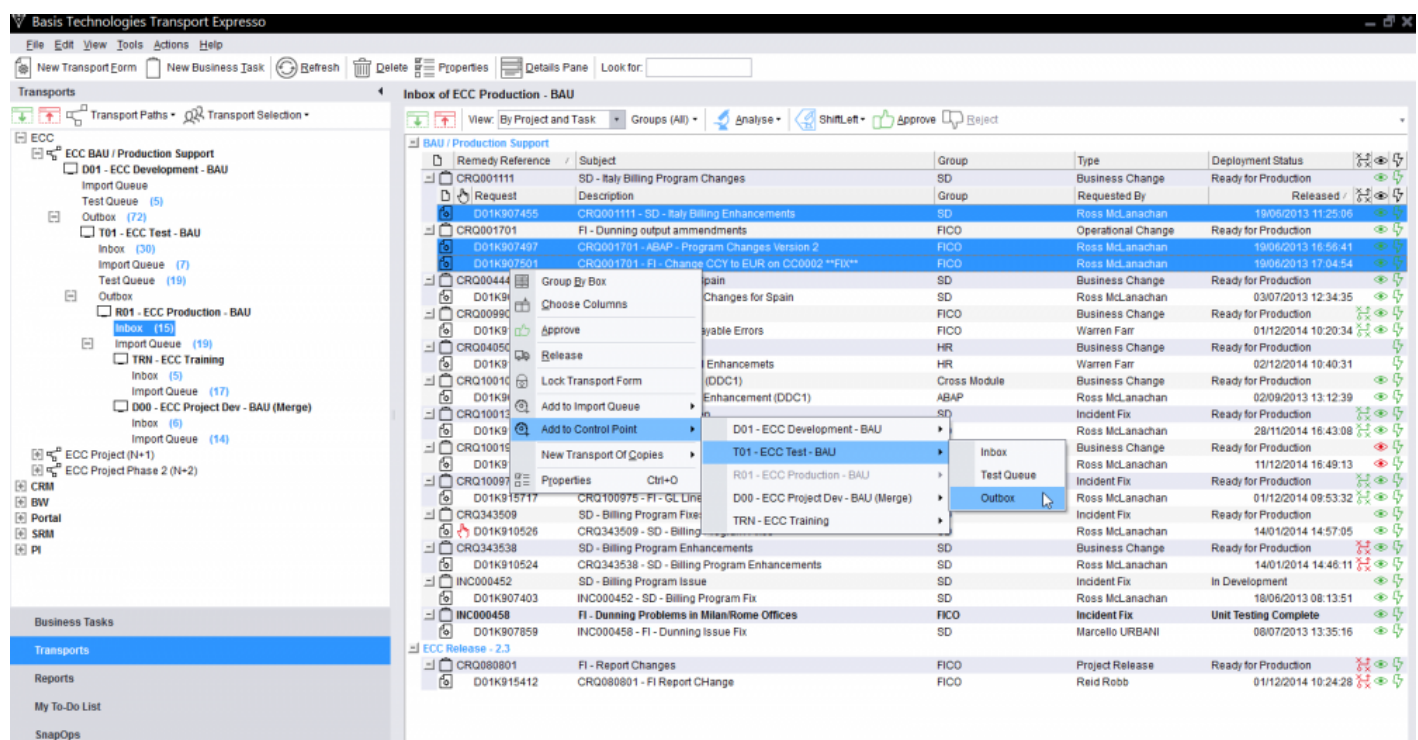


8.7. Re-Approvals and Re-Imports using Add to Control Point

If transports have already been imported into a system but they need to be moved back in the transport path to enforce a Re-Approval or Re-Import this can be done using the **Add to Control Point** option. This will move the transports from their current location to the selected location in the transport path.

Transports can only be added or moved to control points that precede the current location in the current transport path.

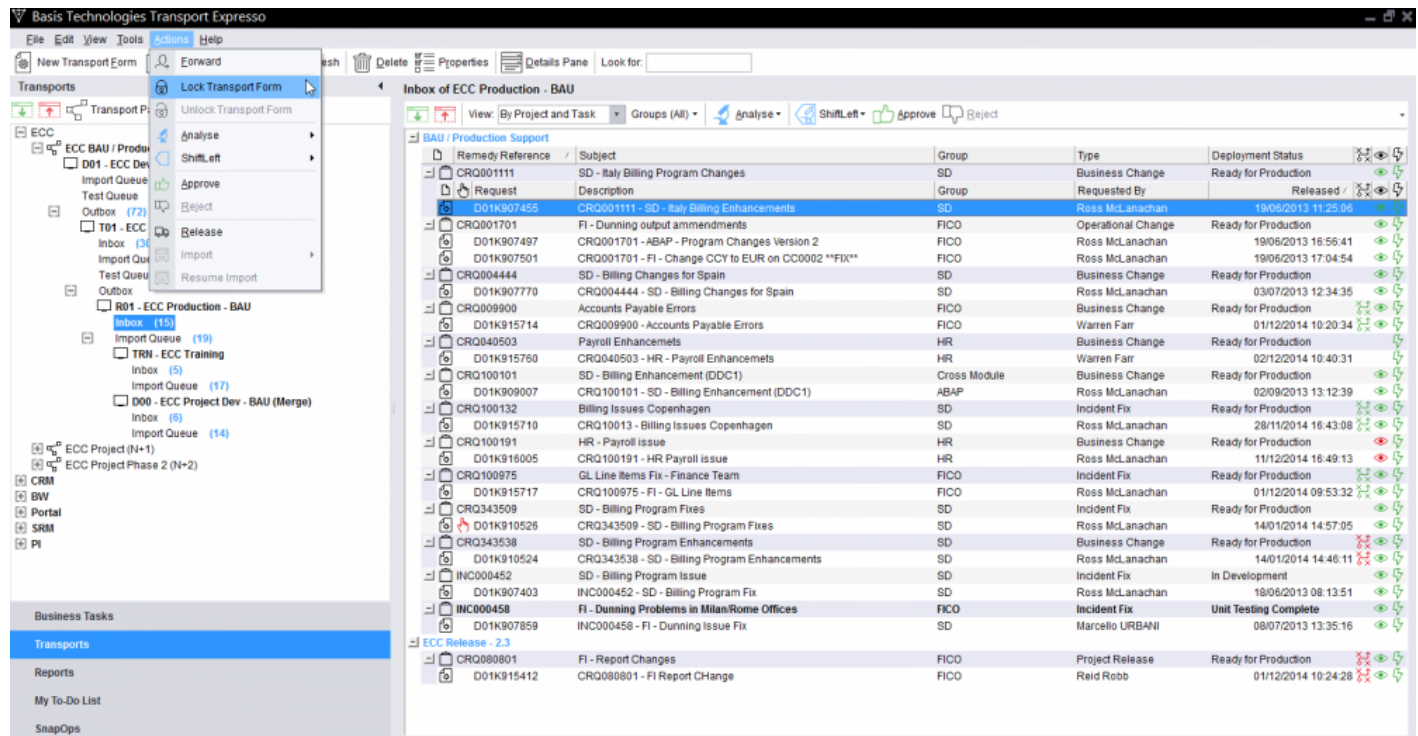
To do this highlight the required transports, right click and choose the **Add to Control Point** option. Then select the required system control point:



8.8. Locking / Un-Locking Transports

Transports can be locked in TE to prevent them from being approved or imported.

This can be done by highlighting the required transports and using the **Lock** option (or **Unlock** to remove the lock) via the Actions dropdown, or by choosing the same option via right-mouse click menu.



This can also be done by opening the transport form and using the lock checkbox at the bottom of the screen:

Properties of Request D01K907455

File Attachments Settings

Save and Close Request Properties Attach File... Insert URL Check for Conflicts... Copy Contents To Clipboard

General Transport Request Details Transport Status and History Transport Logs Advanced Options Manual Steps

Change Type: **Existing Transport Request**

D01K907455 CRQ001111 - SD - Italy Billing Enhancements

Description of the changes made:

Backout Strategy

Type: Workbench

Group: SD

Transport Path: ECC BAU / Production Support

Related Business Tasks

Subject	Remedy Reference	Project	Group
SD - Italy Billing Program Changes	CRQ001111	BAU / Production Support	SD


Related Business Tasks Related Merge Requests Related Backup Requests

Lock this transport to prevent it from being approved or imported.

When a transport is locked the  lock icon is displayed next to it:

Inbox of ECC Test - BAU

View: By Project and Task Groups (All) Analyse ShiftLeft Approve Reject

Remedy Reference	Subject	Group	Type	Deployment Status	Requested By	Released
CRQ0908031	HR - Payroll issue	HR	Incident Fix	Ready for UAT		
 D01K916477	CRQ090803 - HR - New Payroll Fix Issue	HR	Ross McLanachan	23/01/2015 11:25:14		
CRQ111000	MM - PO Creation 2 enhancement (1.Radar)	MM	Business Change	Ready for UAT		
CRQ999990	BC - QA Refresh: Manual Activity tasklist	Basis	Business Change	Ready for UAT		
ECC Release - 2.2						
CRQ000666	FI - Dunning Enhancement	FICO	Project Release	Ready for UAT		
INC9990001	BC - Upload Program 1	BW	Project Release	Ready for UAT		
ECC Release - 2.3						
CRQ000555	SD - Billing Changes for Germany	SD	Project Release	Ready for UAT		


8.9. Locking Tasks to Prevent Transports from being attached

Tasks can be manually or automatically locked in TE to prevent more transport forms from being attached to them.

For example, when a change is ready for production it may be useful to lock the task so that no further transports can be attached to it.

To do this manually open the required task and use the lock checkbox at the bottom of the screen:

The screenshot shows a web application window titled "HR - Payroll issue - Business Task". The window has a menu bar with "File", "Insert", and "Settings". Below the menu bar is a toolbar with icons for "Save and Close", "Save", "File...", and "Insert URL". The main content area is divided into several tabs: "General", "Additional Data", "User Assignments", "Related Transport Requests", "Test Results", "Planning", and "Status & History". The "General" tab is selected, showing fields for "Identification" (Subject: HR - Payroll issue, Remedy Reference: CRQ0908031, Project: BAU / Production Support) and "Classification" (Priority: Normal, Type: Incident Fix, Group: HR). Below these fields are "Deployment Status" (Ready for UAT) and "Planning Status" (empty). A large text area for "Requirements Description" is visible. At the bottom of the window, there is a checkbox labeled "Lock this task to prevent further transports being added to it", which is currently checked.

When a task is locked this lock icon  is displayed next to it:

Inbox of ECC Test - BAU

View: By Project and Task Groups (All) Analyse ShiftLeft Approve Reject

Remedy Reference	Subject	Group	Type	Deployment Status	Actions
CRQ0908031	HR - Payroll issue	HR	Incident Fix	Ready for UAT	
CRQ111000	MM - PO Creation Enhancement (L.Radar)	MM	Business Change	Ready for UAT	
CRQ999990	BC - QA Refresh: Manual Activity tasklist	Basis	Business Change	Ready for UAT	
ECC Release - 2.2					
CRQ000666	FI - Dunning Enhancement	FICO	Project Release	Ready for UAT	
INC9990001	BC - Upload Program 1	BW	Project Release	Ready for UAT	
ECC Release - 2.3					
CRQ000555	SD - Billing Changes for Germany	SD	Project Release	Ready for UAT	

This can also be done automatically by TE when a task passes a specific control point for a target system. In TE config the target field **After approval of items at the XXX on this target, tasks are automatically locked** can be set to the required control point to automatically lock tasks when they have passed this point in the transport path.

For example, this could be set on the regression test system outbox. Any transports passing this control point in TE would then automatically be locked.

8.10. Downloading to Excel

The data in TE can be downloaded to Excel by highlighting it in the Windows GUI and copying it to the clipboard, and then pasting into Excel.

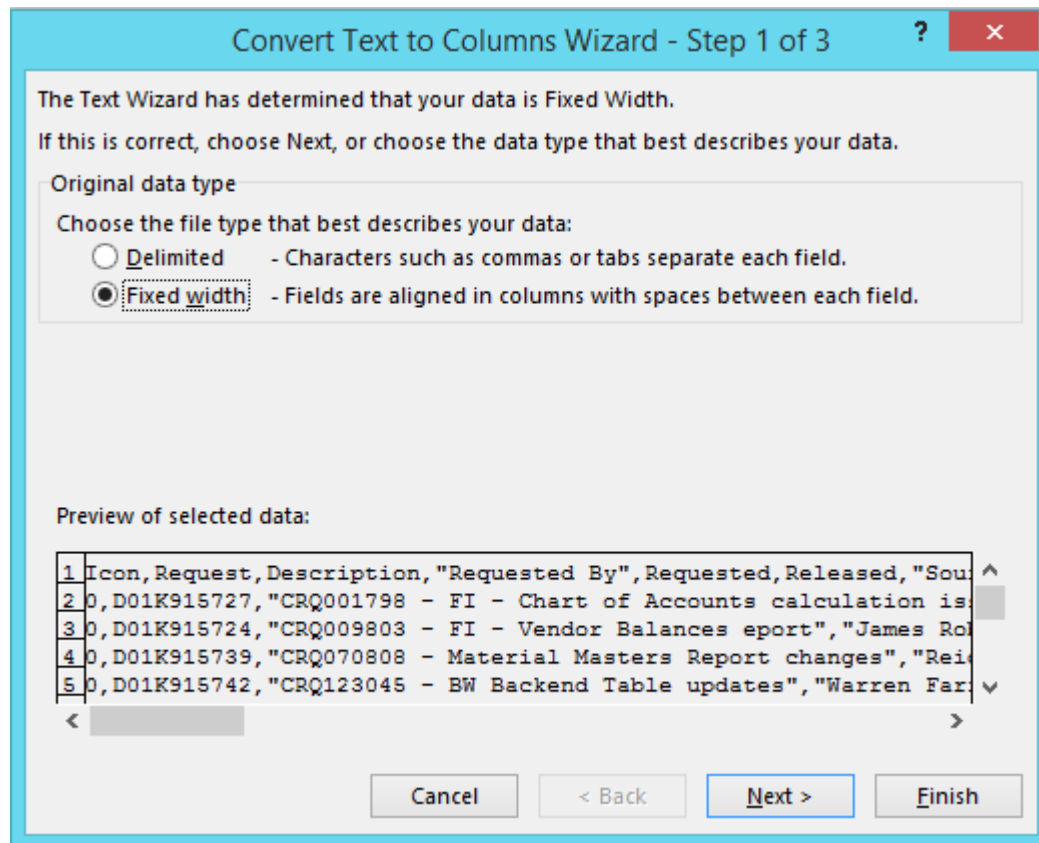
This can be done in the main view window for the required tasks and transports. All items to be copied should be highlighted and copied using CTRL+C:

Request	Description	Requested By	Order	Released	Import Status	# Objs	# Keys
D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts	1	01/12/2014 10:10:40		1	
D01K915724	CRQ009803 - FI - Vendor Balances report	James Roberts	2	01/12/2014 10:13:33		1	
D01K915739	CRQ070808 - Material Masters Report changes	Reid Robb	3	01/12/2014 10:51:04		3	44
D01K915742	CRQ123045 - BW Backend Table updates	Warren Farr	4	01/12/2014 10:59:34		1	
D01K915744	INC080703 - Materials Master fix	James Barter	5	01/12/2014 11:03:43		3	38
D01K915745	INC090903 - MM - Stock Report fix	Ross McLanachan	6	01/12/2014 11:07:07		1	
D01K916508	CRQ092093 - HR - New Program (RCB)	Ross McLanachan	7	26/01/2015 15:04:40		1	

This can then be pasted into Excel:

Icon	Request	Description	Requested By	Requested	Released	Source System	Client	Client Independent	Group	Reference	Path	Export Status	Import Status	Order	RC	Request
	D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts	"01/12/2014 10:10:25"	"01/12/2014 10:10:40"	D01,100,True,FICO	"ECC BAU / Production Support"	OK	1	W	Configuration	0,0,1,1,1				
	D01K915724	CRQ009803 - FI - Vendor Balances report	James Roberts	"01/12/2014 10:13:20"	"01/12/2014 10:13:33"	D01,100,True,PI	"ECC BAU / Production Support"	OK	2	W	Configuration	0,0,1,1,1				
	D01K915739	CRQ070808 - Material Masters Report changes	Reid Robb	"01/12/2014 10:48:45"	"01/12/2014 10:51:04"	D01,100,False,MM	"ECC BAU / Production Support"	OK	3	C	Configuration	-1,0,1,1,3,44				
	D01K915742	CRQ123045 - BW Backend Table updates	Warren Farr	"01/12/2014 10:59:21"	"01/12/2014 10:59:34"	D01,100,True,BW	"ECC BAU / Production Support"	OK	4	W	268,Configuration	-1,0,1,1,1				
	D01K915744	INC080703 - Materials Master fix	James Barter	"01/12/2014 11:03:29"	"01/12/2014 11:03:43"	D01,100,False,MM	"ECC BAU / Production Support"	OK	5	C	Incident Fix	3,-1,0,1,1,3,38				
	D01K915745	INC090903 - MM - Stock Report fix	Ross McLanachan	"01/12/2014 11:04:59"	"01/12/2014 11:07:07"	D01,100,True,MM	"ECC BAU / Production Support"	OK	6	W	268,Configuration	-1,1,1,1,1				
	D01K916508	CRQ092093 - HR - New Program (RCB)	Ross McLanachan	"26/01/2015 15:02:47"	"26/01/2015 15:04:40"	D01,100,True,HR	"ECC BAU / Production Support"	OK	7	C	Incident Fix	-1,0,0,1,1				

The data is pasted in a comma delimited format so this can be split into columns using the **Data -> Text to Columns** option:

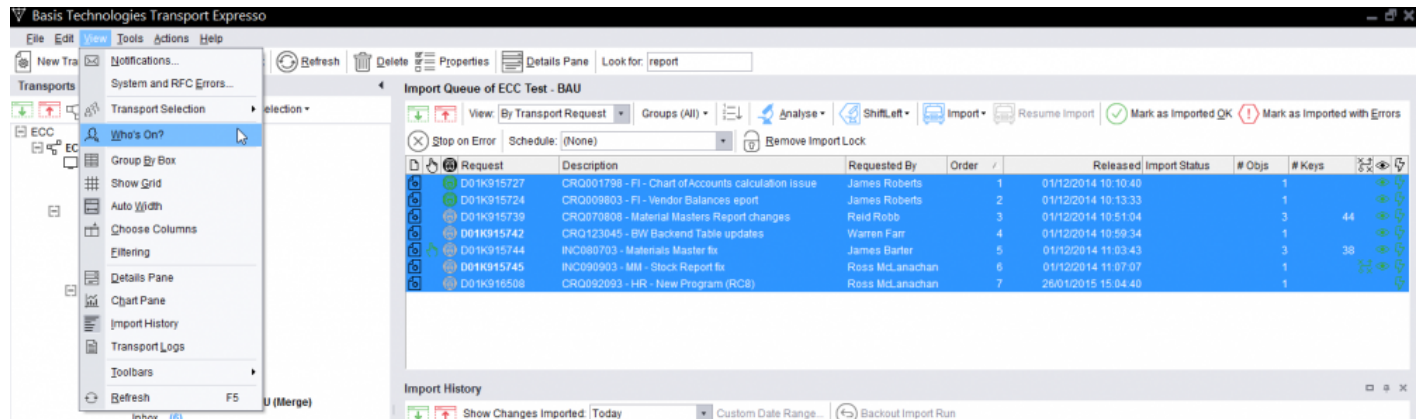


The data can then be viewed:

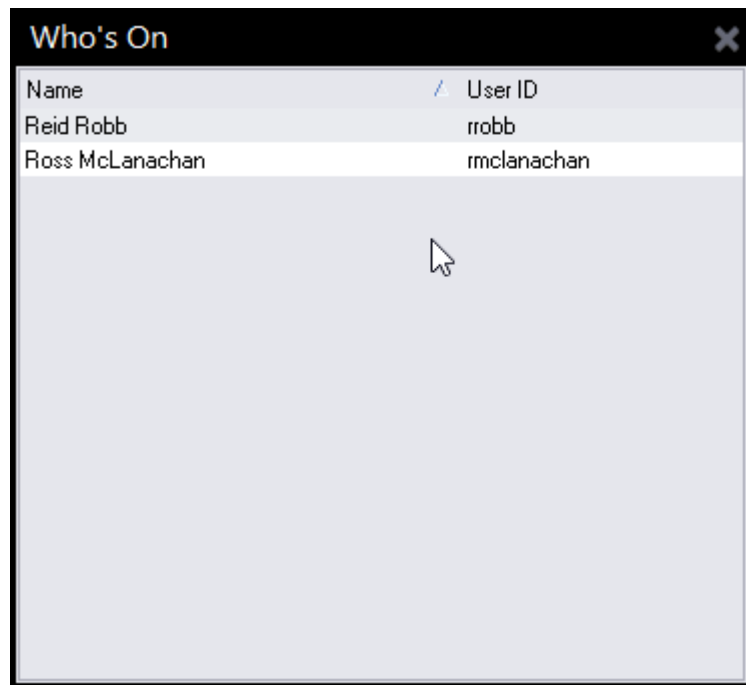
Icon	Request	Description	Requested By	Requested	Released	Source System	Client	Client Independent	Group	Reference	Path	Export Status	Import Status
0	D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts	01/12/2014 10:10	01/12/2014 10:10	D01	100	TRUE	FICO		ECC BAU / Production Support	OK	
0	D01K915724	CRQ009803 - FI - Vendor Balances eport	James Roberts	01/12/2014 10:13	01/12/2014 10:13	D01	100	TRUE	PI		ECC BAU / Production Support	OK	
0	D01K915739	CRQ070808 - Material Masters Report changes	Reid Robb	01/12/2014 10:48	01/12/2014 10:51	D01	100	FALSE	MM		ECC BAU / Production Support	OK	
0	D01K915742	CRQ123045 - BW Backend Table updates	Warren Farr	01/12/2014 10:59	01/12/2014 10:59	D01	100	TRUE	BW		ECC BAU / Production Support	OK	
0	D01K915744	INCO80703 - Materials Master fix	James Barter	01/12/2014 11:03	01/12/2014 11:03	D01	100	FALSE	MM		ECC BAU / Production Support	OK	
0	D01K915745	INCO90903 - MM - Stock Report fix	Ross McLanachan	01/12/2014 11:04	01/12/2014 11:07	D01	100	TRUE	MM		ECC BAU / Production Support	OK	
0	D01K916508	CRQ092093 - HR - New Program (RC8)	Ross McLanachan	26/01/2015 15:02	26/01/2015 15:04	D01	100	TRUE	HR		ECC BAU / Production Support	OK	

8.11. Finding out Who's Logged On

It is possible to find out who's currently logged on to TE using the **Who's On?** option:

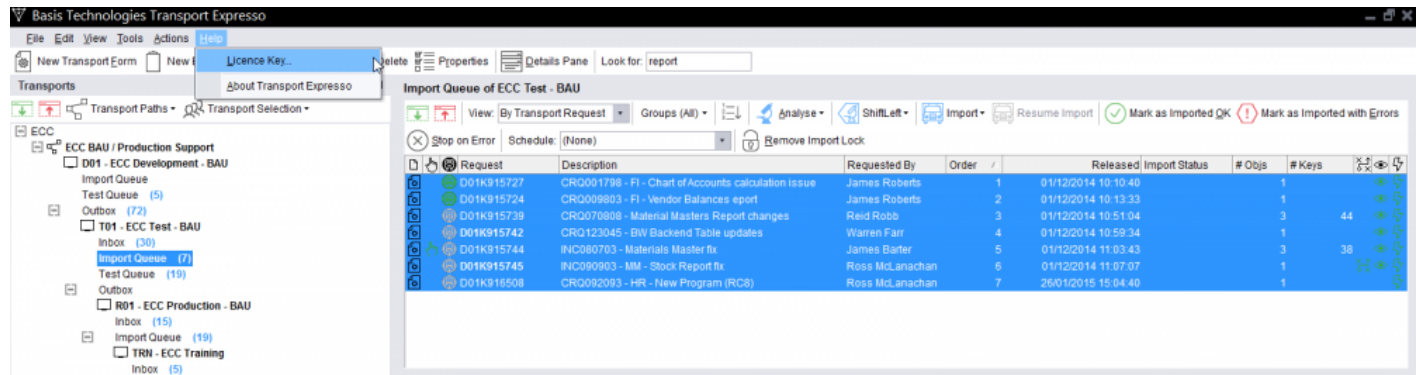


This will then display a popup showing all currently logged on users:

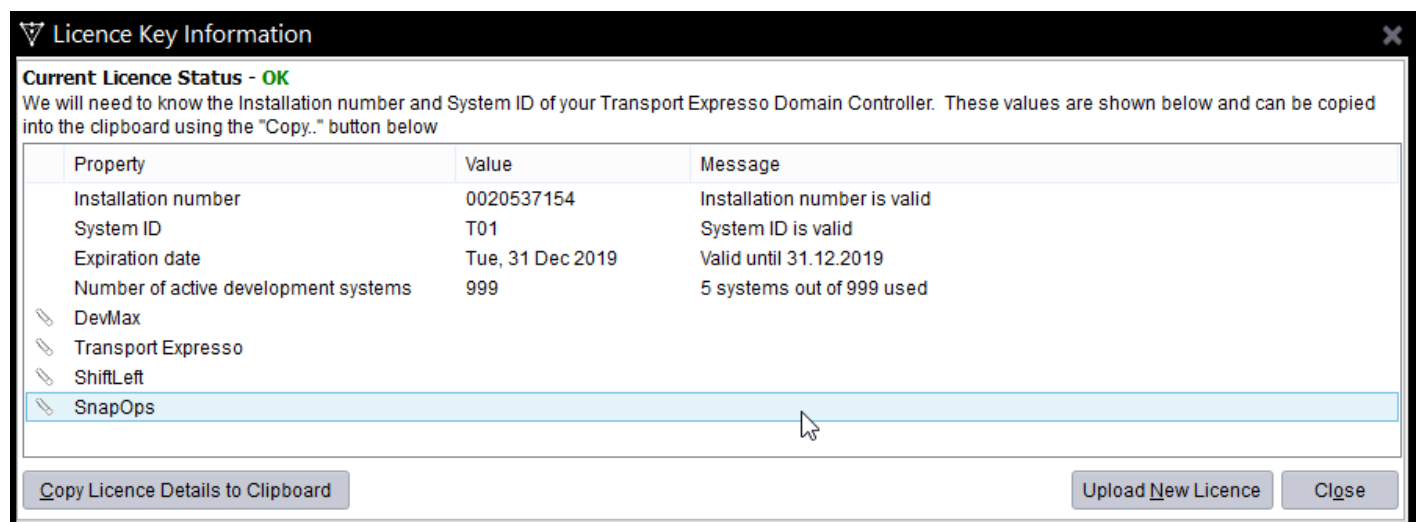


8.12. Licence Keys

The current TE licence key and expiry date can be seen as follows:



The details relating to the licence key can be seen along with the current expiry date:



When the licence key is due for renewal TE will warn users of this when they login. A new licence key should be requested from Basis Technologies Support with the above details provided.

When supplied, the new licence key can be uploaded into Transport Expresso via this screen.

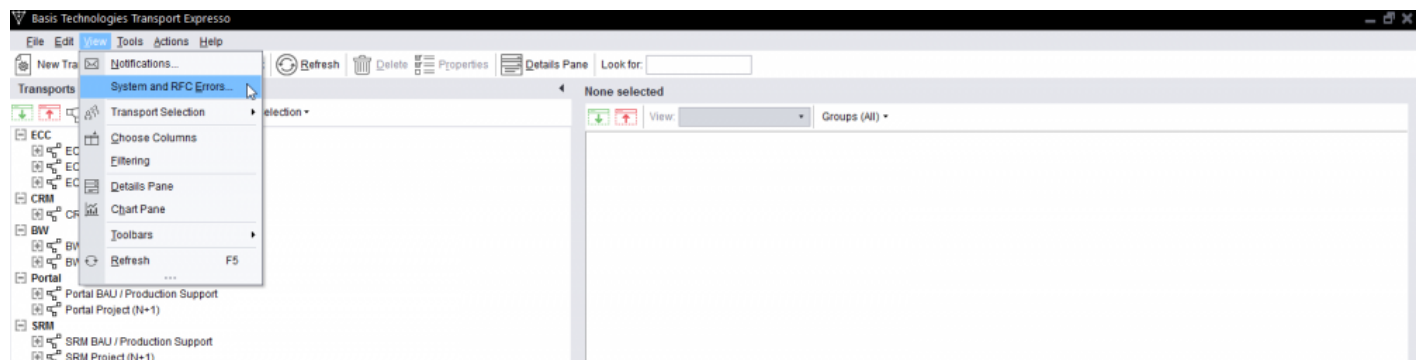
8.13. System & RFC Errors

If a serious error occurs in TE when processing transport imports a system error will be generated.

This will stop the import processing for the affected import queue until the issue is resolved. Errors can be due to issues like:

- RFC connection problems
- Authorisation issues
- Import process failures
- Transport file access issues
- Program terminations
- BW renaming issues
- Manual steps not complete

These can be viewed in the **System & RFC Errors** option:



A list of all system errors will be presented. Further information about the reason for the error can be seen by highlighting the relevant item:

System and RFC Errors

System Errors

RFC Connection Issues

Refresh

When	Error	Syst...	Client	Request	Imported By
1:24 pm on 28/01/20...	Could not connect to the target system	T01		D01K915724	Ross McLanachan
1:24 pm on 28/01/20...	Could not connect to the target system	T01		D01K915727	Ross McLanachan
1:23 pm on 28/01/20...	Could not connect to the target system	T01		D01K915727	Ross McLanachan
4:13 pm on 25/12/20...	Program terminated (RFC logon information incorrect?)	I01		D03K900227	Craig Oliver
11:00 am on 25/12/2...	Import stopped due to incomplete manual step(s)	R01		D01K907385	Schedule TE Batch
4:50 pm on 22/12/20...	Problems detected during analysis of requests to be imported automatically	T01		D01K906472	Schedule TE Batch
2:45 pm on 22/12/20...	Problems detected during analysis of requests to be imported automatically	T01		D01K906472	Schedule TE Batch
5:10 pm on 03/12/20...	Could not connect to the target system	MQ1		D01K915823	Schedule TE Batch
11:20 am on 01/12/2...	Problems detected during analysis of requests to be imported automatically	TRN		D01K910504	Schedule TE Batch
3:00 pm on 14/10/20...	Import stopped due to incomplete manual step(s)	R01		D01K911047	Schedule TE Batch
2:20 pm on 13/10/20...	Import stopped due to incomplete manual step(s)	T01		D01K914914	Schedule TE Batch
2:10 pm on 13/10/20...	Import stopped due to incomplete manual step(s)	T01		D01K914914	Schedule TE Batch

Request ID	Reason	Additional Info	Analysis Description
D01K906681	11	New Manual Step	Requests that have a manual step which is incomplete
D01K906841	12	D01K906681	Requests that cannot be imported due to an incomplete manual step on an earlier request
D01K907969	12	D01K906681	Requests that cannot be imported due to an incomplete manual step on an earlier request
D01K910477	11	Do config change	Requests that have a manual step which is incomplete
D01K915416	03	D01K907389	Content is newer than requests that have not yet been imported (Overtake)
D01K915416	03	D01K907411	Content is newer than requests that have not yet been imported (Overtake)
D01K915416	03	D01K907413	Content is newer than requests that have not yet been imported (Overtake)
D01K915416	12	D01K906681	Requests that cannot be imported due to an incomplete manual step on an earlier request
D01K915724	02	D01K915412	Content is older than previously imported requests (Overwrite/Regression)

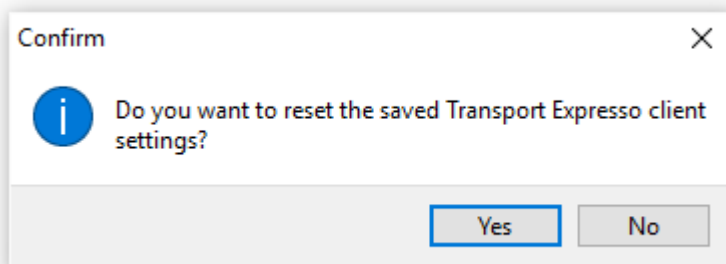
Once resolved the import status for the affected transport will need to be reset to allow imports to resume.

8.14. Windows Client Issues: How to Reset

If issues are encountered within the ActiveControl Windows client (eg. menus are not being displayed or other display problems), the client can be reset.

This is done from the ActiveControl Windows GUI login screen.

1. Hold down SHIFT and CTRL and while holding them press the “OK” button.
2. Keep SHIFT and CTRL held down and you will be shown a popup asking if you want to reset your ActiveControl client settings.
- 3 Choose ‘Yes’ will perform the reset.



Note: All local client settings for window sizes and view customisations will be lost whenever a Windows client reset is performed.

9. Analysis, Approvals and Rejections

When a transport form is created, it will be moved to the relevant control point in Transport Expresso.

If you are an approver for this task/transport, you will receive an e-mail from TE telling you that there is a task/transport for you to approve.

This approval be performed either in the TE Windows GUI or in the TE Web UI.

Transport Expresso performs a General Analysis function that is automatically performed during approval and import. The general analysis includes all the standard analysis functions such as:

- **Check Dependencies (0030):**
 - Is there a dependency on another transport that has yet to be imported?
 - Is the transport form attached to a task but not all the requests in that task have been imported yet or are not being approved now?
- **Overtake and Regression Checks (0031):**
 - Does the transport contain an older version of any objects that have been previously imported into the target system?
 - Does the transport contain a newer version of any objects that also appear on older transports that have not yet been imported into the target system?
- **Check Locked Transport Forms (0032):**
 - Is the transport form locked?
- **Check Authorisations (0033):**
 - Is the user authorised to perform the approval?
- **Check Transport Release (0034):**
 - For import queues is the transport released?
- **Conflict Analysis (0035):**
 - Does the transport contain objects that have also been changed on the target system?
- **Check Merge Origin (0036):**
 - For merges check that the origin of the transports that make up the merge request is the same system

- **Check Manual Steps (0037):**

Is there a dependency on any manual steps that have not been marked as complete?

The General Analysis will also perform any other configured analysis types that have been marked as mandatory for that control point.

9.1. Inboxes and Outboxes

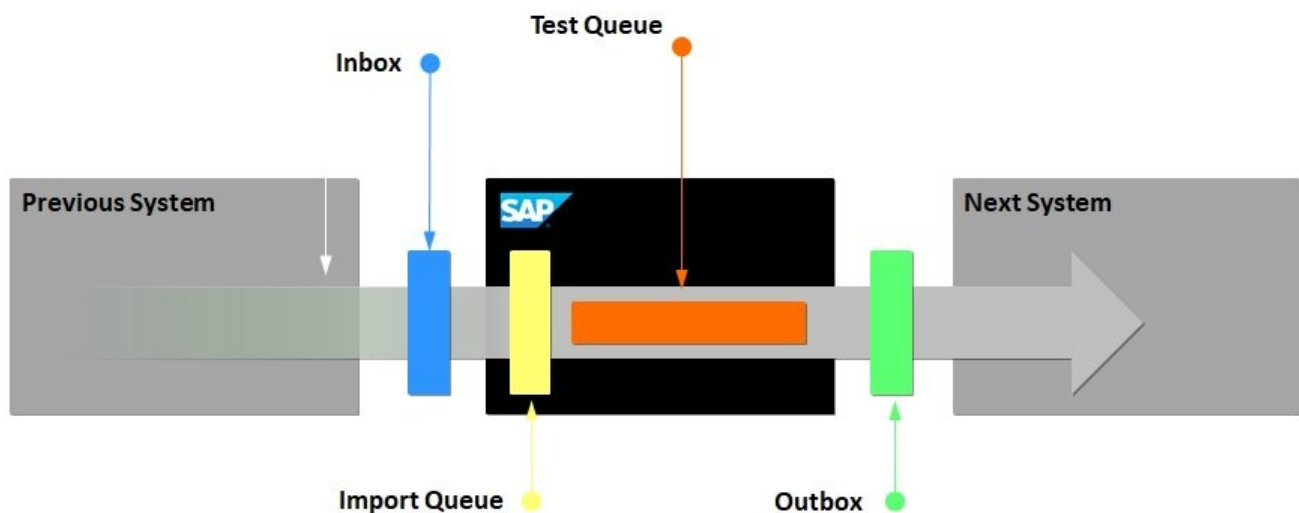
Inboxes and Outboxes act as gates in your SAP system for all SAP changes moving through the landscape.

When a change reaches an Inbox, appropriate approval emails are sent to required approvers. The change will not import into the associated system until Inbox Approval is granted.

When a change reaches an outbox, an approval email is sent to the required approvers. The change will not move out of the associated system until the Outbox approval is granted.

With giving an approval the defined analyzers for this control point are executed.

Control Point on the Transport Path



9.1.1. Windows GUI

Prior to approval or import the tasks/ transports can be analysed using the “Analyse” button. First highlight the items to be analysed or use CTRL-A to select all.

Individual analyses can be run one by one or the General Analysis can be run to check everything in one step:

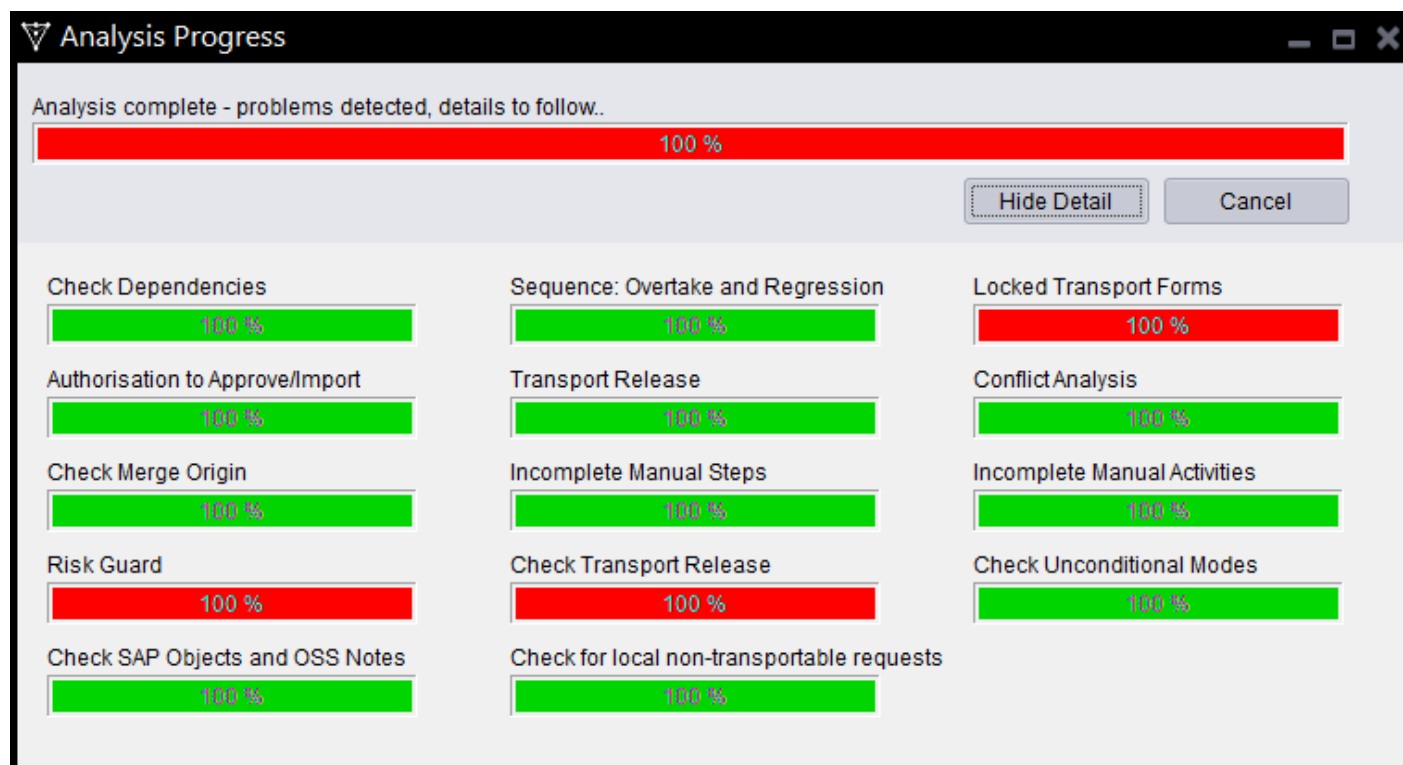
The screenshot shows the 'Outbox of ECC Development - BAU' window. The 'View' is set to 'By Project and Task'. The 'Groups' are set to '(All)'. The 'Analyse' button is highlighted, and a context menu is open showing the following options:

- Risk Guard (Mandatory)
- Dev Enforcer: Standards
- Dev Enforcer: Performance
- Dev Enforcer: Security
- Deep Impact Analysis
- Check Transport Release (Mandatory)
- Check Unconditional Modes (Mandatory)
- Check SAP Objects and OSS Notes (Mandatory)
- Check for local non-transportable requests (Mandatory)

The main table displays the following data:

Remedy Reference	Subject	Deployment Status	Unit Testing Complete
CRQ000547	MM - New Plant required for EU Distribution	Change	Unit Testing Complete
CRQ034340	PI - Connections setup in ECC	Change	Unit Testing Complete
CRQ050406	FI - General Ledger changes *ADC*	Change	Unit Testing Complete
CRQ080102	HR - Paris Office work schedule rule	Change	Unit Testing Complete
CRQ080705	BW - Backend table configuration	Change	Unit Testing Complete
CRQ090803b	HR - New Payroll Fix	Fix	Unit Testing Complete
CRQ120807	CRQ120807 - HR - New Work Schedule Rule	Change	Unit Testing Complete
CRQ450345	SD - Dunning Report enhancements	Change	Unit Testing Complete
CRQ999991	BC - System Copy	Change	Unit Testing Complete
INC000008	HR - URGENT PAYROLL ISSUE IN ITALY!	Fix	Unit Testing Complete
INC000009	PI - Issues with Commerzbank Interface data	Incident Fix	Unit Testing Complete
INC000045	FI - High issue with G/L ac balance	FICO	Unit Testing Complete
INC000068	PI - Banco de Portugal interface issue	Incident Fix	Unit Testing Complete
INC000076	S&A - Authorisations / Access issue - please help	Incident Fix	Unit Testing Complete
INC000110	EP - MSS functionality in Portal really slow	Incident Fix	Unit Testing Complete
INC000122	SD - Billing Issue in Germany	SD	Unit Testing Complete
INC000458	FI - Dunning Problems in Milan/Rome Offices	FICO	Unit Testing Complete
INC000510	MM - Italy Storage Location Issue	Incident Fix	Unit Testing Complete
INC000516	FI - Dunning Issues	FICO	Unit Testing Complete
INC090191	FI - Ledger Report table problem	Incident Fix	Unit Testing Complete
INC098232	FI - Financial Statement Version issue	FICO	Unit Testing Complete
CRQ000732	New Basis Technologies Company Group Code	FICO	Project Release
CRQ045021	SD - Release 2.2 SD Deliverables	SD	Project Release
CRQ097876	EP - Backend Changes	EP	Project Release
CRQ000048	SD - Italy Billing Changes	SD	Project Release
CRQ000143	PI - New CLICK Interface	PI	Project Release
CRQ000461	FI - New Accounts Payable Reporting	FICO	Project Release

During the analysis a progress monitor is displayed so the current status of the analysis process can be viewed:



If any issues are found a popup window will be displayed to warn the user:

Analysis Results

Expand All Collapse All Show Explanations Clear Selection

3 transport(s) are locked so cannot be approved/imported

The following transport forms have been locked to prevent approval or import

Locked Request
D01K907507
D01K901434
D01K916116

1 transport(s) containing risky objects detected

The following transports have a risk level greater than 2

Transport Request	Description	Owner	Risk Level
D01K901434	INC000045 - FI - G/L account config changes	SLAMY	9

4 risky objects detected

The following transports contain risky objects


Transport R...	Program ID	Object Type	Object Name	Risk Level	Description
D01K901434	LIMU	INDX	/BTI/TE_SERIES 001	9	Database indexes require rebuilding - take care importing in...
D01K901434	R3TR	DOMA	ZSL_DOMA1	8	
D01K901434	R3TR	NROB	/BTI/TE_ID	8	Be careful when transporting number range objects
D01K901434	R3TR	DTL	ZSL_DTEL1	5	

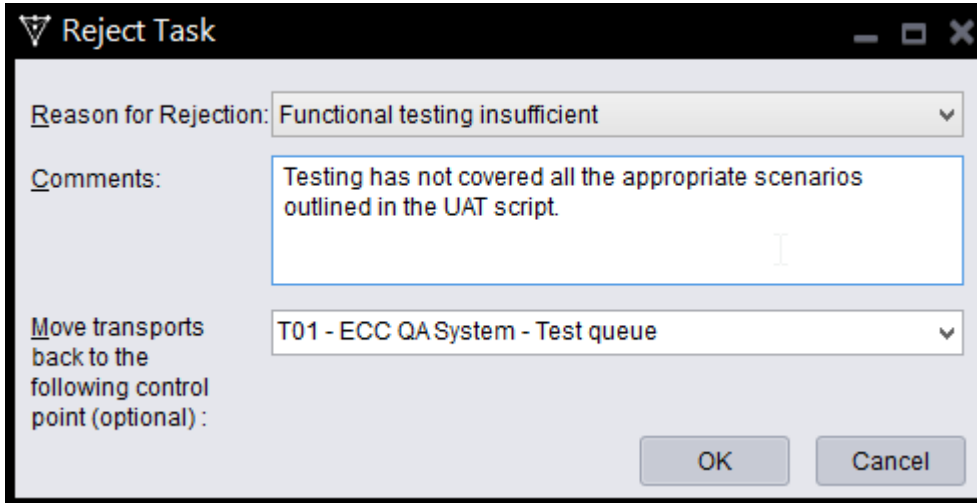
2 unreleased transport(s) detected

The following transports cannot be approved as they are not yet released

Request
D01K901434
D01K916116

If a task is to be approved, use the  **Approve** button. Any analysis issues will be output in the popup window but if required the user can **Approve Anyway** if authorised to do so.

If a task is to be rejected the  **Reject** button can be used. A reason for rejection and comment can be added, and if required, the transports associated with the TE Task being rejected can be moved back to a chosen control point in the path between the current location and the last import queue.



The image shows a 'Reject Task' dialog box with a title bar containing a minimize, maximize, and close icon. The dialog has three main sections: 'Reason for Rejection:' with a dropdown menu showing 'Functional testing insufficient'; 'Comments:' with a text area containing 'Testing has not covered all the appropriate scenarios outlined in the UAT script.'; and 'Move transports back to the following control point (optional):' with a dropdown menu showing 'T01 - ECC QA System - Test queue'. At the bottom right are 'OK' and 'Cancel' buttons.

Field	Value
Reason for Rejection:	Functional testing insufficient
Comments:	Testing has not covered all the appropriate scenarios outlined in the UAT script.
Move transports back to the following control point (optional):	T01 - ECC QA System - Test queue

The rejection will automatically lock all associated transport forms in the location where the rejection is processed.

9.1.2. Web UI

Awaiting my approvals link on the TE Web UI front screen enables you to access a list of Business Tasks / Transport Forms that are currently sitting in a control point that requires your approval:

Overview	
Awaiting my approval	32
Awaiting my testing	25
In progress changes for my transports	38
In progress changes for my team	0
New business tasks	88

This can also be accessed via the **My Approvals** link on the left hand pane of the front screen:



A list of Business Tasks awaiting your approval will be displayed on screen:

Dashboard

Overview

Projects

Reports

Analysis / Show transports

ShiftLeft analysis

Approve

Reject

Enter test results

refresh

Overview: Awaiting my approval

Project: All projects

Group by: Path & Target / Location

	Task	Project	Group	Priority	# Objects / # Keys	Conflict / SCI / Risk Status	Owner Name	Owner
	<div>INC000008</div> <div>HR - URGENT PAYROLL ISSUE IN ITALY!</div> <div>Waiting to be approved out of D01 - ECC Development - BAU by you</div>	BAU / Production Support	HR	Normal	0 / 0		Warren Farr	
	<div>INC000009</div> <div>PI - Issues with Commerzbank Interface data</div> <div>Waiting to be approved out of D01 - ECC Development - BAU by you, Lee KEVAN</div>	BAU / Production Support	PI	Normal	6 / 0		Warren Farr	
	<div>INC000045</div> <div>F1 - High Issue with G/L ac balance</div> <div>Rejected by Ross McLanachan with reason "Unexpected change"</div>	BAU / Production Support	FICO	Urgent	6 / 0		Craig Oliver	
	<div>INC000068</div> <div>PI - Banco de Portugal interface issue</div> <div>Waiting to be approved out of D01 - ECC Development - BAU by you, Lee KEVAN</div>	BAU / Production Support	PI	Normal	0 / 0		Dmitry Borisov	
	<div>INC000076</div> <div>S&A - Authorisations / Access issue - please help</div> <div>Waiting to be approved out of D01 - ECC Development - BAU by you, James Barter</div>	BAU / Production Support	S&A	Normal	3 / 0		James Barter	
	<div>INC000110</div> <div>EP - MSS functionality in Portal really slow</div> <div>Waiting to be approved out of D01 - ECC Development - BAU by you</div>	BAU / Production Support	EP	Normal	4 / 0		Warren Farr	

can be used to run a **General** or **ShiftLeft** analysis on the selected Business Task(s).

can be used to **approve** a selected Business Task.



can be used to **reject** a selected Business Task.

9.2. Test Queues

When a change reaches a Test Queue, the assigned tester of the change is notified by email that testing is required.

The tester performs the test and then enters the test results.

With entering a test result the defined analyzers for this control point are executed.

In case of a negative analysis result a result screen shows analysis details.

You can either go back and fix the issues or use the approve anyway button to give a positive test result regardless of the analysis result.

The screenshot displays the ActiveControl web application interface. The top navigation bar includes links for Dashboard, Overview, Projects, Reports, and a search icon. The user is logged in as 'Seecamp Karsten' with a profile icon. The left sidebar contains navigation options: 'Expand all', 'Collapse all', 'Approve anyway' (highlighted with a blue box), 'Go back', and a 'Refresh' button. The main content area shows three sections of test results:

- 18 transport(s) with missing requests belonging to the same business tasks**
You are not approving all the transports linked to the associated business tasks. Normally all transports relating to a task should be moved through landscape at same time
- 2 transport(s) containing risky objects detected and have a risk level greater than 8**
2 risky objects detected
- 1 Risk group entries activated**
The following rules have been activated

The second section contains a table with the following data:

Request ID	Short Description	Owner	Risk Level
D01K930873	TE1499	SLAMY	8
D01K931865	TE-1499 test #5 risk objects	KSEECAMP	8

The third section contains a table with the following data:


Program ID	Object Type	Obj. Name	D...	Risk Level	Risk Description
R3TR	PROG	Z*		BT0008	QA_PDC

The bottom left corner features the 'Transport Expresso' logo.

9.2.1. Test Queue in the Windows GUI

9.2.2. Test Queue in the Web UI

Awaiting my testing link on the TE Web UI front screen enables you to access a list of Business Tasks / Transport Forms that are currently awaiting your testing signoff:

Overview	
Awaiting my approval	32
<u>Awaiting my testing</u> 	25
In progress changes for my transports	38
In progress changes for my team	0
New business tasks	88

This can also be accessed via the **My Testing** link on the left hand pane of the front screen:



A list of Business Tasks awaiting your testing will be displayed on screen:

ActiveControl

Dashboard

Overview

Projects

Reports

S

Q

Seecamp Karsten

Default Web User Role | Edit details | Delegate approvals | Help

Analysis / Show transports

ShiftLeft analysis

Approve

Reject


Enter test results

Overview:Awaiting my testing

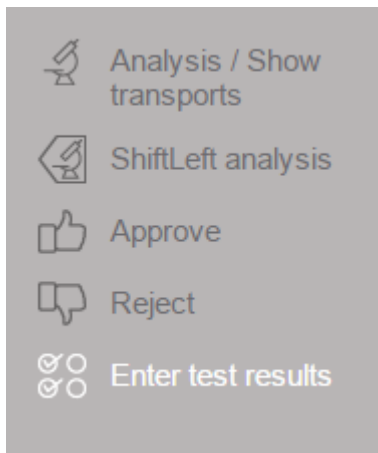
Project:All

Group by:Project

	Task	Proj...	Group	Priority	# Objects / # Keys	Conflict / SCI / Risk Status	Owner Name	Owner
Homeshopping (2)								
<input checked="" type="checkbox"/>	<div>CRQ223389 HS roles</div> <div>HS: authorization roles</div> <div>Waiting to be tested in D01 - BAU Development by you</div> <div>Show all transports</div>	Hom...	ABAP	Normal	1 / 0		KSEECAMP	
<input type="checkbox"/>	<div>CRQ223389 HS roles</div> <div>HS: authorization roles</div> <div>Waiting to be tested in T03 - BAU Quality Assurance by you</div> <div>Show all transports</div>	Hom...	ABAP	Normal	6 / 11		KSEECAMP	

Test results can be entered against a specific Business Task via the  button.

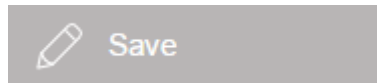
Similarly **Enter test results** option in the left hand pane can also be used to enter test results:



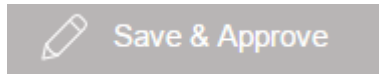
Either option will open the Business Task that you want to enter test results for:

The screenshot displays the ActiveControl web application interface. The top navigation bar includes 'Dashboard', 'Overview', 'Projects', and 'Reports', along with a search bar and user information for 'Seecamp Karsten'. The left sidebar contains a menu with options like 'Analysis / Show transports', 'ShiftLeft analysis', 'Enter test results', 'Show all transports', 'Show test results', 'Change', 'Delete', 'Close', and 'Refresh'. The main content area shows the 'HS: authorization roles' business task, specifically 'CRQ223389 HS roles'. It includes a 'Previous test result' note, the owner 'Seecamp Karsten', and a 'Follow' button. Below this is a tabbed interface with 'General' selected, showing details for 'Project: Homeshopping', 'Priority: Normal', 'Type: Business Change', and 'Group: ABAP'. It also displays status fields like 'Locked', 'Deployment status', 'Planning status', 'Conflict status', 'Code Inspector status', and 'Risk status', along with a 'List' section for 'Tester' and 'TE1554'.

After entering test results, there are two options that can be used to save the results:



Save button can be used if you want the Business Task to remain in the Test Queue, and not be moved on to the next TE Control Point



Save & Approve button should be used when you do want to move the Business Task to the next TE Control Point.

10. Delegations

Delegations for approvals can be carried out in Transport Expresso using **Delegate Approvals** and **Force Delegation**.

Delegate Approvals can be used to delegate your own approvals. Force Delegation can be used by authorised users to set up delegations for existing approvers.

Delegations can only be used for Inbox and Outbox approvals. If the Tester in a Test Queue changes, this should be amended via the relevant Business Task(s).

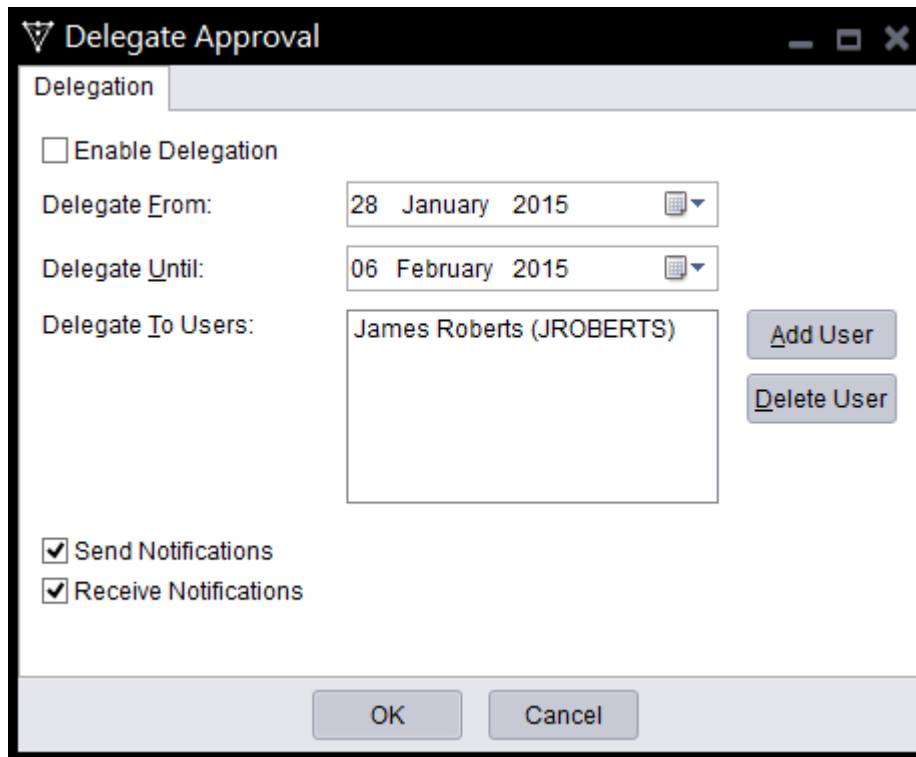
Delegations can be maintained in the TE Windows GUI and in the TE Web UI

Delegations in the TE Windows GUI

The screenshot shows the 'Basis Technologies Transport Expresso' application. The 'Tools' menu is open, and 'Force Delegation' is selected. The main window displays the 'Outbox of ECC Development - BAU' with a list of tasks. The tasks are organized into sections: 'BAU / Production Support', 'ECC Release - 2.2', and 'ECC Release - 2.3'. Each task row includes a Remedy Reference, Subject, Group, Type, and Deployment Status.

Remedy Reference	Subject	Group	Type	Deployment Status
CRQ000547	MM - New Plant required for EU Distribution Depot - "SCP"	MM	Business Change	Unit Testing Complete
CRQ034340	PI - Connections setup in ECC	PI	Business Change	Unit Testing Complete
CRQ050406	FI - General Ledger changes "ADC"	FICO	Business Change	Unit Testing Complete
CRQ080102	HR - Paris Office work schedule rule	HR	Operational Change	Unit Testing Complete
CRQ080705	BW - Backend table configuration	BW	Business Change	Unit Testing Complete
CRQ090803b	HR - New Payroll Fix	HR	Incident Fix	Unit Testing Complete
CRQ120807	CRQ120807 - HR - New Work Schedule Rule (Munich Office)	HR	Business Change	Unit Testing Complete
CRQ450345	SD - Dunning Report enhancements	SD	Business Change	Unit Testing Complete
CRQ999991	BC - System Copy	Basis	Business Change	Unit Testing Complete
INC000008	HR - URGENT PAYROLL ISSUE IN ITALY!	HR	Incident Fix	Unit Testing Complete
INC000009	PI - Issues with Commerzbank Interface data	PI	Incident Fix	Unit Testing Complete
INC000045	FI - High issue with G/L ac balance	FICO	Incident Fix	Unit Testing Complete
Request	Description	Group	Requested By	Released
D01K901434	INC000045 - FI - G/L account config changes	FICO	Stephen Lamy	Not Released
D01K907507	INC000045 - FI - G/L account report changes fix 2	FICO	James Roberts	19/06/2013 17:26:54
D01K916116	INC000045 - FI - High issue with G/L ac balance Tr3	FICO	Ross McLanachan	Not Released
INC000088	PI - Banco de Portugal interface issue	PI	Incident Fix	Unit Testing Complete
INC000076	S&A - Authorisations / Access issue - please help	S&A	Incident Fix	Unit Testing Complete
INC000110	EP - MSS functionality in Portal really slow	EP	Incident Fix	Unit Testing Complete
INC000122	SD - Billing issue in Germany	SD	Incident Fix	Unit Testing Complete
INC000458	FI - Dunning Problems in Milan/Rome Offices	FICO	Incident Fix	Unit Testing Complete
INC000510	MM - Italy Storage Location Issue	MM	Incident Fix	Unit Testing Complete
INC000516	FI - Dunning Issues	FICO	Incident Fix	Unit Testing Complete
INC000191	FI - Ledger Report table problem	FICO	Incident Fix	Unit Testing Complete
INC008232	FI - Financial Statement Version issue	FICO	Business Change	Unit Testing Complete
CRQ000732	New Basis Technologies Company Group Code	FICO	Project Release	Unit Testing Complete
CRQ045021	SD - Release 2.2 SD Deliverables	SD	Project Release	Unit Testing Complete
CRQ097876	EP - Backend Changes	EP	Project Release	Unit Testing Complete
CRQ000048	SD - Italy Billing Changes	SD	Project Release	Unit Testing Complete
CRQ000143	PI - New CLICK Interface	PI	Project Release	Unit Testing Complete
CRQ000461	FI - New Accounts Payable Reporting	FICO	Project Release	Unit Testing Complete

To delegate approvals for a user the following screen needs to be filled in.



Delegate Approval

Delegation

☐ Enable Delegation

Delegate From: 28 January 2015

Delegate Until: 06 February 2015

Delegate To Users: James Roberts (JROBERTS)

Add User

Delete User

☒ Send Notifications

☒ Receive Notifications

OK Cancel

Select the user to force delegations for and the user(s) to receive the delegations. The start and end date for the delegation period also needs to be selected.

Once the **Enable Delegation** flag is set the delegation is active. All emails will be sent to the delegated user for the selected period.

If **Receive Notifications** is switched on the original user will also receive a copy of the emails.

The **Delegate To** user(s) will also be able to perform approvals for the delegated user during the specified time period.

Delegations in the TE Web UI

Delegations in the Web UI are maintained via the **Delegate approvals** link in the top-right portion of the screen.

ActiveControl

Dashboard

Overview

Projects

Reports

Seecamp Karsten
Default Web User Role | Edit details | Delegate approvals | Help

Save

Close

Refresh

Transport
Expresso

Force Delegation:

☐

Enable Delegation:

☒

Delegate for:

Seecamp Karsten

Start date:

30.08.2017

End date:

10.09.2017

Recipient Name	Username
----------------	----------

Add Recipients

Remove Recipient

Send Notifications:

☒

Receive Notifications:

☐

11. Merge Process

The TE merge process allows transports to be distributed from one transport path to another.

eg, this can be used to align projects systems after BAU changes have gone into production.

TE will automatically detect any conflicts between systems so objects changed in parallel development systems can be identified to prevent changes from being lost.

11.1. In-Line Conflict Analysis

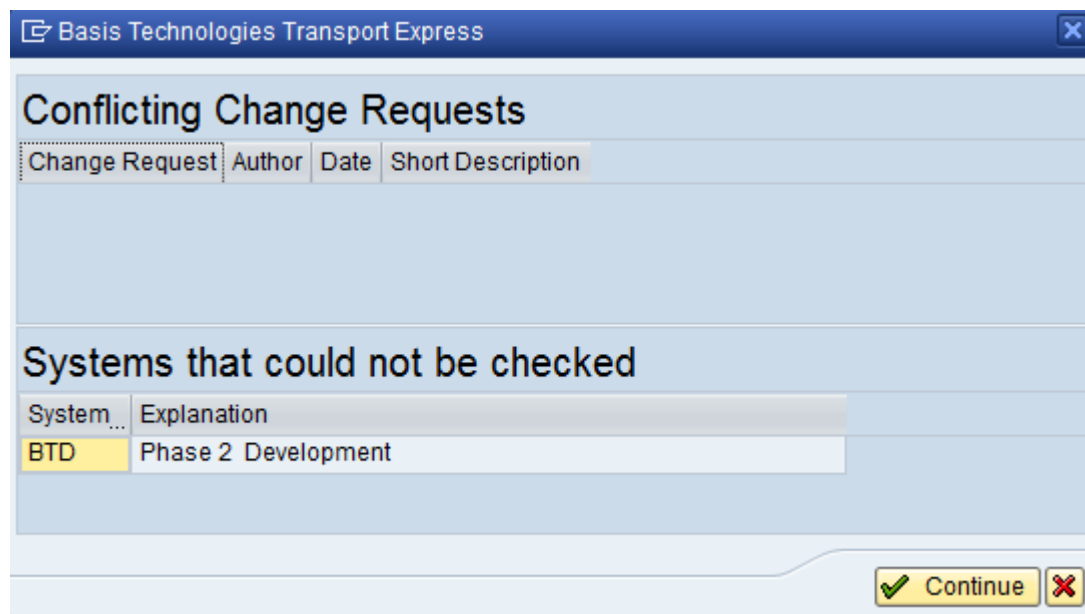
When adding objects to transports in SAP development systems, Transport Expresso can perform an in-line conflict analysis to check whether the same object has been changed in any other development systems.

This is activated by a field exit in each development system that calls the conflict check in TE:

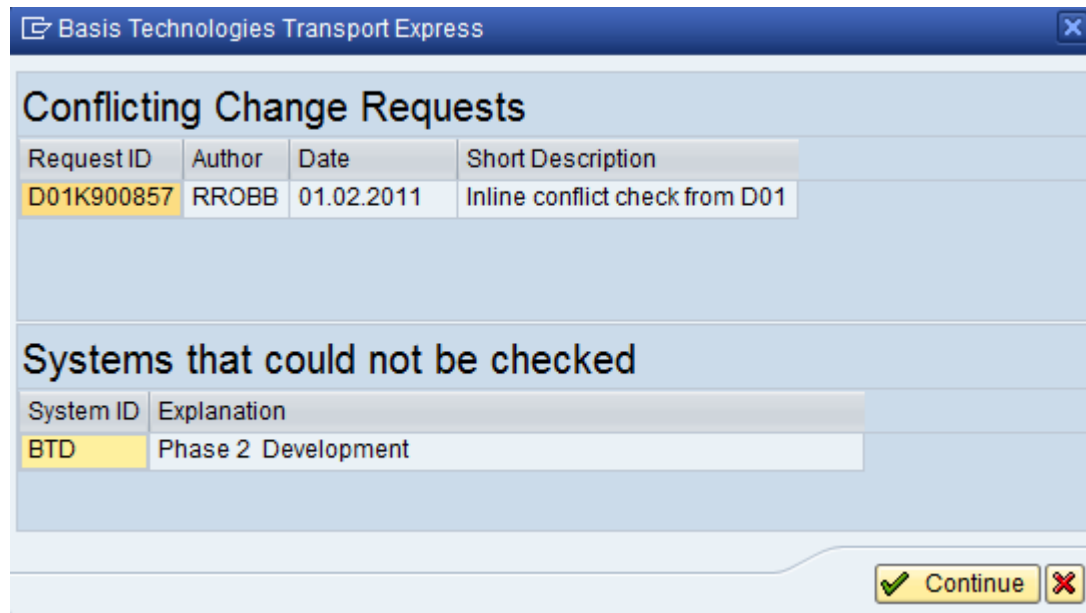
- It automatically runs during transport creation
- If no conflicts are found nothing will be displayed
- If conflicts are found a popup will be displayed showing the transports and systems where the conflict has been identified
- If a system cannot be checked due to connectivity issues these will be listed in the popup

If a conflict has been identified the user has the option to cancel the change.

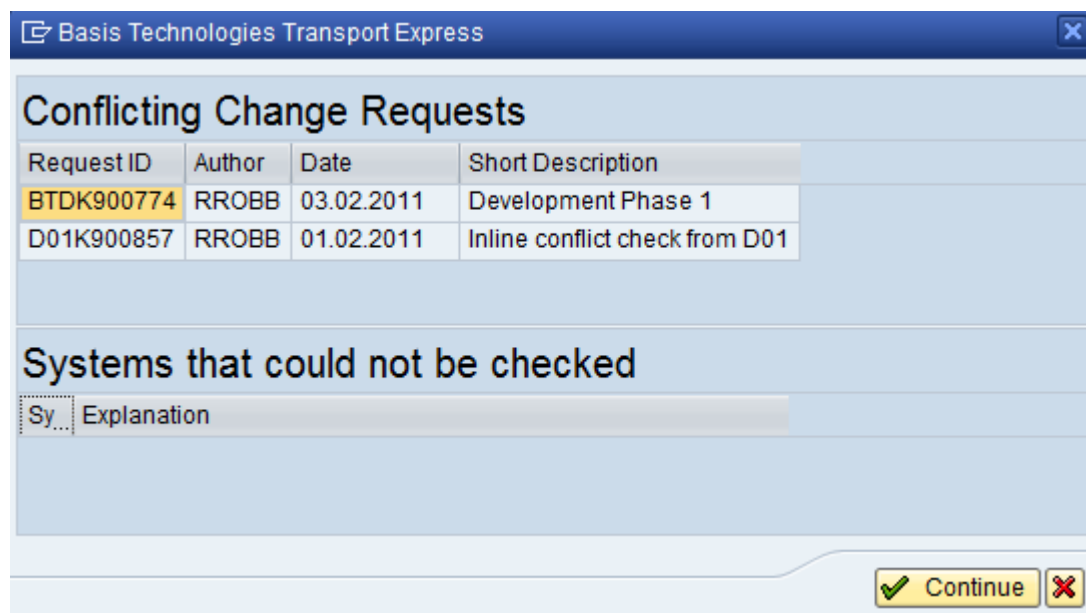
If systems have been found where the conflict check cannot be performed the following will appear in SAP:



A conflict has been found and TE could not check one of the development systems:



A conflict has been found in two different development systems:



By default TE will perform an in-line conflict analysis for all development target systems where "Show change requests created in this SAP system within Transport Expresso" has been checked and a client has been specified in the "Before importing, check whether the same content has been changed in this SAP system" field.

TE table /BTI/TE_INLINE can be maintained in the domain controller system to activate / de-activate this check for specific systems. For example, if a check is required only between specific ECC systems this can be specified in this table so that the ECC development system will only check each other.

11.2. TE Conflict Analysis






As soon as transports are moved into the inbox or import queue of a target specified as a merge target an automatic conflict check will be carried out to determine whether any of the objects on this transport have also been changed in the target system.

If this is the case the  icon will be displayed next to the transports with conflicts:

Import Queue of ECC Project Dev - BAU (Merge)

View: By Transport Request Groups (All) Analyse ShiftLeft Import Resume Import Mark as Imported OK Mark as Imported with Errors

Stop on Error Schedule: (None) Remove Import Lock






Request	Description	Requested By	Order	/	Released	Import ...	#	# Keys		
D01K907385	CRQ000291 - FI - GL mapping enhanc...	Rob CRANSTON	1		17/06/2013 16:39:30					
D01K907867	INC000460 - HR - Payroll Backend Issue	James Barter	2		08/07/2013 13:44:35					
D01K907869	INC000460 - HR - Payroll Issue	James Barter	3		08/07/2013 13:45:40					
D01K907873	INC000471 - HR - Salary Sacrifice Issues	Marcello URBANI	4		08/07/2013 13:50:26					
D01K907881	INC000511 - HR - UK Tax Rate Issue in ...	Craig Oliver	5		08/07/2013 14:12:40					
D01K907911	INC000610 - SD - VBAK Sales Docume...	Lee KEVAN	6		08/07/2013 14:47:05					
D01K907915	INC000613 - SD - Shipment header co...	Marcello URBANI	7		08/07/2013 14:49:38					
D01K907925	INC000612 - HR - TXN T500L Personn...	Warren Farr	8		08/07/2013 14:56:10					
D01K907927	INC000612 - HR - TXN T500L config a...	James Barter	9		08/07/2013 14:57:18					
D01K907934	INC000553 - MM - Batch Stock Issue	Warren Farr	10		08/07/2013 15:12:47					
 D01K910506	CRQ997755 - SD Billing Changes	Ross McLanachan	11		14/01/2014 09:31:17		1			
D01K915704	CRQ1231232 - HR Payroll Changes	Ross McLanachan	12		28/11/2014 16:24:58		1			
D01K915706	INC1001334 - SD - Billing Issue	Ross McLanachan	13		28/11/2014 16:33:11		1			
D01K915708	CRQ101456 - Billing Enhancements...	Ross McLanachan	14		28/11/2014 16:36:38		1			

To obtain details of the conflict the **Conflict Analysis** can be executed:

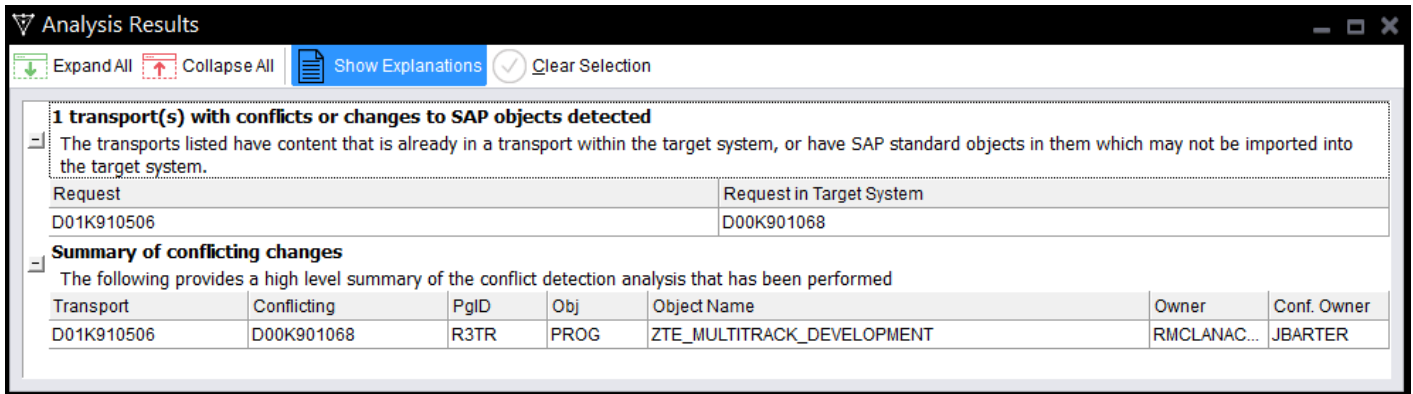
Import Queue of ECC Project Dev - BAU (Merge)

View: By Transport Request Groups (All) Analyse ShiftLeft Import Resume Import Mark as Imported OK Mark as Imported with Errors

Stop on Error Schedule: (None) Remove Import Lock DevMax: ConflictAnalysis (Mandatory)

Request	Description	Requested By	Order	/	Released	Import ...	#	# Keys		
D01K907385	CRQ000291 - FI - GL mapping enhanc...	Rob CRANSTON	1		17/06/2013 16:39:30					
D01K907867	INC000460 - HR - Payroll Backend Issue	James Barter	2		08/07/2013 13:44:35					
D01K907869	INC000460 - HR - Payroll Issue	James Barter	3		08/07/2013 13:45:40					
D01K907873	INC000471 - HR - Salary Sacrifice Issues	Marcello URBANI	4		08/07/2013 13:50:26					
D01K907881	INC000511 - HR - UK Tax Rate Issue in ...	Craig Oliver	5		08/07/2013 14:12:40					
D01K907911	INC000610 - SD - VBAK Sales Docume...	Lee KEVAN	6		08/07/2013 14:47:05					
D01K907915	INC000613 - SD - Shipment header co...	Marcello URBANI	7		08/07/2013 14:49:38					
D01K907925	INC000612 - HR - TXN T500L Personn...	Warren Farr	8		08/07/2013 14:56:10					
D01K907927	INC000612 - HR - TXN T500L config a...	James Barter	9		08/07/2013 14:57:18					
D01K907934	INC000553 - MM - Batch Stock Issue	Warren Farr	10		08/07/2013 15:12:47					
 D01K910506	CRQ997755 - SD Billing Changes	Ross McLanachan	11		14/01/2014 09:31:17		1			
D01K915704	CRQ1231232 - HR Payroll Changes	Ross McLanachan	12		28/11/2014 16:24:58		1			
D01K915706	INC1001334 - SD - Billing Issue	Ross McLanachan	13		28/11/2014 16:33:11		1			
D01K915708	CRQ101456 - Billing Enhancements...	Ross McLanachan	14		28/11/2014 16:36:38		1			

The popup will show the transport and object details for the conflict:

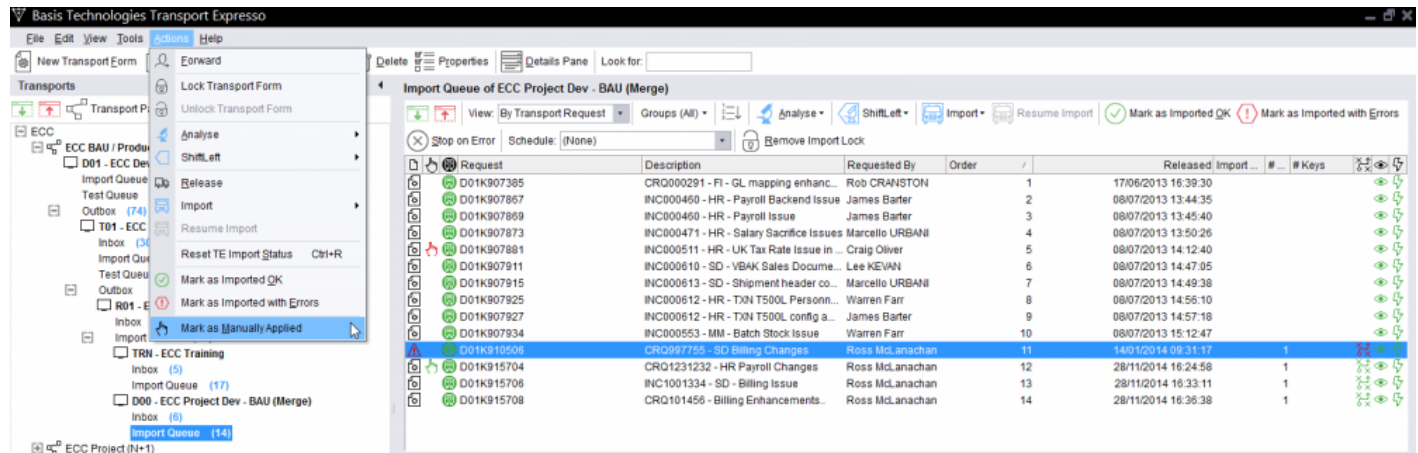
The image shows a software window titled "Analysis Results". At the top, there is a toolbar with four buttons: "Expand All" (green down arrow), "Collapse All" (red up arrow), "Show Explanations" (blue document icon), and "Clear Selection" (grey checkmark icon). Below the toolbar, the main content area is divided into sections. The first section is titled "1 transport(s) with conflicts or changes to SAP objects detected" and contains a paragraph explaining that the transports have content already in the target system or have SAP standard objects. Below this is a table with two columns: "Request" and "Request in Target System". The second section is titled "Summary of conflicting changes" and contains a paragraph explaining that the following provides a high level summary of the conflict detection analysis. Below this is a table with seven columns: "Transport", "Conflicting", "PgID", "Obj", "Object Name", "Owner", and "Conf. Owner".

Request	Request in Target System
D01K910506	D00K901068

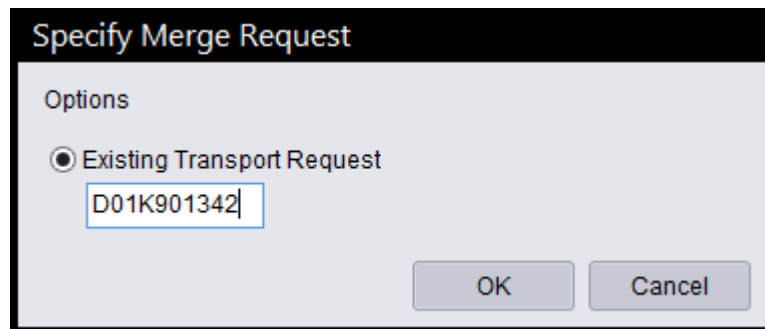
Transport	Conflicting	PgID	Obj	Object Name	Owner	Conf. Owner
D01K910506	D00K901068	R3TR	PROG	ZTE_MULTITRACK_DEVELOPMENT	RMCLANAC...	JBARTER

11.3. Mark as Manually Applied

If it has been decided not to import a conflicting transport into the target system the **Mark as Manually Applied** option must be used:



The transport used to apply the changes in the target system can then be specified:



11.4. Merge Transport of Copies

When a transport is imported into a merge target system a merge transport of copies will be created in the target system. This will be a new local transport in the merge system with a copy of all the objects from the original transport in it.

All merges into each system will be appended to an open merge request until it is released. This means that a single merge transport can have many source transports attached to it.

Merge transports are named in TE as follows:

Merge request for 5 request(s) : 20141105: 185204

The merge transports need to be released before being moved down the relevant transport paths:

Test Queue of ECC Project Development

View: By Project and Task

Groups (All)

Enter Test Result...

BAU / Production Support

<div></div> <div></div> Remedy Reference	Subject	Group	Type	Deployment Status	<div></div> <div></div> <div></div>
<div></div> <div></div> CRQ000321	HR - New WSR for New York Office	HR	Operational Change	In Development	
<div></div> <div></div> CRQ000469	MM - Storage Location for US / NY Office	MM	Operational Change	In Development	
<div></div> <div></div> Request	Description	Group	Requested By	Released	<div></div> <div></div> <div></div>
<div></div> <div></div> D00K901462	Merge request for 5 request(s) : 20141105 : 185204	Merge	RFC_USER1	Not Released	
<div></div> <div></div> CRQ001432	FI - CR XYZ	FI	Business Change	In Development	
<div></div> <div></div> CRQ008855	SD - Billing Program Changes	SD	Business Change	In Development	
<div></div> <div></div> CRQ009988	SD - Billing Enhancements	SD	Business Change	In Development	
<div></div> <div></div> INC000432	MM - Purchasing Issues in US	MM	Incident Fix	In Development	
<div></div> <div></div> INC000452	SD - Billing Program Issue	SD	Incident Fix	In Development	
<div></div> <div></div> INC000459	MM - German Materials Data Fixes	MM	Incident Fix	In Development	
ECC Release - 2.2					
<div></div> <div></div> INC012345	SD - Billing Program Fixes	SD	Incident Fix	In Development	
Release 1.1 (Scandinavia Rollout)					
<div></div> <div></div> CRQ000223	Release 1.1 - Finland Customisations	Cross Module	Project Release	In Development	
<div></div> <div></div> CRQ000225	Release 1.1 - Scandinavian Access Setup	S&A	Project Release	In Development	

Notes for BI/BW merges:

- The merge process works by adding all objects from the original source transport to a local transport of copies. As BI renames some object types to local system names when they are imported, the objects in the merge transport are also renamed automatically by TE
- If the import of the transport into the merge development system has any import errors the renaming process by TE will not always work as some of the objects won't have been successfully imported yet. It is therefore important to fully address these issues and re-import the source transport so that the merge transport can be fixed by TE before it is released

The **Related Merge Requests** tab in the transport forms shows either the related merge transport or, for the merge transport itself, it shows the original source transports:

Properties of Request D00K901462

File Attachments Settings

Save and Close Request Properties Attach File... Insert URL Check for Conflicts... Copy Contents To Clipboard

General Transport Request Details Transport Status and History Advanced Options Manual Steps

Change Type Existing Transport Request

D00K901462 Merge request for 5 request(s) : 20141105 : 185204

Description of the changes made:

Backout Strategy

Type: Merge Transport

Group: Merge

Transport Path: ECC Project (N+1)

Related Merge Requests

Request	Description	Type	Group	Release Date /
D01K906209	CRQ000469 - MM - Change to storage Location for New York	Configuration	SD	26/06/2013 13:38:00
D01K907865	INC000459 - MM - German Materials Data Fixes	Incident Fix	MM	08/07/2013 13:42:15
D01K907940	INC000432 - MM - Purchasing SAPScript Fix	Incident Fix	MM	08/07/2013 15:22:30
D01K907944	CRQ000321 - HR - New Work Schedule Rule for NY Office	Configuration	HR	08/07/2013 15:37:10
D01K907976	CRQ001432 - Billing Changes	Workbench	FICO	10/07/2013 10:53:09

Related Business Tasks Related Merge Requests

☐ Lock this transport to prevent it from being approved or imported.

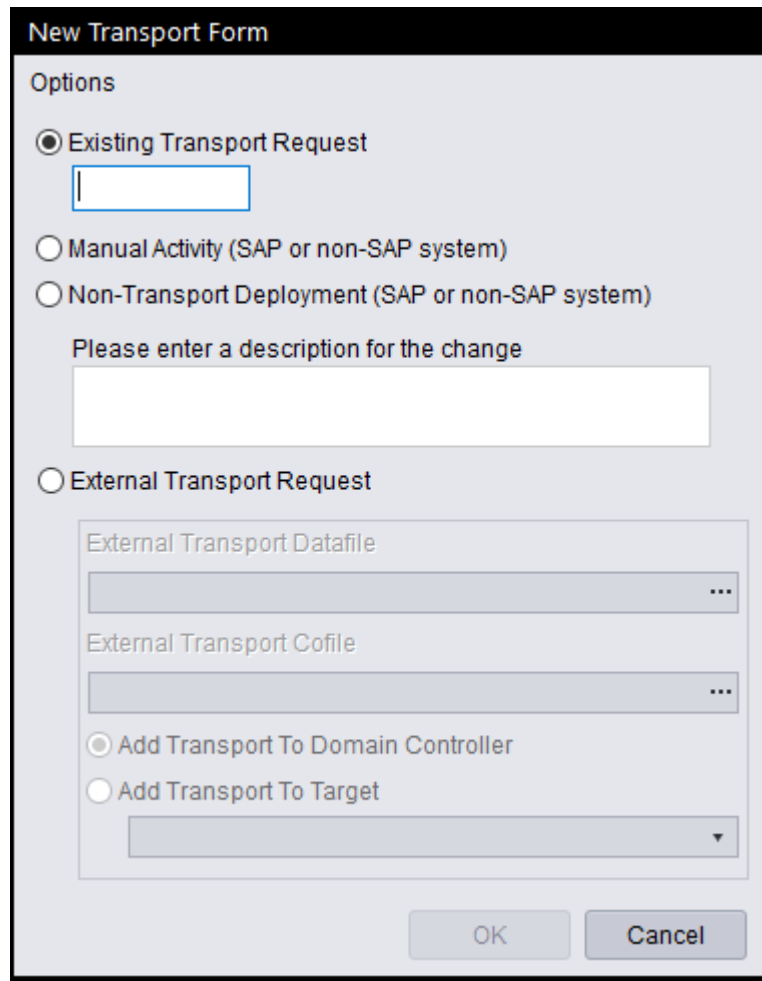
12. Non Transportable Change

Non-Transportable Changes that do not relate to specific transports and **non-SAP changes** can both be managed within Transport Expresso.

Doing this ensures visibility and auditability of such change, and also means they can also adhere to an approvals workflow in the same manner as SAP Change being delivered through Transport Expresso. These types of changes will still use the concept of transports and paths and so will follow the existing process and logic in Transport Expresso. They can either be sent down an existing SAP path or a new path created specifically for each non-SAP system.

Within Transport Expresso, non-Transportable Changes are called **Manual Activities**. These are logged within the TE Windows GUI via the **New Transport Form** button.

The screenshot displays the Basis Technologies Transport Expresso application window. The 'New Transport Form' button is highlighted in the top toolbar. The main window shows a tree view on the left with various transport tasks, including 'ECC BAU / Production Support', 'D01 - ECC Development - BAU', 'T01 - ECC Test - BAU', 'R01 - ECC Production - BAU', 'TRN - ECC Training', 'D00 - ECC Project Dev - BAU (Merge)', 'ECC Project (N+1)', 'ECC Project Phase 2 (N+2)', 'CRM', 'CRM Production Support', 'BW', 'BW Production Support', 'BW Project (N+1)', 'Portal', 'Portal BAU / Production Support', and 'Portal Project (N+1)'. The 'Transport Queue' is selected, showing a list of transport tasks. The 'Test Queue of ECC Development - BAU' is displayed, showing a table of transport tasks with columns for Subject, Group, Type, and Deployment Status. The table lists several transport tasks, including 'Remedy Reference', 'CRQ000099', 'CRQ111999', 'ECC Release - 2.3', 'CRQ001445', 'CRQ090704', 'Release 1.1 (Scandinavia Rollout)', and 'CRQ102333'. The 'Transport Logs' section at the bottom shows a table with columns for Transport Step, Result, and When, but it is currently empty, displaying '<No data to display>'. The 'New Transport Form' button is also visible in the top toolbar.



The image shows a 'New Transport Form' dialog box. It has a title bar 'New Transport Form' and a section 'Options'. Under 'Options', there are three radio buttons: 'Existing Transport Request' (selected), 'Manual Activity (SAP or non-SAP system)', and 'Non-Transport Deployment (SAP or non-SAP system)'. Below the first radio button is a text input field. Below the second and third radio buttons is a text input field with the prompt 'Please enter a description for the change'. Below the 'External Transport Request' radio button is a section containing two text input fields with file selection icons (three dots), labeled 'External Transport Datafile' and 'External Transport Cofile'. Below these are two more radio buttons: 'Add Transport To Domain Controller' (selected) and 'Add Transport To Target'. Below the second radio button is a dropdown menu. At the bottom are 'OK' and 'Cancel' buttons.

New Transport Form

Options

☒ Existing Transport Request

☐ Manual Activity (SAP or non-SAP system)

☐ Non-Transport Deployment (SAP or non-SAP system)

Please enter a description for the change

☐ External Transport Request

External Transport Datafile

External Transport Cofile

☒ Add Transport To Domain Controller

☐ Add Transport To Target

OK Cancel

- **Manual Activity (SAP or non-SAP system)** can be used for the creation of a number range or RFC destination or for non-SAP systems, this could be the installation of a printer or any other manual action.
- **Non-Transport Deployment (SAP or non-SAP system)** can be used to deploy a script or executable to any system

13. Reporting

13.1. Reporting: Windows GUI & Web UI

A suite of 25+ out-of-the-box reports are available within Transport Expresso to help manage the SAP Change Management process. The majority of the TE reports are standard SAP ALV reports that can be exported to MS Excel etc

In the Web UI, they are accessed via the **'Reports'** tab located at the top of the screen. Note that the TE Reports are only available via Internet Explorer.

In the Windows GUI, these reports are accessed via the **Reports** tray. Within the Windows GUI, there are also two additional **Activity** reports that can be used in conjunction with other TE functionality.

Activity Reports

Transport Activity Report

Used to pull out TE data on Transports approved (into or out of) or imported into Target Systems. TE 'Add to Import Queue' / 'Add to Control Point' functionality can be used on report results.

Business Task Activity Report

Used to pull out TE data on Tasks approved (into or out of) or imported into Target Systems. TE 'Add to Import Queue' / 'Add to Control Point' functionality can be used on report results.

Please see subsequent section for further information on these Activity reports.

TE SAP ALV Reports

Task Status Report

This operational report gives detailed project and task level status information. It provides a snap shot of the status of projects giving both detailed and summary information about the status of all items relating to the projects.

Some of the key data that can be reported upon is:

- Project/Task/Transport reporting showing the current deployment status (e.g. In development, In test, Awaiting production, etc.)
- Project/Task reporting showing the current planning status
- The full details of all items returned (Projects/Tasks/Transports) for the selected criteria are available along with a high level summary of the number of items in each status

Transport Location by Project / Path

The Transport Location report displays all transport forms belonging to a particular Project or Transport path and where they currently “sit” within the landscape.

Transport Locn by Date/Obj/Proj/Ownr

This report provides transport and location information as follows:

- Retention: For a selected period, the transports with import date/time and duration of “retention” in all relevant systems in the selected transport path
- Object: For one or more objects, the transports imported in selected systems
- Project: For a project, where the relevant transports are located
- Owner: For one or more transport owners, where the relevant transports are located

Transport Import Progress by Path

The Import Status report displays all transport requests for a given transport path and into which systems the transport has been imported.

The report allows for you to specify whether you want the TE view of the transport request (i.e. whether TE believes the transport was imported) or via the TMS view which examines the transport logs to determine whether the transport was imported. Alternatively, both views can be combined.

Each system in the transport path is displayed dynamically, and whether the transport has or hasn't been imported into that given target is displayed.

Transport Import Status across Paths

This report is an extension of the Import Status Report, but allows you to view transports over multiple paths. For the report to format the data properly, the Roles assigned to each Target must be consistent across the paths

Build List Report

This Build List report allows you to sequence all Transports and manual activities for a group of transports in a control point and to give estimated timings using previous import history. This report allows you to create an always up-to-date build list for project cut-overs

Change Metrics Report

This report will give totals transport imports (and associated tasks) into selected systems for a date / time range. It can be used to report metrics for systems and projects by priority, group, type, etc.

- Transport & Task Activity & Events Audit*

This report can be used to show an audit of Transport Espresso activities and events. This includes

Imports (including import errors), Approvals, Rejections, Mark as Imported, Mark as Manually Applied, Added to Import Queue, Added to Control Point, etc.

The data can be reported at transport level or task and project level as required.

Open Transports by System & Chg Date

This report can be used to identify old/orphan unreleased transports that are present in development systems and haven't been changed since a specified date. This is useful to aid in the clean-up activity of unrequired transports

Test Results Entry Report

This report can be used to give visibility to all test results entered for multiple Business Tasks or even a whole project. It will show negative and positive entries for each Business Task and any comments entered.

Change Analysis History Report

When an analysis is performed the results of the analysis run are stored in the TE database. This provides a history of analysis issues along with the action taken by the user.

The change analysis history report allows this history to be reported upon. It gives the full details of the analysis issues along with the action taken by the user (e.g. Approve anyway)

Analysis Config Report

"The analysis configuration report provides a view of which analysis types are switched on for specific targets / locations in Transport Espresso.

The yellow icon shows where the analysis is switched on for the location and the green icon indicates where it's mandatory. Clicking on the items will show a popup if there are any parameters entered."

Import Audit Report (TE / SAP comparison)

This report provides an audit of transport imports allowing imports carried out in Transport Espresso to be compared to those performed in SAP / STMS so differences can be highlighted.

It can be used find transports imported via STMS that need to be updated in Transport Express."

Delegation Details Report

This report shows the details of all active delegations in Transport Espresso

Task Roles and Status History Report

This report provides an overview of the roles and users assigned to the selected tasks and an overview of the changes to both deployment and planning statuses

System Change Comparison Report

The System Comparison report allows you to compare two target systems to determine what differences exist between what has been imported into each. A break-down of the missing transport requests (and Tasks) is provided enabling you to take appropriate steps.

***Transport Merge Report ***

The Transport Merge report should be run during and just prior to the release of a project (or upgrade project) that is currently using the “Merge” process.

During the merge process, Production Support transport requests are merged into the future release/project and this is either done manually or automatically. In either case, this report displays all Production Support transport requests and the corresponding merge request that they were merged into the project/release on.

This report should be run during and just prior to the project/release to ensure that the Production Support transports have all been fully merged and that no regression will occur when the project is set live.

Merge and Conflict Manager

The Merge and Conflict Manager report provides a summary overview of inflight merges/conflicts, including an indication of how much time conflicts have been open.

Transport & Merge Recon. Report

The Transport and Merge Reconciliation report is used to provide reconciliation from the original transport to all related merge transports along with an import status to show which systems the transport has been imported into.

It provides a linkage into all merged systems so the progress of the original transport can be fully tracked.”

Transport Request Conflict Analysis

The Conflict Analysis report is used to report on conflict analysis issues during the merge process. It can be executed for a specific merge target and all conflicting transports are reported.

Each transport can be double-clicked to view the object details

Change Path Step Analysis Report

Details the current status of each change step per Task, and also the user(s) assigned to each step.

Transport Objects Report

Used to find out at an object level what is contained within Transports, Tasks and Projects.

Manual Step & Activity Report

Used to get either a management summary of the number of manual steps/activities opened/completed each day, or to get a full breakdown of manual items.

Approvers by Target & Location

Administration Report to help easily track what approvers are configured in the system.

Display Change Documents

Audit Report to be able to track what configuration level changes have been done within Transport Espresso./

System Rebuild after Database Copy

Used to identify missing transports after a rebuild/refresh based on a specific date. When not run in test mode this can also be used to add transports back into the relevant import queue as well.

13.2. Reporting: SAP GUI

Most of the Transport Expresso reports and utilities are available via the SAP GUI in the TE Domain Controller system.

The transactions to run each of the TE Reports are as follows:

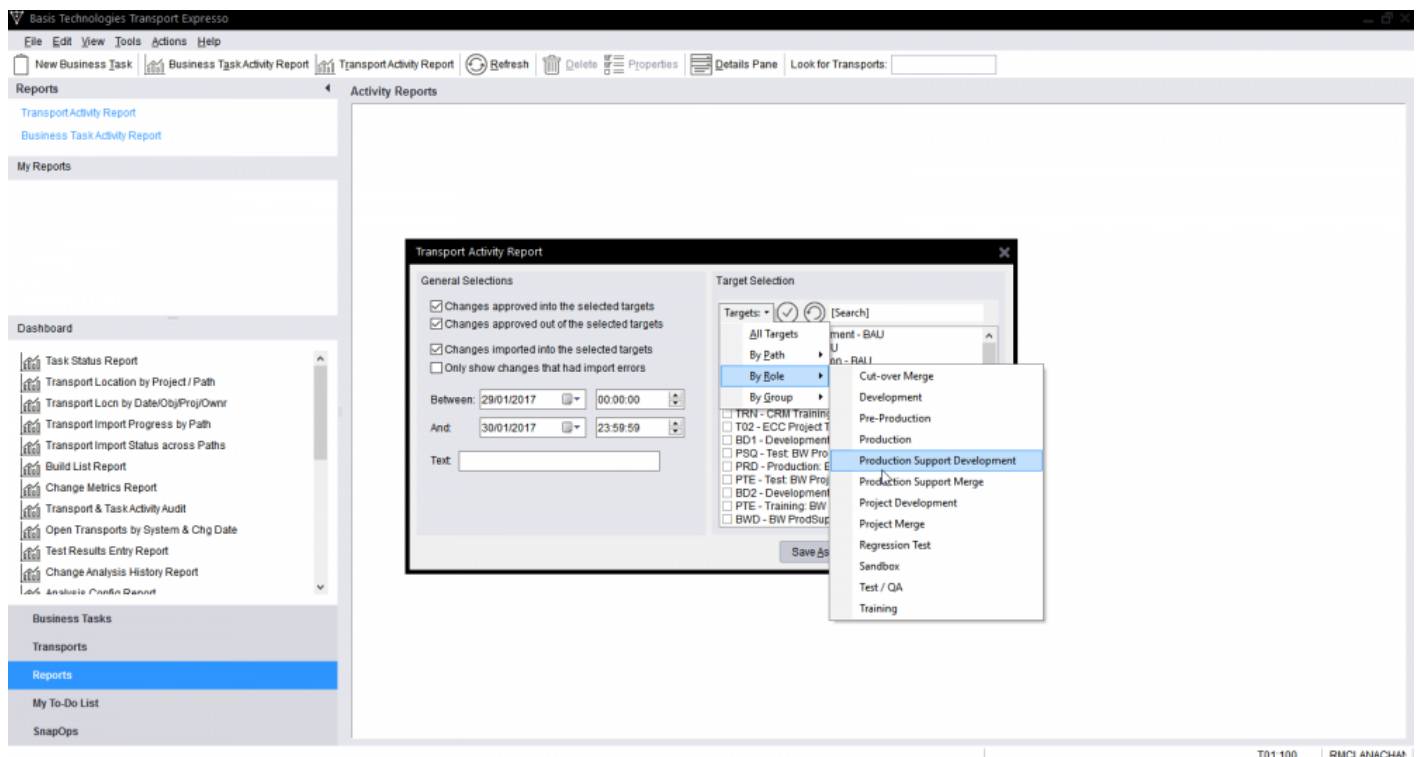
Report	Transaction
Task Status Report	/BTI/TE_RTASK_STATUS
Transport Location by Project / Path	/BTI/TE_RTR_LOCATION
Transport Locn by Date/Obj/Proj/Ownr	/BTI/TE_RTRAN_LOCN
Transport Import Progress by Path	/BTI/TE_RTR_IMPSTAT
Transport Import Progress across Paths	/BTI/TE_RTRANS_IMPSTATUS_ALL
Build List Report	/BTI/TE_BUILD_LIST
Change Metrics Report	/BTI/TE_RCHG_METRICS
Transport & Task Activity Audit	/BTI/TE_RACT_EVENTS
Open Transports by System & Chg Date	/BTI/TE_ROPEN_TRANS
Test Results Entry Report	/BTI/TE_RTEST_RESULTS_ENTRY
Change Analysis History Report	/BTI/TE_RANAL_HIST
Analysis Config Report	/BTI/TE_RANAL_CONFIG
Import Audit Report (TE/SAP Comp.	/BTI/TE_RIMP_AUDIT
Delegation Details Report	/BTI/TE_RDELEGATION_REPORT
Task Roles and Status History Report	/BTI/TE_RTSK_STAT
System Change Comparison Report	/BTI/TE_RSYSTEM_COMPARISON
Transport Merge Report	/BTI/TE_RTR_MERGE
Merge / Conflict Manager	/BTI/TE_RMERGE_CONF
Transport & Merge Recon. Report	/BTI/TE_RMERGE_RECON
Transport Request Conflict Analysis	/BTI/TE_RCONFLCT_ANL
Change Path Step Analysis Report	/BTI/TE_RCP_STEP_ANL
Transport Objects Report	/BTI/TE_RTROBJ_REPORT
Manual Steps & Activities Report	/BTI/TE_RMAN_STP

Approvers By Target & Location	/BTI/TE_RAPPROVERS_LIST
Display Change Documents	/BTI/TE_RCHANGE_DOCUMENTS

13.3. Activity Reports



The **Transport activity report** and the **Business Task activity report** are available only within the TE Windows GUI; these reports offer additional functionality to the rest of the static ALV reports that are available with Transport Expresso.

Clicking on either of the Activity reports will result in following selection screen will be displayed:



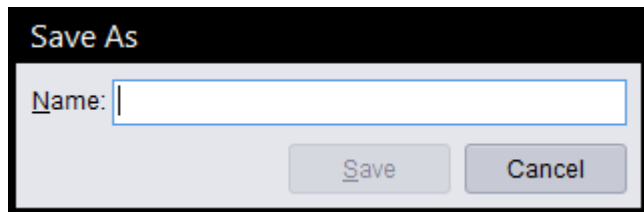
- **Changes approved into the selected targets:** Choose this to show inbox approvals into systems
- **Changes approved out of the selected targets:** Choose this to show outbox approvals out of systems
- **Changes imported into the selected targets:** Choose this to show imports into systems
- **Only show changes that had import errors:** Choose this to just show imports into systems that had import errors (RC = 8 or above)
- **Between / And:** Enter the required date and time range for the report. If the report is saved the dates are saved based on the relationship to the current date. For example, if the selection is from 5 days ago to today when this is executed again the dates will be recalculated based on the current date (i.e. today – 5 to today)

- **Text:** If required enter some text to search for in the reported transports. Only those matching the selection will be reported
- **Target Selection:** Choose the required target systems to report on. Targets can be selected by Path, Role or Group:

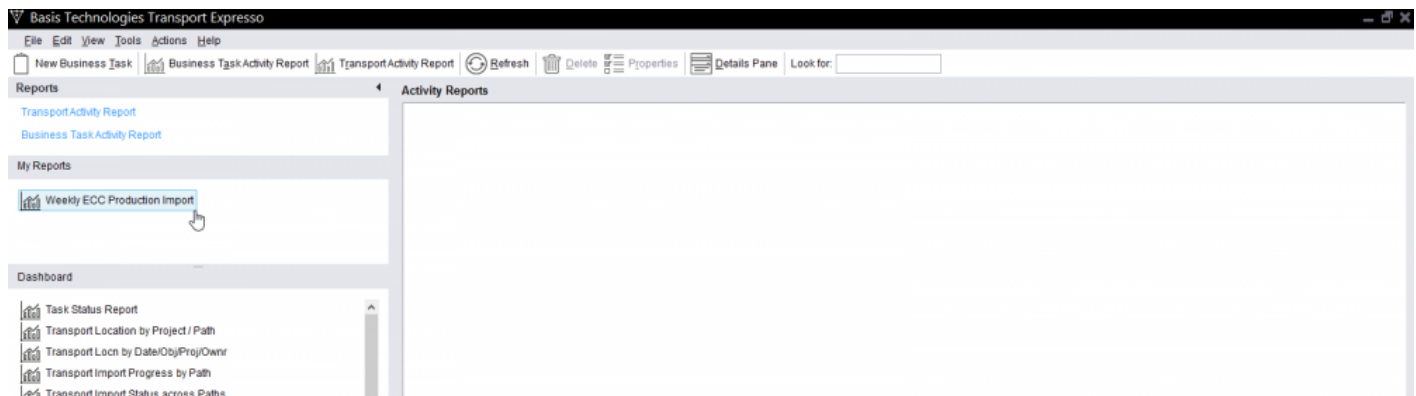
Use the   buttons to select/de-select all viewed targets and use to allow the target list to be restricted based on a text search in the target System ID and Description.

To run the report press the **OK** button.

If the report selection is to be saved use **Save As...** and enter a report name and **Save**:



Saved reports are available to execution any time under **My Reports**:



Click on the required report to execute it. The saved selection is then presented so it can be executed again. If a new selection is to be saved this can be saved to a new report or to the saved report can be overwritten.

14. Software Support

14.1. ActiveControl Administrators

TE Administrators are the internal resource(s) within your organisation that were involved during the original implementation of ActiveControl; they are also the resources that have the required authorisations to maintain the toolset on an ongoing basis, and in most cases also resolve any user issues being experienced within the tool.

If you have questions or issues whilst using ActiveControl, you should contact your internal Administrators in the first instance.

If required, your local ActiveControl Administrator will then log any requests for support with Basis Technologies.

14.2. Online Forum

Basis Technologies have an online forum containing over 500 searchable **Frequently Asked Questions** relating to ActiveControl . These FAQs cover many of the error / warning messages that may be experienced during normal usage of the tool, and also useful HOW TO guides to perform many of the common operations within the tool.

The online forum can be accessed via the following URL:

<https://basistechnologies.zendesk.com/hc/en-us>

You will need to register for a username and password before you can access the forum.

AGENTS ONLY

ActiveControl & TE packages

Adding items to a Forum

ActiveControl & TE Customer Support

ACTIVECONTROL & TE FAQS	ACTIVECONTROL & TE SUPPORT TIPS
★ What is the typical process for using SAP Transport of Copies within TE?	★ Is there a way of re-accessing a TE Transport Form in the SAPGUI?
★ HOW DO I: setup ShiftLeft: Deep Impact Analysis? (pre-TE 6.26)	★ Why do some of our transports have no Risk Analysis icon?
★ Why do I not get the TE Transport Form popup in SAP GUI when saving/releasing transports?	Error: Transport Express is unable to connect to SAP system {description}
HOW DO I: exclude certain objects from TE analysers?	HOW DO I: prevent historical emails being sent when changing /BTI/TE_RNOTIFICATION_ENGINE variant?
HOW DO I: do an en-masse upload of Transport Forms to a Control Point?	HOW DO I: prevent certain users from doing approval/test sign-offs?
HOW DO I: perform a bulk upload of Risk Guard object data?	What is the difference between 0014 and 0034 analysers?

Community Community

RECENT ACTIVITY

ActiveControl & TE Support Tips
Error: Transport Express is unable to connect to SAP system {description}
Article created 2 days ago

ActiveControl & TE Support Tips
HOW DO I: prevent historical emails being sent when changing /BTI/TE_RNOTIFICATION_ENGINE variant?
Article created 6 days ago

ActiveControl & TE Support Tips
HOW DO I: prevent certain users from doing approval/test sign-offs?
Article created 8 days ago

ActiveControl & TE Support Tips
What is the difference between 0014 and 0034 analysers?
Article created 9 days ago

ActiveControl & TE Product Release Notes
HOW DO I: report on "Approve Anyway" comments?
Article created 9 days ago

[See more](#)