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.

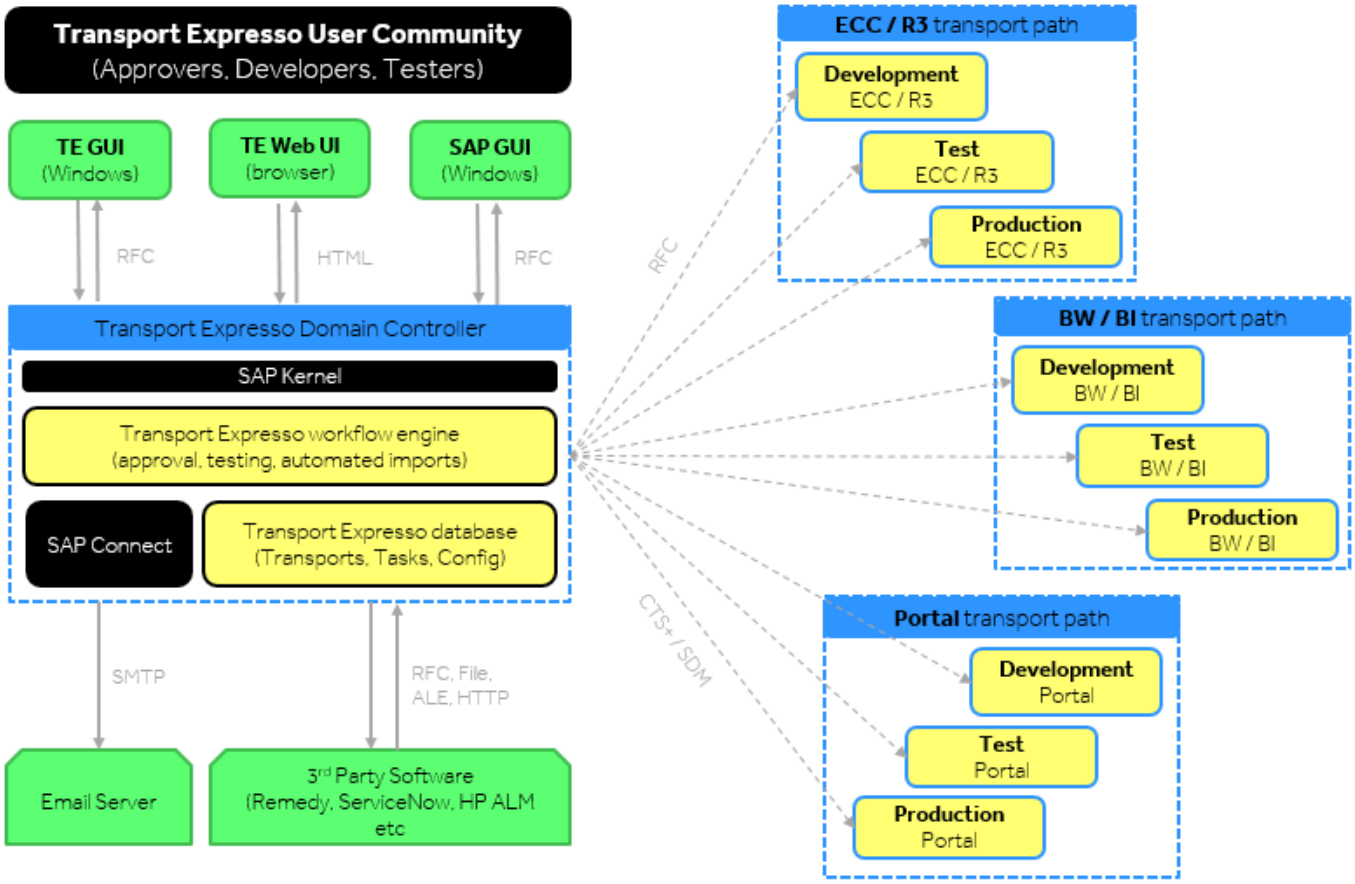
ActiveControl is comprised of the following modules. Please note that these will be referred to throughout the documentation as the relevant product features can be associated to one or more of these modules:

- **Transport Expresso (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 & retrotfit

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, RFC destinations and users need to be created.

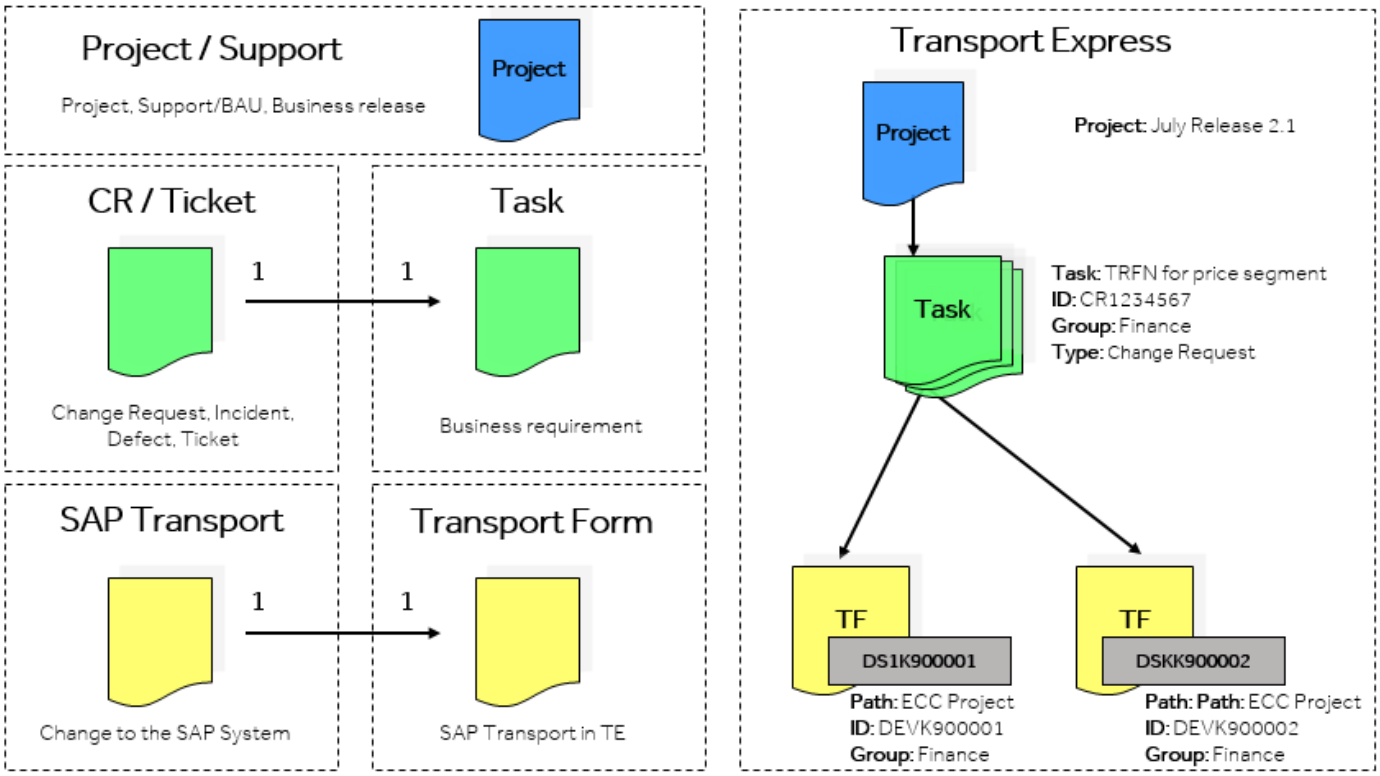
Please refer to the ActiveControl Administration Guide for more information on the architecture, installation and configuration.

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 deployed to the next system it must be created in ActiveControl as a Transport Form and allocated to a Business Task that represents the change request or support ticket that it relates to. Most customers have their Developers/Functional team populate the Transport Form and link it to the appropriate Business Task.

- The release of the transport can be done either by the Developer/Functional team – or automatically from within ActiveControl. Nowadays, most customers prefer the latter to ensure a transport does not get released prematurely.

- Nowadays, many customers create 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:

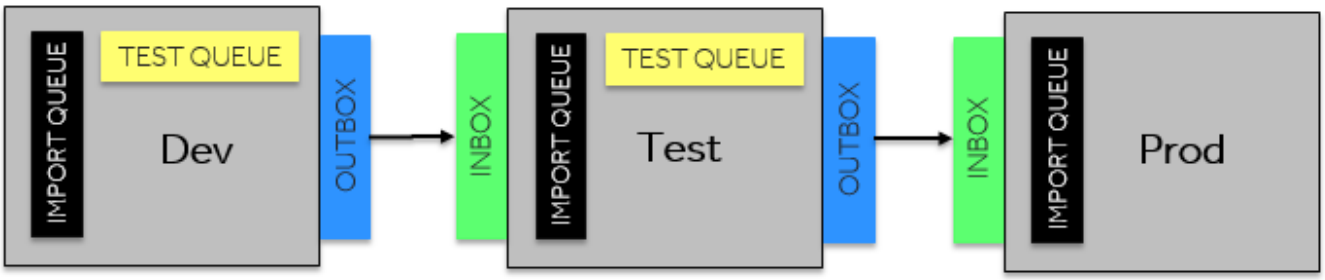
- Business Tasks / Transports will require approvals at **Inbox*and *Outbox** control points.
- Business Tasks will require test results entry at **Test Queue** control point. (see Note)

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 be 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, it is possible in later versions of ActiveControl for users to sign off testing on transports for which they are the owner.

3. Accessing Transport Expresso

There are three main ways of accessing ActiveControl.

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

The ActiveControl Windows GUI is where most of the configuration of the tool is done, and also offers some the more Basis-type functions (eg manual imports of transports) that are not available in the Web UI. Other than that, the Web UI offers most of the core functionality of ActiveControl such as Approvals, Testing, Reporting etc.

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.

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 seperately 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. The userid in the Domain Controller must match that of Developers/ Functional team creating transports in the satellite Development system.

3.2. SAP GUI

Transport Expresso 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.

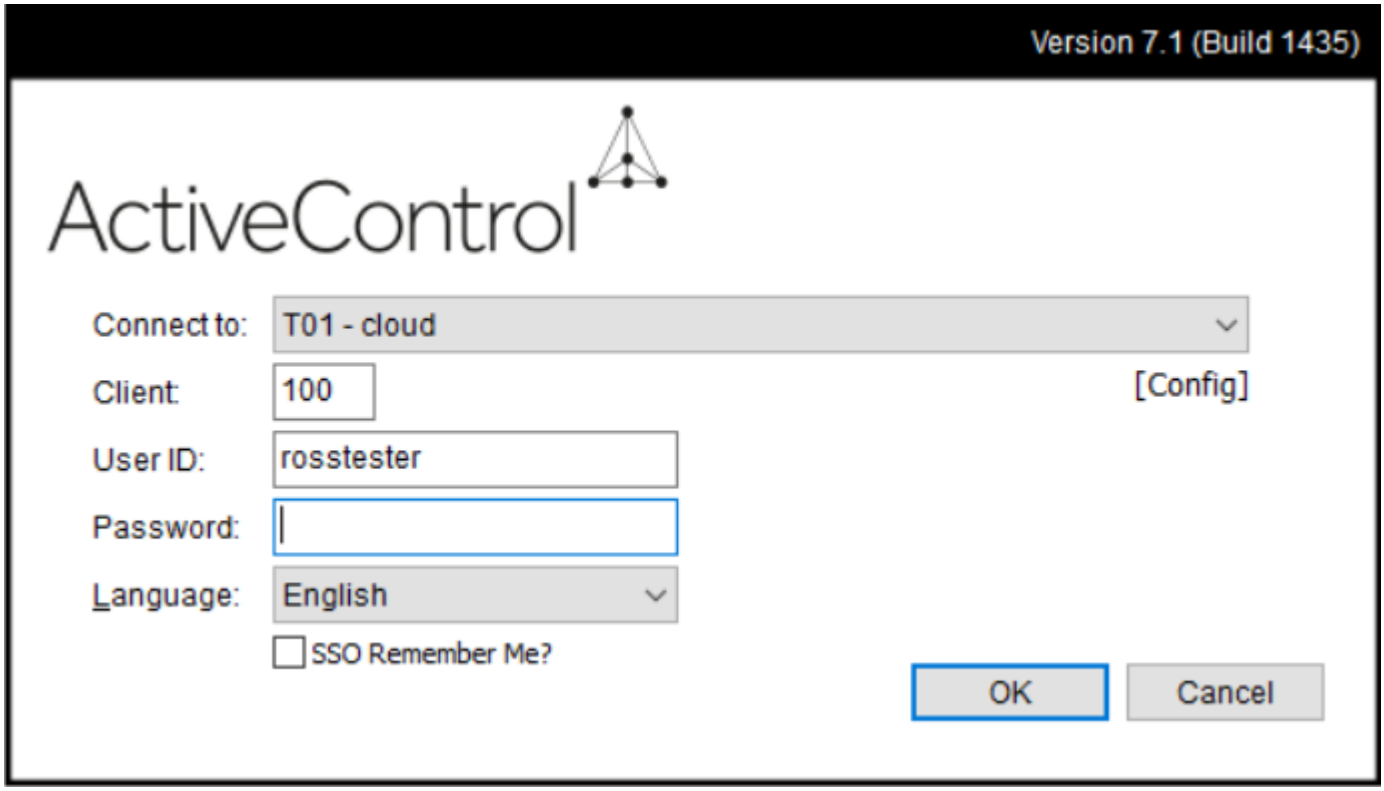
3.3. ActiveControl Windows GUI

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.

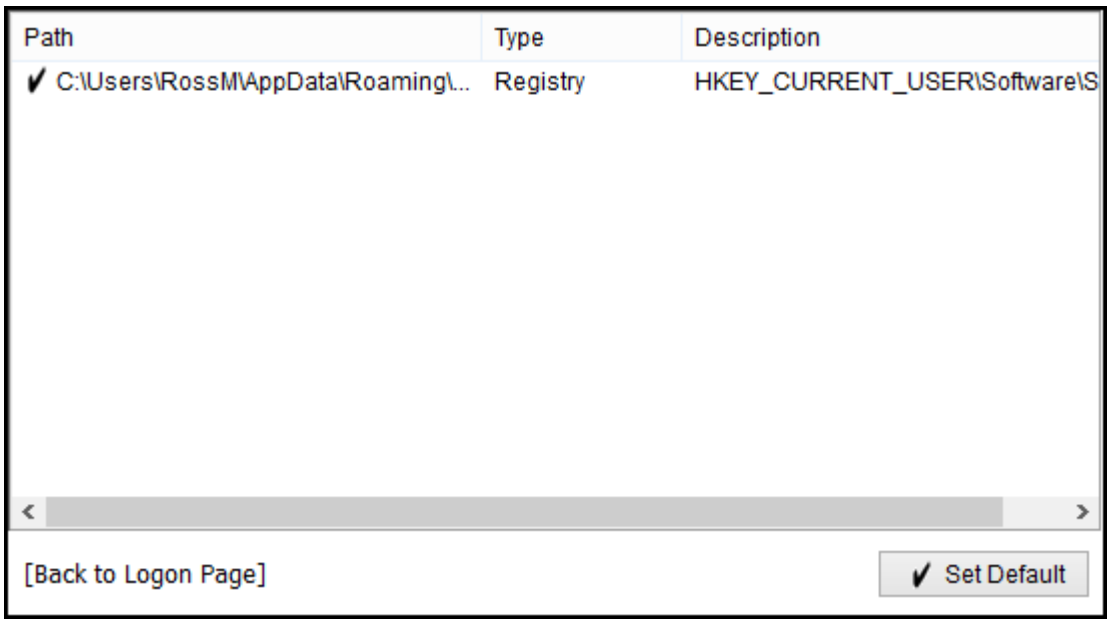
To login to ActiveControl you will require a valid user ID and password in the ActiveControl domain controller system. Starting ActiveControl will present the following login screen:



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:



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’.

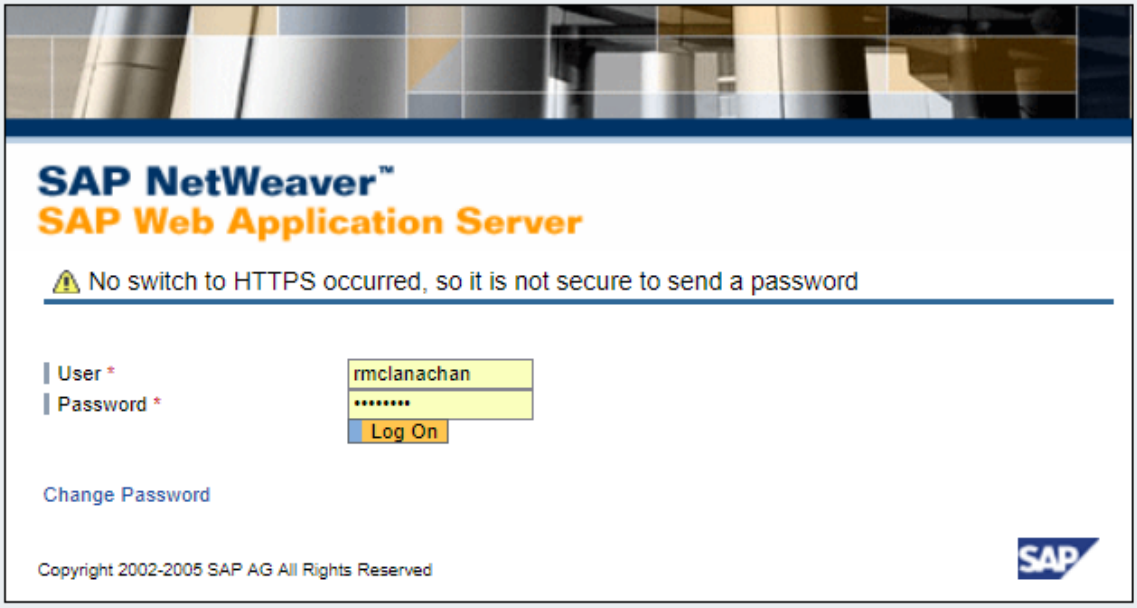
Please be aware that ActiveControl will still continue to look at old saplogon.ini files if the customer moves over to xml-based config files if the historical ini. file still exists, so users may need to check that both ActiveControl and SAP are using the same configuration files after doing a SAP GUI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

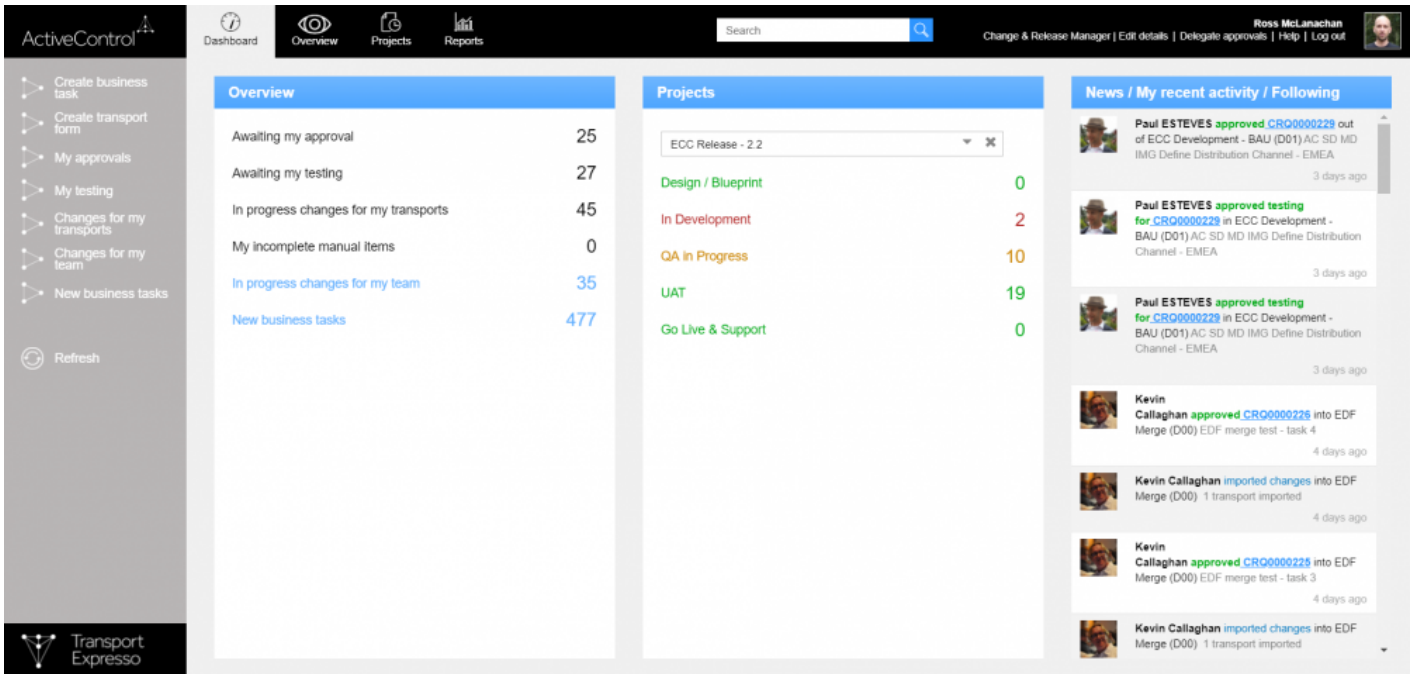
The ActiveControl Web UI is accessed via a URL specific to your organisation, this should have been provided to you during your training.

Accessing that URL will present the following screen:



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
Dashboard
Overview
Projects
Reports
Search
Ross McLanachan
Change & Release Manager | Edit details | Delegate approvals | Help | Log out
Create business task
Create transport form
My approvals
My testing
Changes for my transports
Changes for my team
New business tasks
Refresh
Transport Expresso
Overview
Awaiting my approval 25
Awaiting my testing 27
In progress changes for my transports 45
My incomplete manual items 0
In progress changes for my team 35
New business tasks 477
Projects
ECC Release - 2.2
Design / Blueprint 0
In Development 2
QA in Progress 10
UAT 19
Go Live & Support 0
News / My recent activity / Following
Paul ESTEVES approved CRQ0000229 out of ECC Development - BAU (D01) AC SD MD IMG Define Distribution Channel - EMEA
3 days ago
Paul ESTEVES approved testing for CRQ0000229 in ECC Development - BAU (D01) AC SD MD IMG Define Distribution Channel - EMEA
3 days ago
Paul ESTEVES approved testing for CRQ0000229 in ECC Development - BAU (D01) AC SD MD IMG Define Distribution Channel - EMEA
3 days ago
Kevin Callaghan approved CRQ0000226 into EDF Merge (D00) EDF merge test - task 4
4 days ago
Kevin Callaghan imported changes into EDF Merge (D00) 1 transport imported
4 days ago
Kevin Callaghan approved CRQ0000225 into EDF Merge (D00) EDF merge test - task 3
4 days ago
Kevin Callaghan imported changes into EDF Merge (D00) 1 transport imported

4. Creating Transport Forms

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

Transport Forms can be created in the SAP GUI, Windows GUI and 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 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 ActiveControl 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 developements 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 Windows GUI.

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

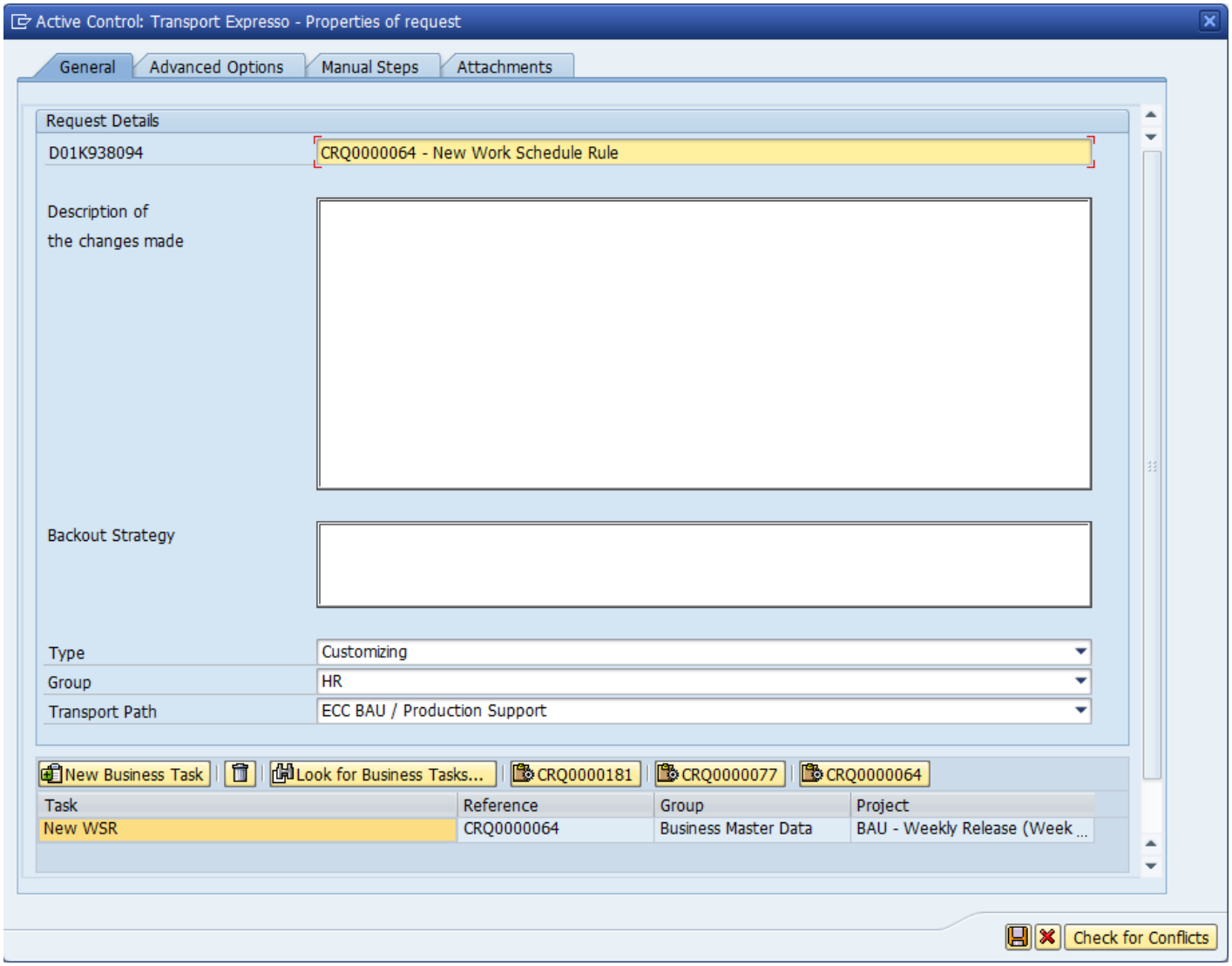
Notes

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

(2) If a transport is released before having a Transport Form, the transport will not show up in the list of **All Locations / Transports w/o form** within the Windows GUI. This screen only shows unreleased transports.

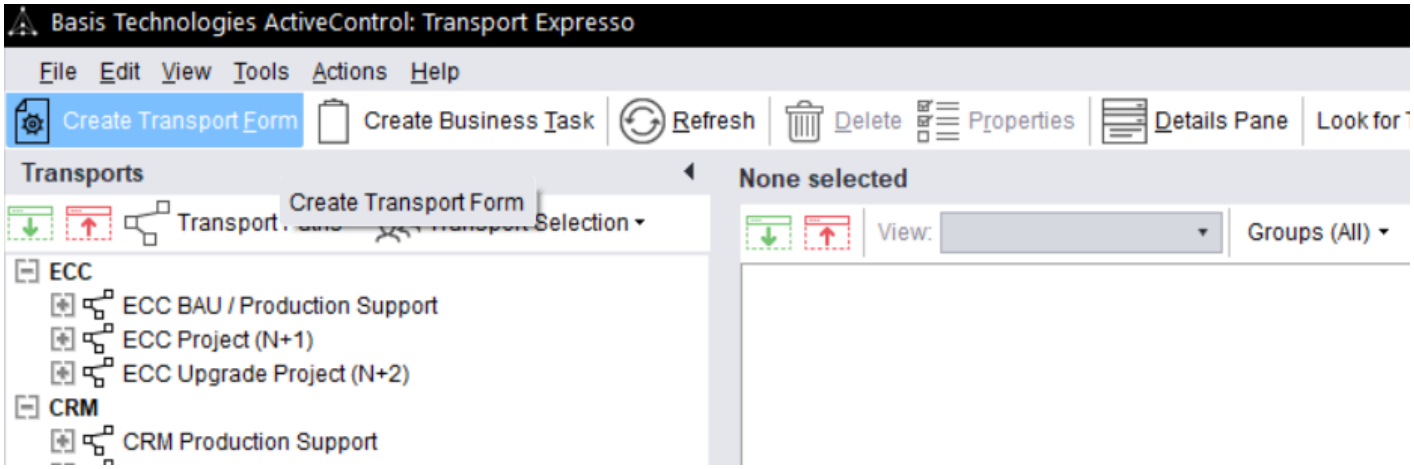
4.1. SAPGUI

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



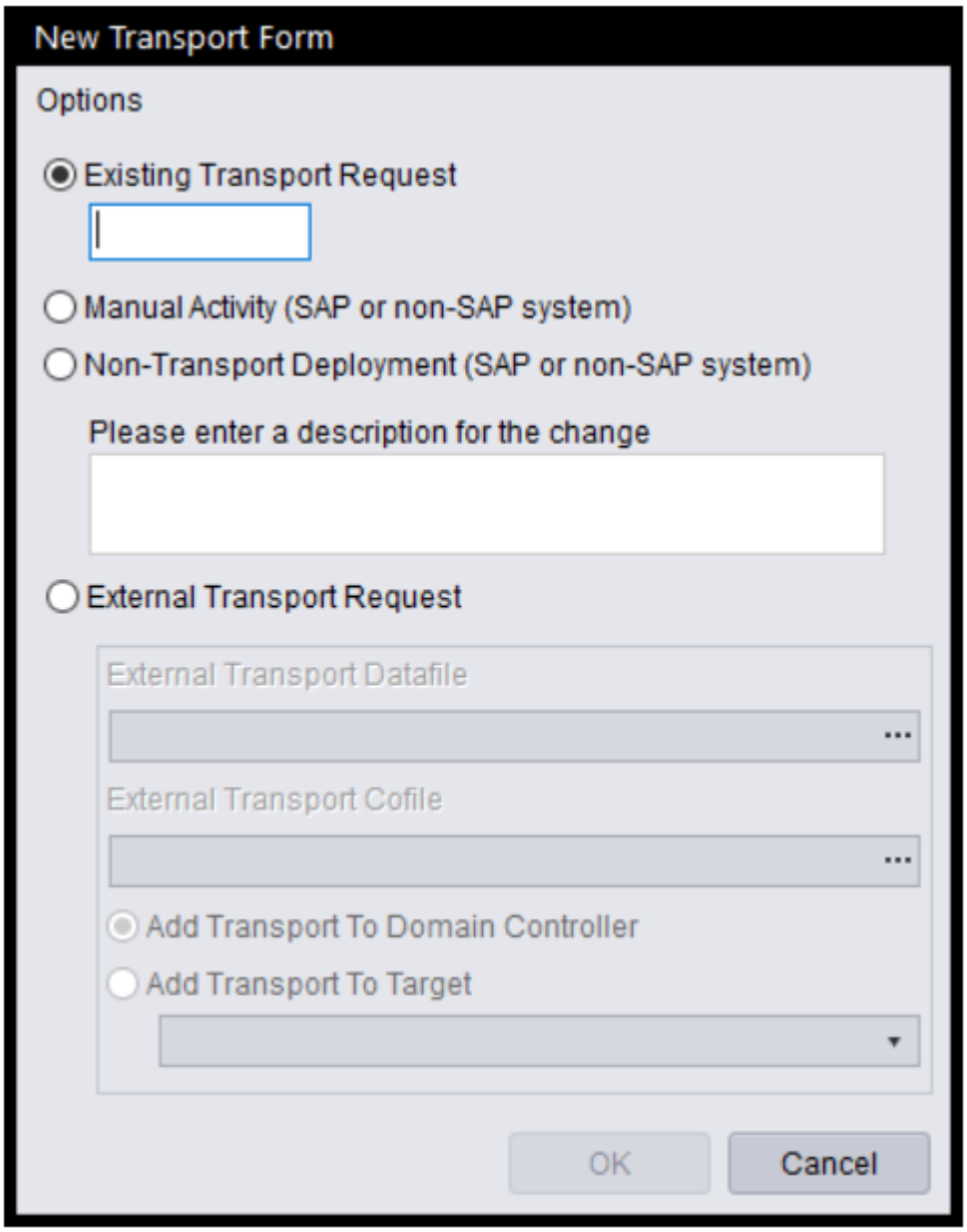
4.2. Windows GUI

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

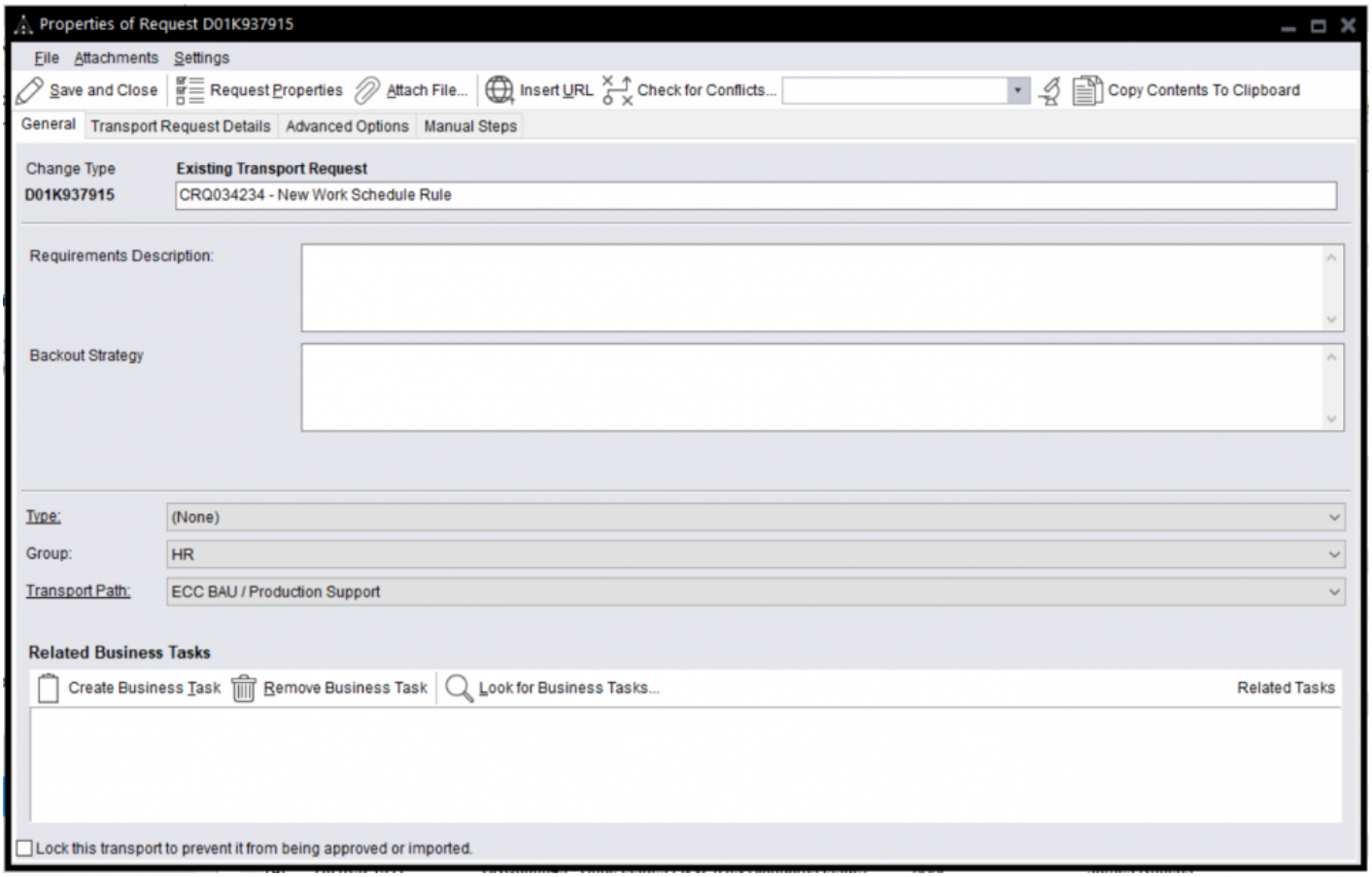


This will pop up a dialog box that will allow you to perform one of the following activities:

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”



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



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

Once saved, the Transport Form is logged in ActiveControl, 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

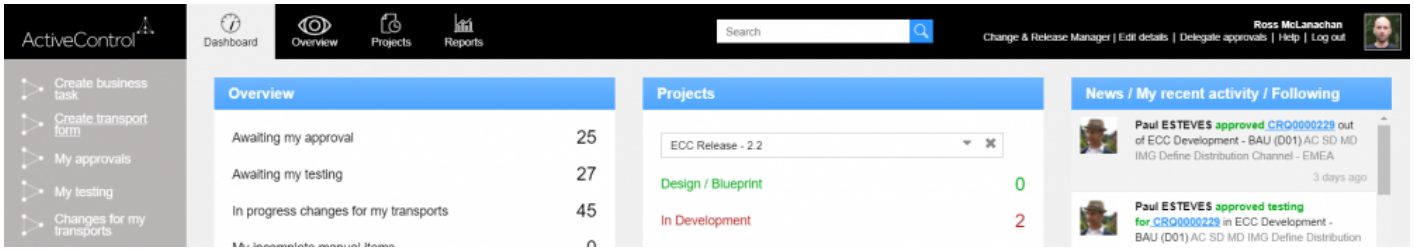
(1) The recommended Basis Technologies best practice is that all Transport Forms should be linked to a Business Task. Depending on how the tool has been configured, an error message will be presented if a Business Task has not been linked.

(2) Although it is possible to link a Transport Form to more than one Business Task, this is generally not recommended by Basis Technologies. It is legacy functionality within the tool.

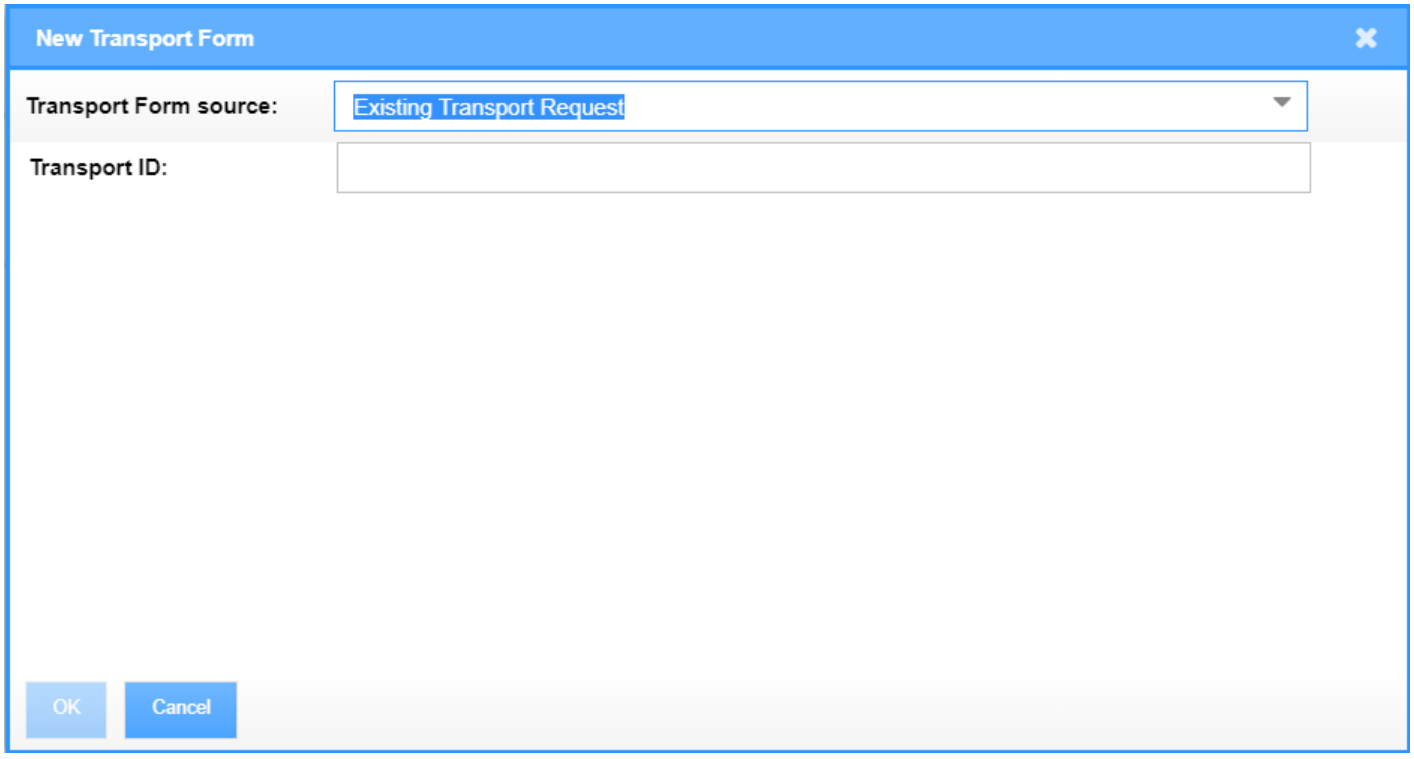
4.3. Web UI

Transport Forms can be created in the ActiveControl Web UI.

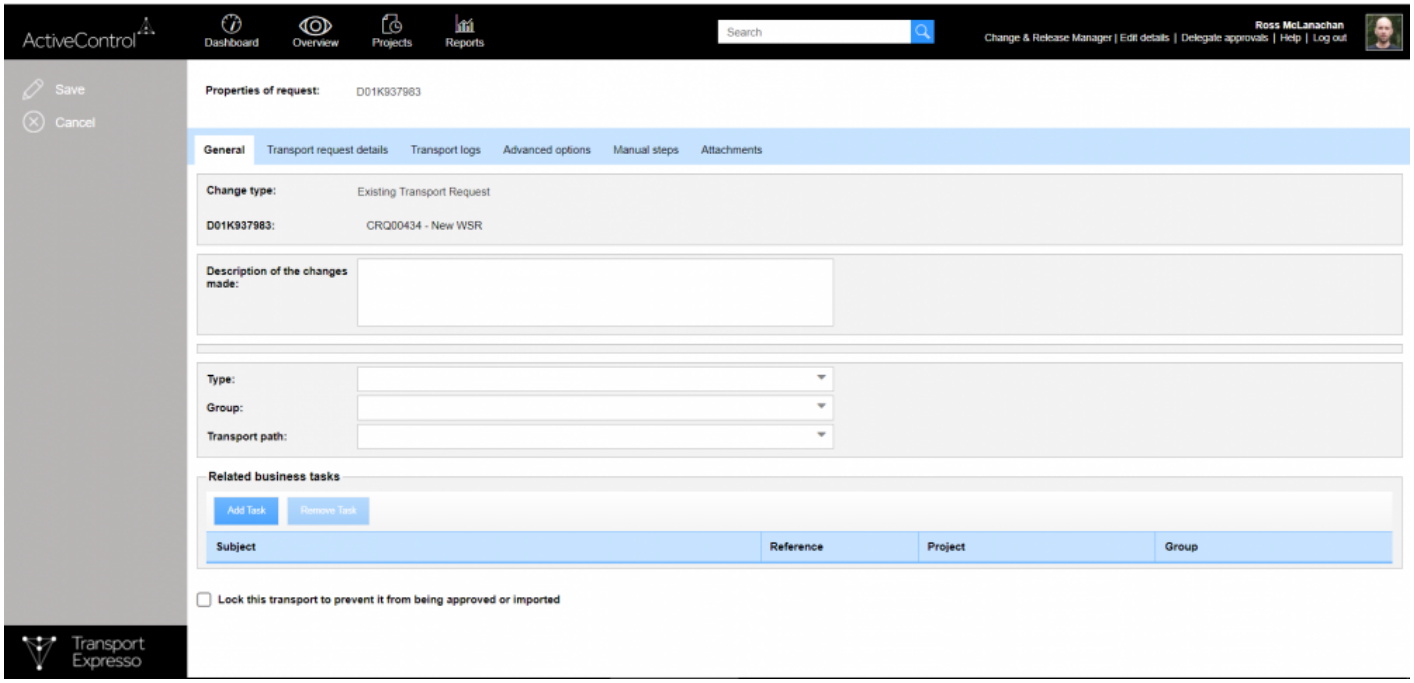
This is done via the ‘Create transport form’ button on the left hand pane of the main screen.



In the resulting screen, enter your transport number.



From there, you can populate the Transport Form.

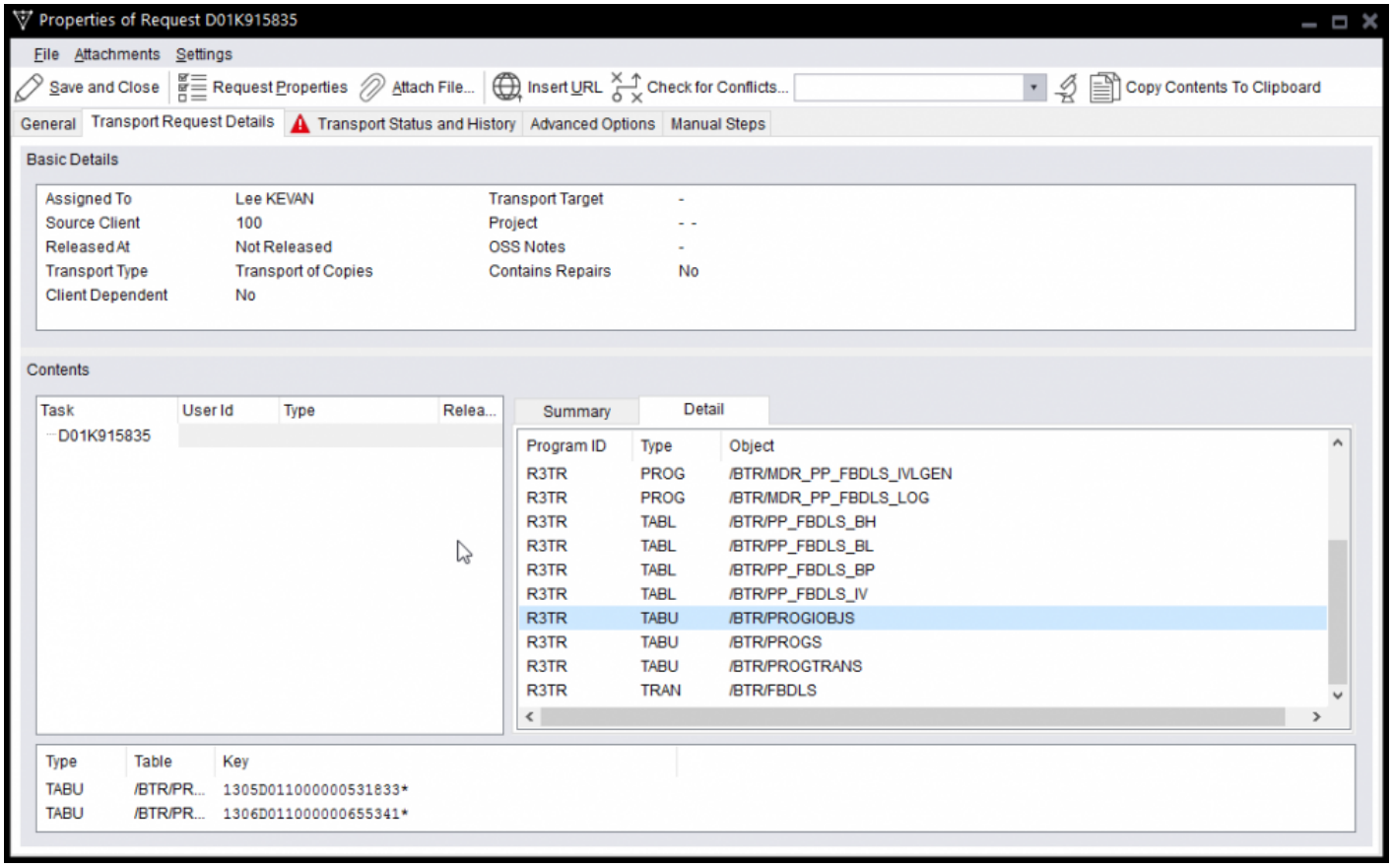

ActiveControl
Dashboard
Overview
Projects
Reports
Search
Ross McLanachan
Change & Release Manager | Edit details | Delegate approvals | Help | Log out
Save
Cancel
Properties of request: D01K937983
General
Transport request details
Transport logs
Advanced options
Manual steps
Attachments
Change type: Existing Transport Request
D01K937983: CRQ00434 - New WSR
Description of the changes made:
Type:
Group:
Transport path:
Related business tasks
Add Task
Remove Task
Subject
Reference
Project
Group
Lock this transport to prevent it from being approved or imported
Transport Expresso

4.4. Transport Forms: Other Tabs

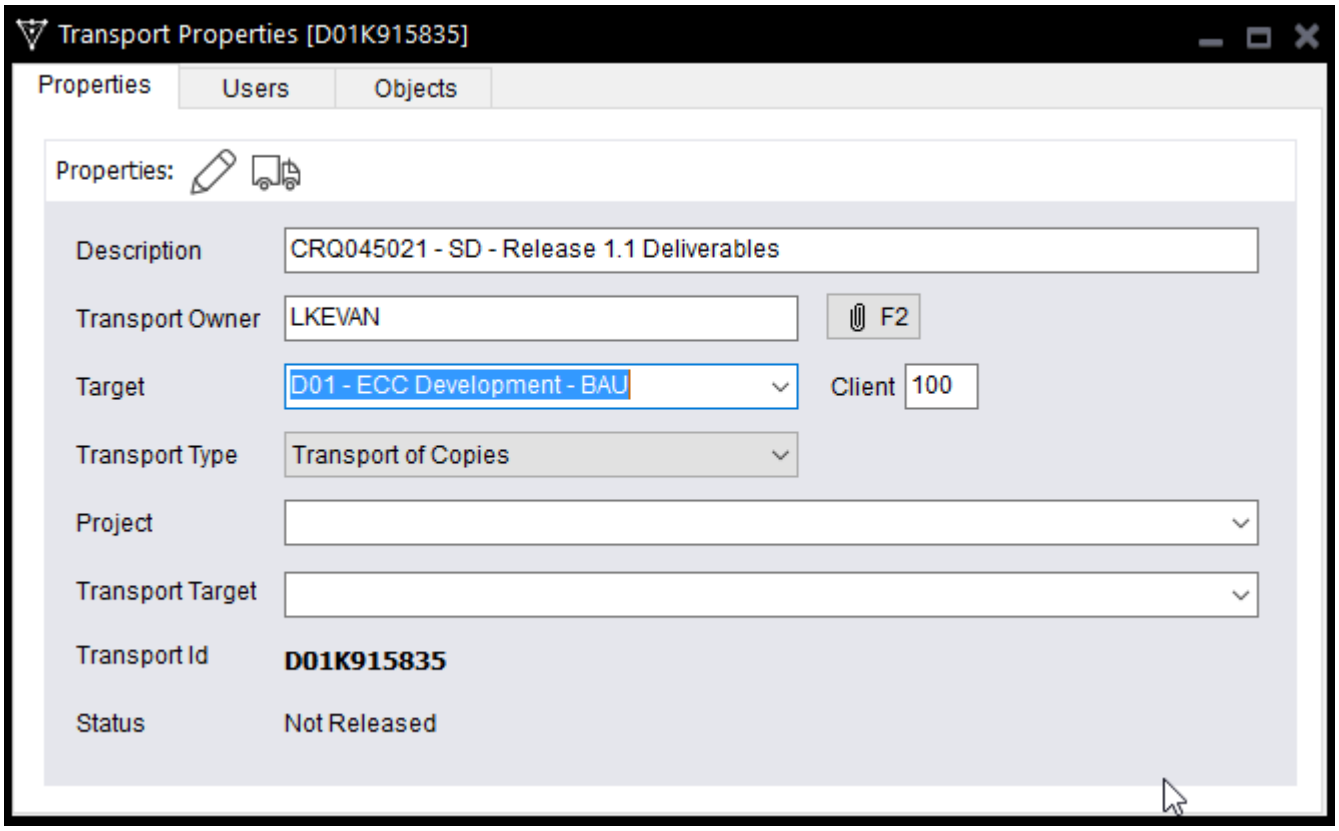
Please note that some of this information is visible only in the ActiveControl Windows GUI, and will not be seen in the SAP GUI or ActiveControl Web UI.

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.



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



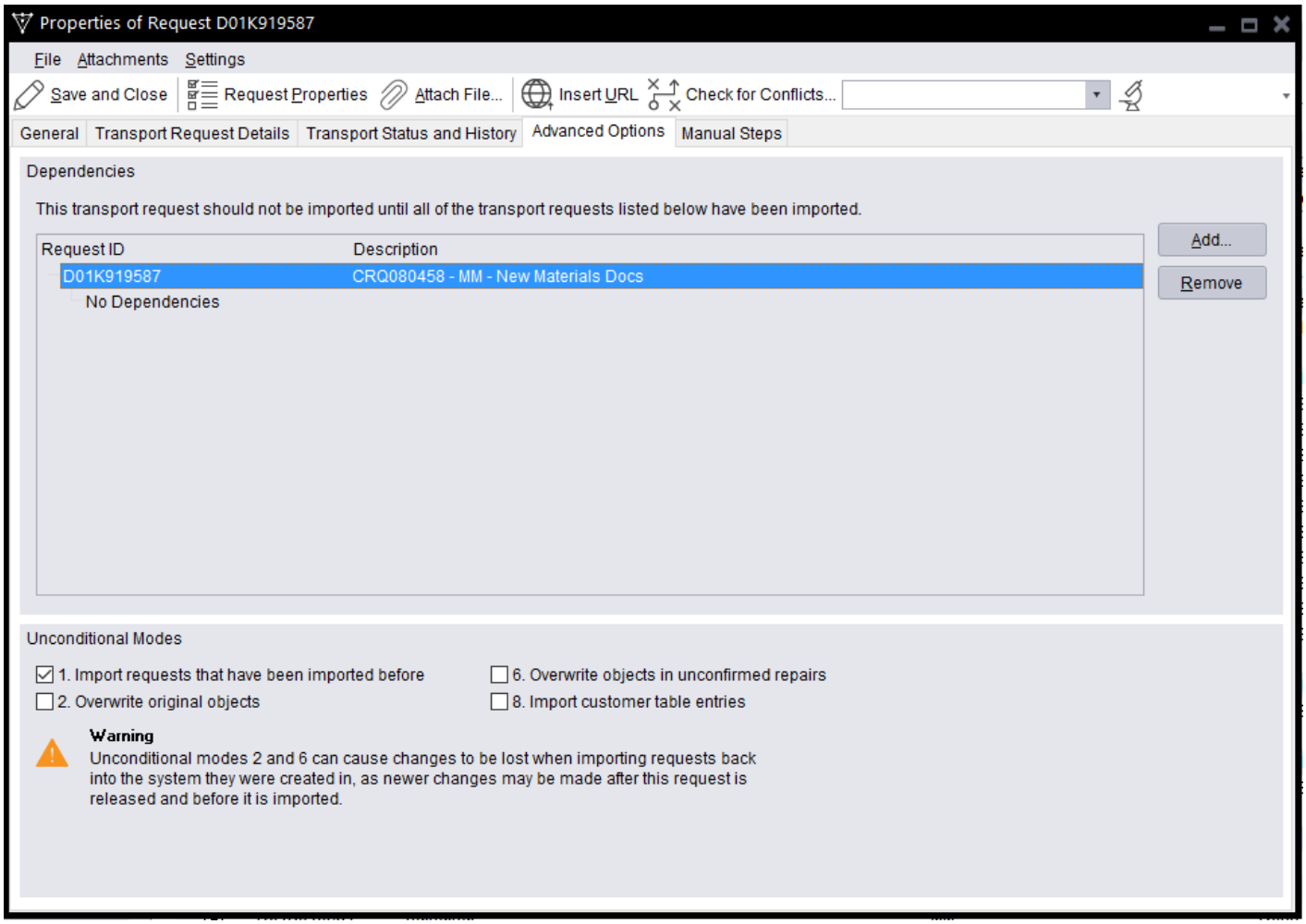
Copy contents to clipboard Copy Contents To Clipboard can be used to copy all the transport objects including keys into the clipboard in comma delimited format so it can be pasted in Excel.

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. Transport Expresso will then ensure that any dependencies are imported first.

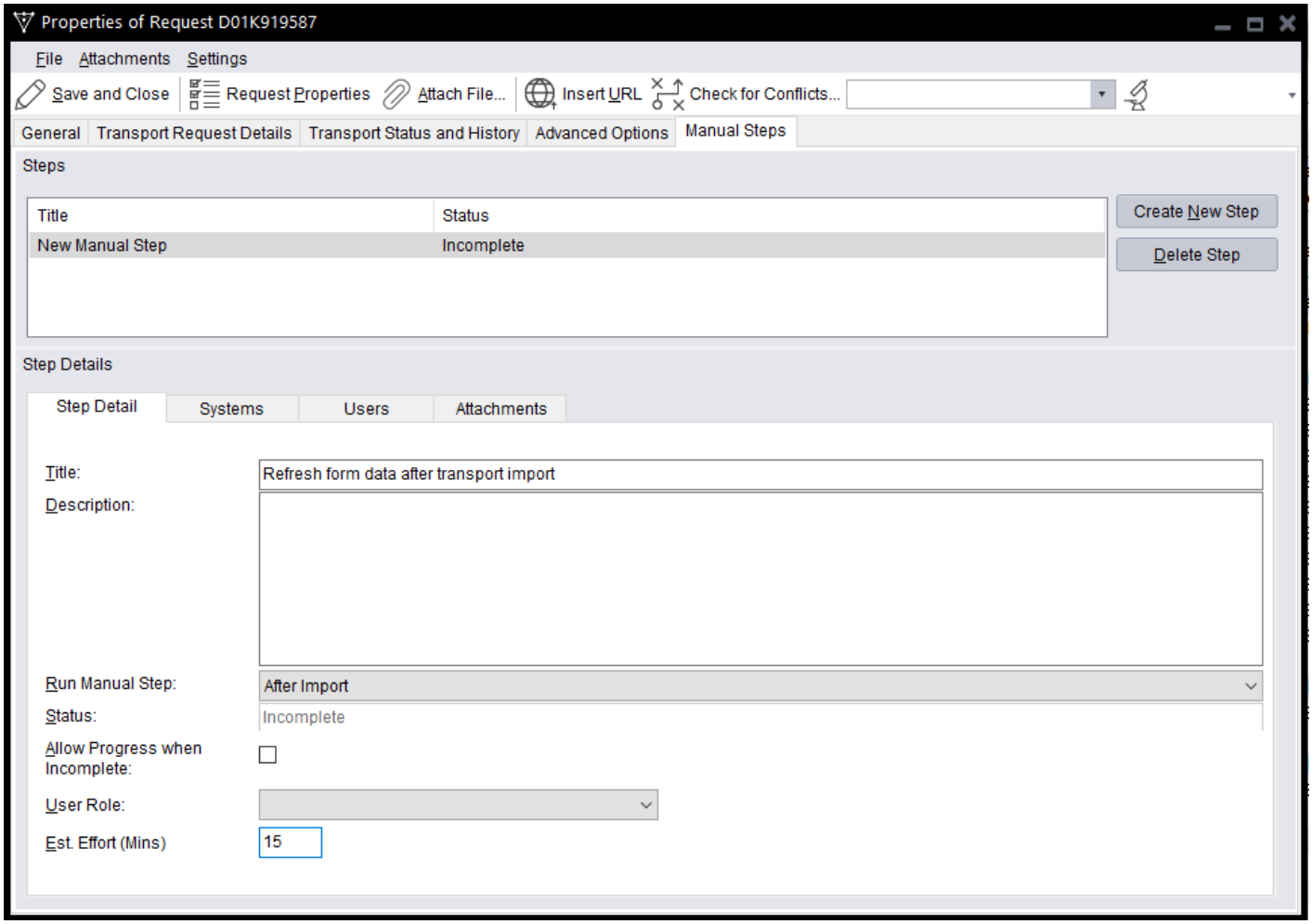


Unconditional modes can be viewed via this screen and these can be changed if the user is authorised:

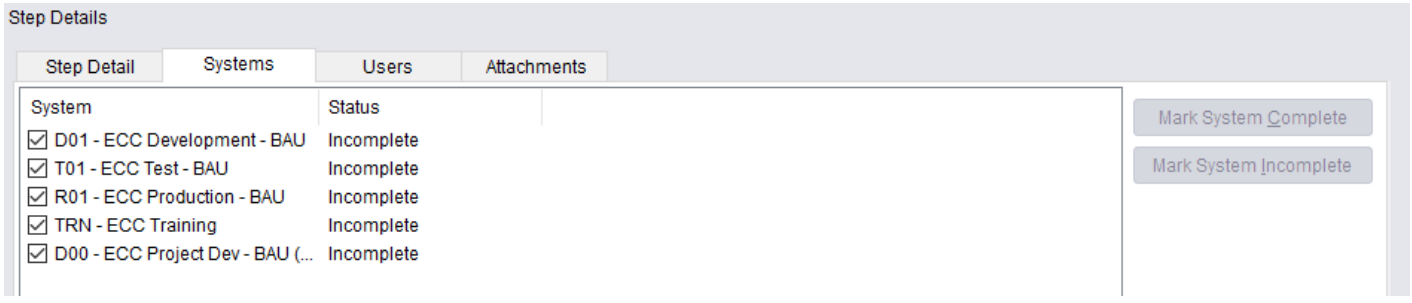
Manual Steps

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 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.



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:



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

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.

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 ActiveControl 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 Options screen in the Windows GUI.

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.

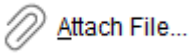
Project: Select the relevant project. Only active projects are displayed in the list. Support Business Tasks also need to be assigned to a project so in this case choose a support related one.

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, Transport Expresso will no longer update the status unless the status is manually locked again.

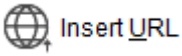
Planning Status: This is the current planning status for the Business Task. This operates in the same way as the deployment status described above.

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: 

File attachments can be added to the Business Task if required using the paperclip button.

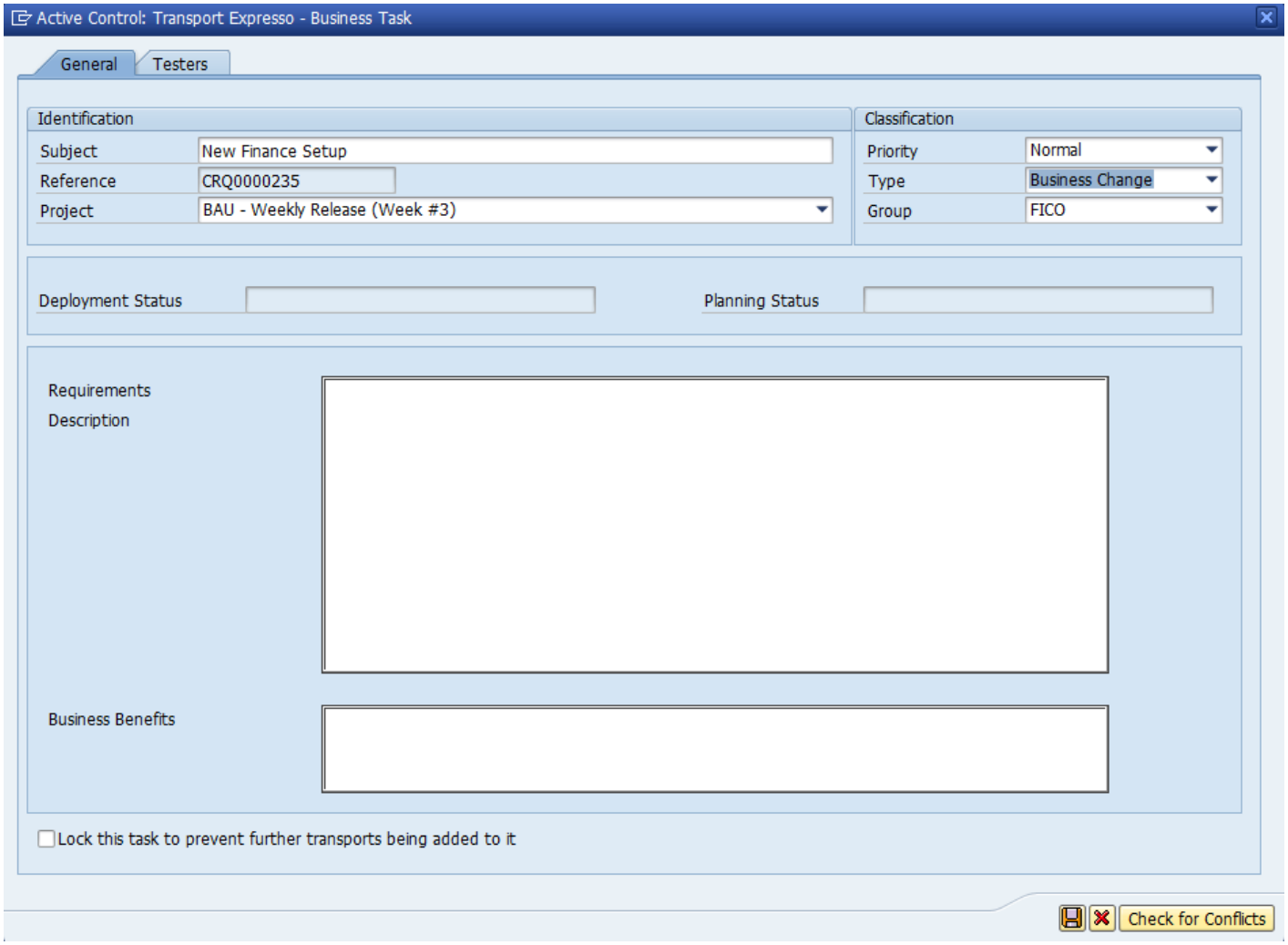
URLs : 

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 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.

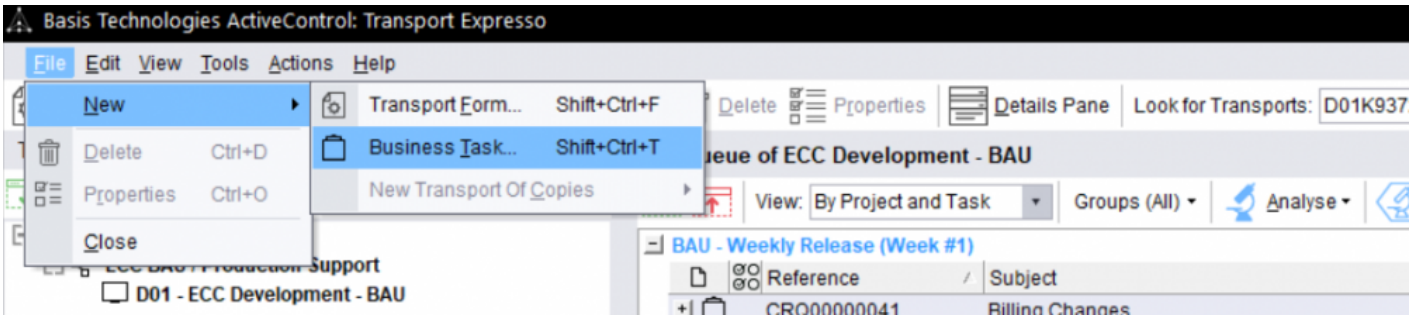


5.2. Windows GUI

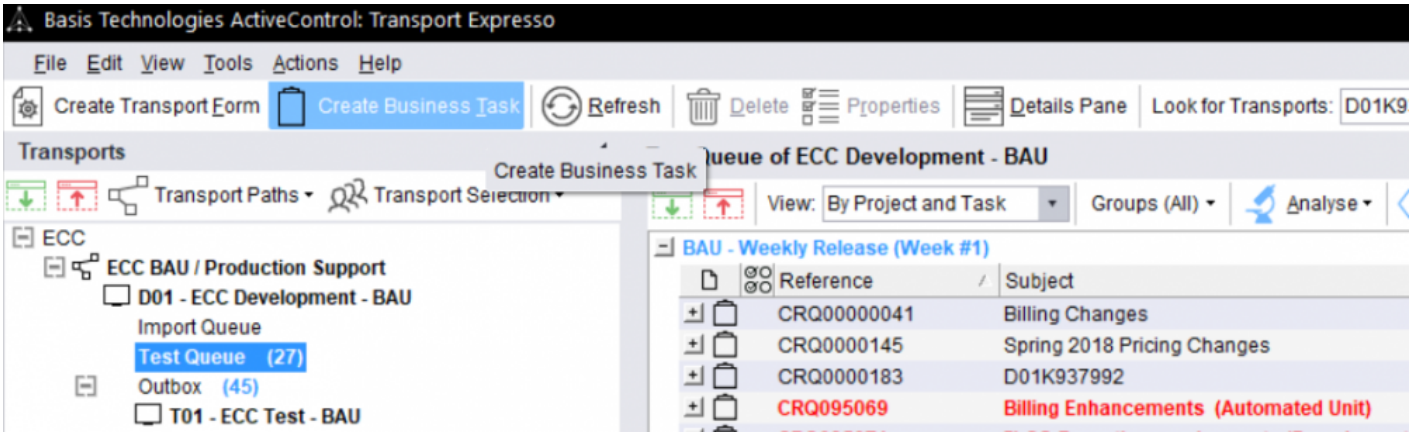
Creating Business Tasks

In the ActiveControl Windows GUI, Business Tasks can be created via the

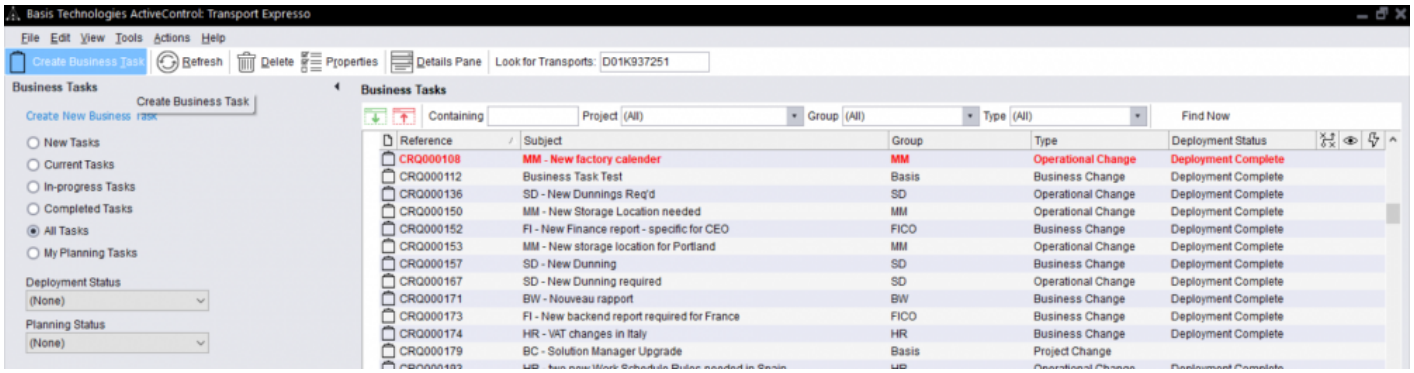
(i) via menu option **New -> Business Task**:



(ii) via the **Create Business Task** button:

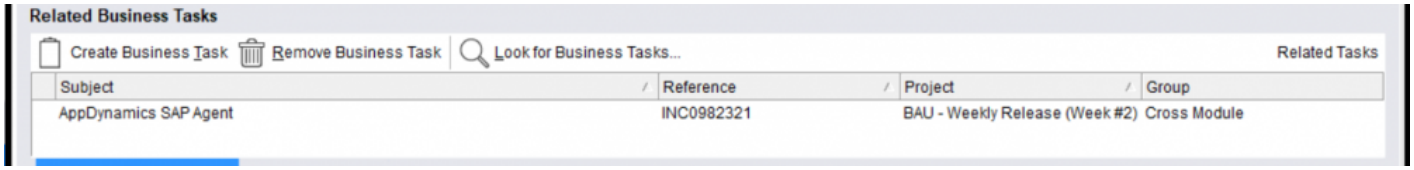


(iii) via **Create New Business Task** in the **Business Tasks** window.



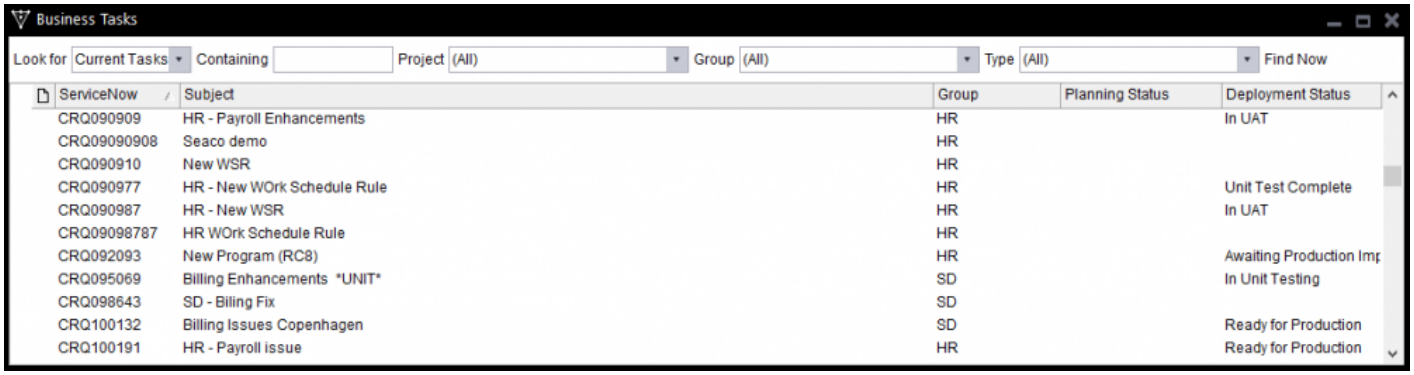
Searching Business Tasks

Business Tasks can be searched for within Transport Form screen via **Related Business Tasks** pane:



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

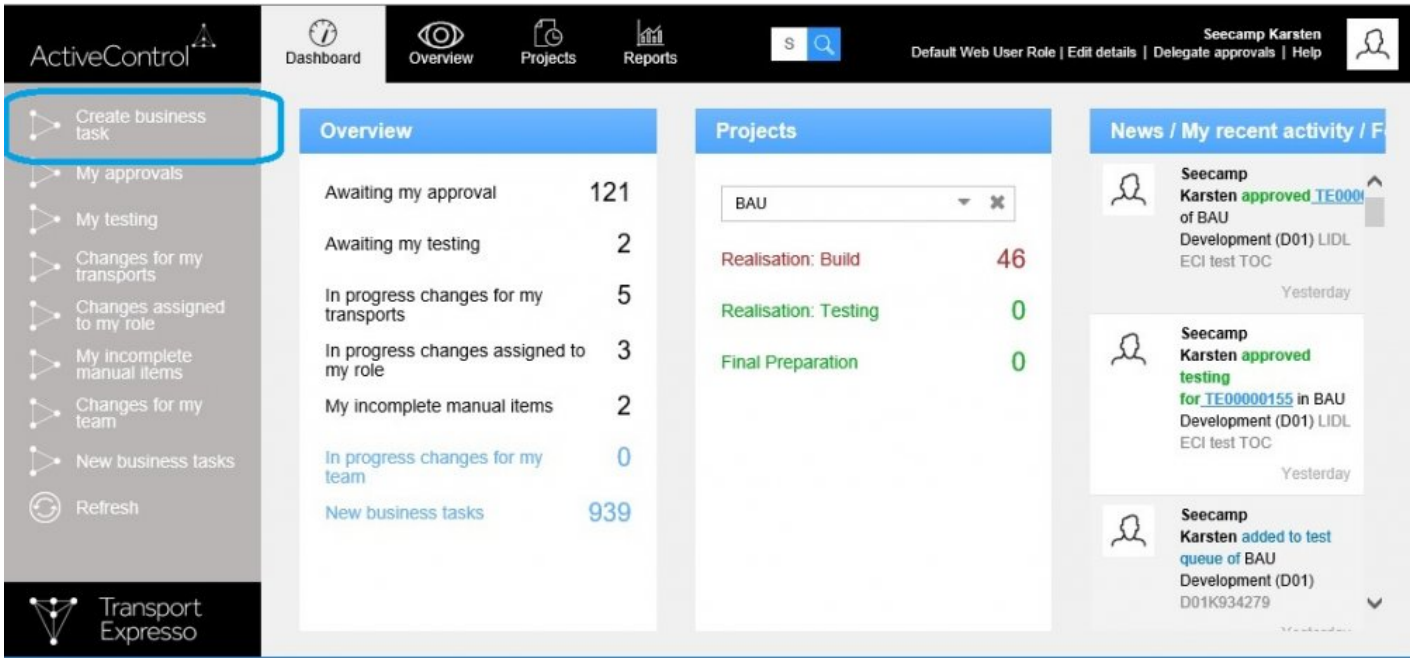
Typing anything in the Containing field will bring up matching business tasks, no wildcards are necessary. Searches can also be done on the Project, Group and Type.



Double click a business task to select / add it to the Transport Form

5.3. Web UI

It is possible to create new Business Tasks in the ActiveControl Web UI via the **Create Business Task** option. Only authorised users will be able to perform this particular action.



5.4. 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 SAPGUI or ActiveControl Web UI.

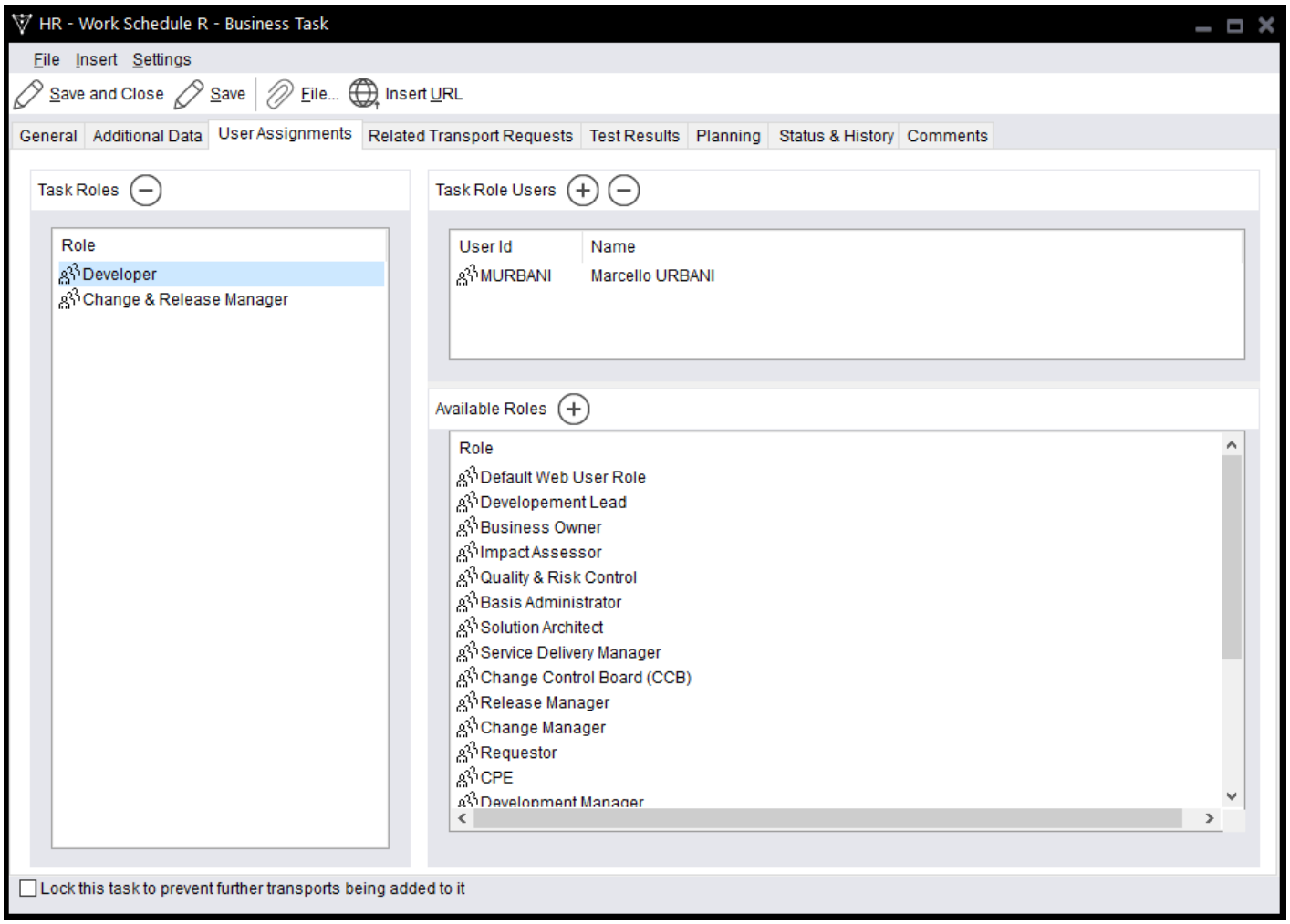
Additional Data

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 ActiveControl.

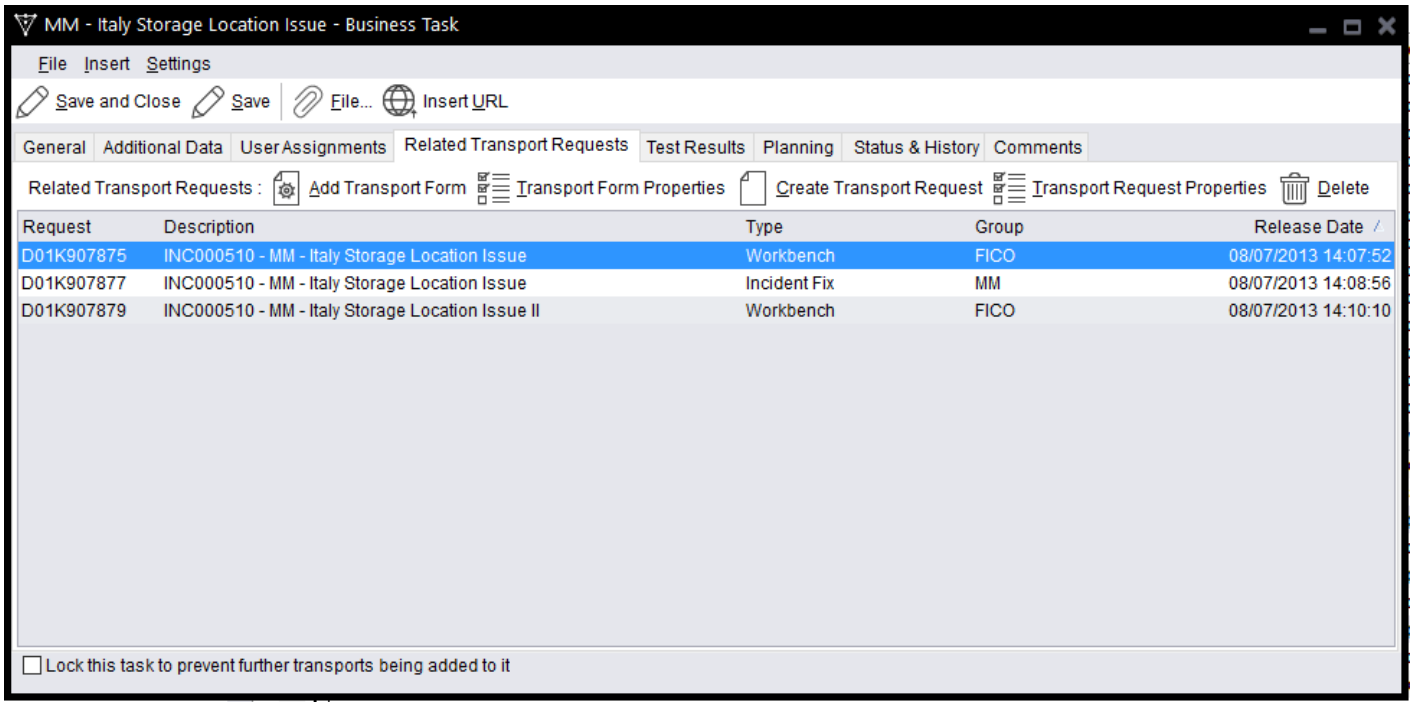
User Assignments

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

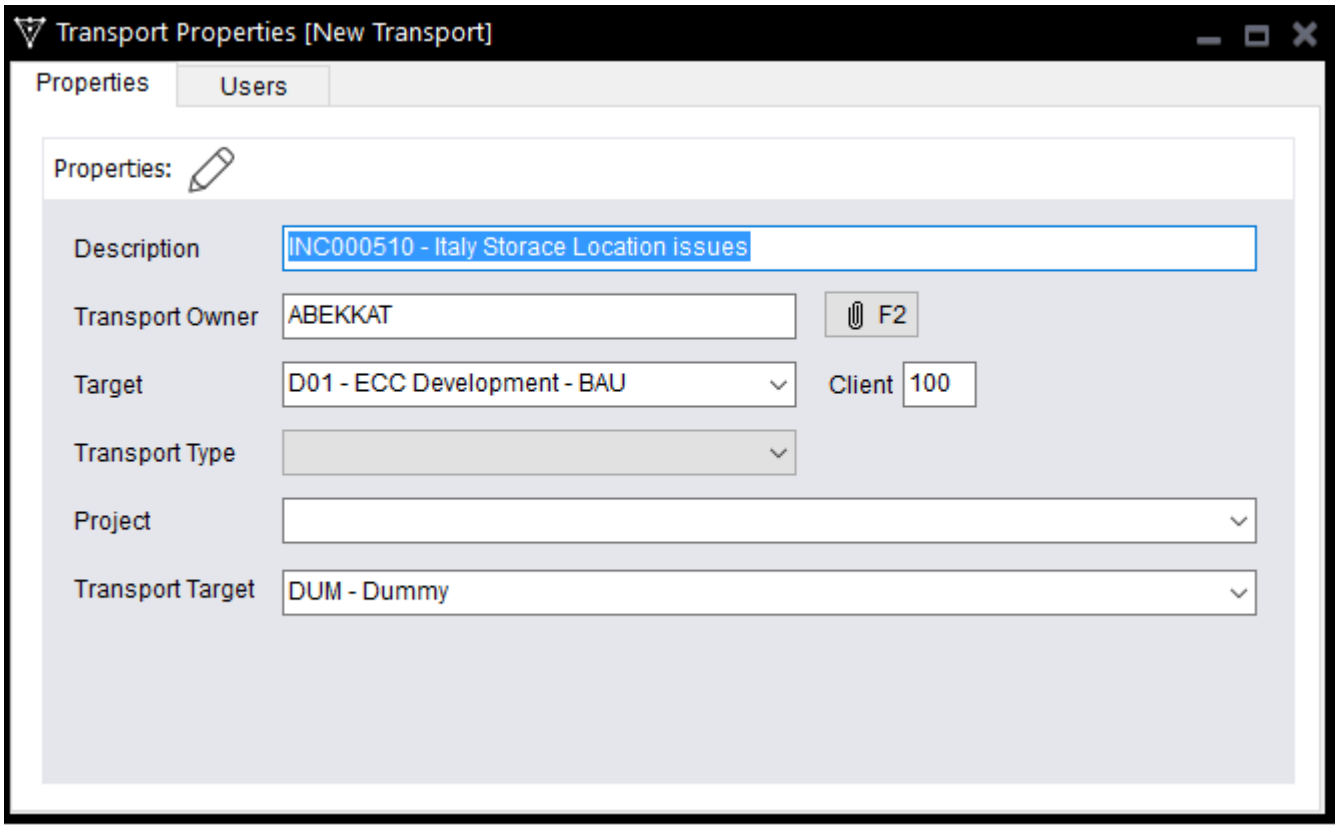


Related Transport Requests

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.

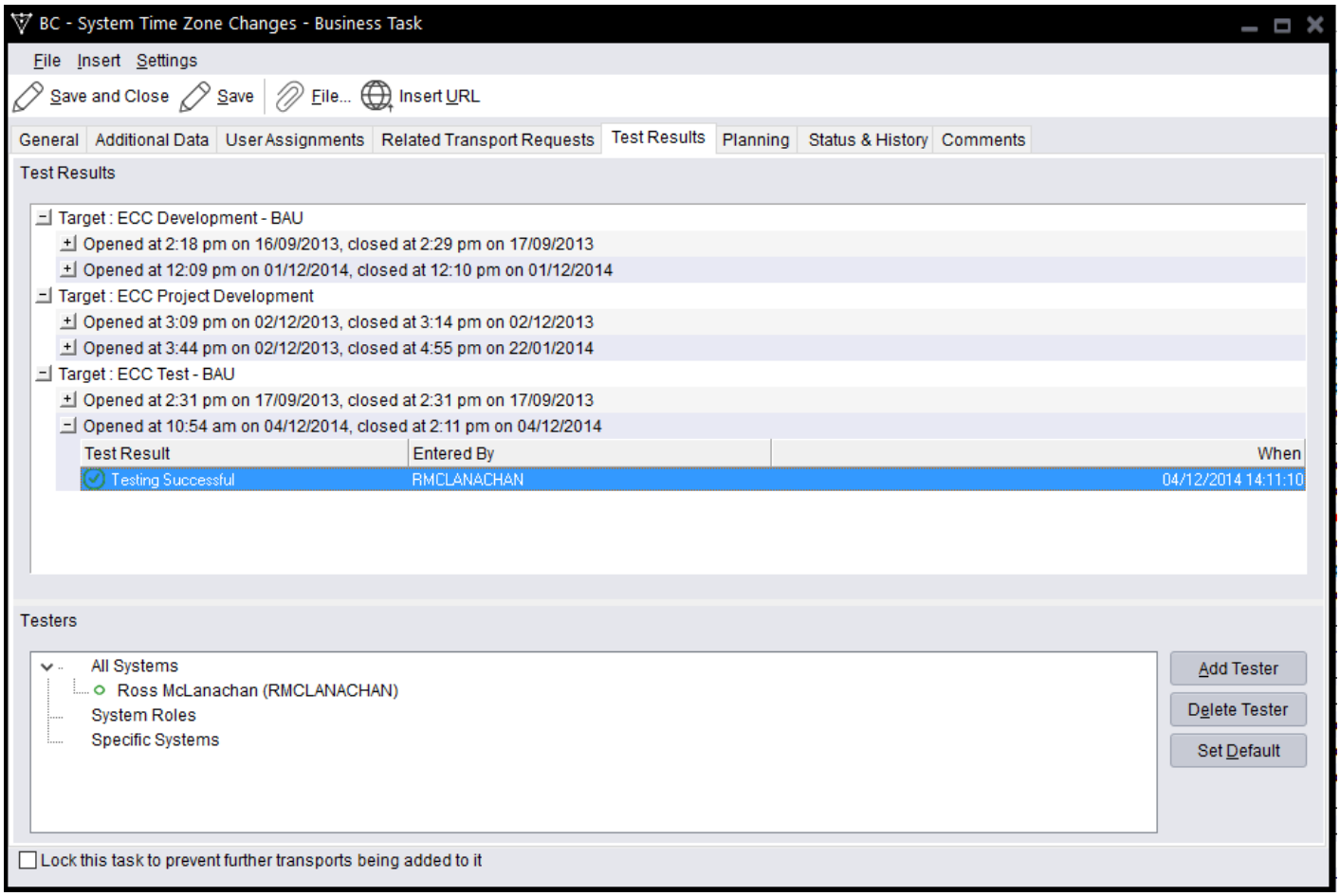


In addition, SAP transports can be created / updated here. This allows the transport to be created with the relevant user tasks in a specific development system and automatically links the transport to the Business Task:



Test Results

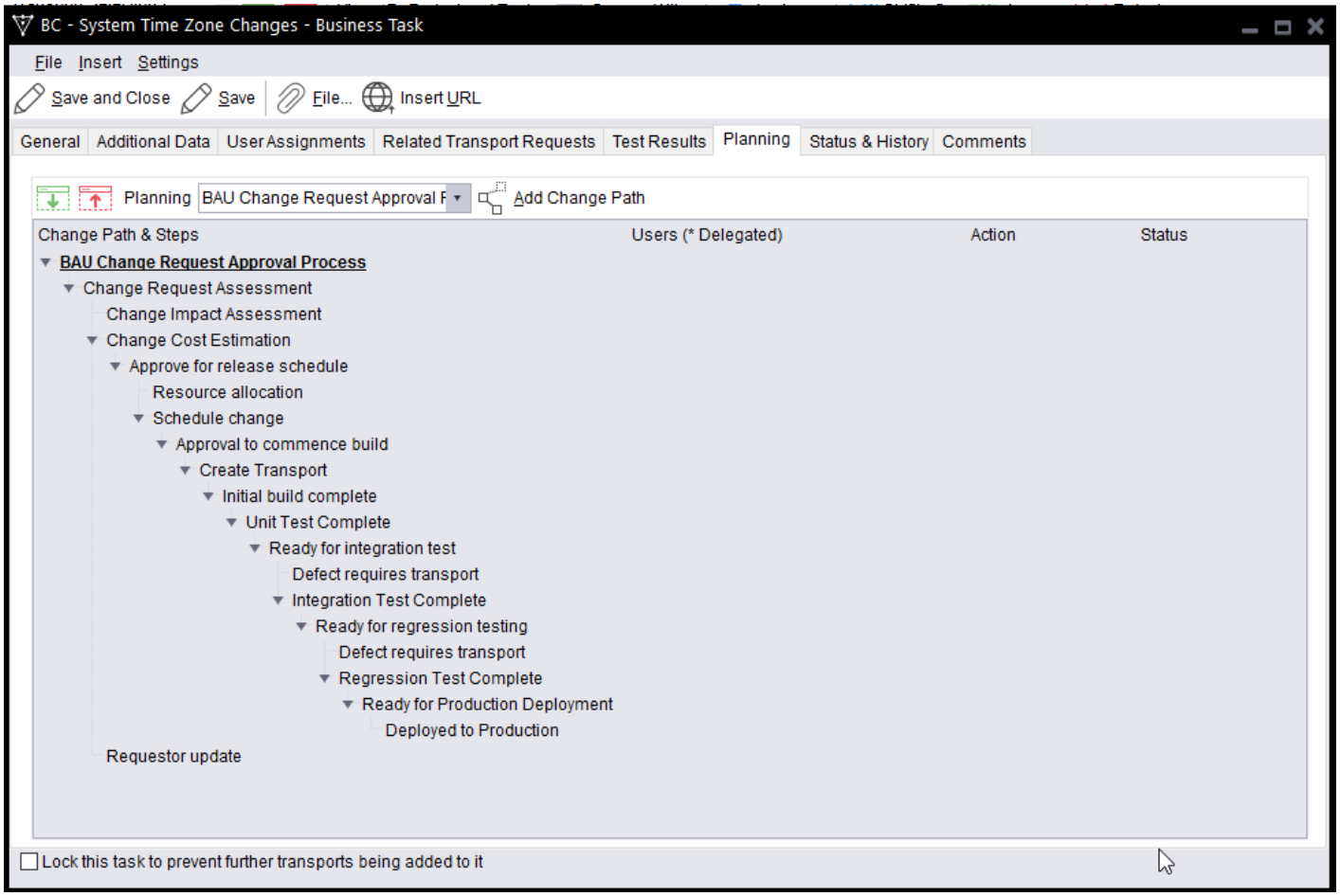
The **Test Results** tab shows any currently entered test results but also allows the definition of the testers for this specific Business Task.



Testers can be defined for all systems, for specific systems or for system roles (e.g. UAT Test, Regression Test, etc.)

Planning

Planning is an optional workflow that enables ActiveControl customers to manage activities prior to development commencing through ActiveControl. 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:



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.

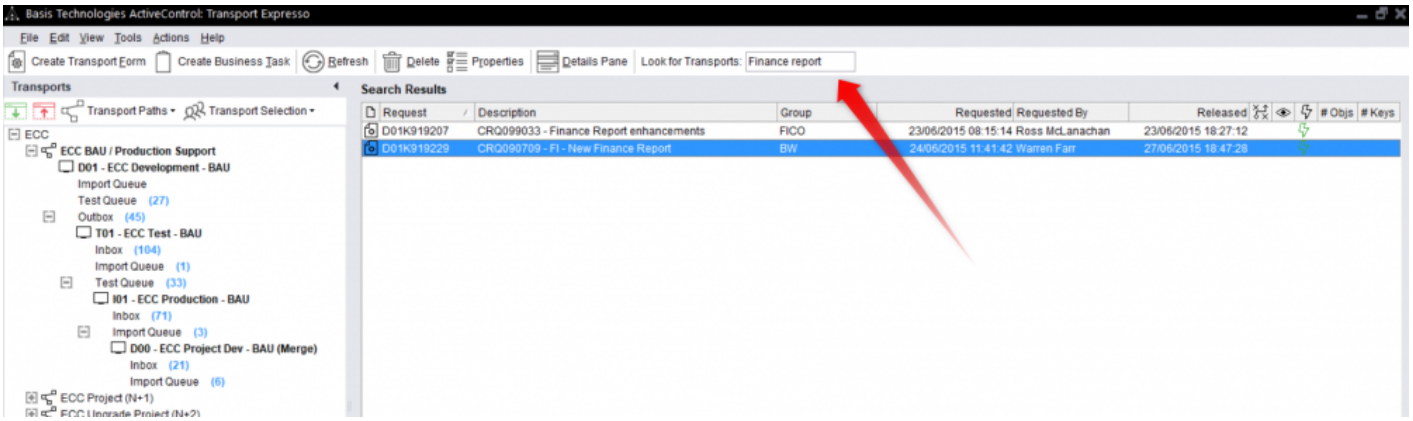
6. Managing Transports

6.1. Locating Transports in ActiveControl

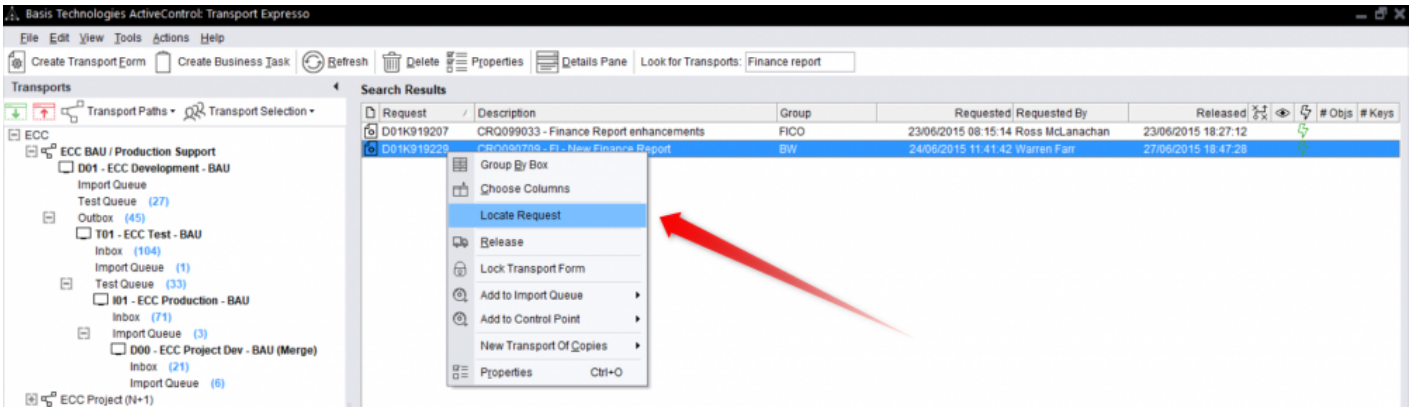
Windows GUI

Typing anything in the **Look for:** field will switch the view to list those 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:



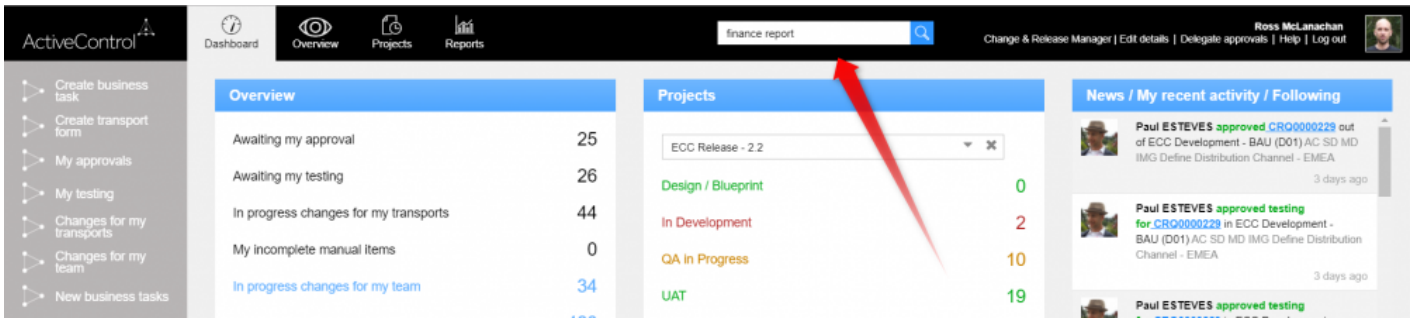
In order to find the transport in the relevant location in Transport Expresso, you can right-click and use the **Locate Request** option to take you directly to where the transport is awaiting approval or import:



Web UI

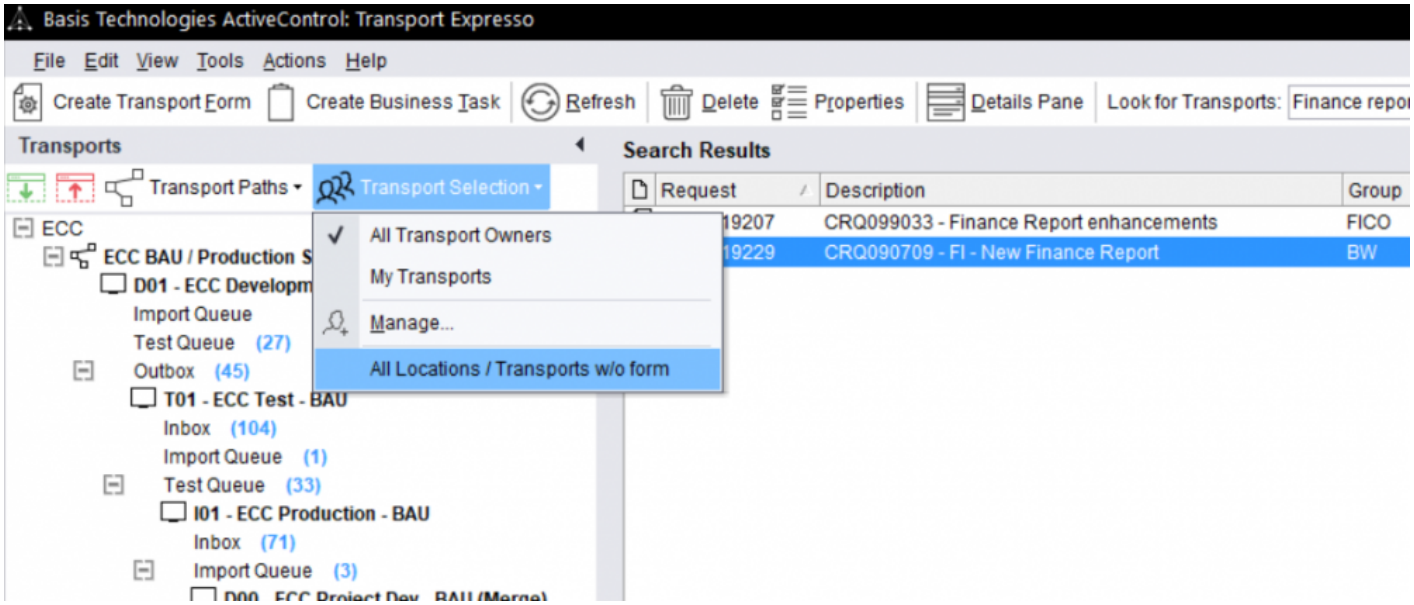
It is possible to search for existing Transport Forms (and Business Tasks) via the **Search** field in the top middle portion of the Web UI.

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



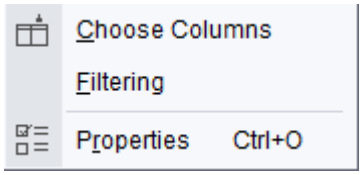
6.2. Locating Transports without a Transport Form

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



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

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.

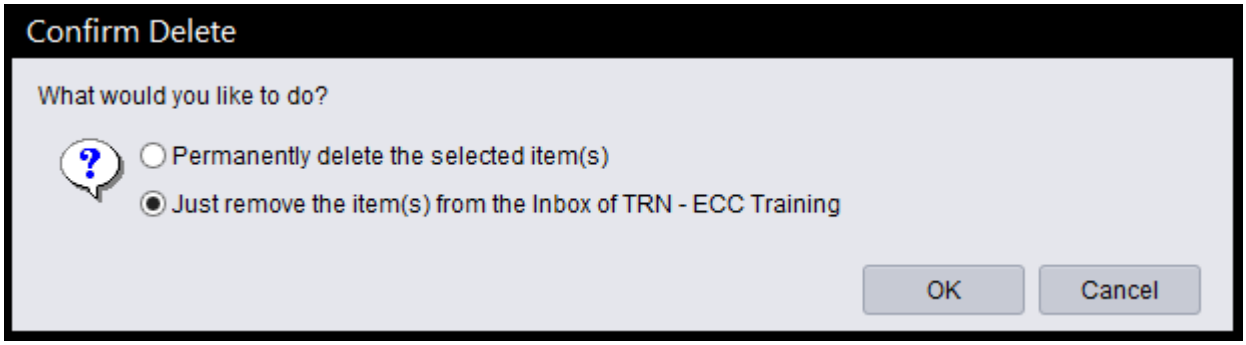
The *Customize" button can be used for more complex filters which can be saved to the local PC for re-use when required:

Filter builder - [untitled.flt]
Filter
AND
<root>
...
Type
like
Workbench
...
Owner
like
RROBB
press the button to add a new condition
Open...
Save As...
OK
Cancel
Apply

6.3. Deleting Transport Forms

If transport forms have been created incorrectly or need to be deleted for any reason, this can be done using the Delete button.

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



Doing a ‘permanent delete’ will completely remove the Transport Form (plus all audit history) from ActiveControl.

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

It should be noted that in both cases, the transport will still exist at an SAP level. Deleting the Transport Form does not delete the underlying transport.

6.4. 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 Expresso 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 ActiveControl Domain Controller.

Transport Expresso 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 Expresso 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 Expresso will automatically update the import schedule for any targets that the transport schedule is currently assigned to.

Hints

- The name of a Transport Expresso 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 Expresso 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 ActiveControl Administrator so they have the correct roles when importing transports

6.5. Importing Transports

Only the Transports waiting in an import queue can be imported by ActiveControl. Once approved and waiting in an import queue, ActiveControl 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:

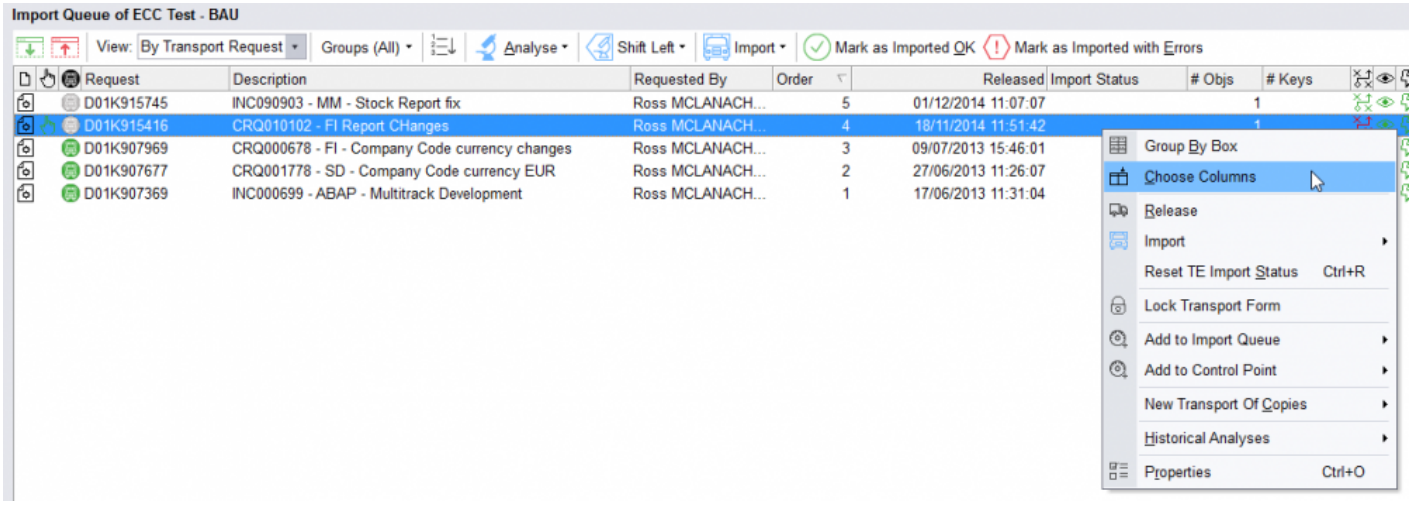
1. The order in which the transports were released.
2. If dependencies are set then this will override the release order and observe the dependencies between transports.
3. If the target system has been configured to import in the same sequence as a preceding system this will also override the release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

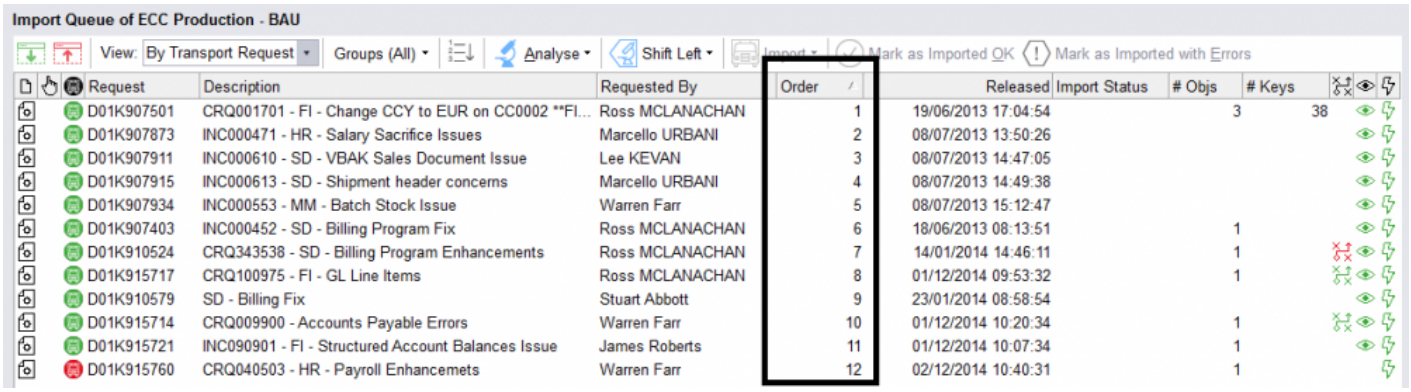
To view the Transport Expresso calculated sequence, there are two methods:

1. Use the button to sort them. This is only available if the screen sequence is not already in the Transport Expresso calculated sequence.

2. Use the ‘Order’ column. If this is not shown by default, highlight the required import queue and select “Choose Columns”:



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



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 Transport Expresso 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.

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

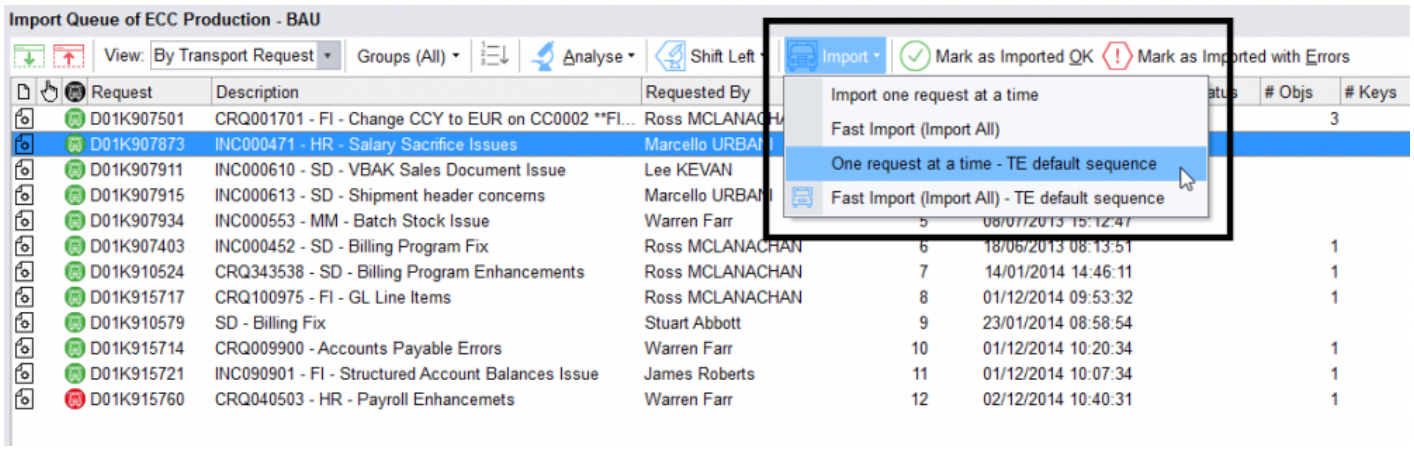
To manually import a selection of transports highlight the ones to be imported and choose either:

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

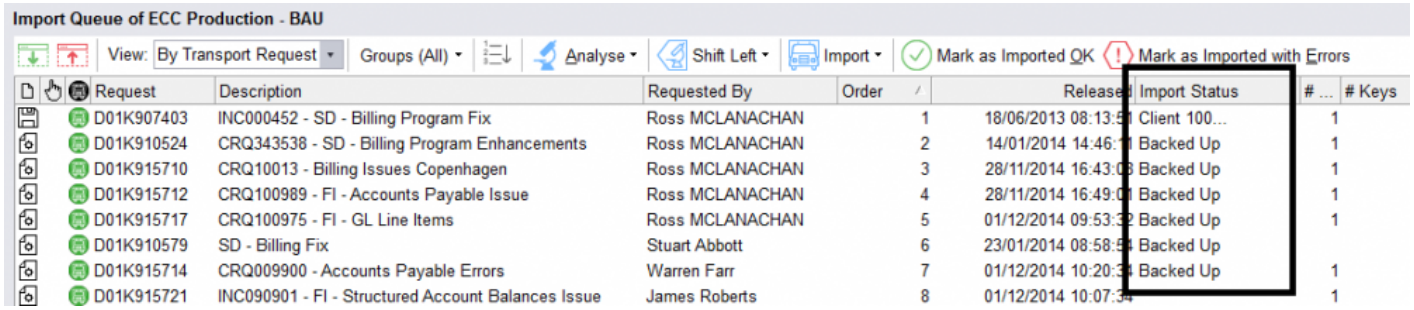
- **Fast import – Import All**: This uses the SAP Import All function to import all transports at the same time. This is useful where there are circular dependencies between transports (e.g. Data Dictionary objects used across transports)

- **One request at a time – TE default sequence**: This imports the transports one by one in the Transport Expresso calculated sequence even if the screen sequence is different. Transport Expresso 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 Transport Expresso calculated sequence even if the screen sequence is different. Transport Expresso pre-sorts the transports prior to import

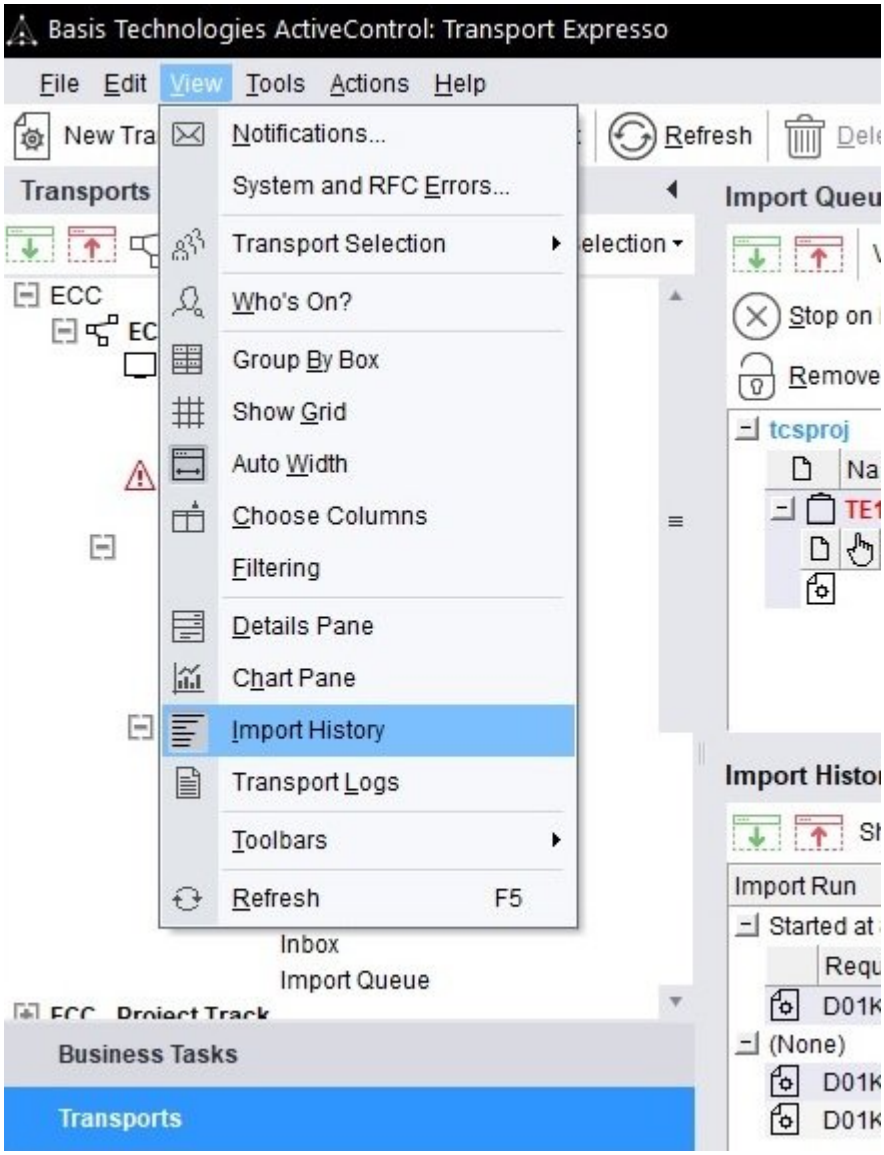


When Transport Expresso is performing the import the transports will be queued with the current importing one highlighted with the client it is being imported into:

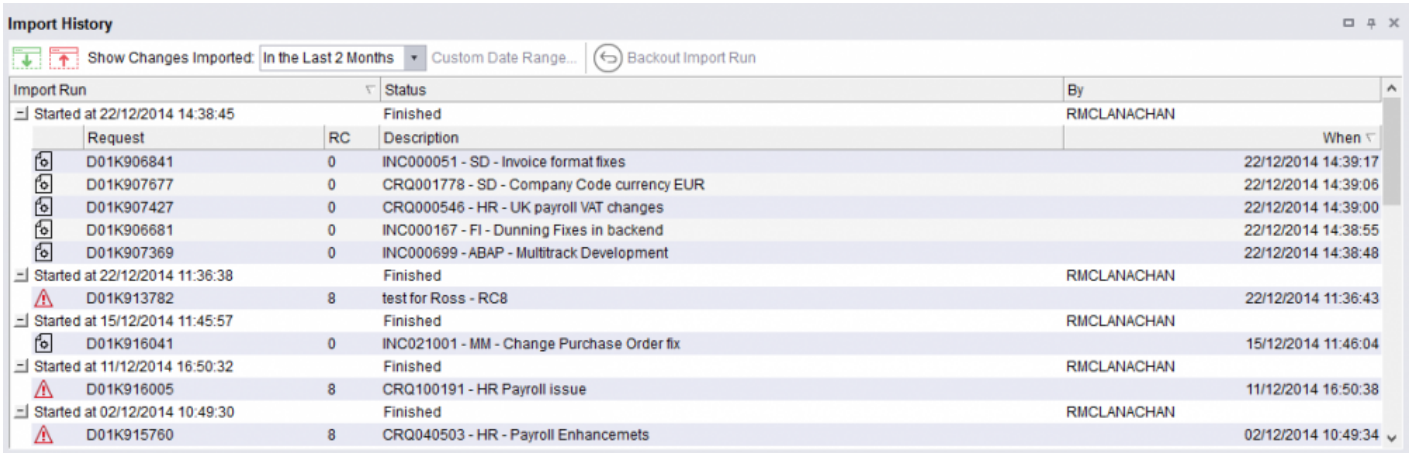


6.6. Import History

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:



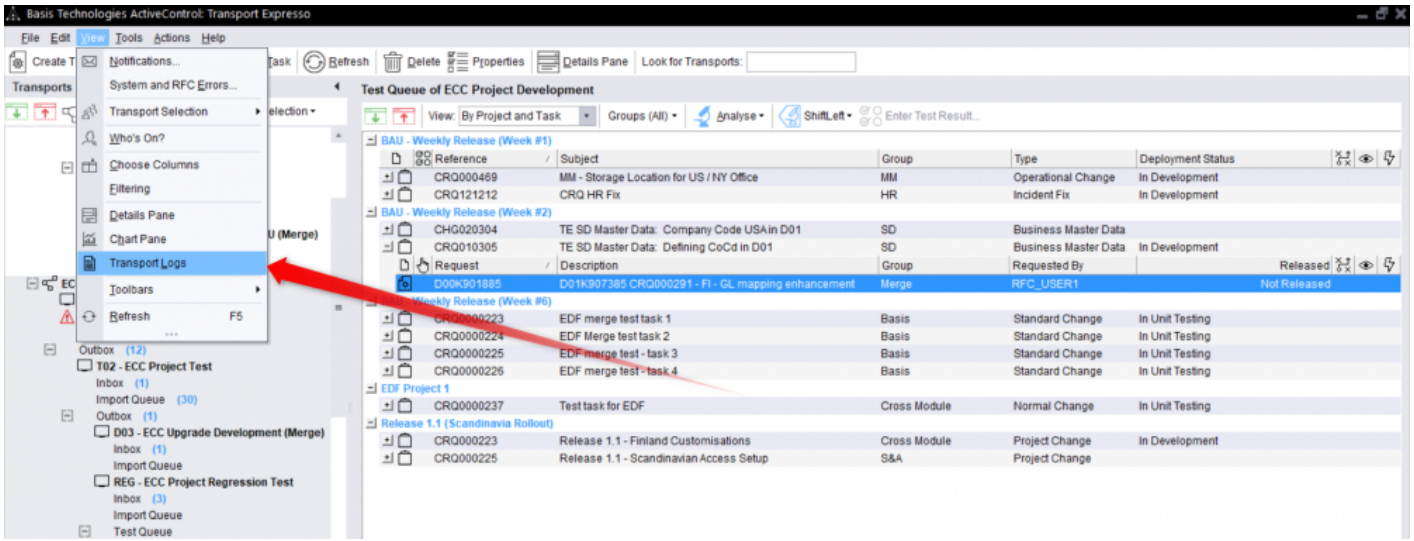
To change the period select the required entry in the **Show Changes Imported:** box.

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

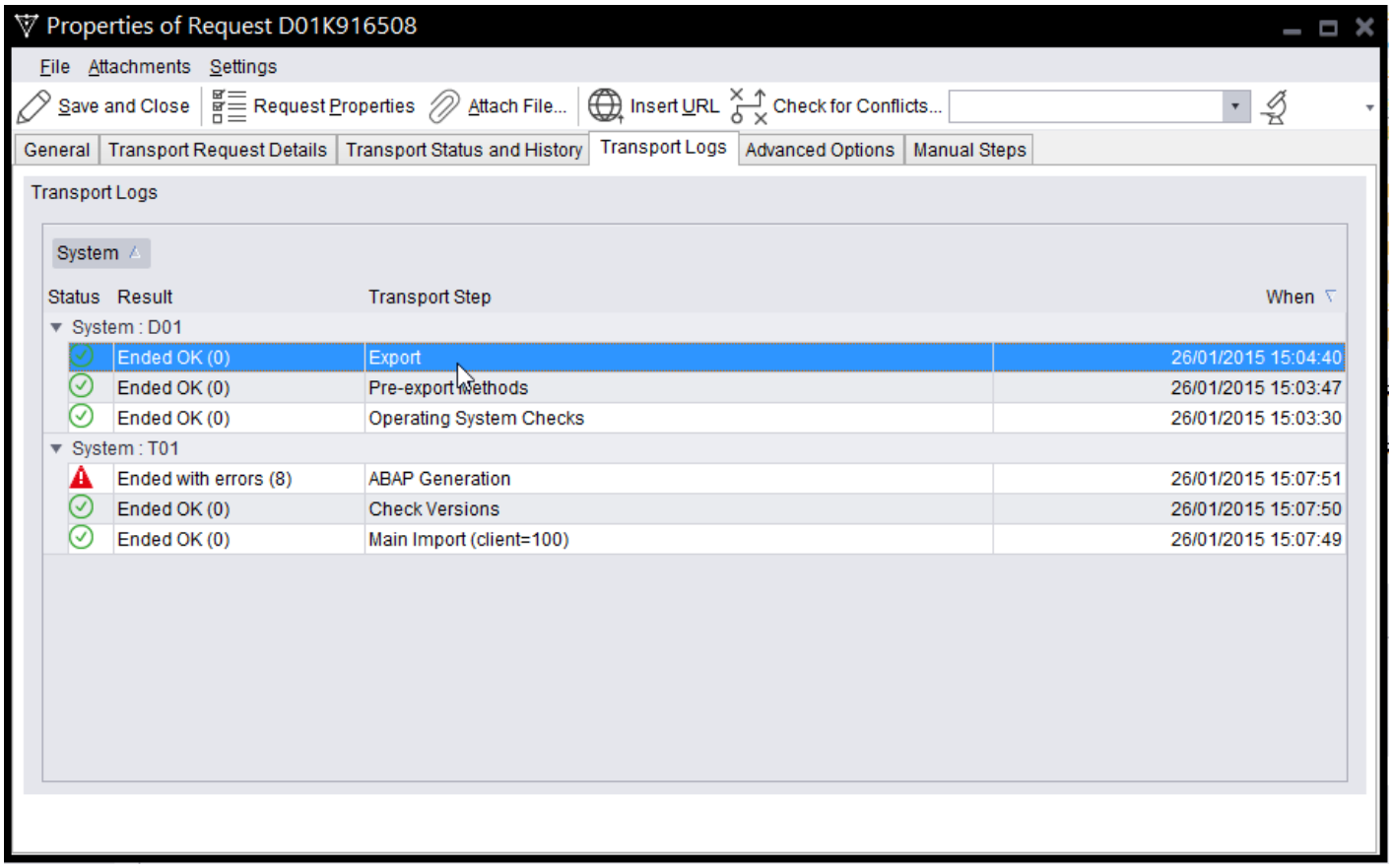
6.7. Transport Logs

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

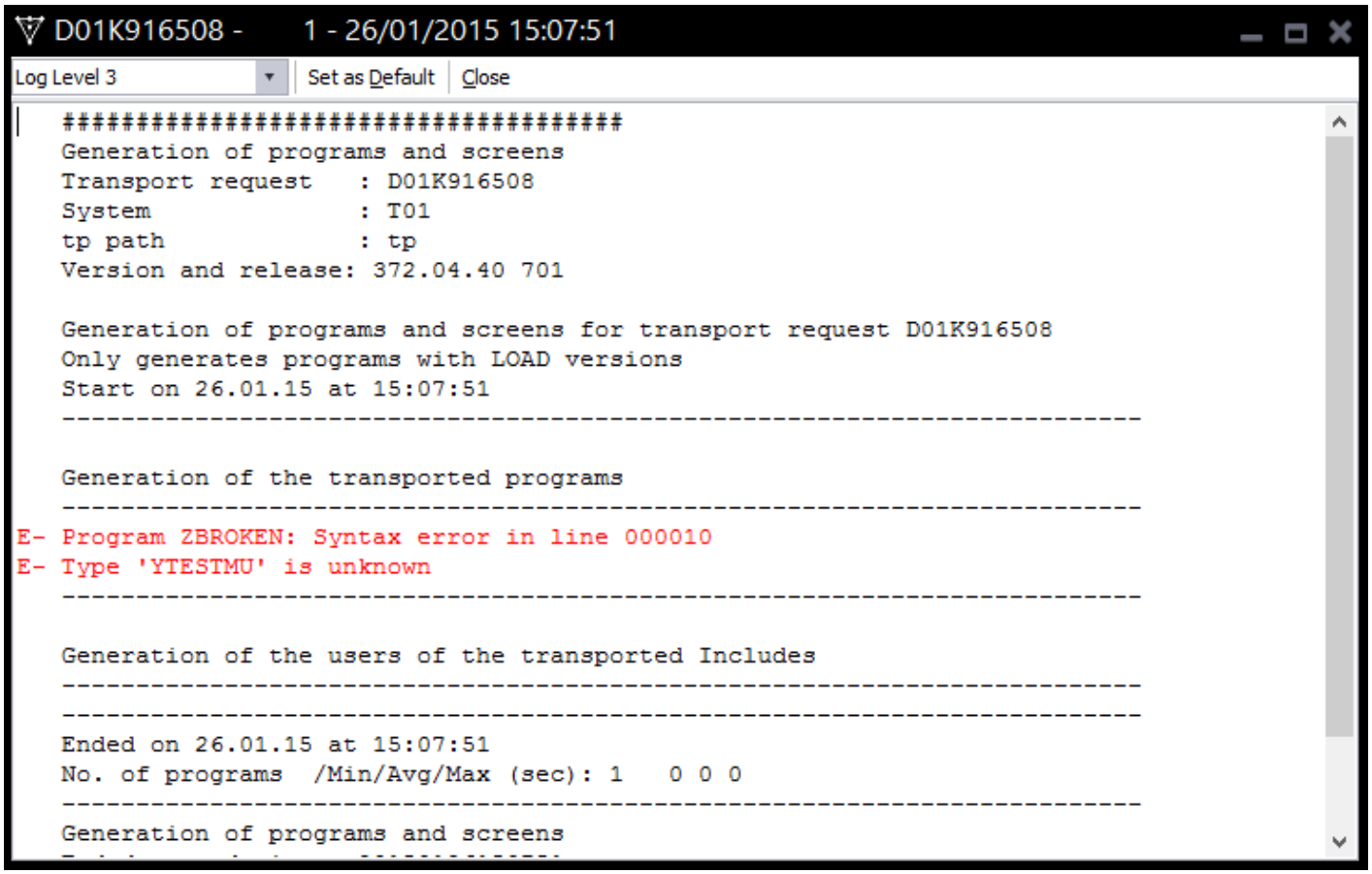
The transport logs for a specific transport can be viewed by highlighting the transport and switching on the **Transport Logs** option.
This will result in the Transport Log pane being visible in the bottom right pane.



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



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

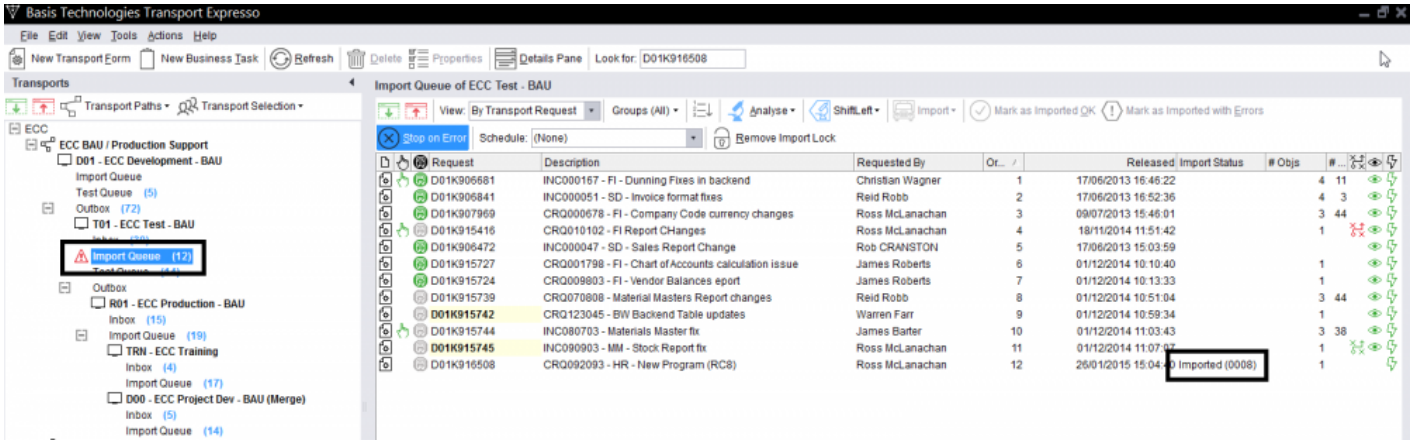
6.8. Import Errors

Any import errors (RC = 8 or above) will be notified to the transport owner and the ActiveControl 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.

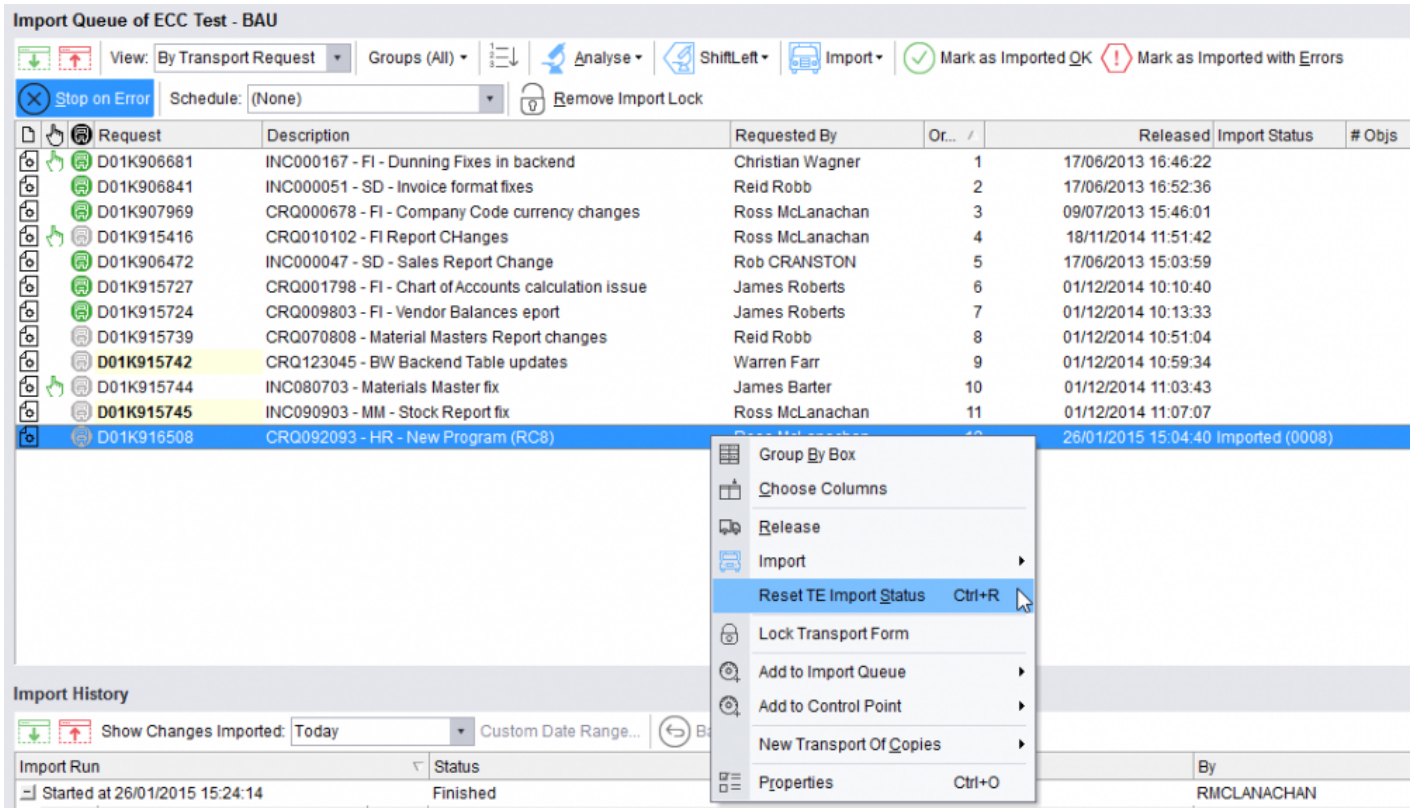
Any import queue with import errors will be highlighted with the icon:



6.9. Resetting the 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:

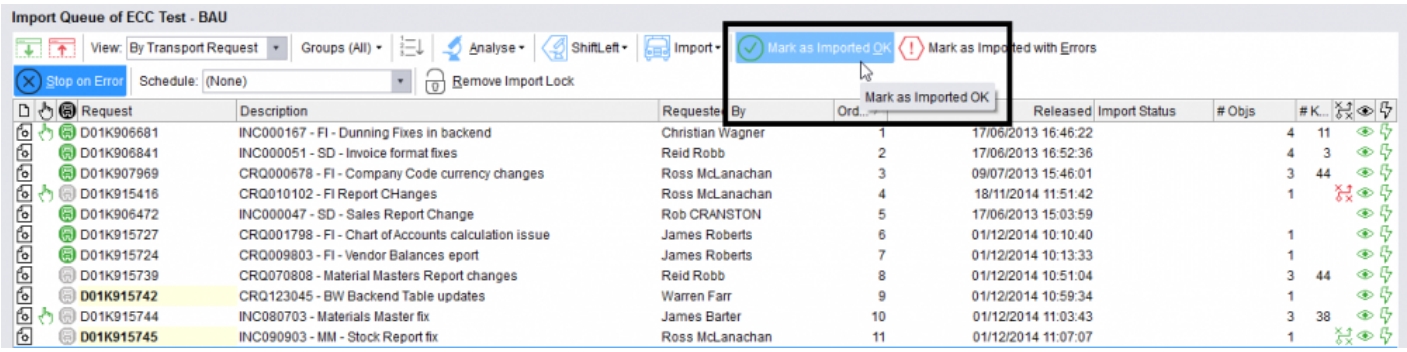


The transport can then be re-imported if required or marked as imported if not.

6.10. Marking a Transport as Imported

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

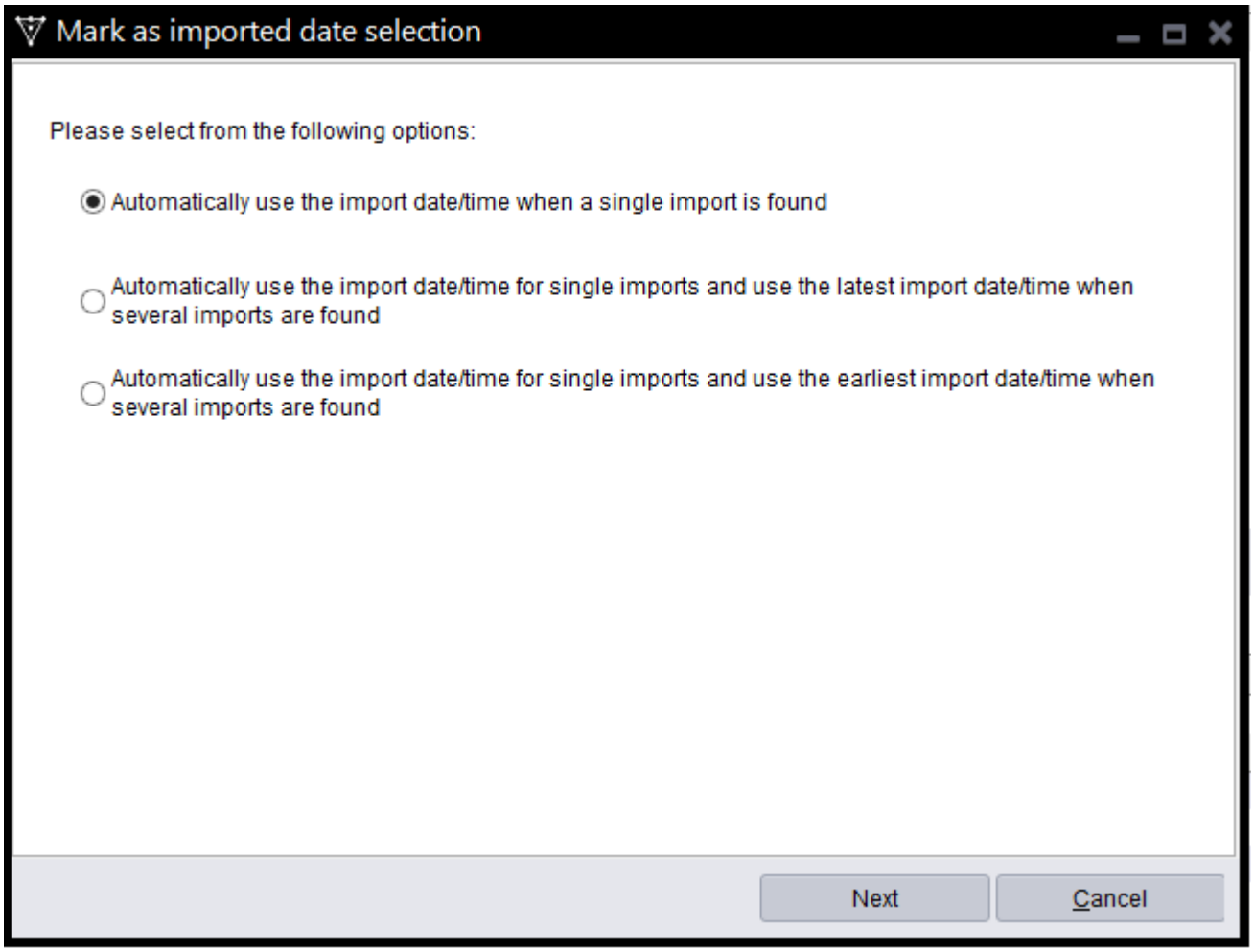
In order to do this, choose the **Mark as Imported OK** option:



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.

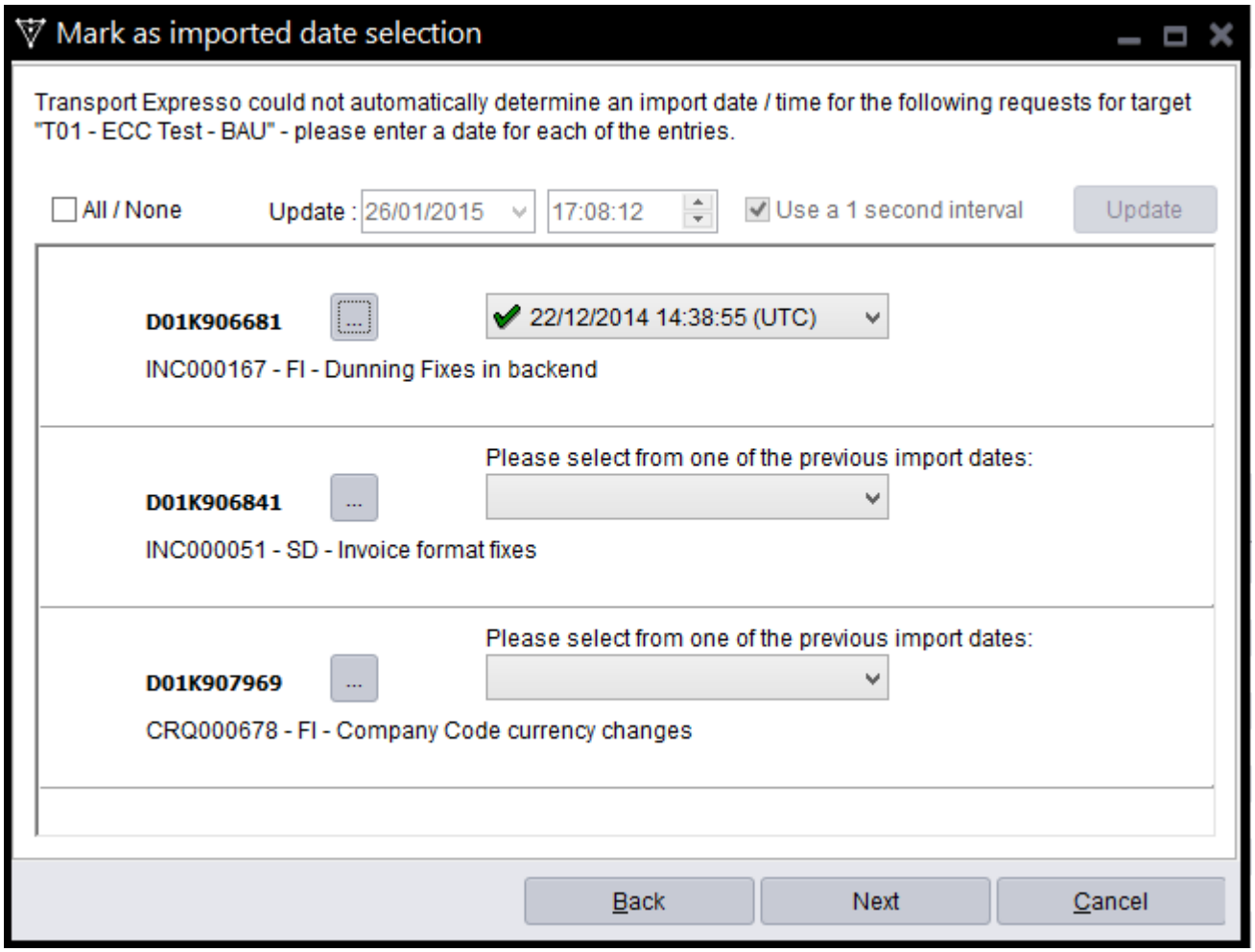
This process can be run for one or many transports and there are 3 processing options:

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

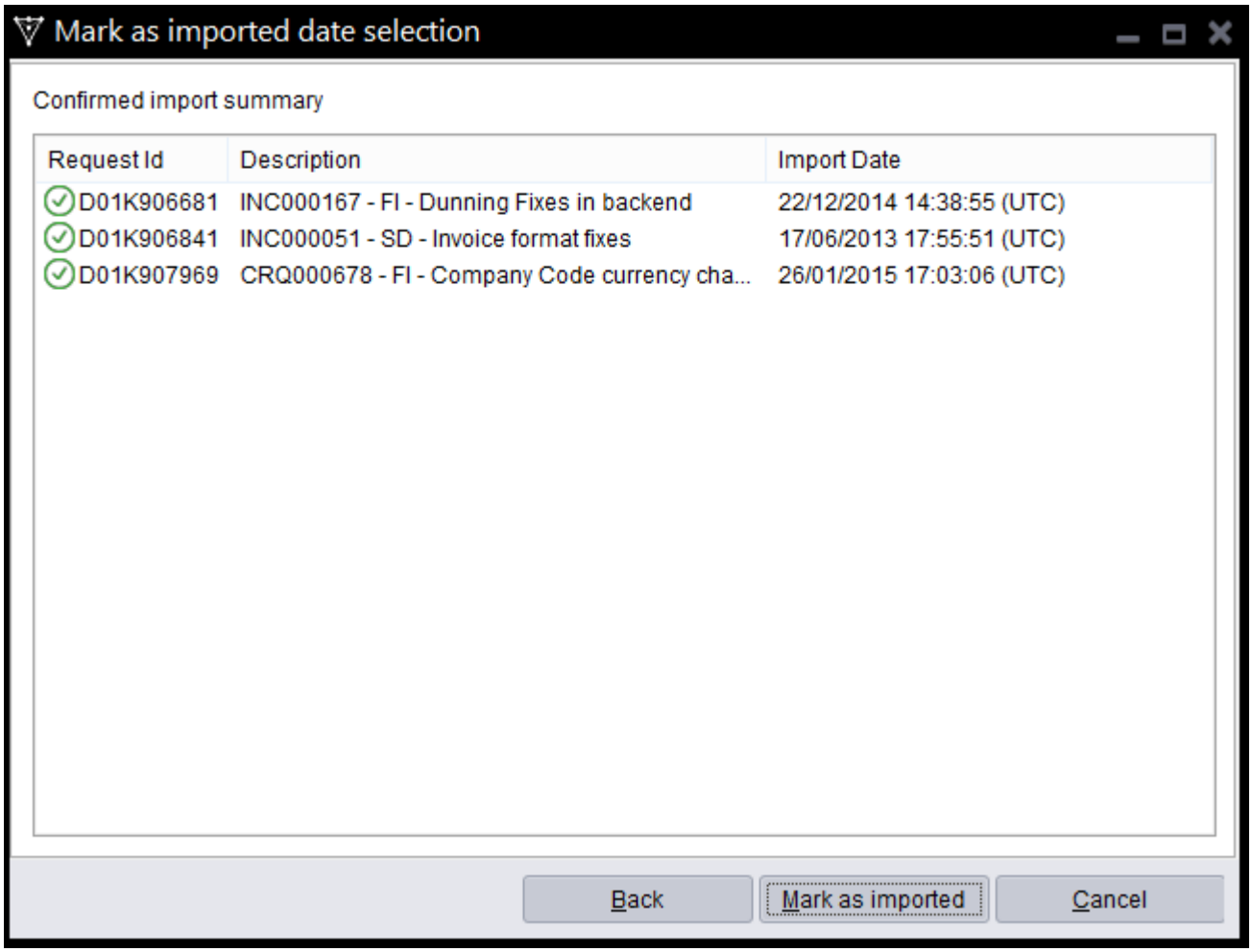


TE will retrieve the transport logs for the selected transports and report the imports found based on the selected processing option.

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.



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:


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

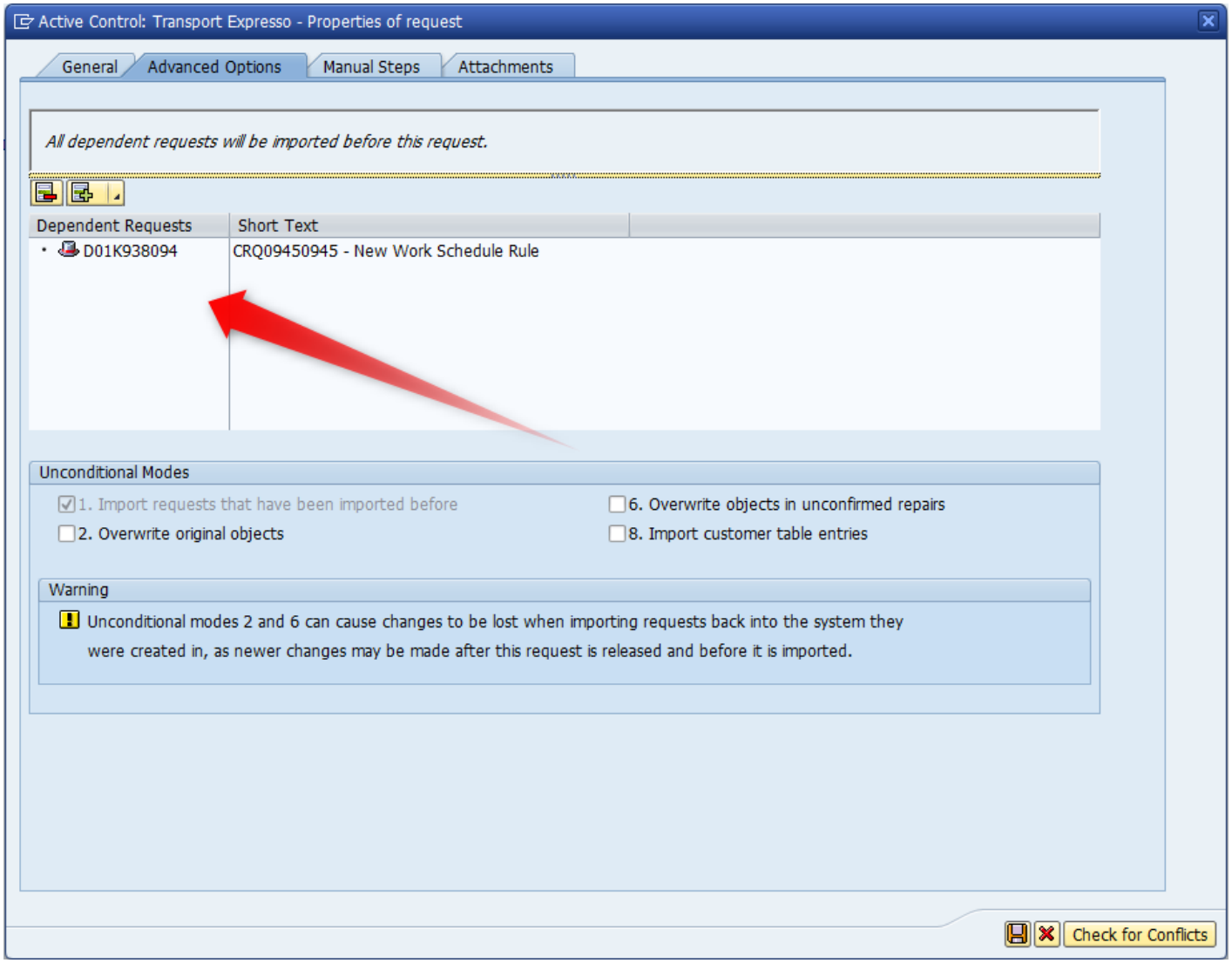
6.11. Dependencies

The default sequencing of transports within ActiveControl is based on the release date/time of the transports.

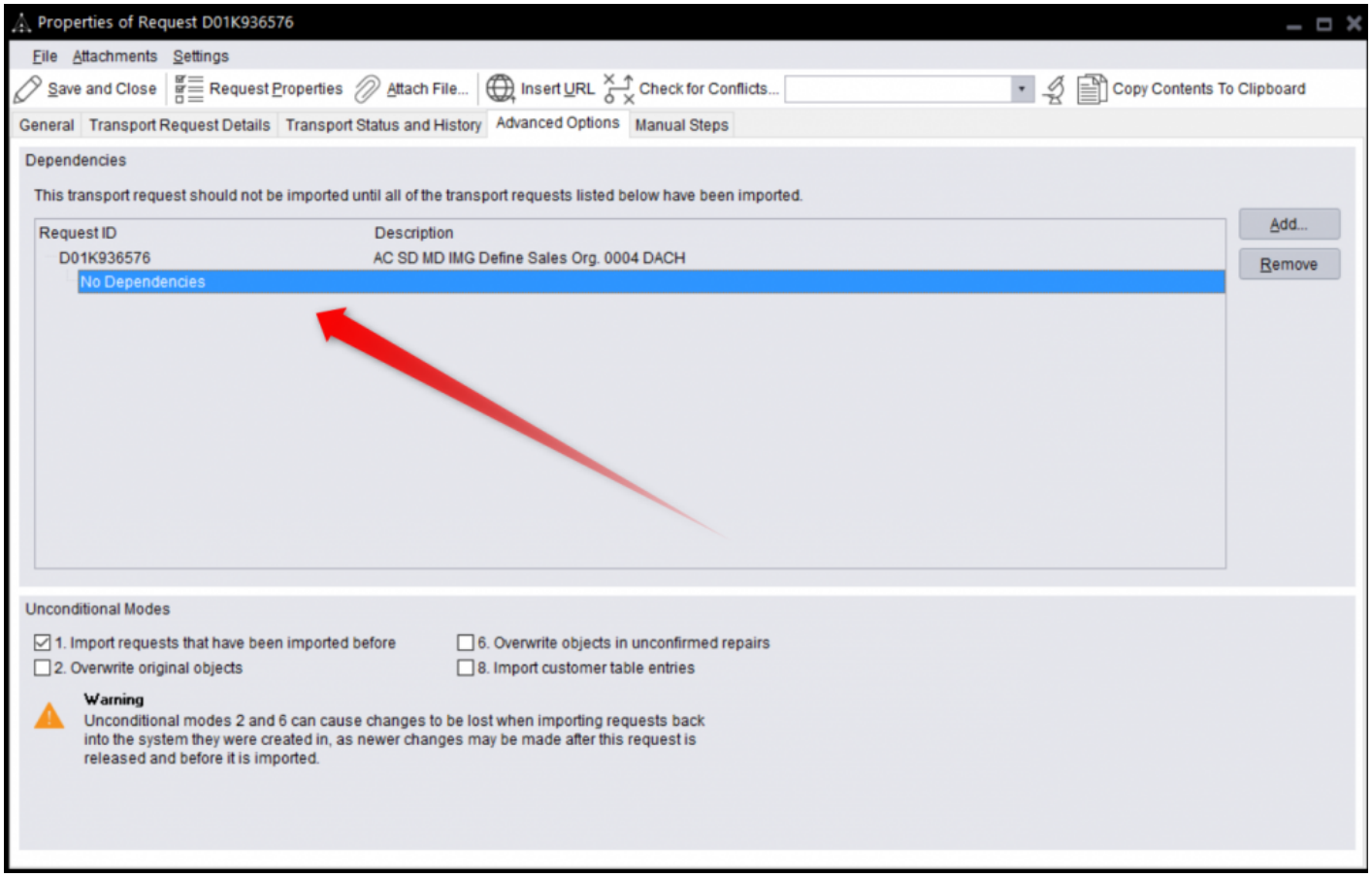
Dependencies can also be manually set between Transports. This is useful if transports have been released in the wrong order and you want to force ActiveControl to import them in a specific order – or in the more common scenario – where you want to set cross system dependencies between transports. Eg when a BW transport has to be imported only after a specific ECC transport has been imported.

Dependencies can be defined in the SAPGUI and in the Windows GUI via the Advanced Options tab.

SAPGUI


Active Control: Transport Expresso - Properties of request
General
Advanced Options
Manual Steps
Attachments
All dependent requests will be imported before this request.
Dependent Requests
Short Text
D01K938094
CRQ09450945 - New Work Schedule Rule
Unconditional Modes
1. Import requests that have been imported before
2. Overwrite original objects
6. Overwrite objects in unconfirmed repairs
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.
Check for Conflicts

Windows GUI



Notes

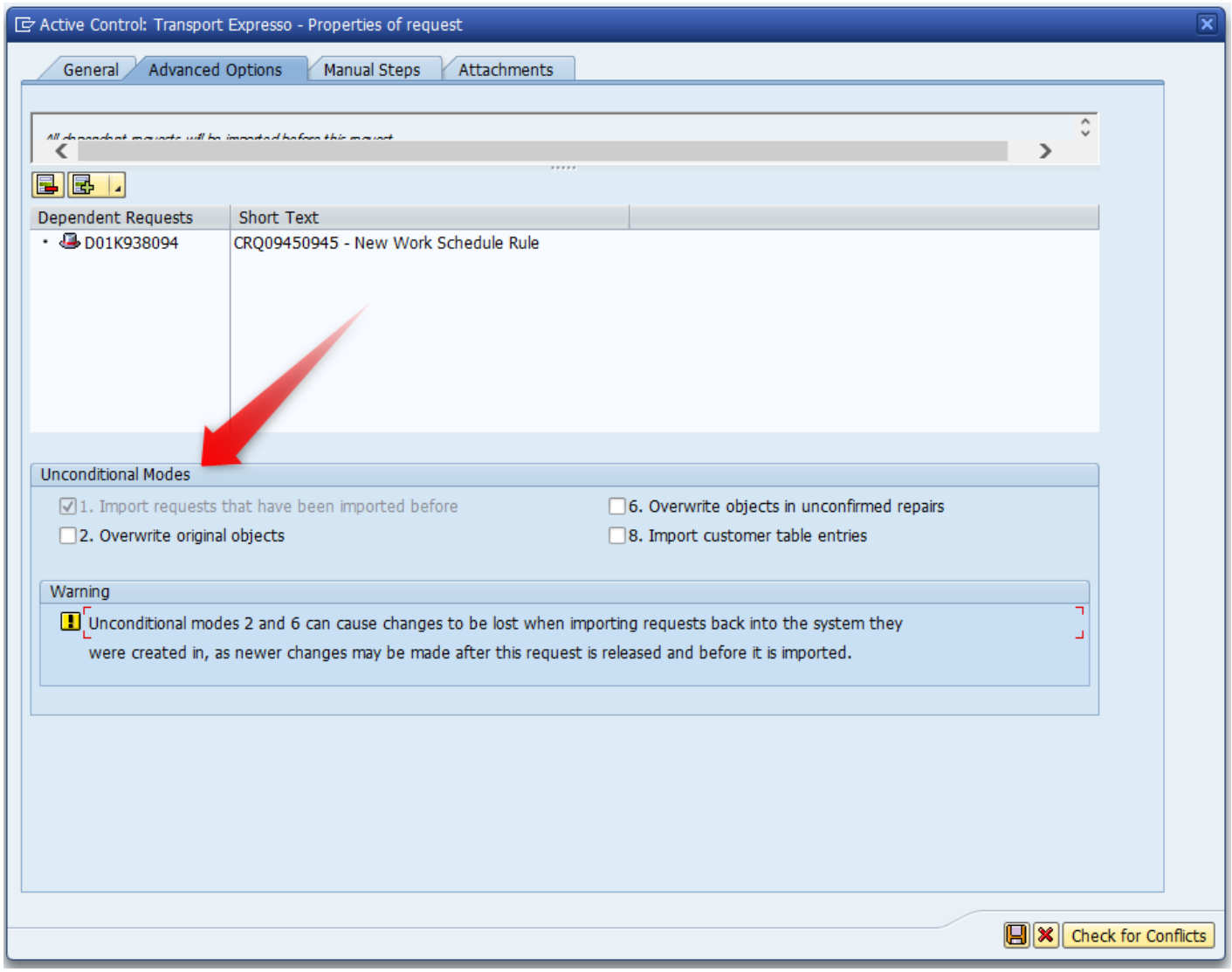
(1) If ActiveControl Orchestration is switched on, then if a dependent transport is in the Import Queue, it will sit in ‘Pending Import’ status until the prerequisite transport has been imported. When the prerequisite gets imported, the dependent transport will also automatically be imported, regardless of when the next automated import is scheduled to occur.

6.12. Unconditional Modes

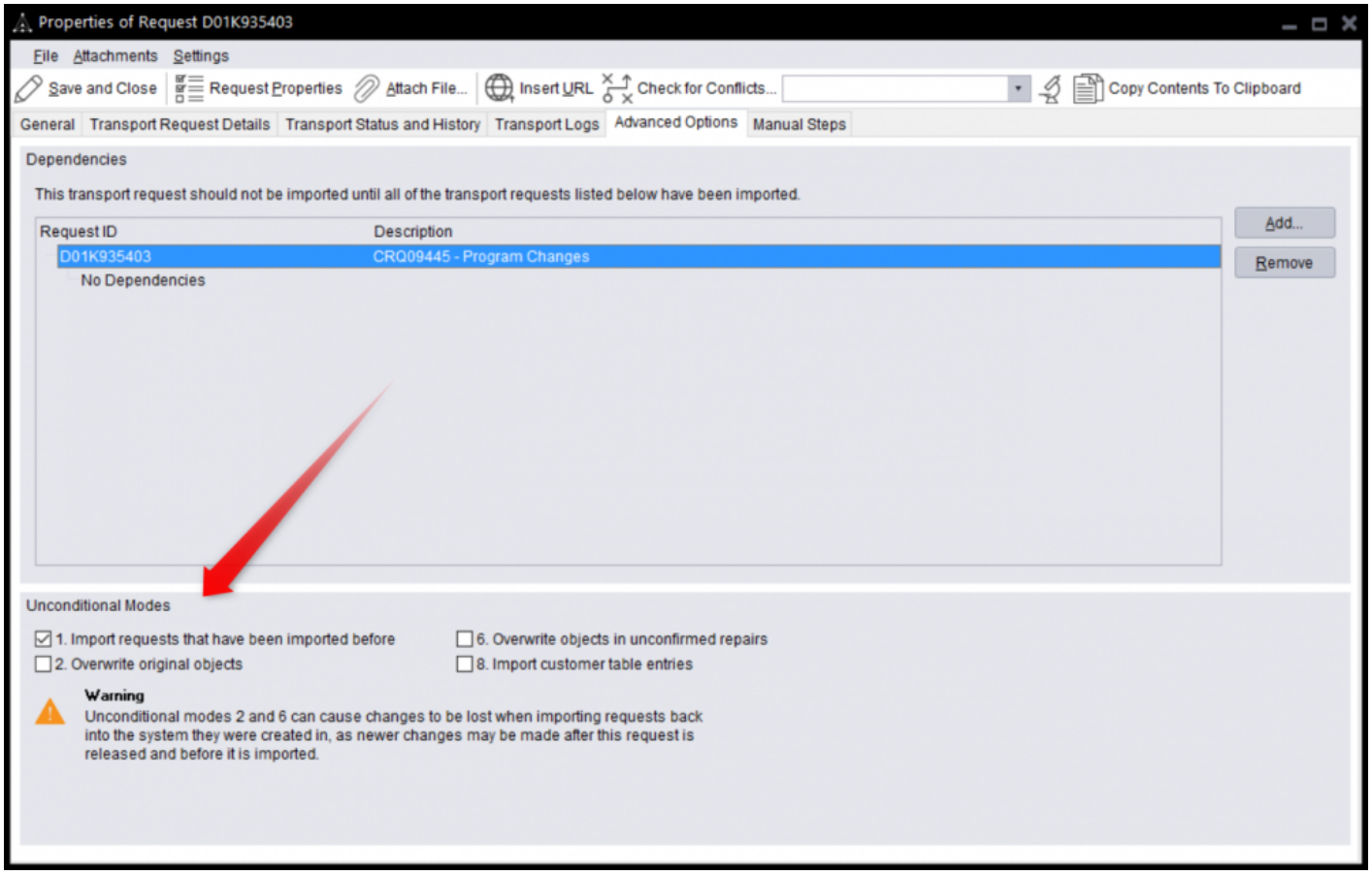
If required specific Unconditional modes can be set for a specific transport in ActiveControl.

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:

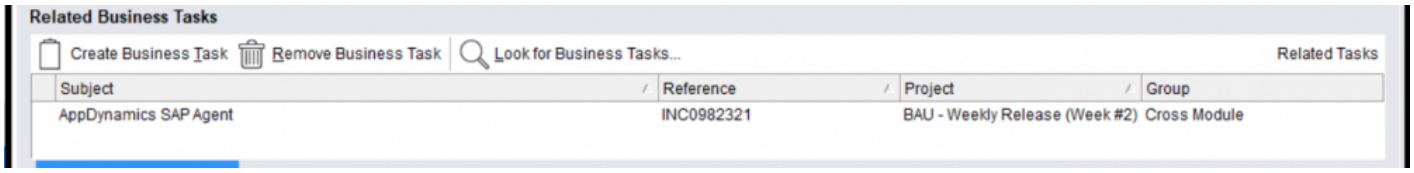
SAP GUI



Windows GUI



If the Unconditional modes have been changed for a transport form when this is viewed in the Windows GUI, the transport number will be highlighted in bold and with a yellow background.



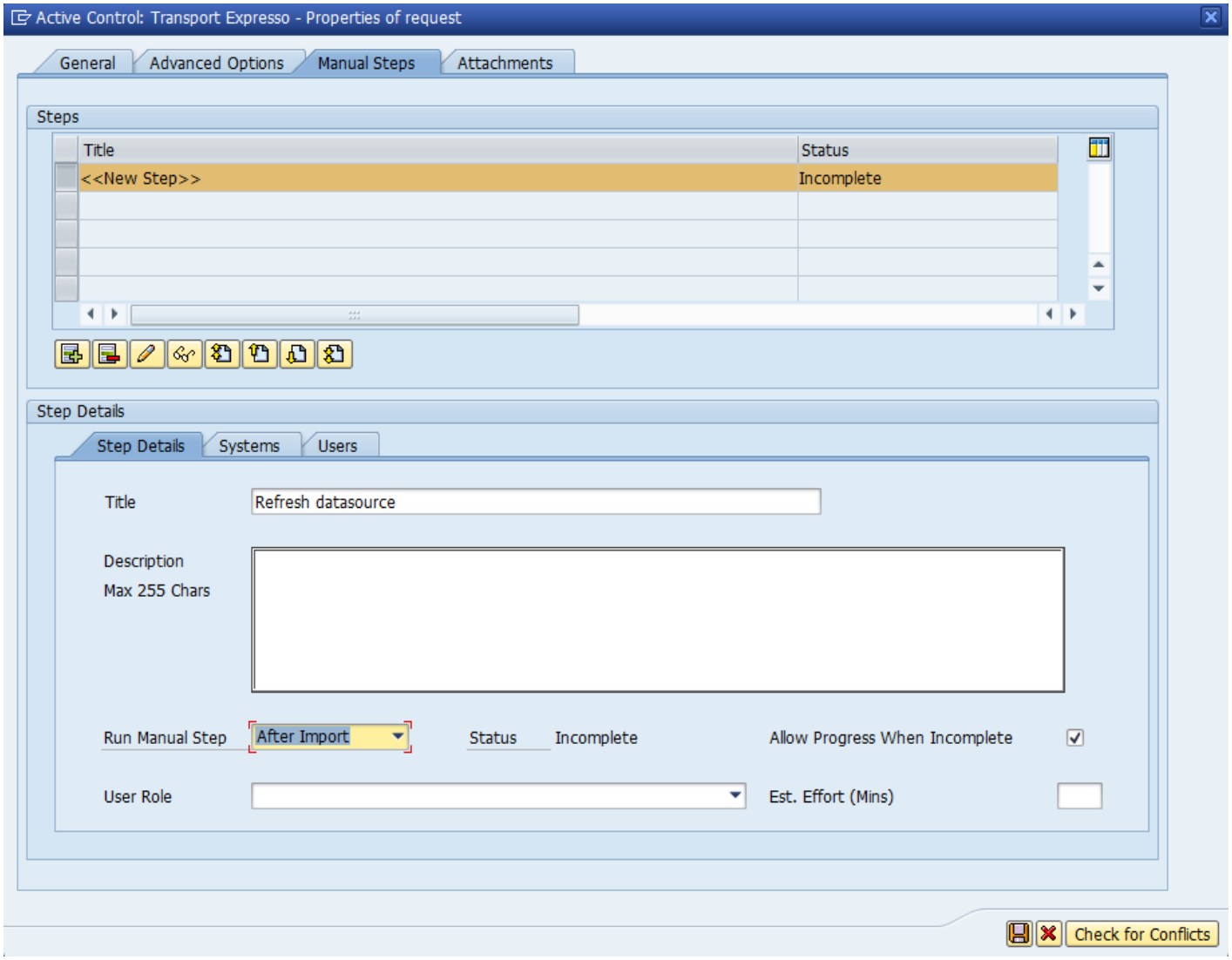
6.13. Manual Steps

Manual Steps can be used to define any non-transportable activities that need to be done before or after a particular Transport is imported.

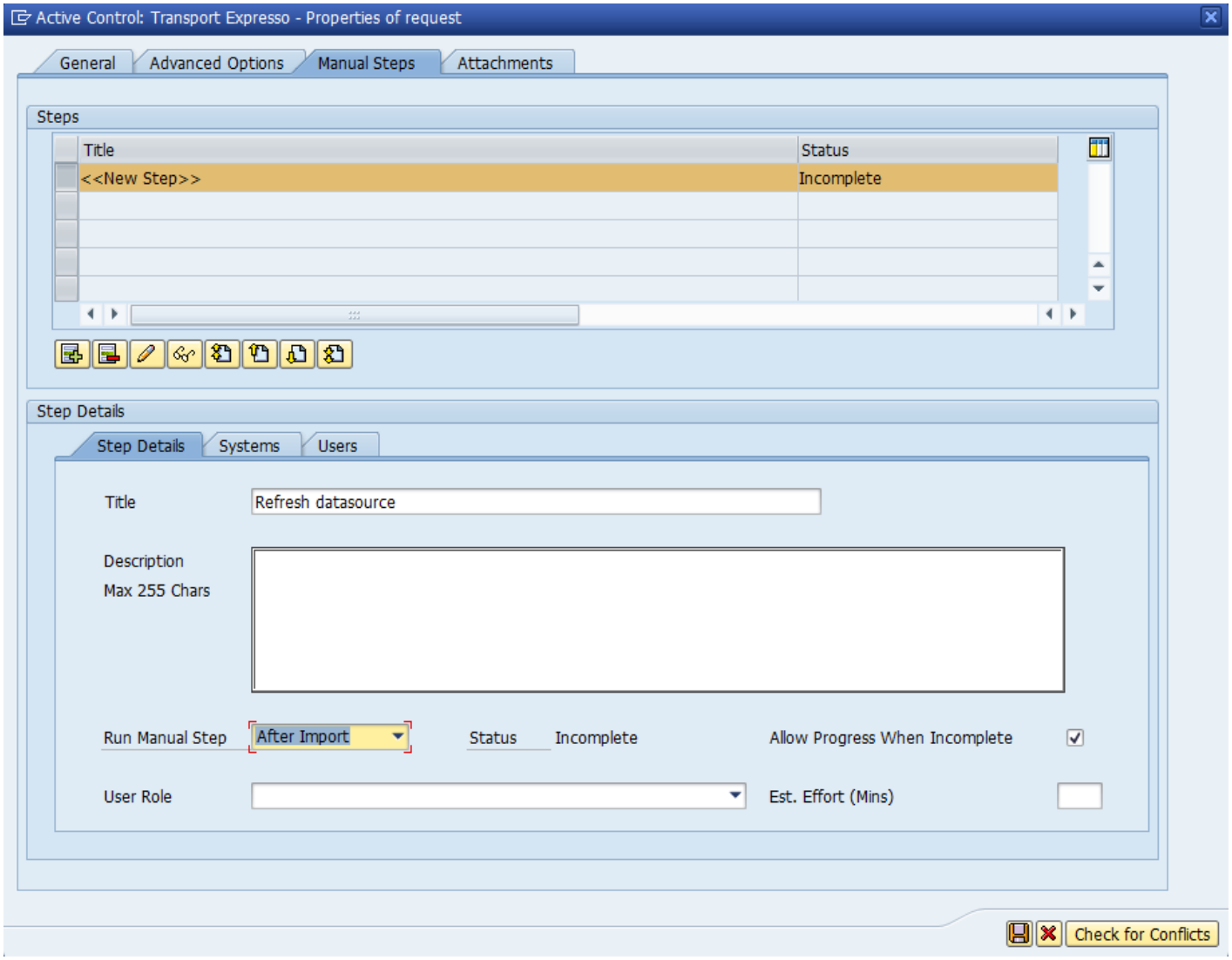
Manual Steps are managed via the Manual Steps tab on the Transport Form, in the SAPGUI, WIndows GUI or Web UI.

Most critically, it is possible to define whether the Manual Step should be done before/after the import of a transport (via the **Run Manual Step** dropdown), and whether it should hold up the import of subsequent transports (via the **Allow Progress When Incomplete** checkbox). It is also possible to define who will perform the Manual Step, and in which systems in the landscape path it needs to be done (if it is not all systems) via seperate tabs on the Manual Step screen.

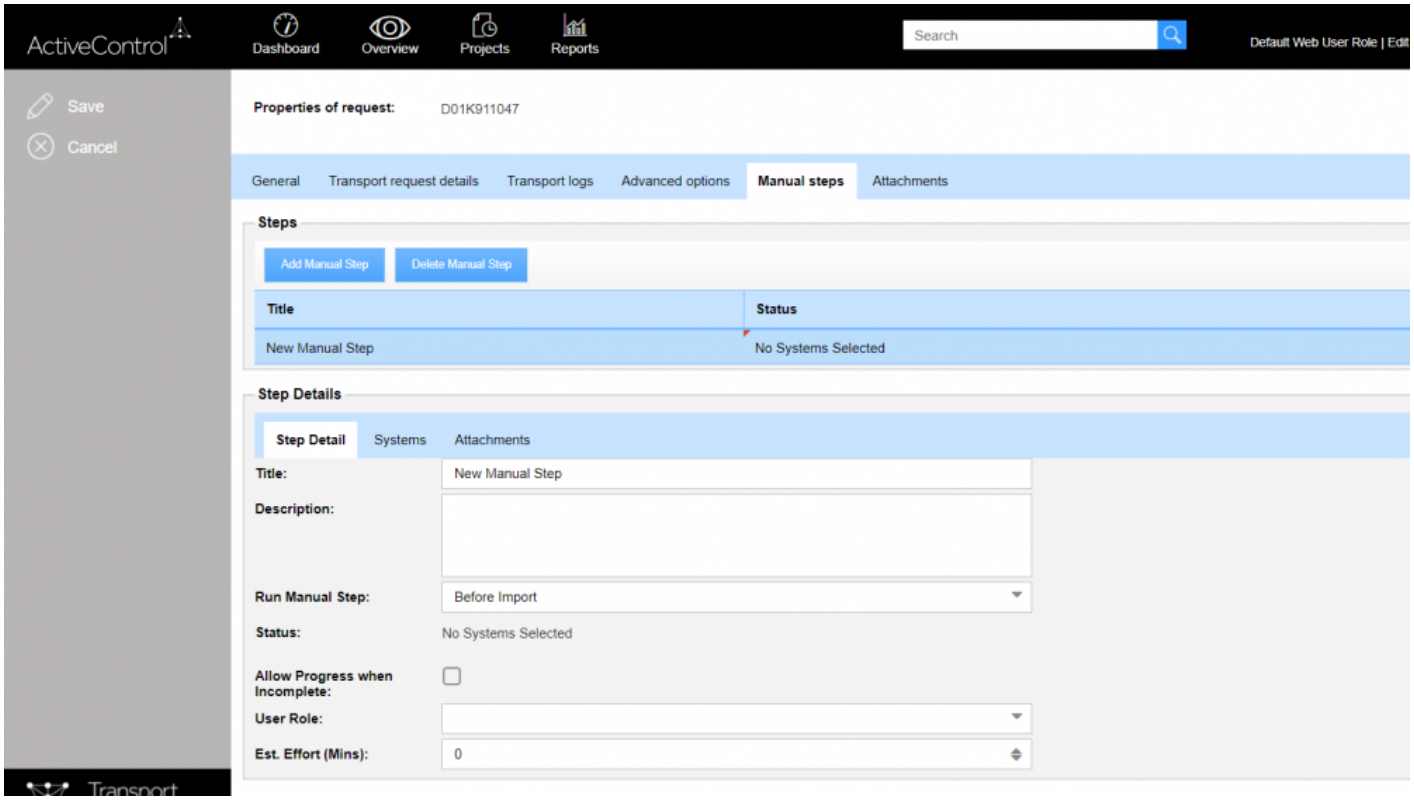
SAPGUI


Active Control: Transport Expresso - Properties of request
General
Advanced Options
Manual Steps
Attachments
Steps
Title
Status
<<New Step>>
Incomplete
Step Details
Step Details
Systems
Users
Title
Refresh datasource
Description
Max 255 Chars
Run Manual Step
After Import
Status
Incomplete
Allow Progress When Incomplete
User Role
Est. Effort (Mins)
Check for Conflicts

Windows GUI


Active Control: Transport Expresso - Properties of request
General
Advanced Options
Manual Steps
Attachments
Steps
Title
Status
<<New Step>>
Incomplete
Step Details
Step Details
Systems
Users
Title
Refresh datasource
Description
Max 255 Chars
Run Manual Step
After Import
Status
Incomplete
Allow Progress When Incomplete
User Role
Est. Effort (Mins)
Check for Conflicts

Web UI

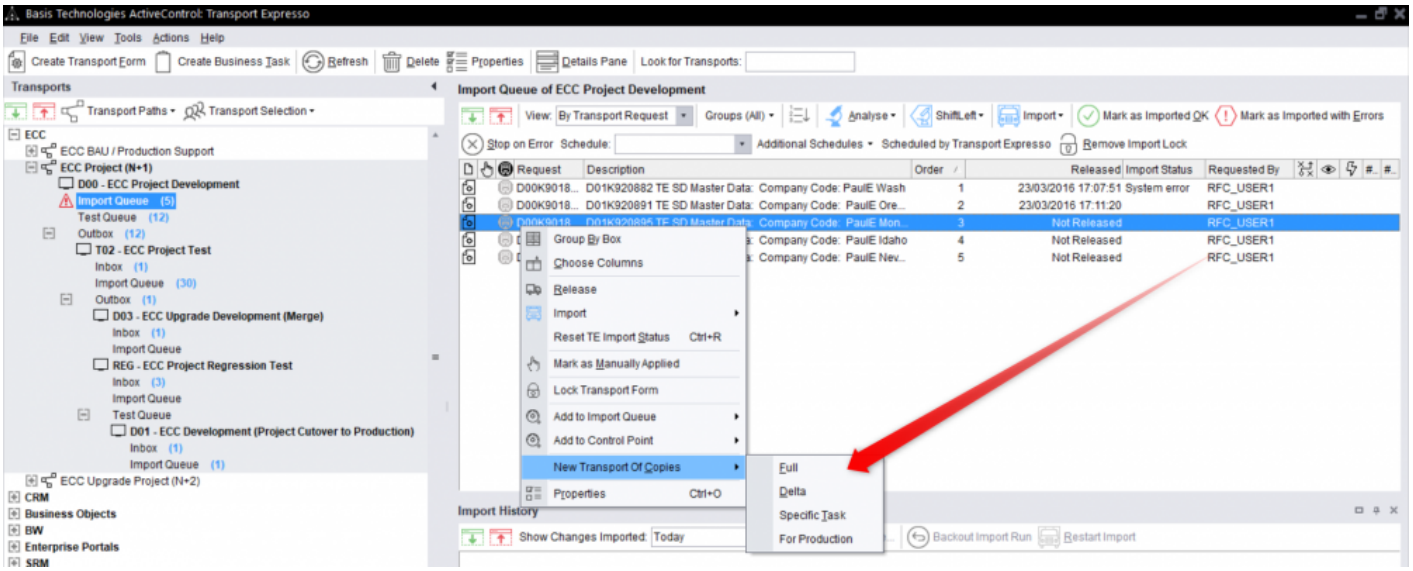

ActiveControl
Dashboard
Overview
Projects
Reports
Search
Default Web User Role | Edit
Save
Cancel
Properties of request:
D01K911047
General
Transport request details
Transport logs
Advanced options
Manual steps
Attachments
Steps
Add Manual Step
Delete Manual Step
Title
Status
New Manual Step
No Systems Selected
Step Details
Step Detail
Systems
Attachments
Title:
New Manual Step
Description:
Run Manual Step:
Before Import
Status:
No Systems Selected
Allow Progress when Incomplete:
User Role:
Est. Effort (Mins):
0
Transport

6.14. Transport of Copies

ActiveControl includes a Transport of Copies functionality for customers that use this as part of their existing Change & Release processes.

Please note there is some pre-requisite configuration that needs to be done by the Administrator for this functionality to work. This is detailed in online FAQ forum

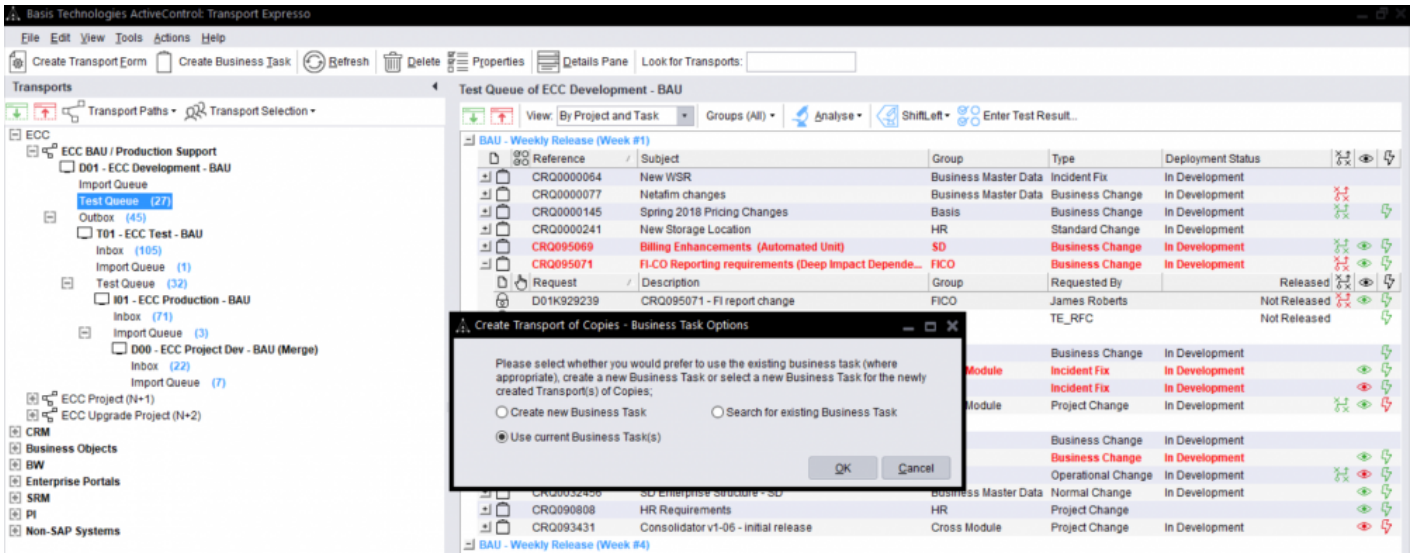
Assuming the configuration has been done, right-mouseclicking on transport(s) should present a “New Transport of Copies” option.



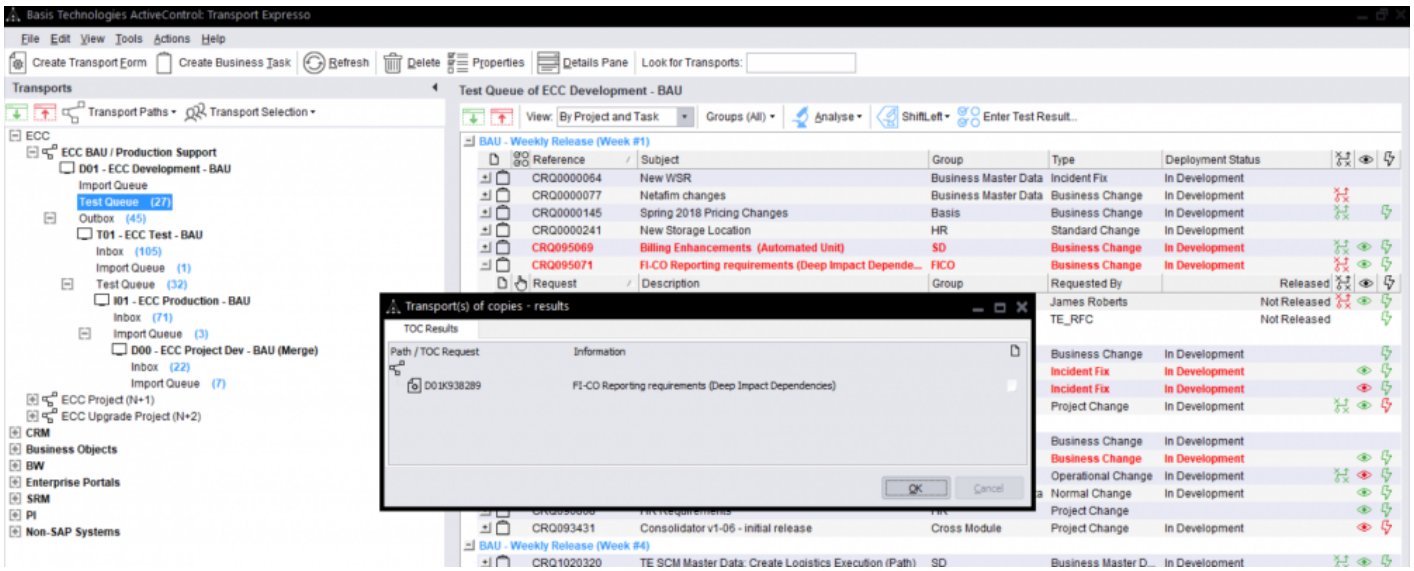
Full- will create a TOC of all objects in the selected transport(s)
Delta- will create a TOC containing objects that were added to the selected transport(s) since the last TOC was created
Task- allows you to create a TOC of a specific SAP task within the transport
Production- this can be used to create a packaging TOC containing the objects in multiple transports. (for the purpose of deploying a single TOC to production, instead of all the original transports..

Full, Delta and Task options are intended for customers using TOCs between Development and the first Test system
Production option is intended for TOCs to Production only.

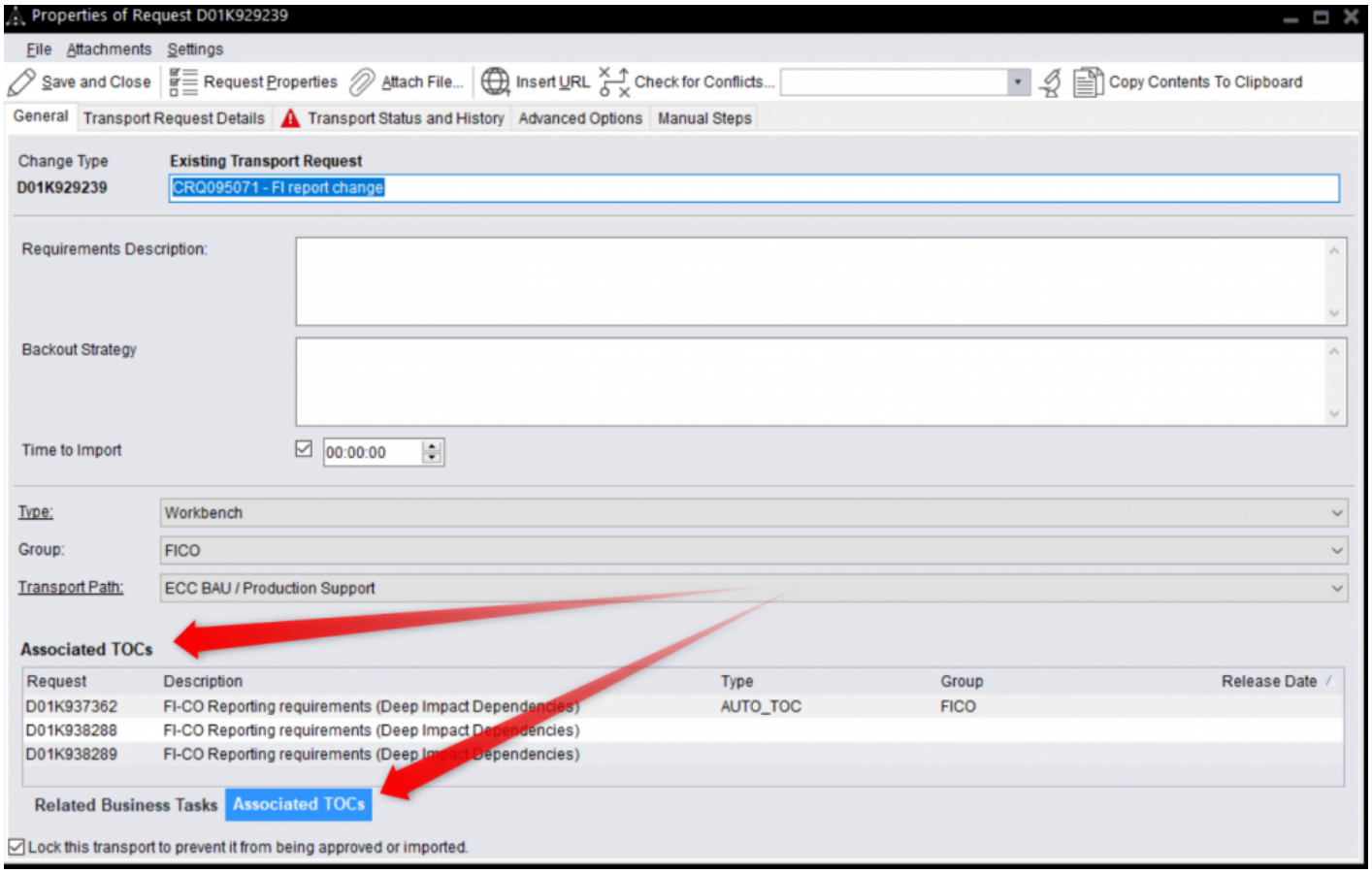
After choosing the TOC that you want to create, you will be presented with a screen where you can choose the Business Task against which the TOC should go. In most scenarios, you would want to assign the TOC to the same Business Task as the original Transport, to keep them together.



From here the TOC will be created, and the TOC transport request number will be presented onscreen.



The TOC that have been created against a source transport are visible via the [Associated TOCs] tab on the Transport Form (this tab will not be visible if no TOCs created).



Notes

(1) As of ActiveControl 7.1, a Transport Form is not automatically created for the TOC as part of the standard out-of-the-box product. This has to be done manually via [Create Transport Form] button – or alternatively, a user exit has to be delivered by Basis Technologies to automate the Transport Form creation.

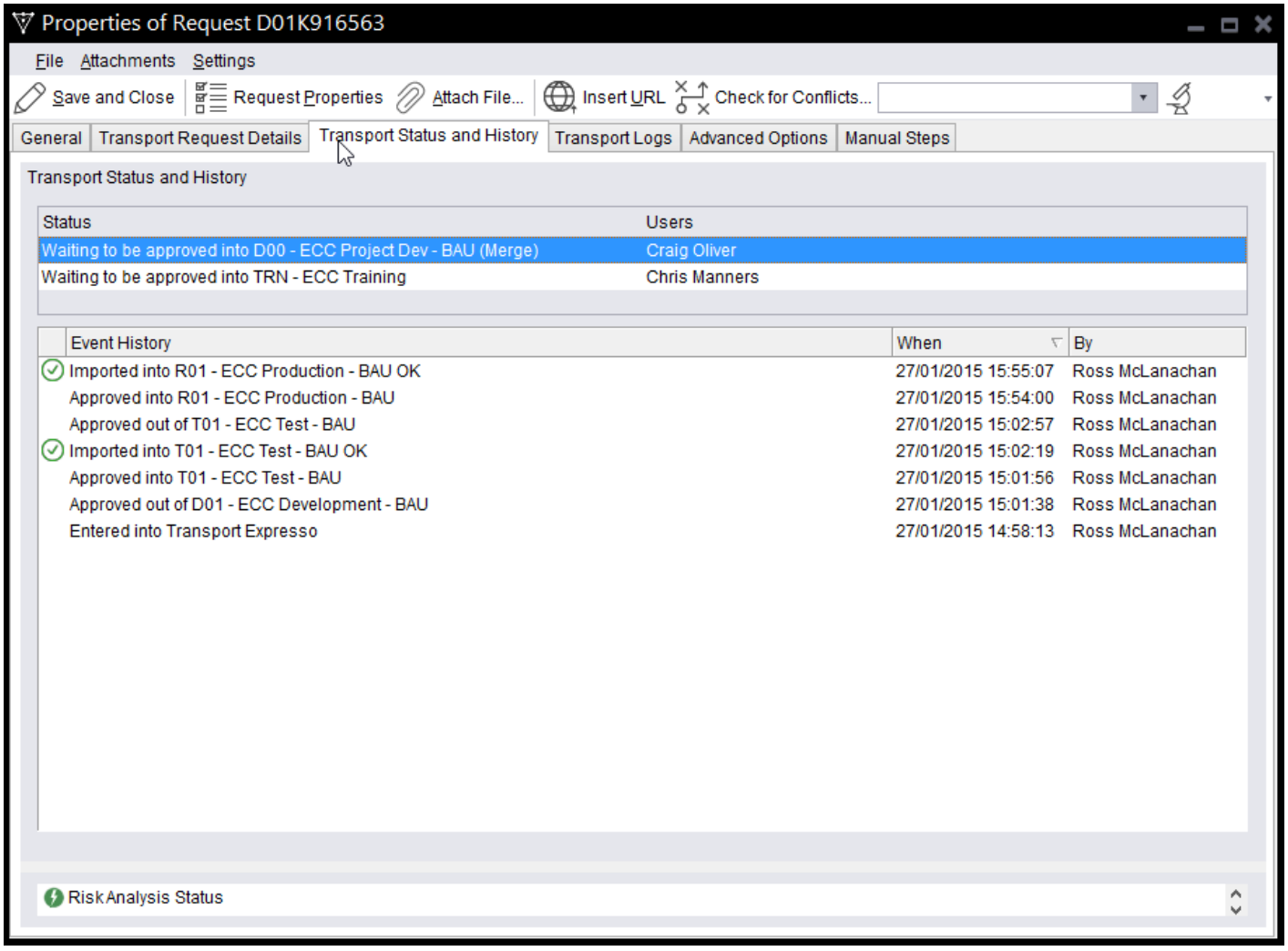
(2) TOC functionality can only be performed from the Windows GUI at this time. It is not possible from the Web UI.

(3) In the Dev > QA TOC scenario, the original transport will disappear from Transport Expresso when the TOC reaches the same location. (ie typically the QA Test Queue)

(4) In the Production TOC scenario, the original transports will disappear from Transport Expresso when the Production packaging TOC is created. Deleting the Packaging TOC will result in the original transports reappearing.

6.15. 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.



6.16. 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 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.

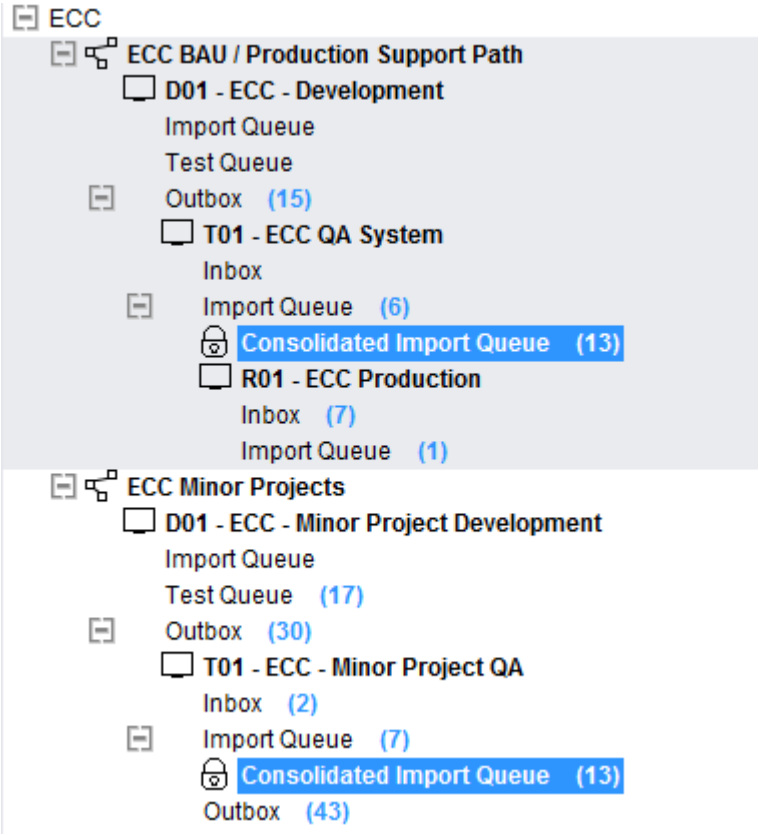
For each of the TST import queues the transports can be viewed individually by path or in a consolidated view across paths:

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

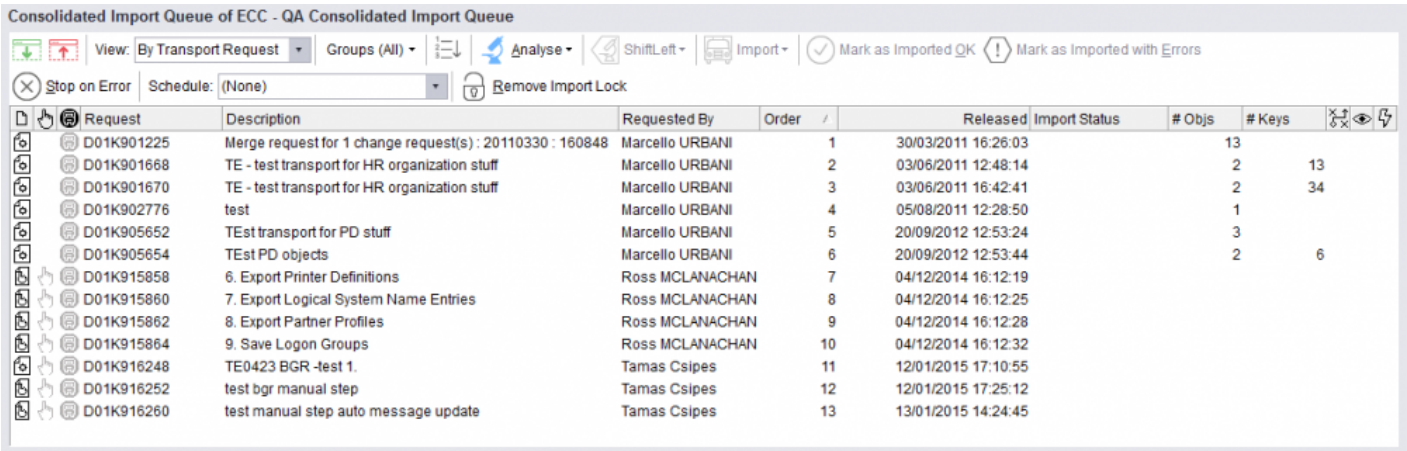
Project Path:
Project T01 target Import Queue (7 transports)
> T01 Consolidated Import Queue (13 transports)

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

In Transport Expresso 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:



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.

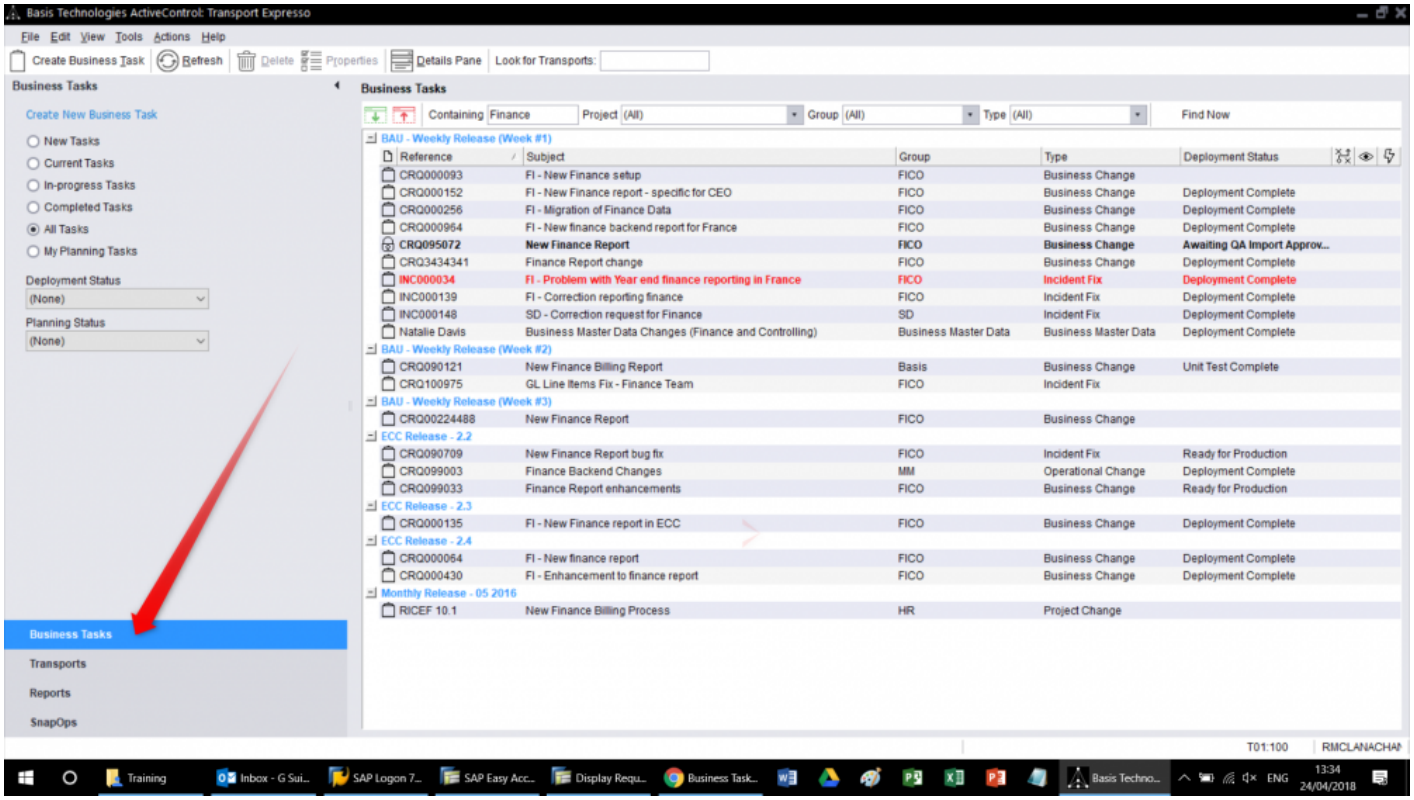
7. Managing Business Tasks

7.1. Windows GUI

The Business Task shelf can be used to create Business Tasks or to look for existing Business Tasks.

You can filter the result by (i) free text, (ii) Project, (iii) Group or (iv) Type.

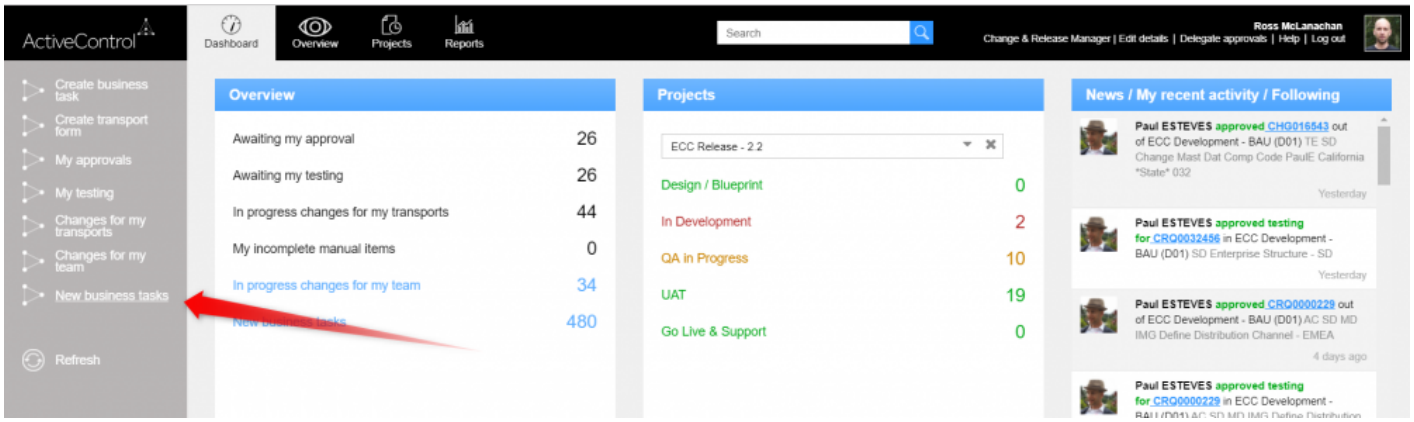
Double-click on one of the records will open the corresponding Business Task.



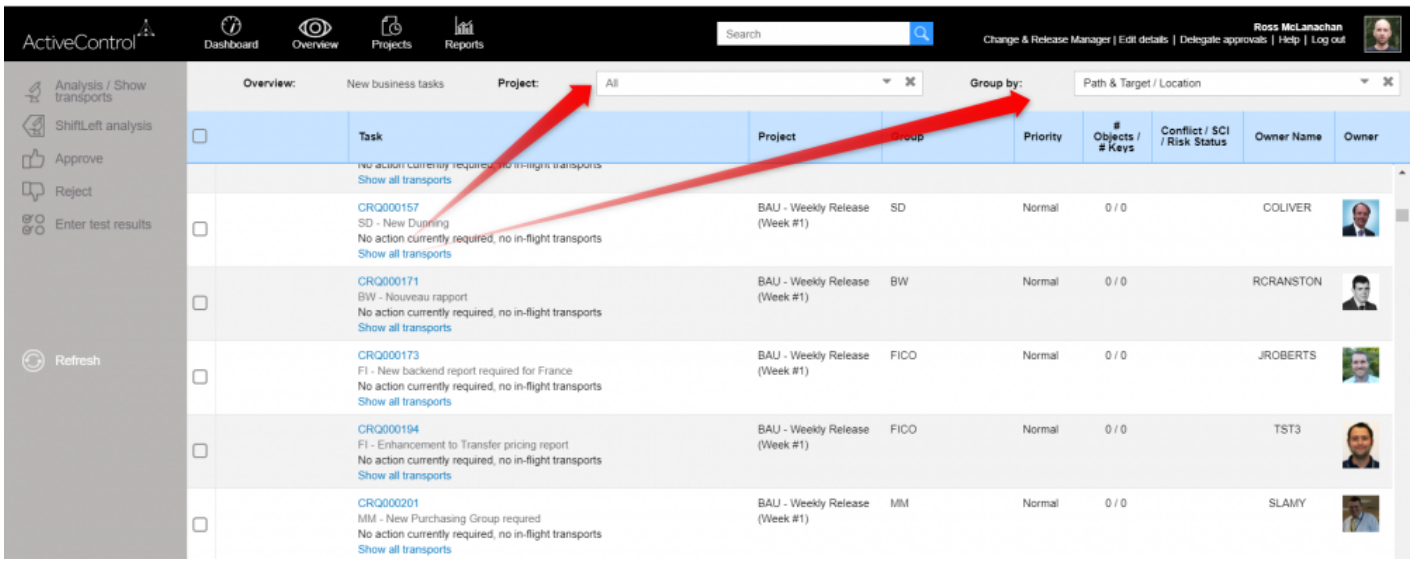
7.2. Web UI

The Web UI can also be used to maintain existing Business Tasks

This can be done by clicking on **New business tasks** in the left pane.



From the Results, you can Filter by Project. You an also Group the results by Project, Path, Location, Deployment Status, Planning Status, Group, Type, Priority.

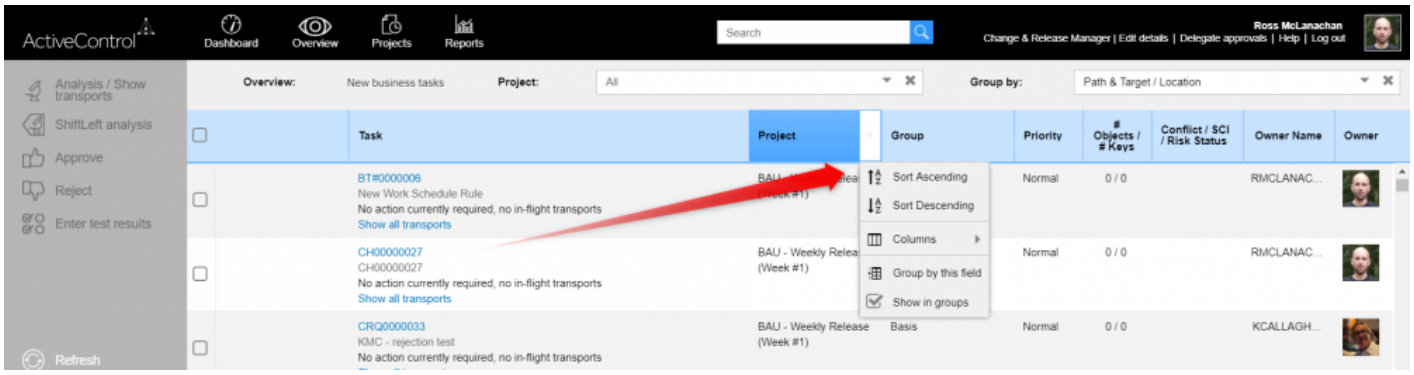


You can sort the list by clicking the right area of a column title.

> Sort the columns ascending or descending

> Add or remove columns

> Show in Groups



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 option s 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 Windows GUI or Web UI.

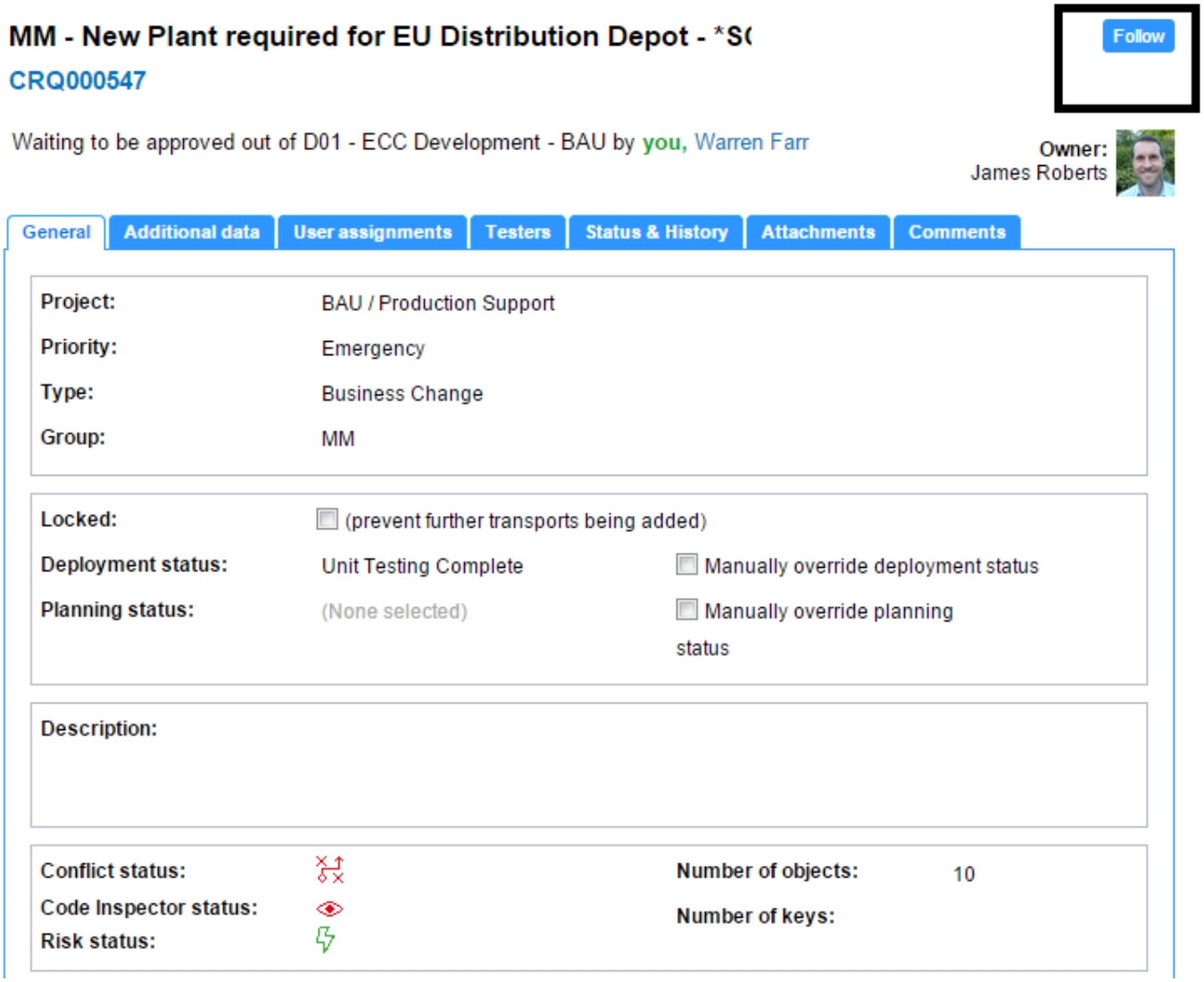
It is possible to share your comments with everybody, or with specific users or user roles.

8.2. Web UI: Following

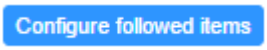
Within the Web UI, it is possible to follow Business Tasks, Transports or SAP Objects that are of specific interest to you.

This is done via the

Follow button in the top right of the Business Task screen within the Web UI.



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 Web UI. It is also possible to edit the Tasks, Transports and SAP Objects you

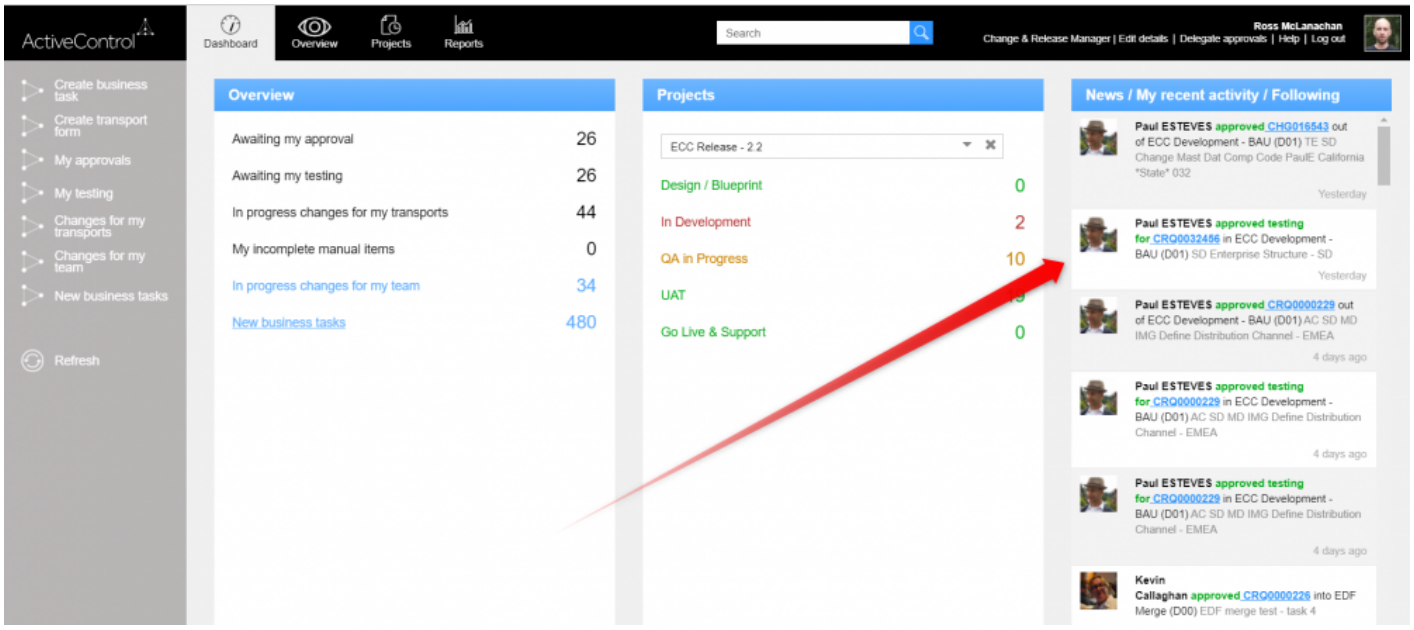
are following via the **Configure Followed Items** button 

within the Following area of the notifications screen.

8.3. Web UI: Newsfeed

It is possible to view recent activity within the 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 ActiveControl
- Clicking **My recent activity** option will present a list of all of your own recent activity within ActiveControl.
- Clicking **Following** option will present a list of any Tasks, Transports and SAP Objects that you have chosen to follow within ActiveControl.

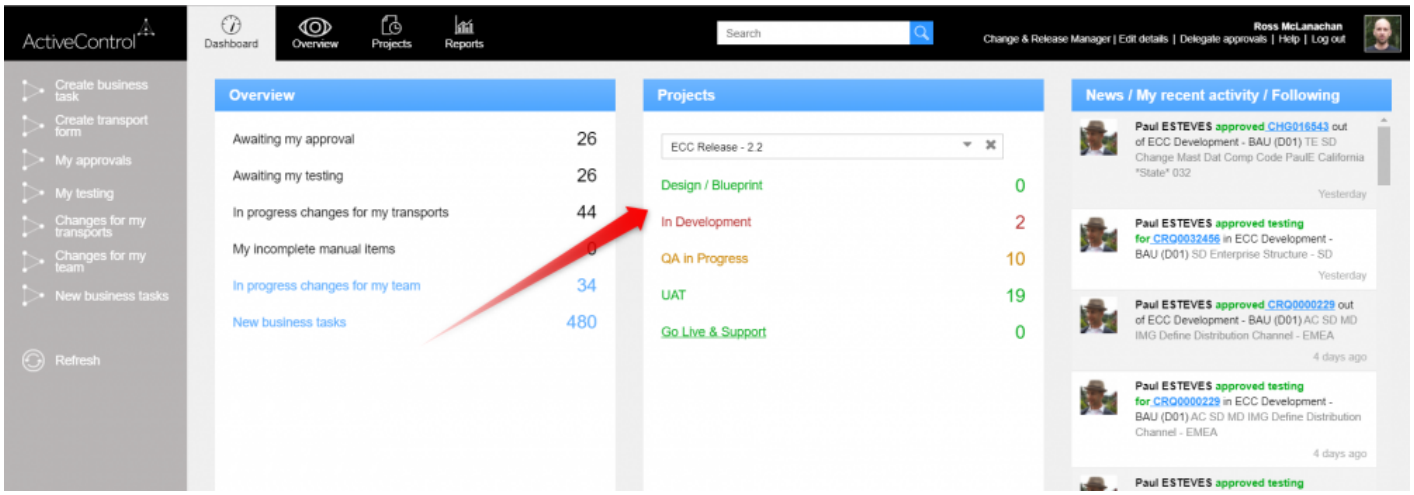


8.4. Web UI: Project RAG status

The 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 ActiveControl 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 ActiveControl implementation.



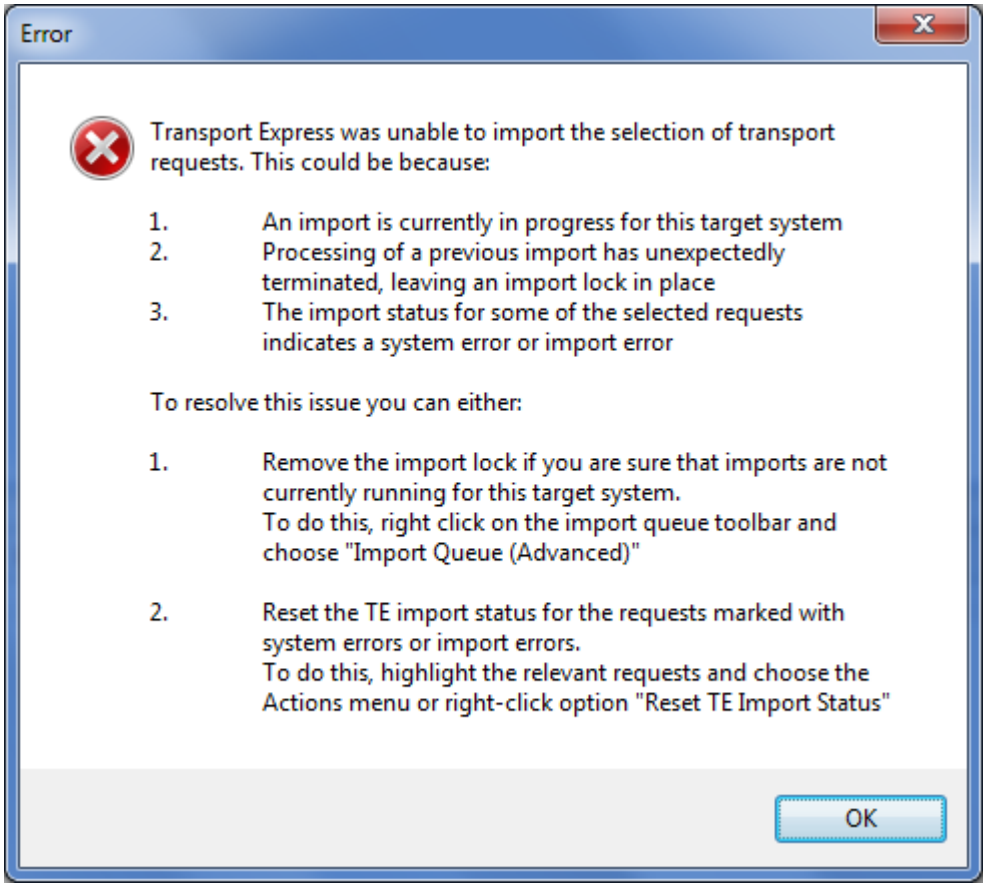
Notes

(i) The Project RAG functionality is only available in the Web UI. It is not available in the Windows GUI.

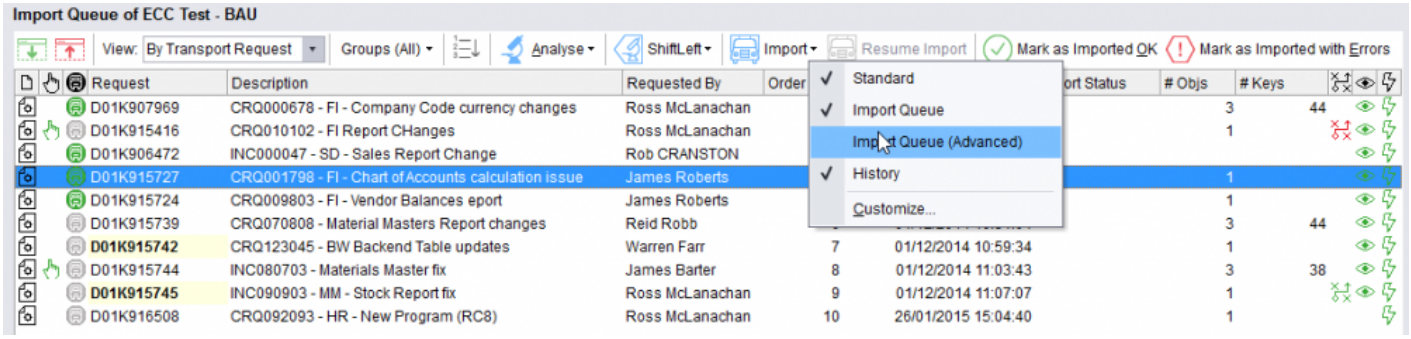
8.5. Import Queue Advanced Options and Removing Import Locks

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

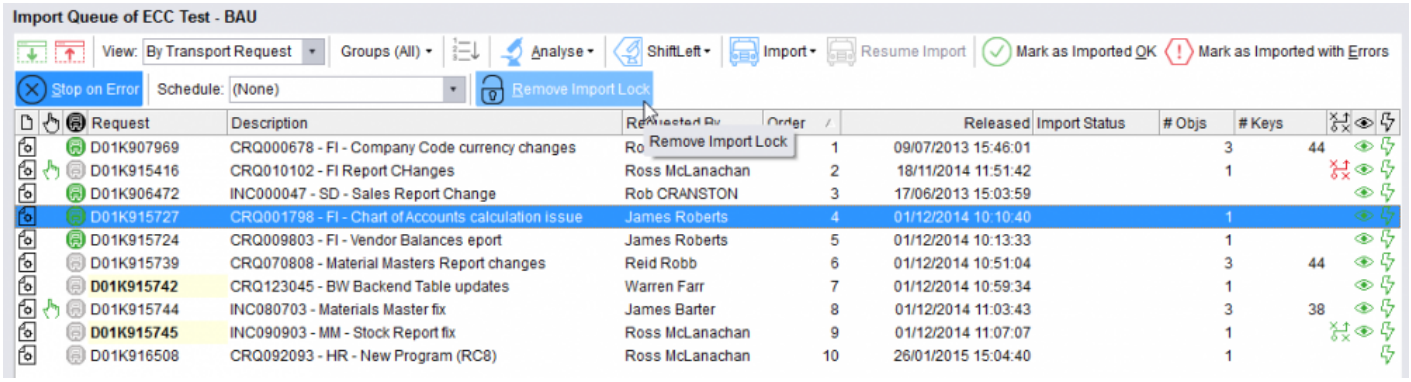
This will prevent further imports into that system until it is removed. The following error could be displayed if this is the case:



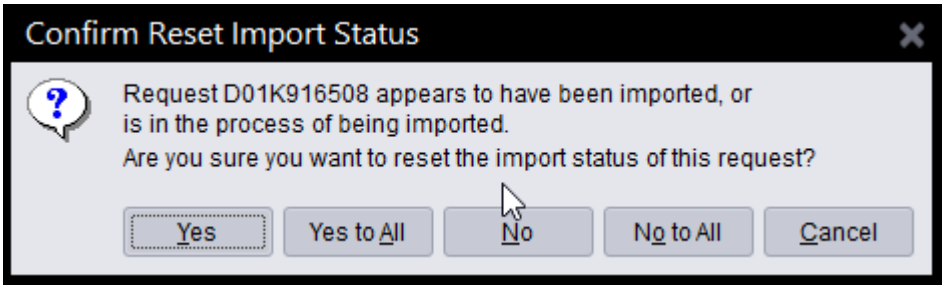
To remove the import lock right-click on the toolbar for the import queue and choose **Import Queue (Advanced)**:



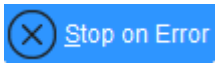
Some new options will be presented and the **Remove Import Lock** button can be used to remove the lock:

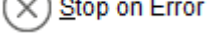


A warning message will be shown to confirm the action and choosing **Yes** will remove the lock:



Other Import Queue Advanced Options allow the settings for the import queue to be changed temporarily without having to change the ActiveControl 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.

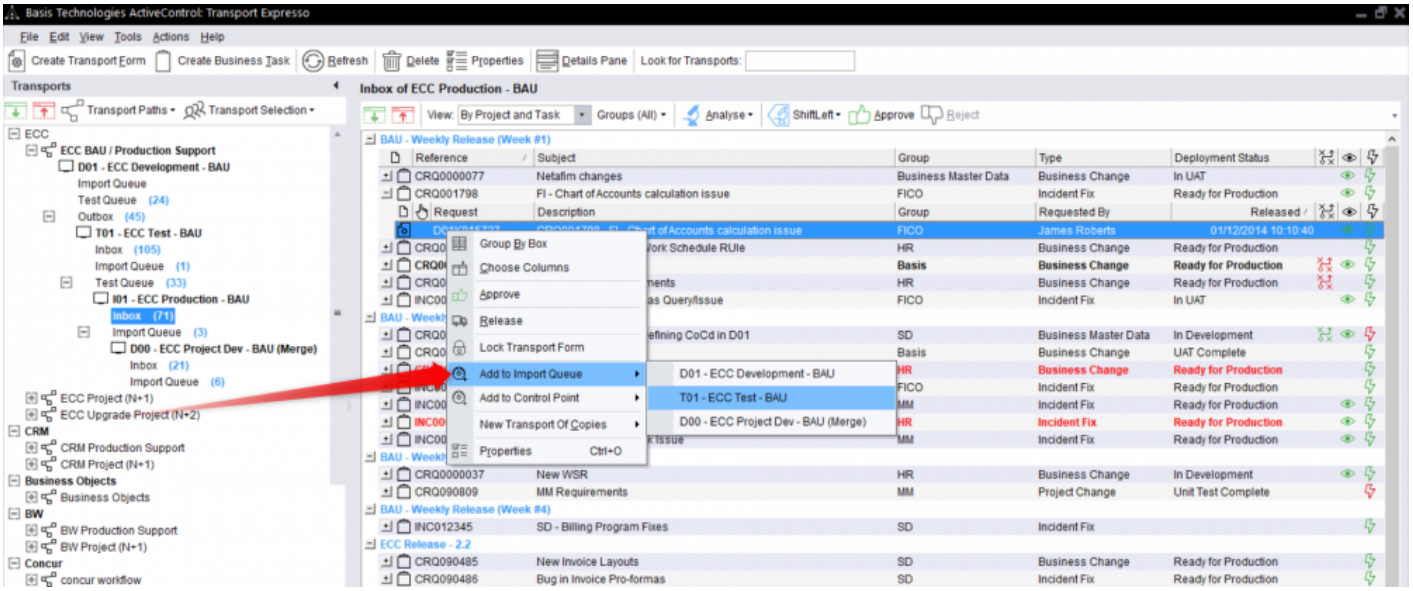
8.6. Re-imports using Add to Import Queue

If transports have already been imported into a system but a re-import is required the **Add to Import Queue** option in the Windows GUI can be used by authorised users.

This will not move the transports from their current location but will copy then 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:



Notes

If you use ‘Add to Import Queue’ on a transport that has already gone all the way through the path, it will be added to the Import Queue that you choose, and then disappear again after being imported

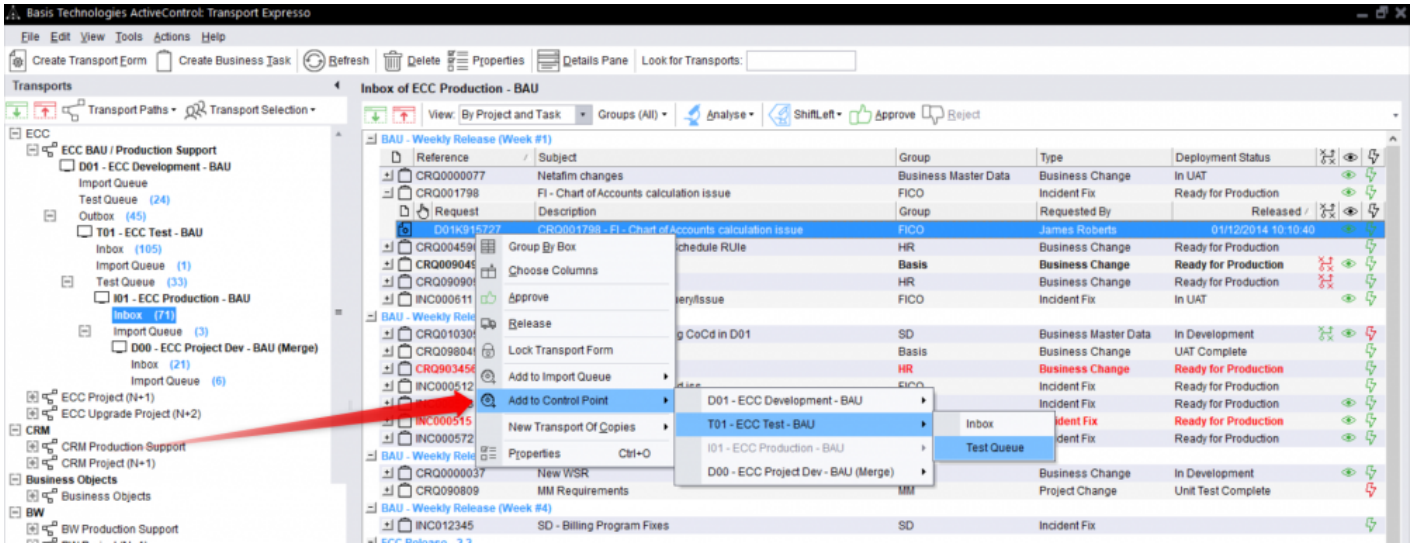
8.7. Re-Approvals and Re-Imports using Add to Control Point

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.

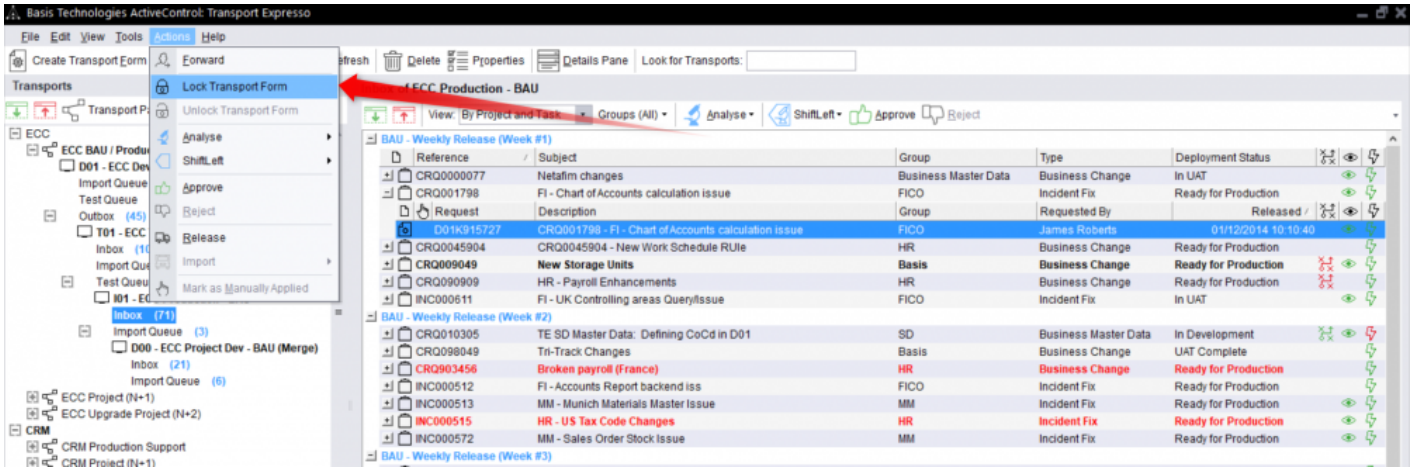
To do this highlight the required transports, right click and choose the **Add to Control Point** option, then select the required system control point:



8.8. Locking / Un-Locking Transports

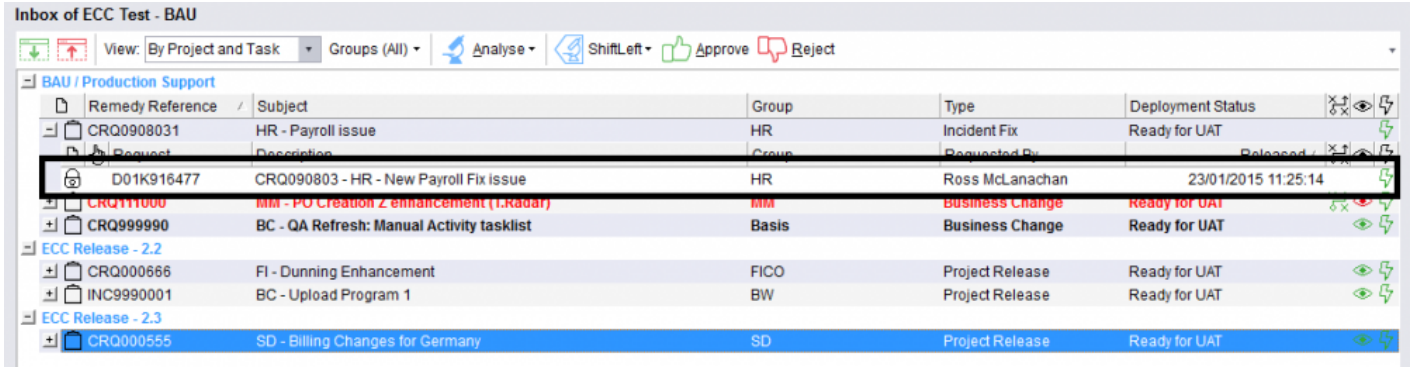
Transports can be locked in Transport Expresso to prevent them from being approved or imported.

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:

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

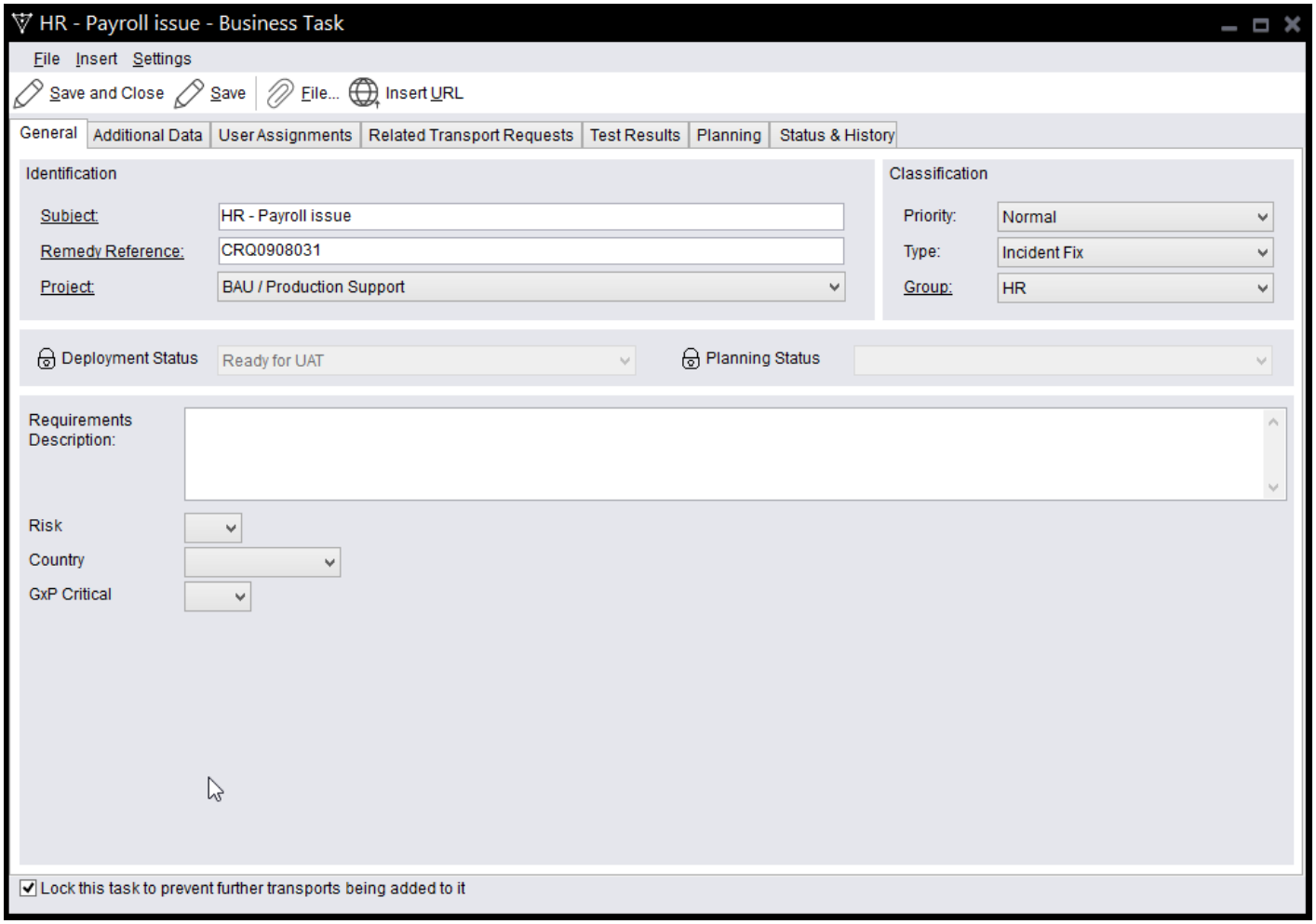


8.9. Locking Tasks to Prevent Transports from being attached

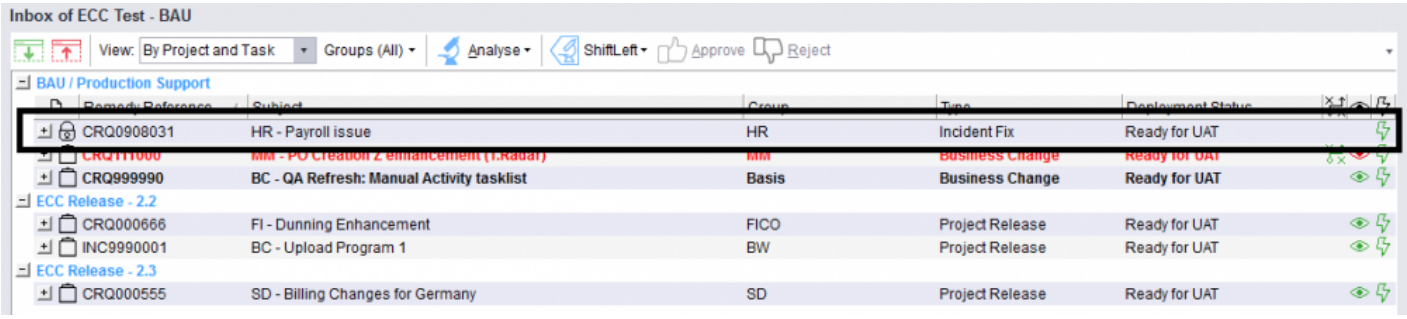
Tasks can be manually or automatically locked in ActiveControl to prevent more transport forms from being attached to them.

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:



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



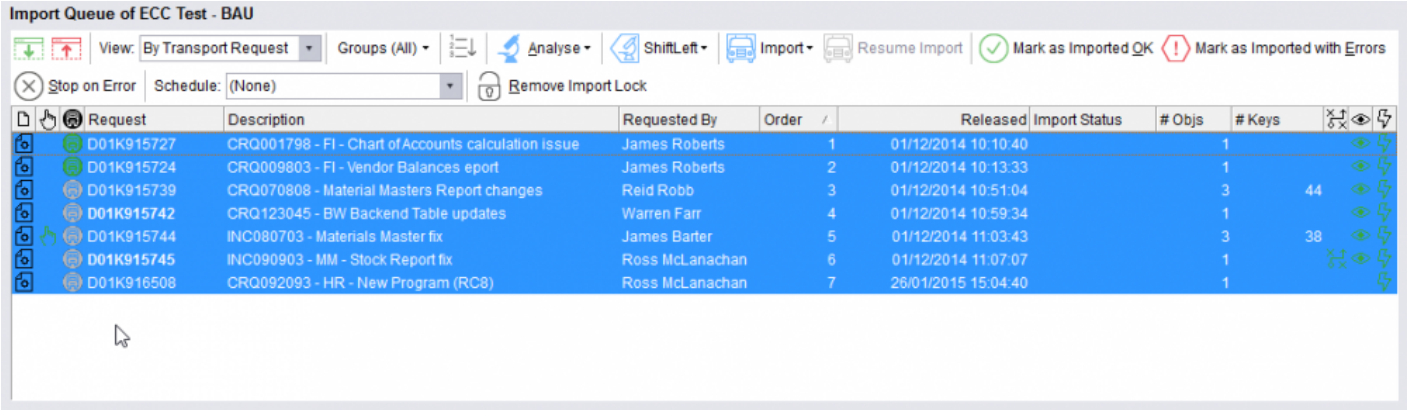
This can also be done automatically by Transport Expresso when a task passes a specific control point for a target system, via configuration option **After approval of items at the XXX on this target, tasks are automatically locked**. This can be set to the required control point to automatically lock 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 Transport Expresso would then automatically be locked.

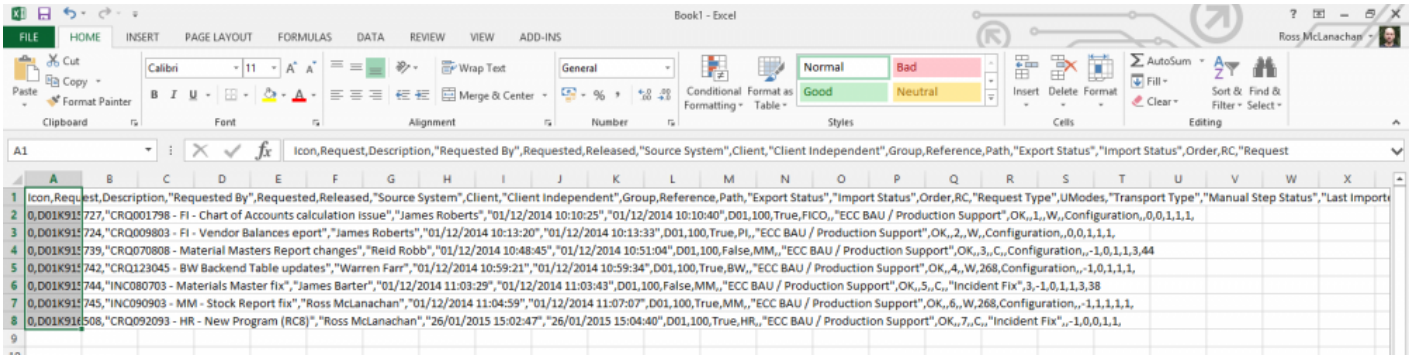
8.10. Downloading to Excel

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

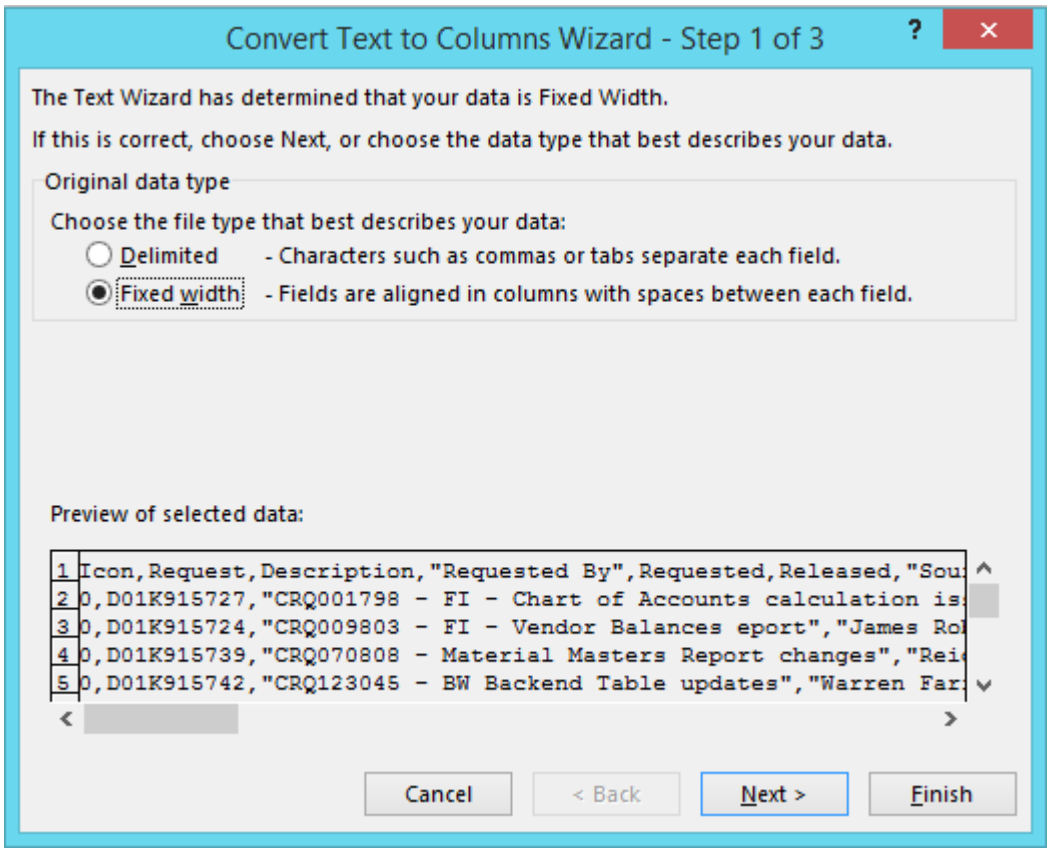
This can be done in the main view window for the required tasks and transports. All items to be copied should be highlighted and copied using CTRL+C:



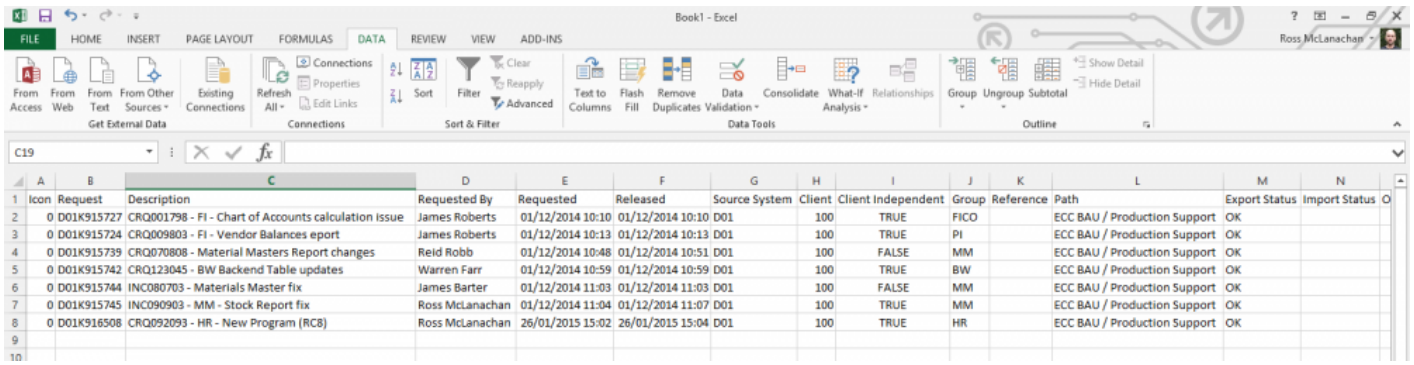
This can then be pasted into Excel:



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



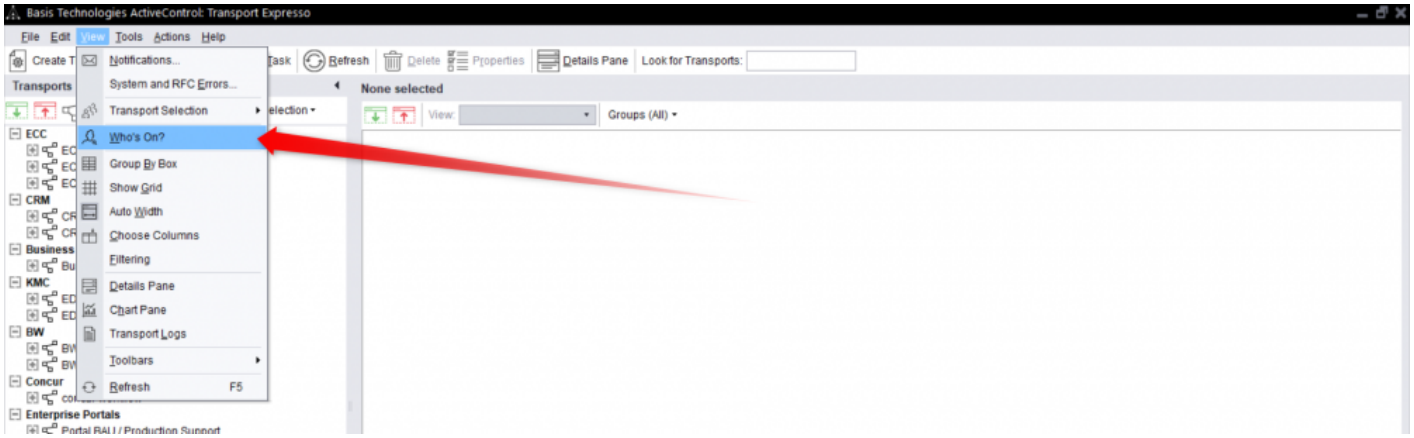
The data can then be viewed:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Icon	Request	Description	Requested By	Requested	Released	Source System	Client	Client Independent	Group	Reference	Path	Export Status	Import Status
2	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	
3	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	
4	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	
5	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	
6	0	D01K915744	INC080703 - Materials Master fix	James Barter	01/12/2014 11:03	01/12/2014 11:03	D01	100	FALSE	MM		ECC BAU / Production Support	OK	
7	0	D01K915745	INC090903 - 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	
8	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 ActiveControl Windows GUI by using the **Who's On?** option:



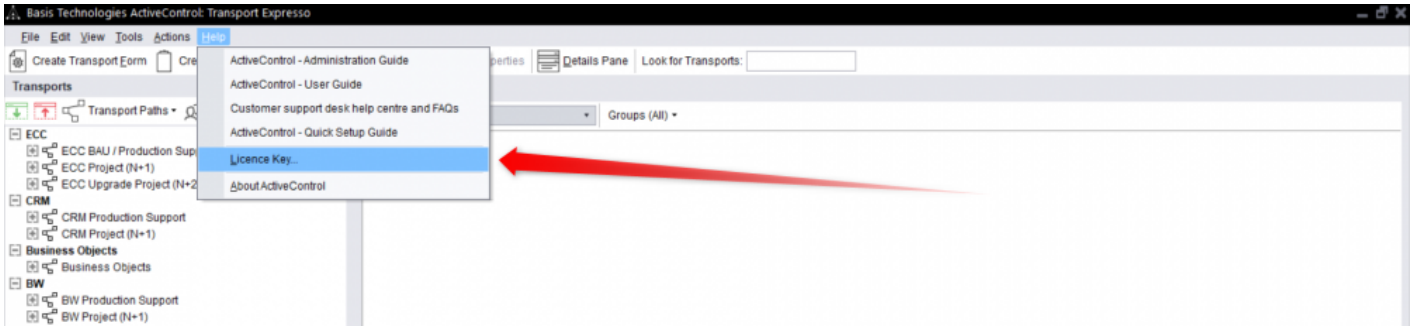
This will then display a popup showing all currently logged on users:

Notes

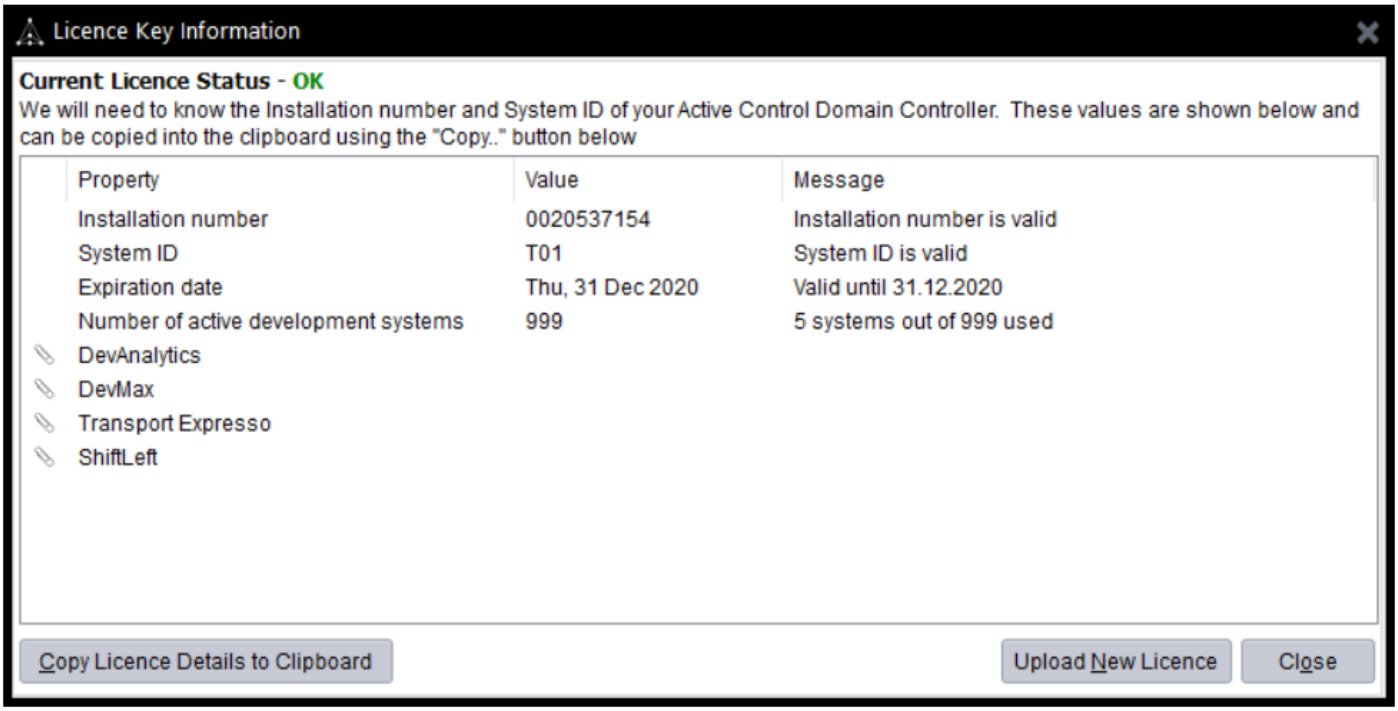
(1) This functionality does not indicate users that are logged into the Web UI.

8.12. Licence Keys

The current ActiveControl licence key and expiry date can be seen via Help (>License Key) dropdown in the Windows GUI.



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



When the licence key is due for renewal, ActiveControl 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 the Windows GUI via the “Upload License Key” button on the screen.

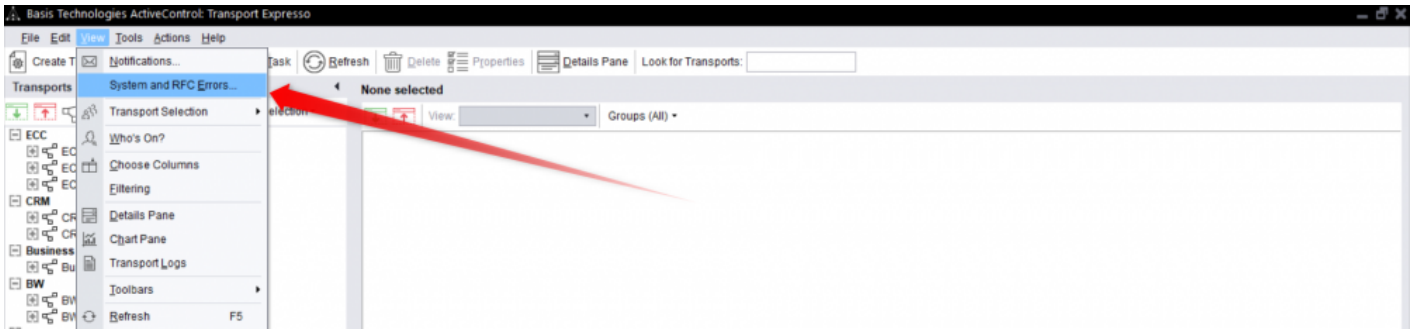
8.13. System & RFC Errors

A system error will be generated if a serious error occurs in ActiveControl when processing transport imports.

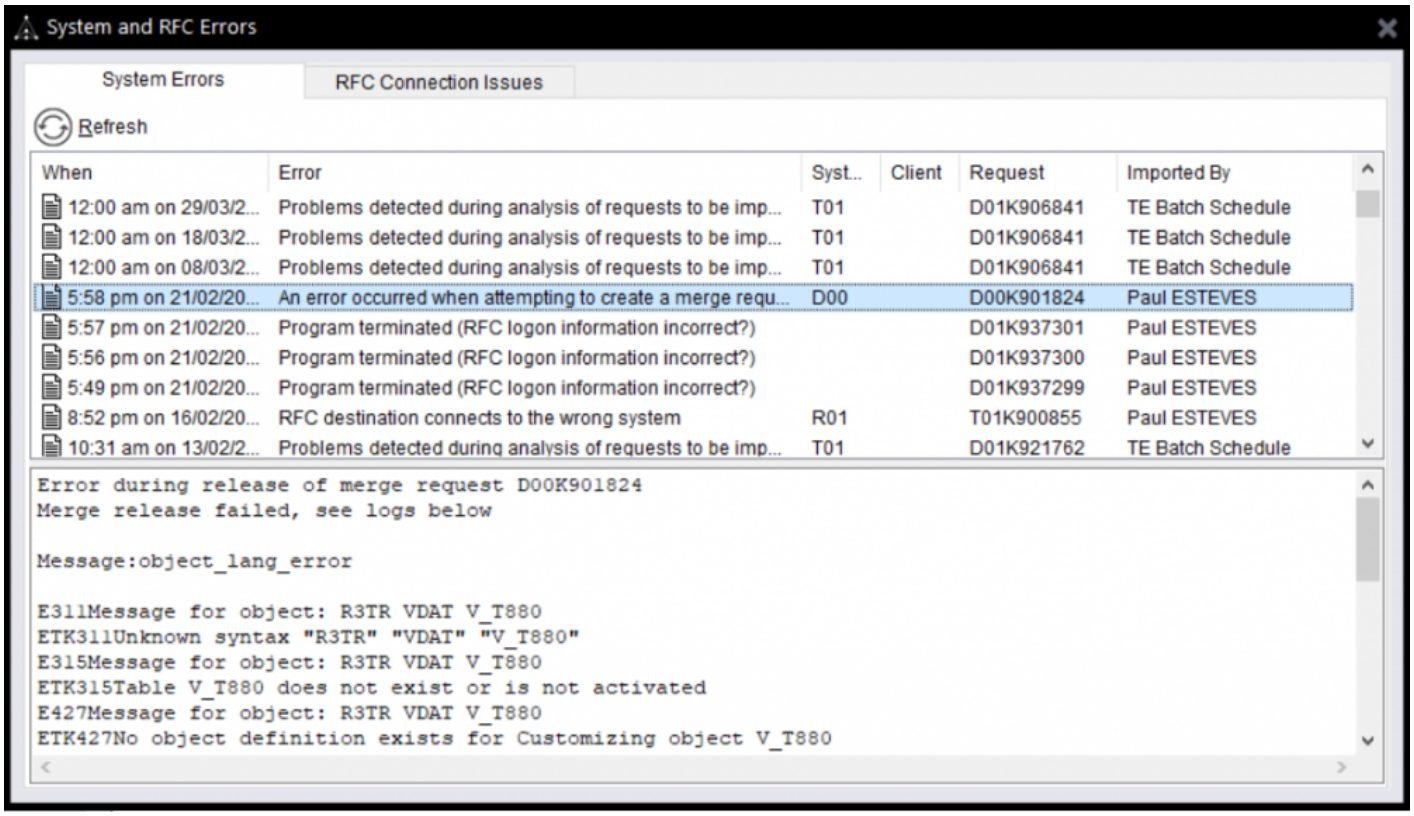
This will stop the import processing for the affected import queue until the issue is resolved. Errors can be due to issues like:

- RFC connection problems
- Authorisation issues
- Import process failures
- Transport file access issues
- Program terminations
- BW renaming issues

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:



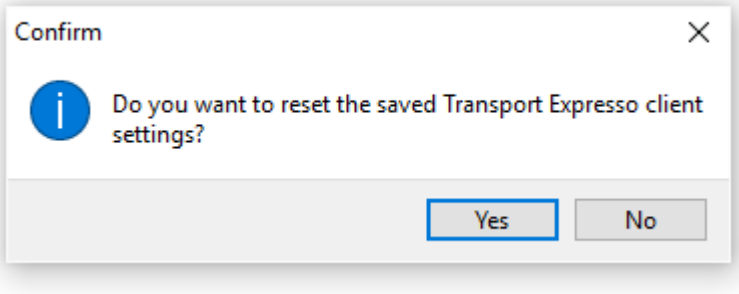
Once resolved the import status for the affected transport will need to be reset to allow imports to resume.

8.14. Windows GUI Issues: How to Reset

If issues are encountered whilst using the ActiveControl Windows GUI (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. Enter your Username and Password on the login screen (but do NOT press OK yet).
2. Hold down SHIFT and CTRL on your keyboard.
3. Press the OK button while still holding them down.
3. Keep SHIFT and CTRL held down until you see a popup message asking if you want to reset your ActiveControl client settings.
4. Choose 'Yes' will perform the reset.



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

9. Analysis, Approvals and Rejections

When a transport form is created, it will be placed in the first configured control point within the ActiveControl workflow.

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

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

A General Analysis will be automatically performed during approval and import. The general analysis includes all the core 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 ShiftLeft analysis types that have been marked as mandatory for that control point.

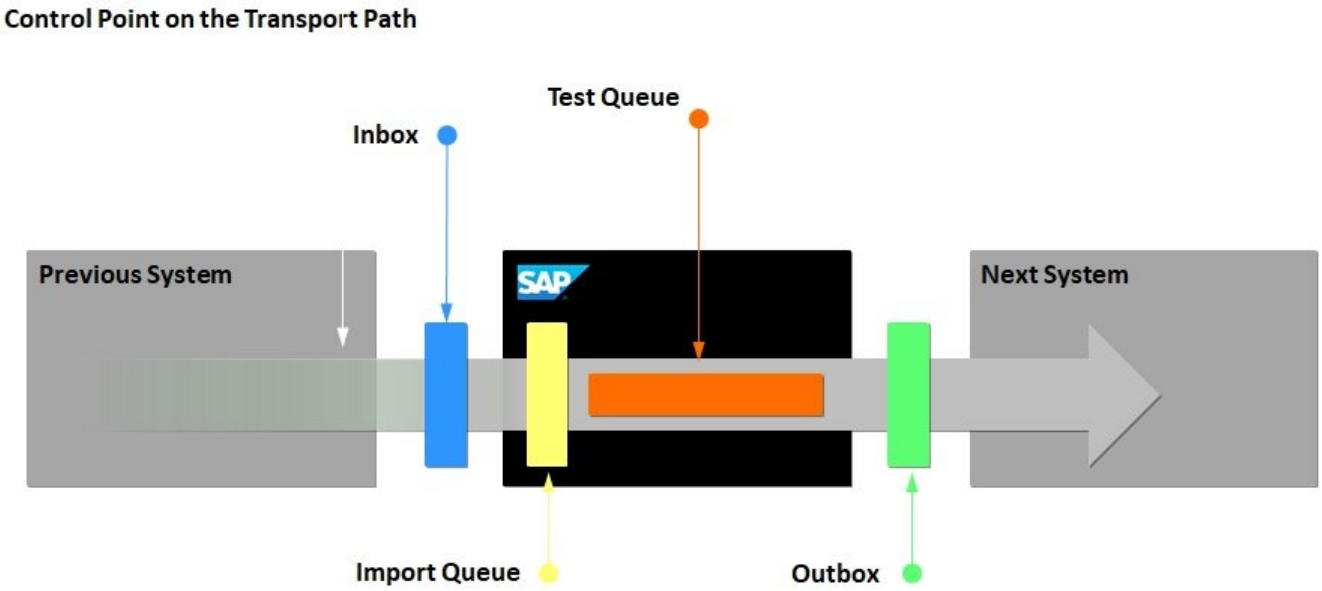
9.1. Inboxes and Outboxes

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

When a change reaches an Inbox, an approval emails is sent automatically to the defined approver(s). The change will not import into the associated system until Inbox Approval is granted.

When a change reaches an Outbox, an approval emails is sent automatically to the defined approver(s). The change will not move out of the associated system until the Outbox approval is granted.

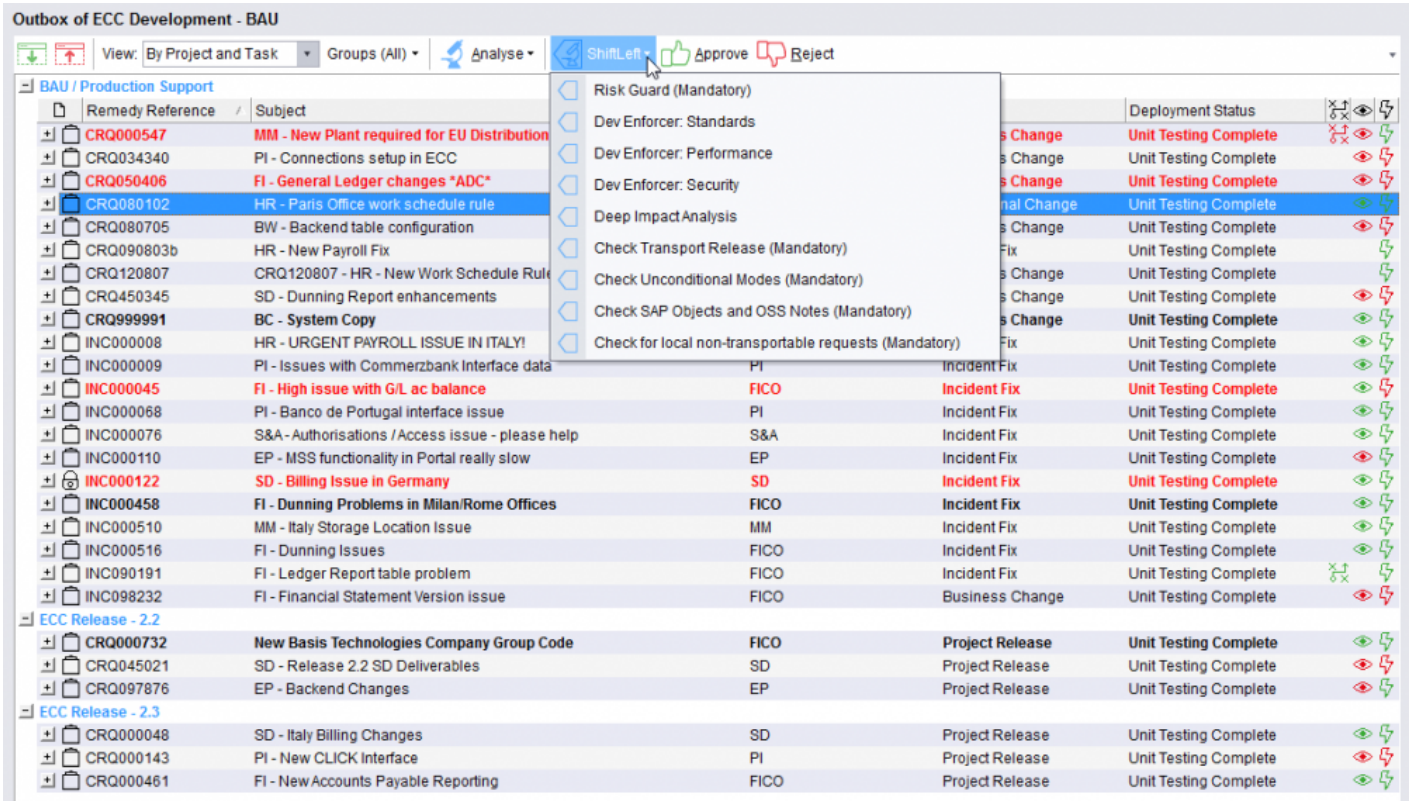
With giving an approval the defined analyzers for this control point are executed.



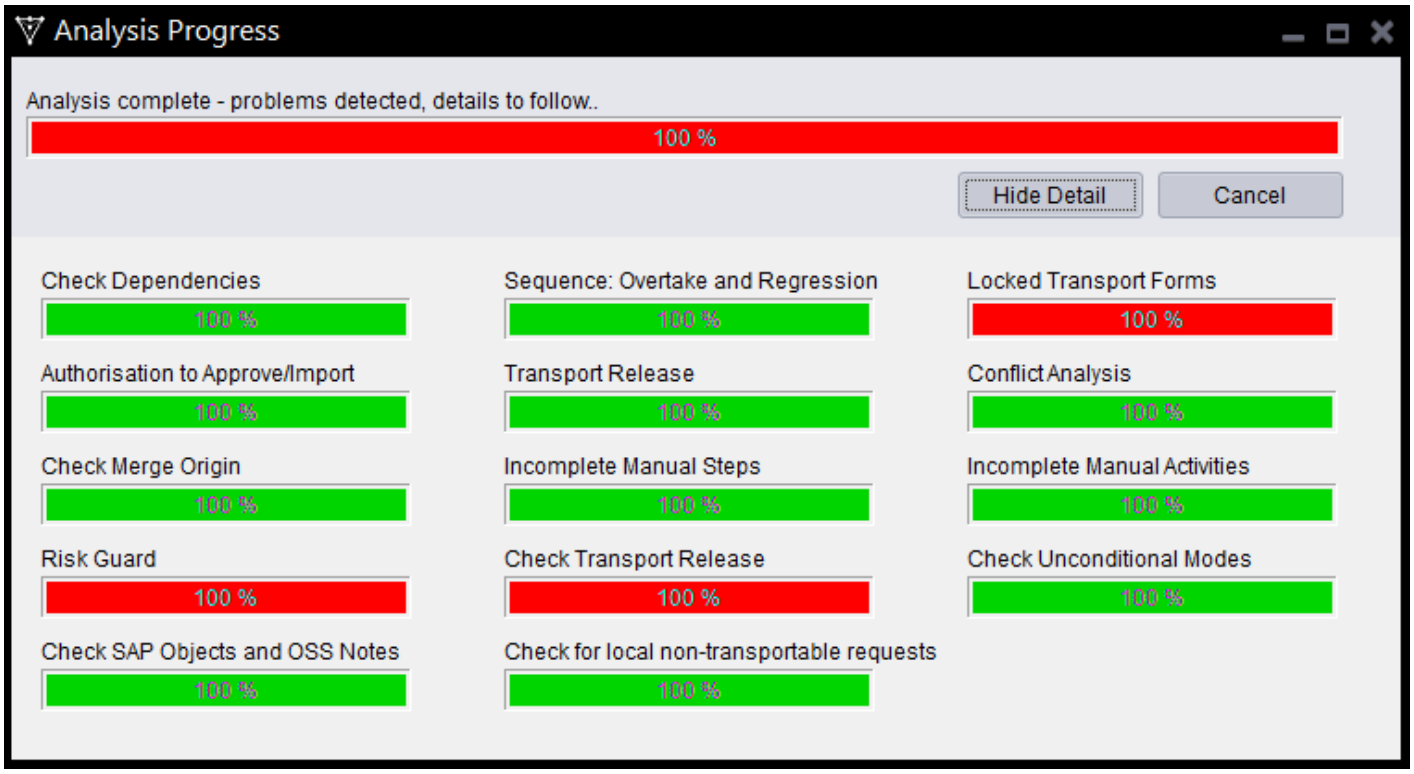
9.1.1. Windows GUI

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.

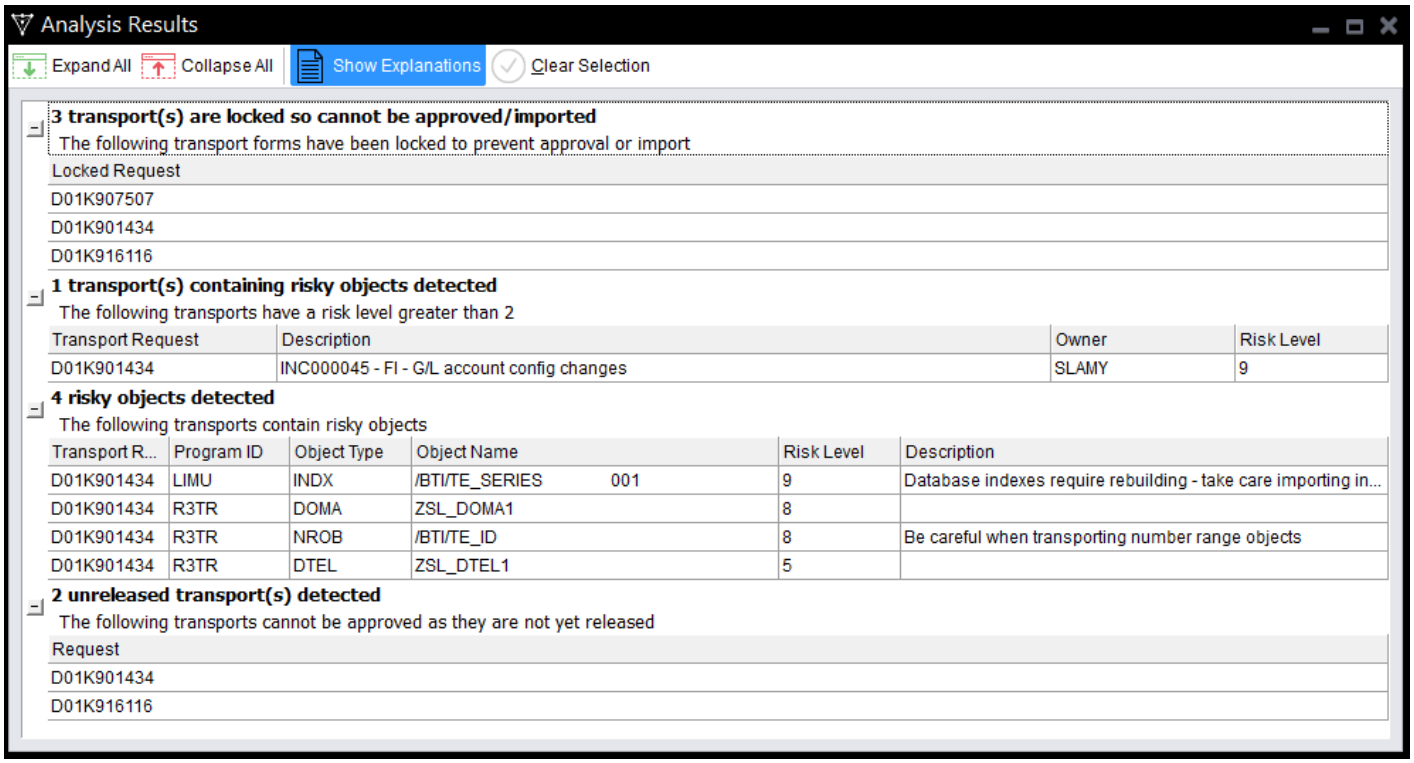
Individual ShiftLeft analyses can be run one by one or the General Analysis can be run to check everything in one step:



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:

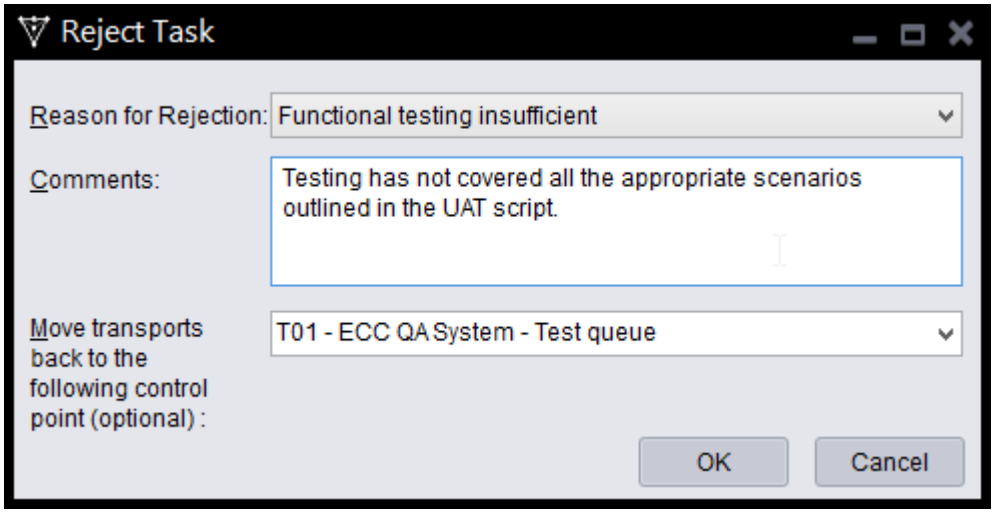


If a task is to be approved, use the

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

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



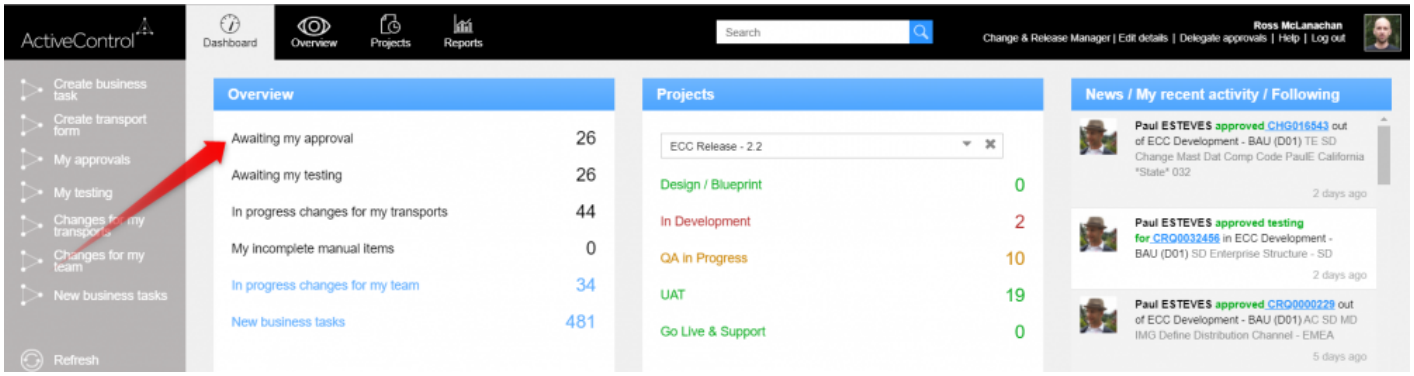
The rejection will automatically lock all associated transport forms in the location where the rejection is processed.

Notes

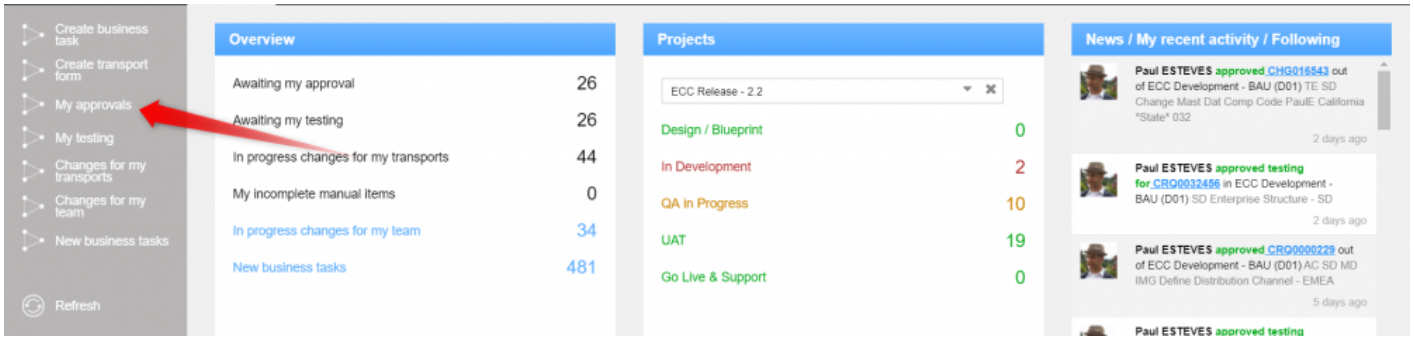
(1) It is not possible to reject at an individual Transport Form level, it can only be done at a Business Task level.

9.1.2. Web UI

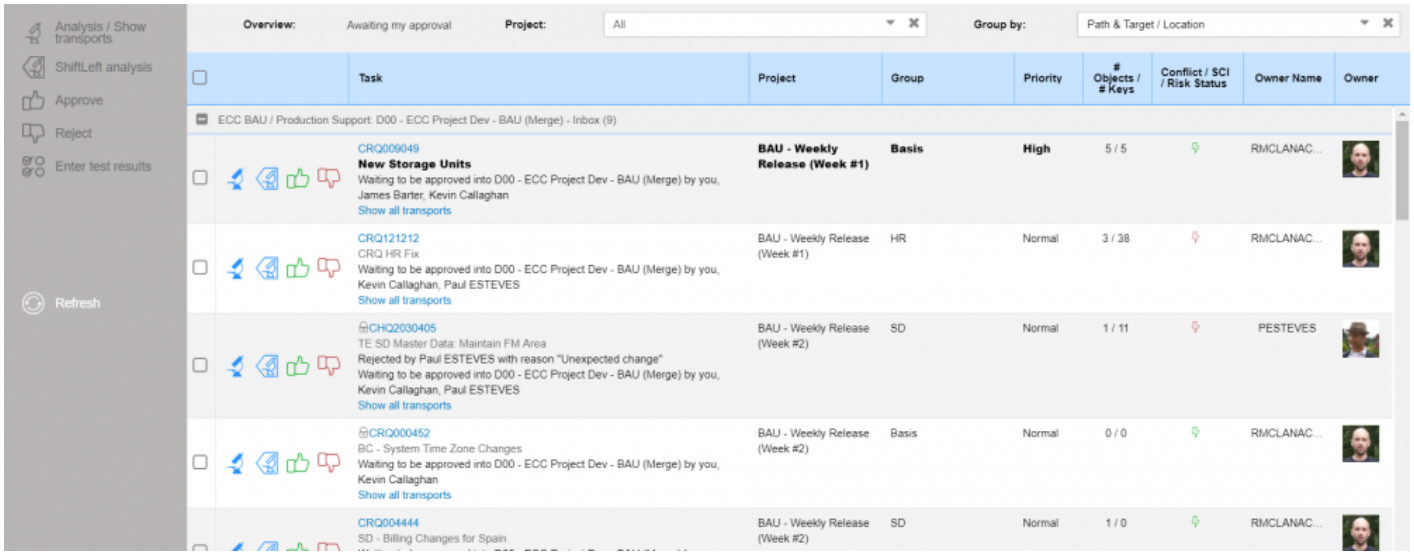
Awaiting my approvals link on the Web UI front screen enables you to access a list of Business Tasks / Transport Forms that are currently sitting in a control point that requires your approval:



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:



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

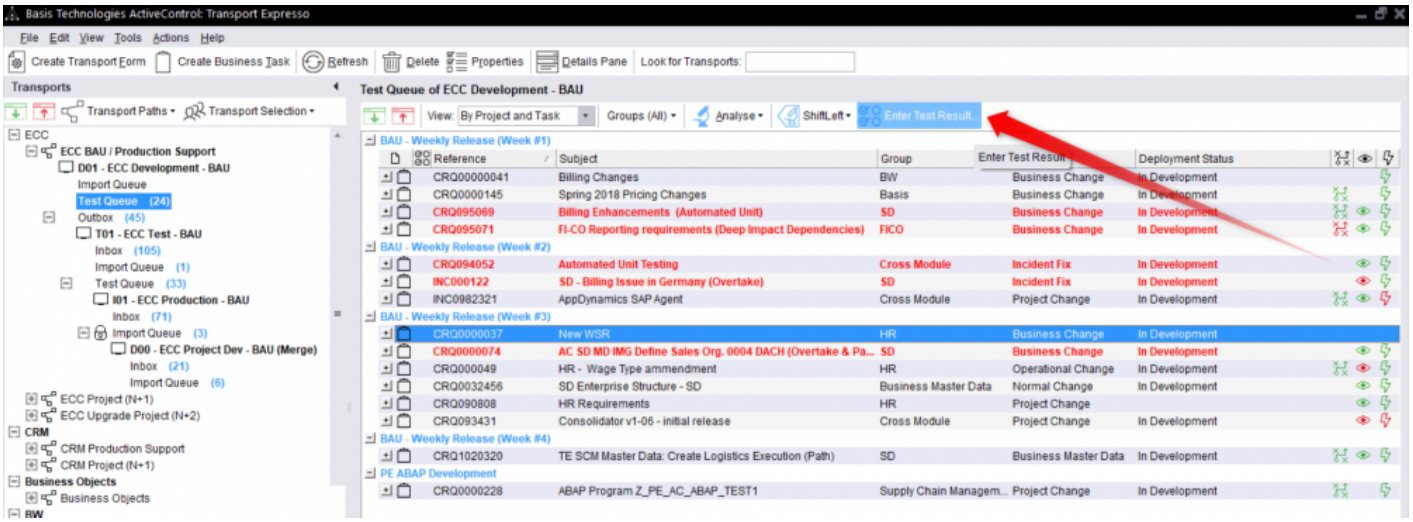
When Transport Forms reach a Test Queue, the assigned tester of the Business Task is notified by email that testing is required. The tester performs the test and then enters the test results.

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.

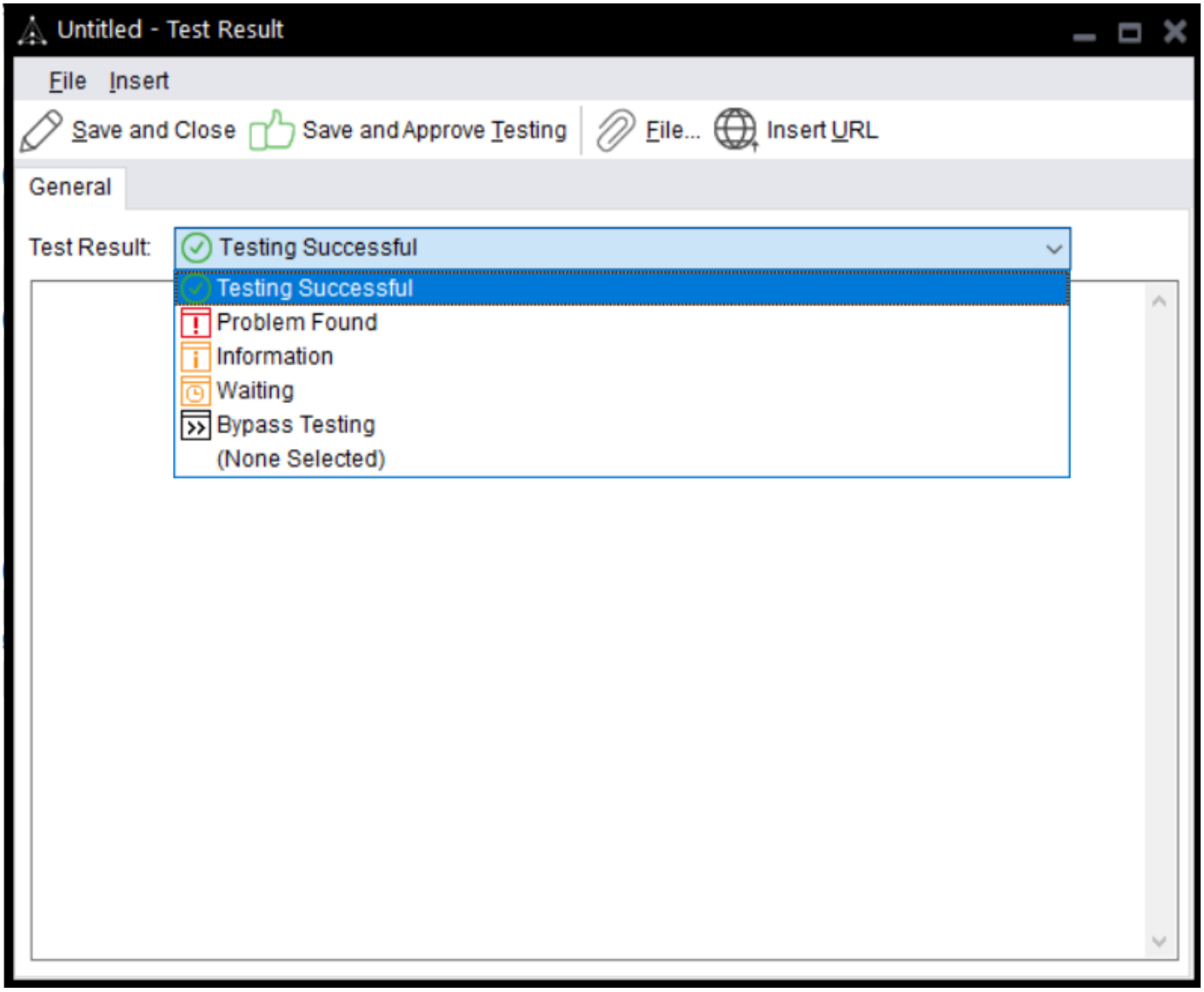
9.2.1. Test Queue in the Windows GUI

If testing of a change is to be signed off in the Windows GUI, the “Enter Test Result…” button can be used.



In the resulting Test Result screen, any test evidence can be uploaded.This can be done either as an attachment (using the “File” button), or by creating a link to the document stored elsewhere (using the

“Insert URL” button)



If testing has been successful, select “Testing Successful” in the drop-down. Otherwise choose the appropriate option for the Testing you have performed.

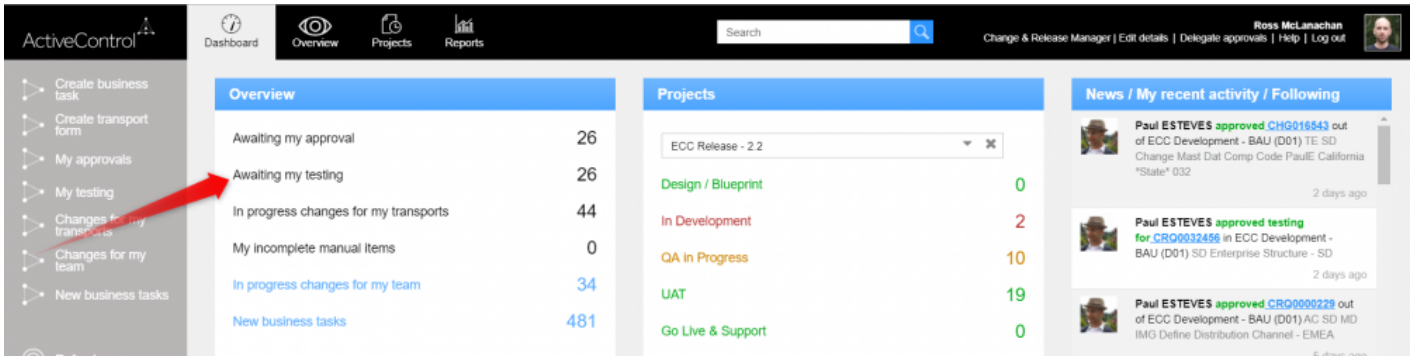
If testing has been successful and you want the Business Task (or Transport(s) – see Note (1) below) to move forward in the workflow, you should click “Save & Approve Testing”. Clicking Save & Close instead will save whatever testing you have done, but leave the Business Task (or Transport(s)) in the Test Queue.

Notes

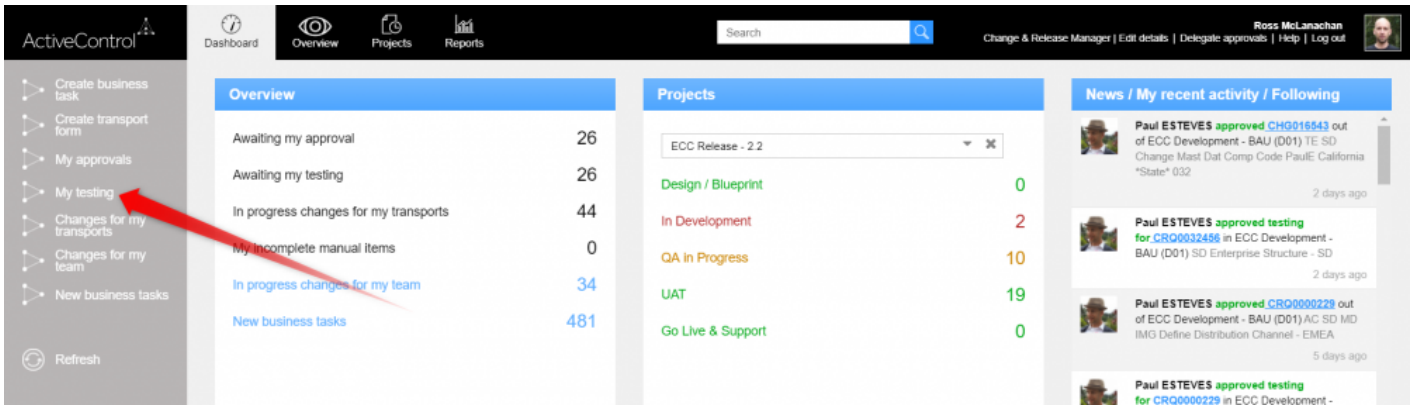
(1) Although Testing is generally signed off at Business Task level, ‘Partial Testing’ is possible in recent versions of ActiveControl for transport owners to sign off testing at an individual transport level. This was added specifically for the use case where a Developer/Functional user wants to sign off the unit testing of their individual transports, prior to the rest of the change being finished and tested.

9.2.2. Test Queue in the Web UI

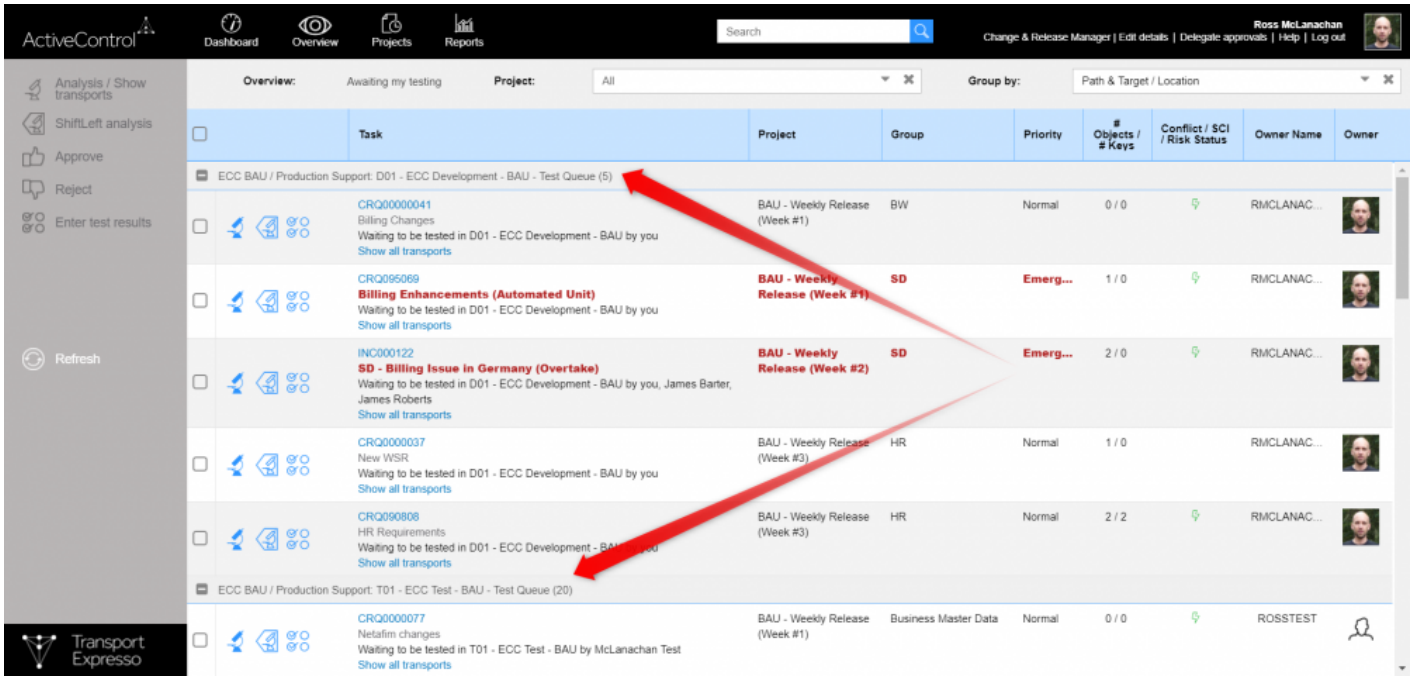
Awaiting my testing link on the Web UI enables you to access a list of Business Tasks / Transport Forms that are currently awaiting your testing sign-off:



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

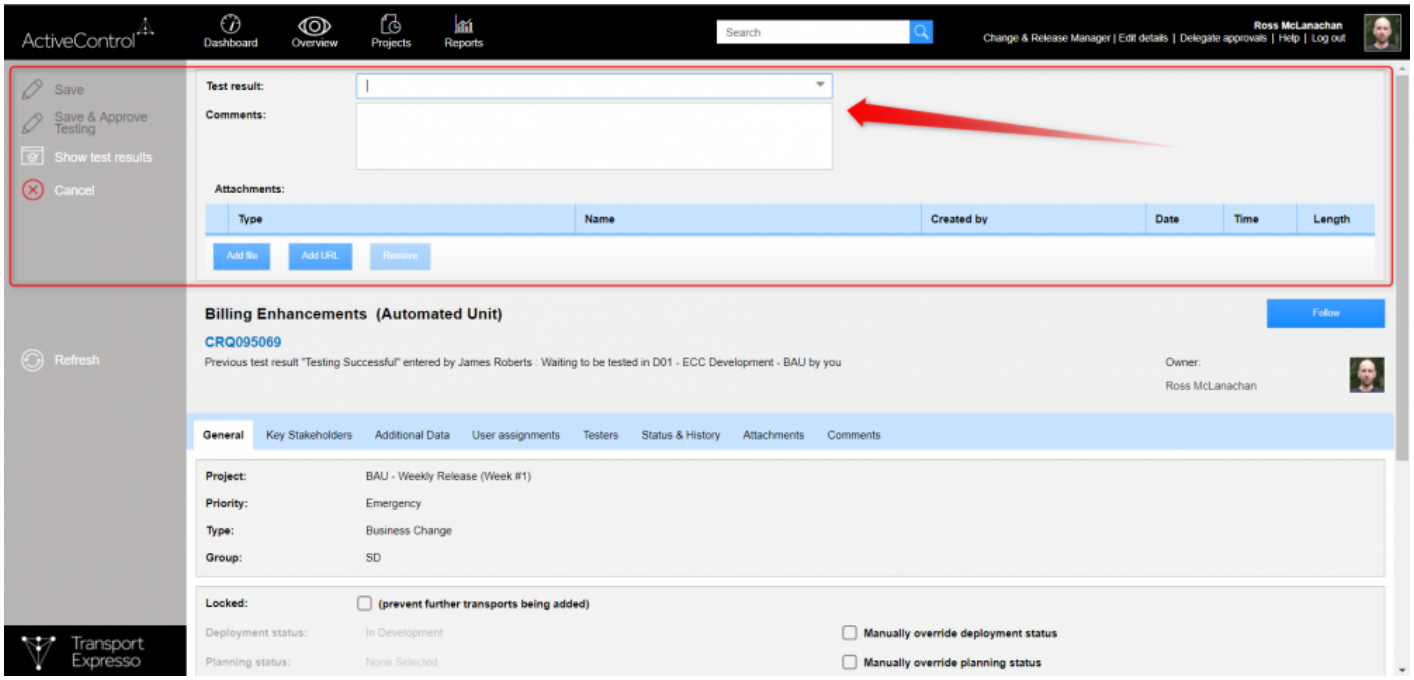


A list of Business Tasks awaiting your testing will be displayed on screen, grouped by the Test Queue that they are sitting in.



Test results can be entered against a specific Business Task via the button. Alternatively **Enter test results** option in the left hand pane can also be used to enter test results. In both cases the same options

will become available to sign off the Testing



Similar to the Windows GUI, there are two options that can be used when entering Test 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 Control Point

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

10. Delegations

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

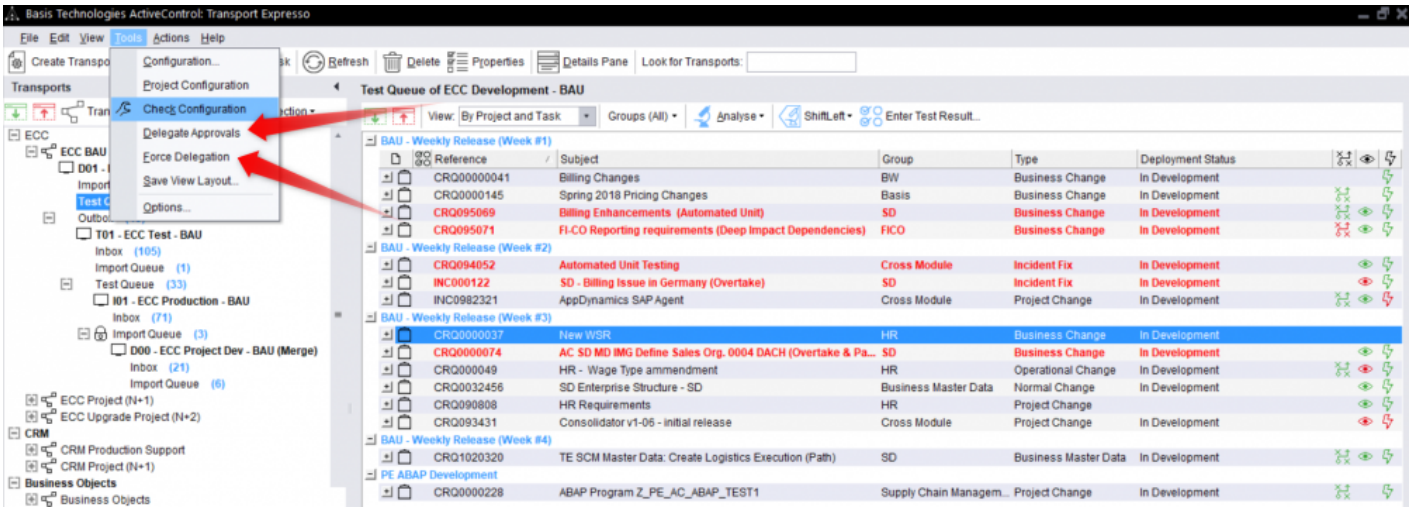
Delegate Approvals can be used to delegate your own approvals. Force Delegation be can be used by authorised users to set up delegations for existing approvers.

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

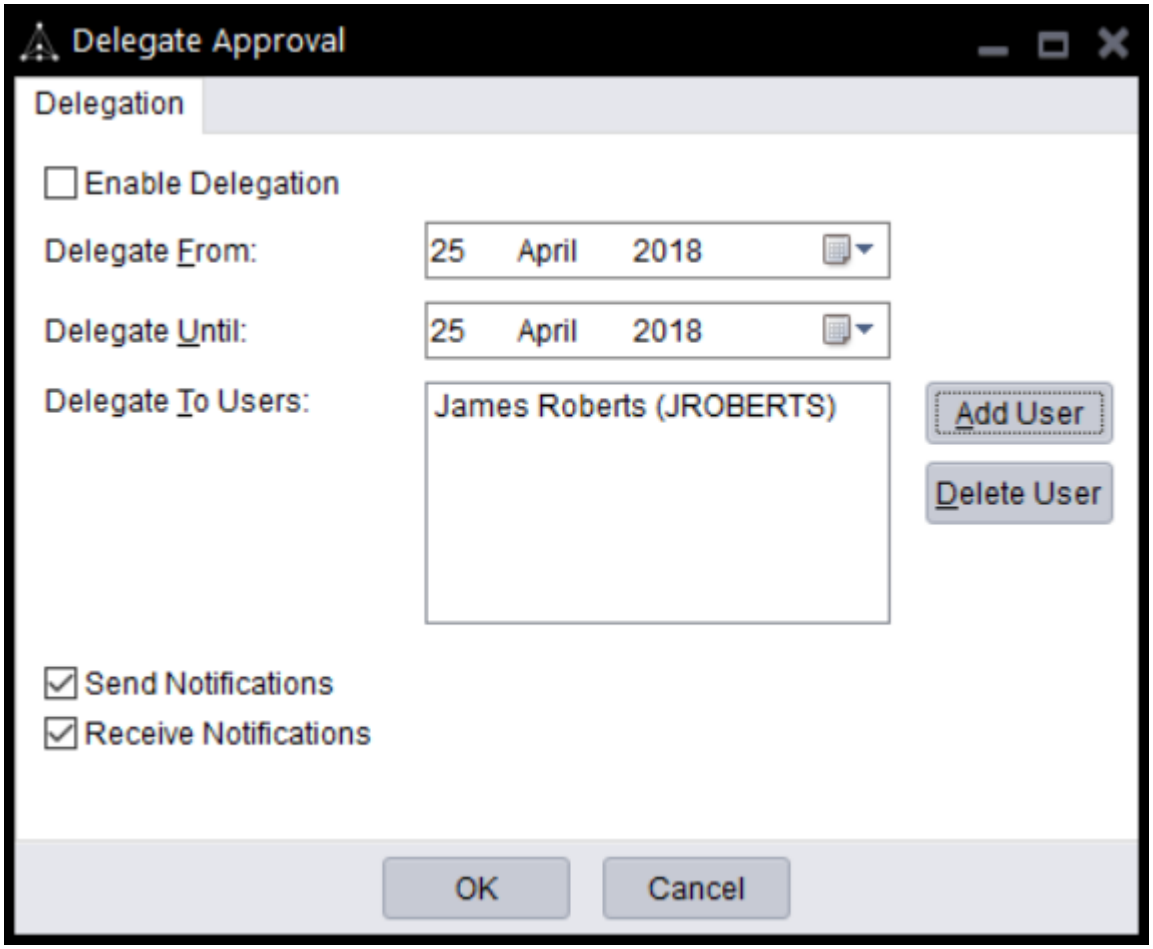
Delegations can be maintained in either the Windows GUI or the Web UI

Windows GUI

Delegates can be assigned via the Tools dropdown.



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



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.

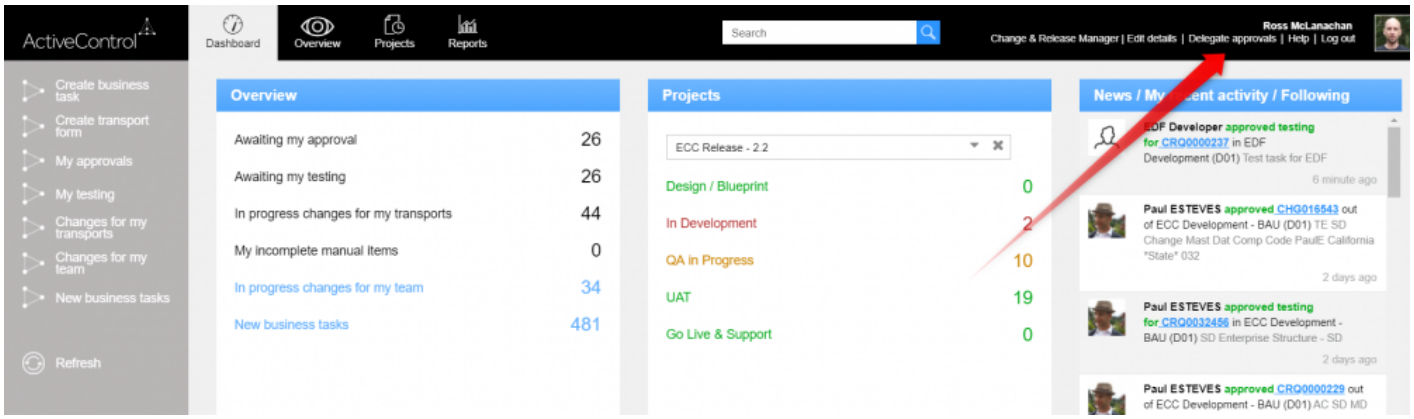
Once the **Enable Delegation** flag is set the delegation is active. All emails will be sent to the delegated user for the selected period.

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 for perform approvals for the delegated user during the specified time period.

Web UI

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



11. DevMax: Merge

ActiveControl DevMax ‘merge’ process allows transports to be distributed from one transport path to another.

eg, to align projects systems after BAU changes have gone into production.

The DevMax component essentially consists of three main elements of functionality

1. Inline Conflict Analysis

2. Conflict Analysis

3. Merge

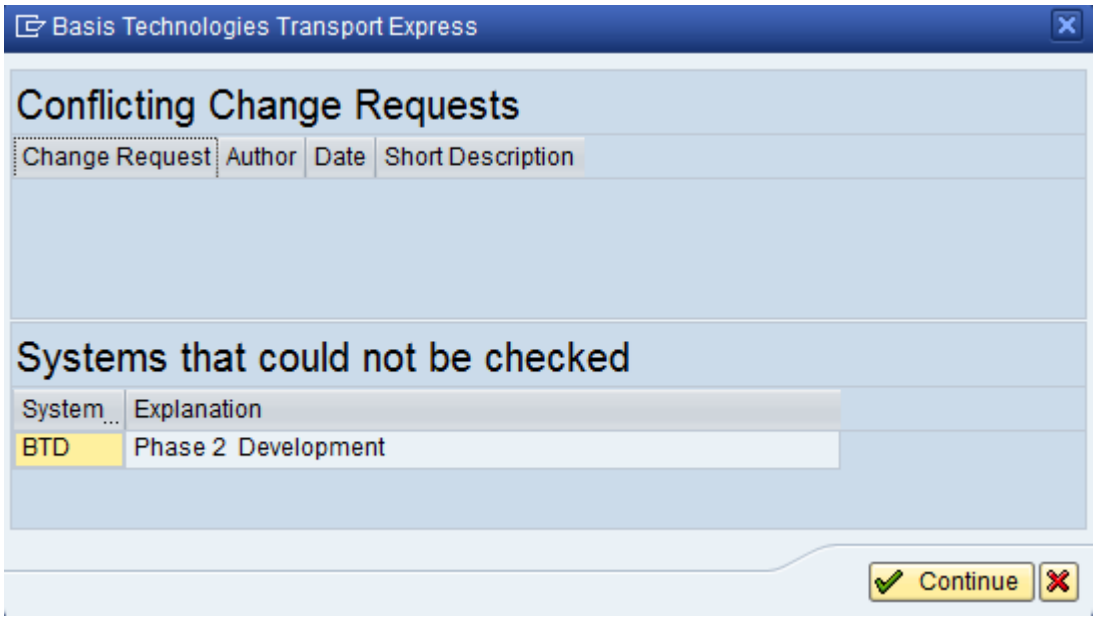
11.1. In-Line Conflict Analysis

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

- 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.

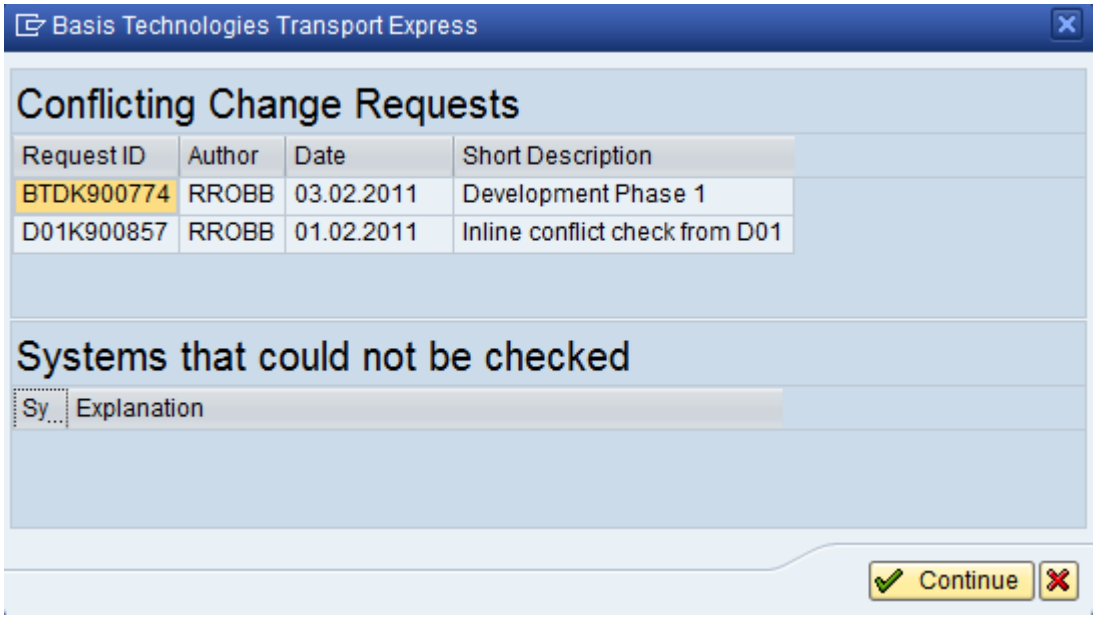
If a conflict has been identified the user has the option to cancel the change.

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



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

A conflict has been found in two different development systems:



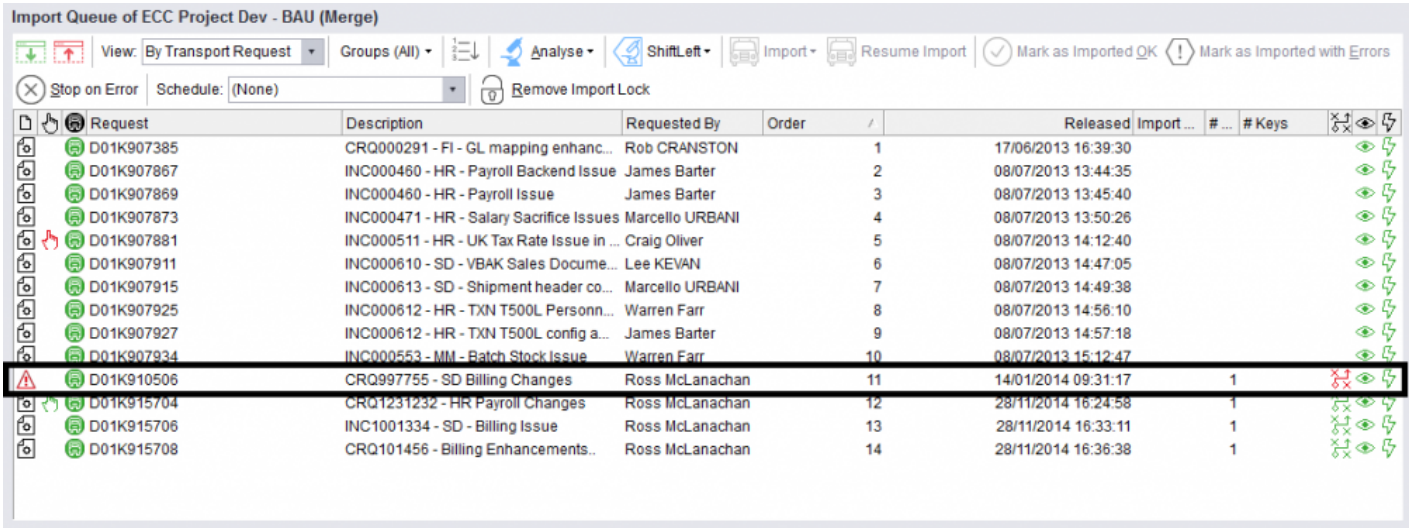
By default ActiveControl will perform an in-line conflict analysis for all development target systems where “Show change requests created in this SAP system within Transport Expresso” has been checked and a client has been specified in the “Before importing, check whether the same content has been changed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

Backend 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.

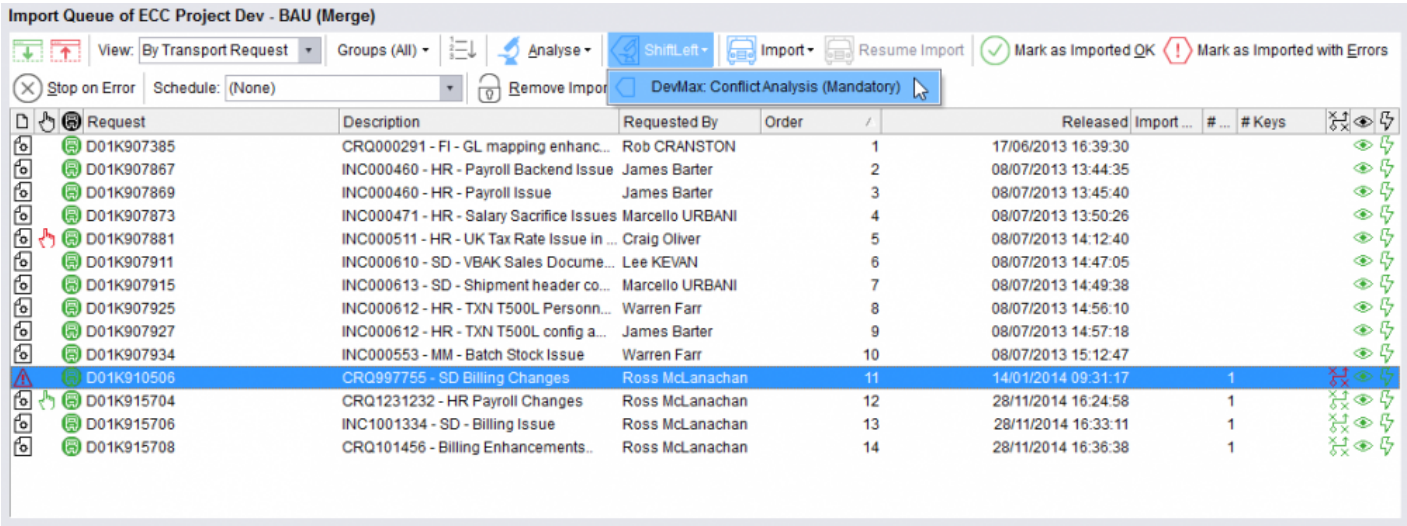
11.2. Conflict Analysis

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

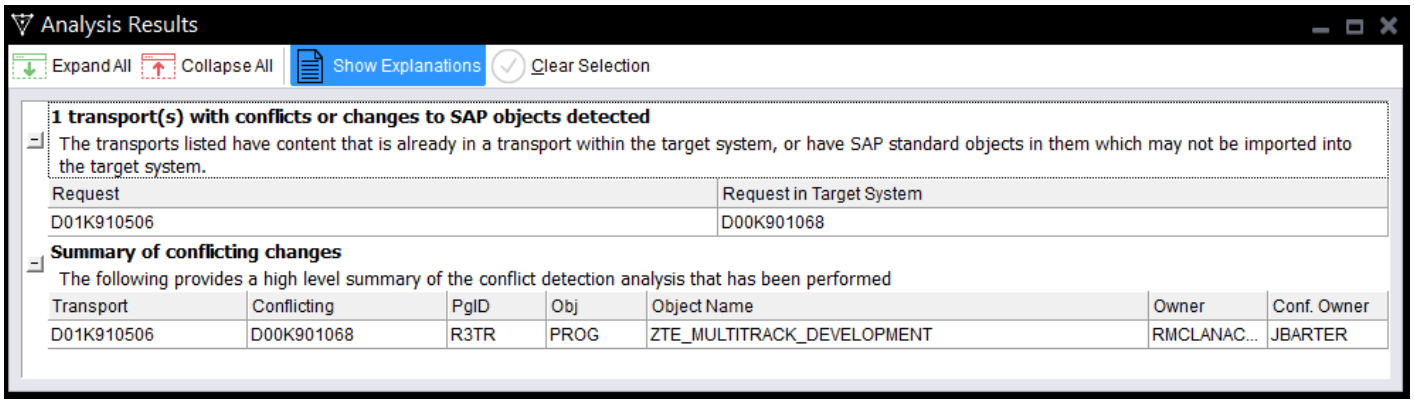
If this is the case the ⚠ icon will be displayed next to the transports with conflicts:



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



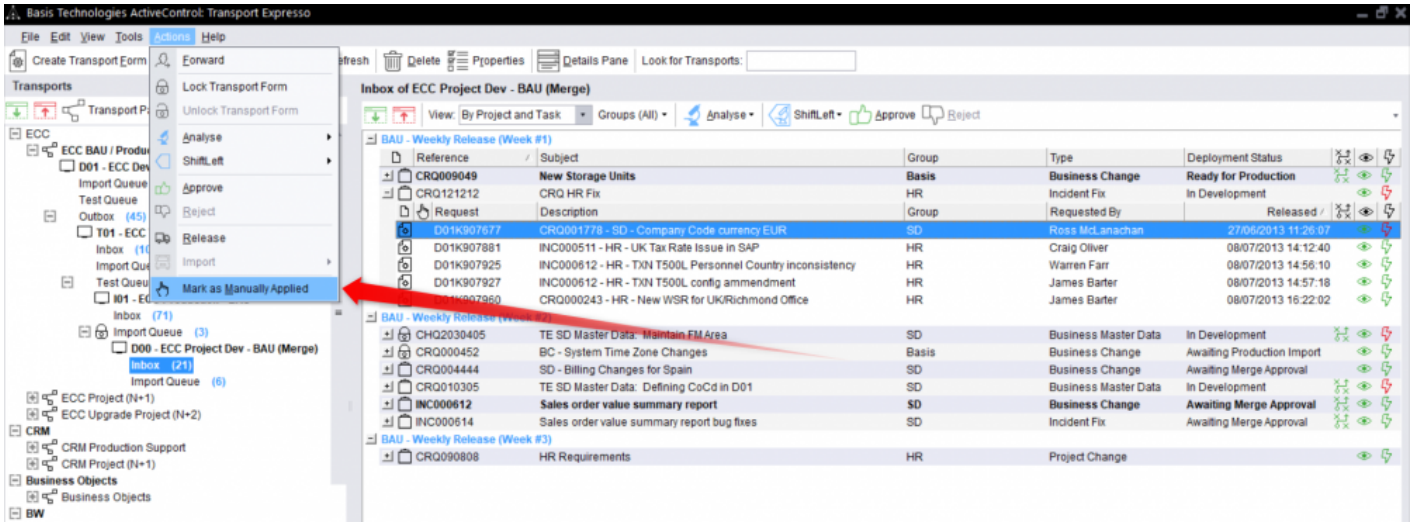
The popup will show the transport and object details for the conflict:


Analysis Results
Expand All
Collapse All
Show Explanations
Clear Selection
1 transport(s) with conflicts or changes to SAP objects detected
The transports listed have content that is already in a transport within the target system, or have SAP standard objects in them which may not be imported into the target system.
Request
Request in Target System
D01K910506
D00K901068
Summary of conflicting changes
The following provides a high level summary of the conflict detection analysis that has been performed
Transport
Conflicting
PgID
Obj
Object Name
Owner
Conf. Owner
D01K910506
D00K901068
R3TR
PROG
ZTE_MULTITRACK_DEVELOPMENT
RMCLANAC...
JBARTER

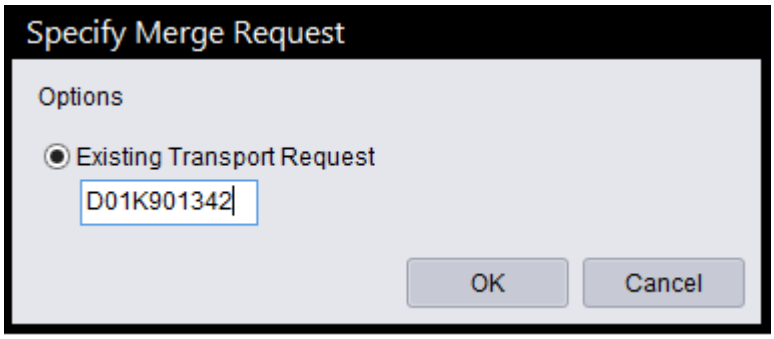
11.3. Mark as Manually Applied

If it has been decided not to import a conflicting transport into the target system, the **Mark as Manually Applied** option can be used via the Actions drop-down in the Windows GUI.

This is possible in the Inbox or Import Queue of a Merge target.



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 (TOC)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.

There are two ways to run Merge process – either 1:1 Merge or Consolidated Merge.

1:1 Merge: the objects in the source transport will be added to a TOC in the target Development system, and that TOC will be released.

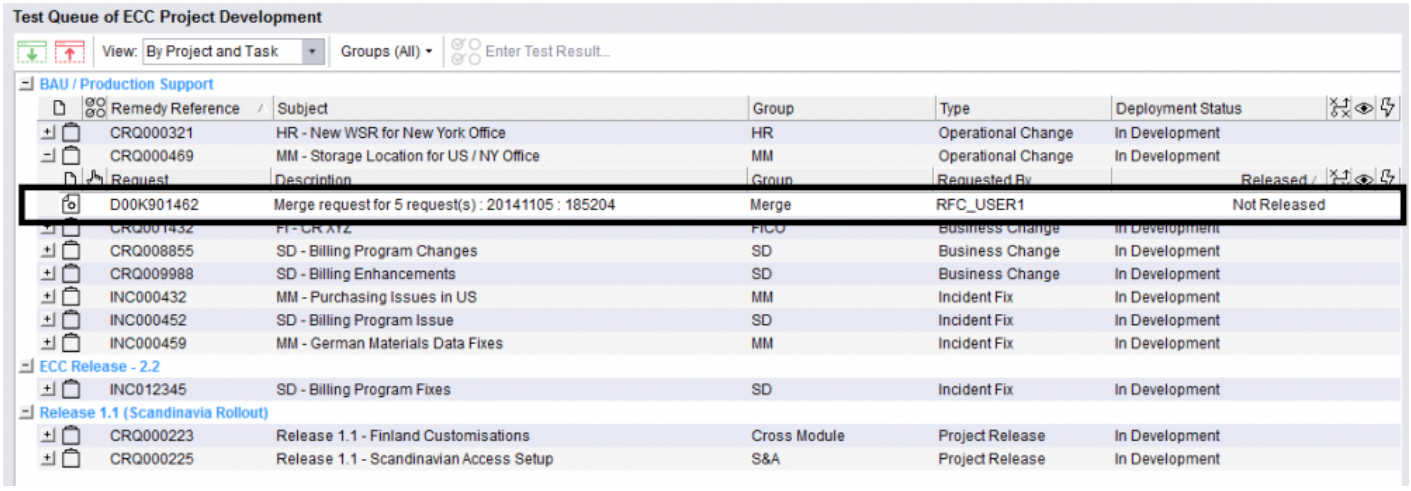
1:1 Merge TOCs are named as follows

SID1KNNNNNN ABCDE (where SID1KNNNNNN is the source transport number, and ABCDE is the source transport description

Consolidated Merge: if multiple source transports are merged at the same time, a single TOC will be created in the target Development system, and contain all the objects of the multiple source transports. The TOC will be left unreleased, and so the objects of any subsequent transports will also be merged into the same TOC.

Consolidated Merge transports are named 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:

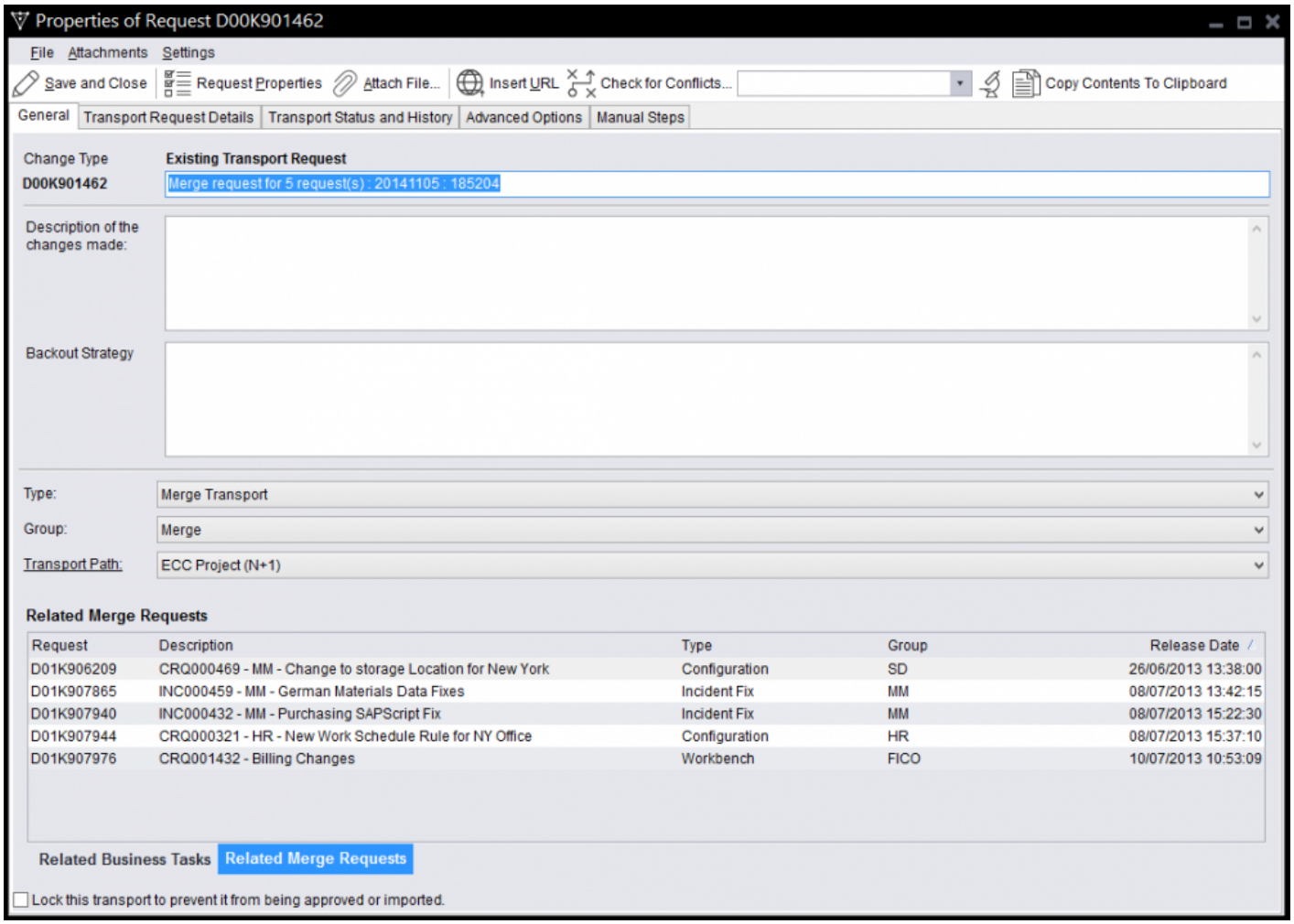


Notes for BI/BW merges:

- 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 ActiveControl.

- If the import of the transport into the merge development system has any import errors the renaming process by ActiveControl 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 ActiveControl 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:

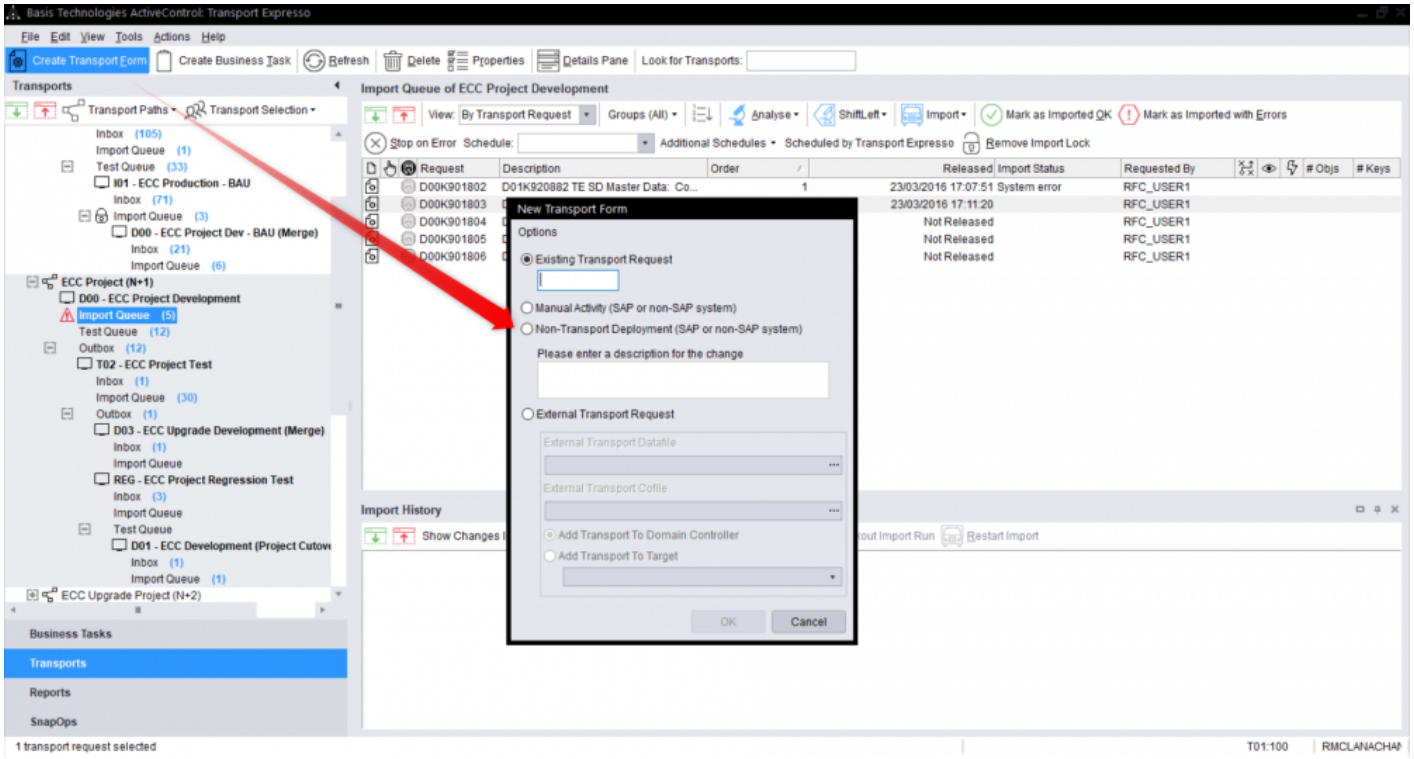


12. Non Transportable Change

Non-Transportable Changes that do not relates 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 ActiveControl, non-Transportable Changes are called **Manual Activities**. These are logged within the TE Windows GUI via the **Create Transport Form** button.



- **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.

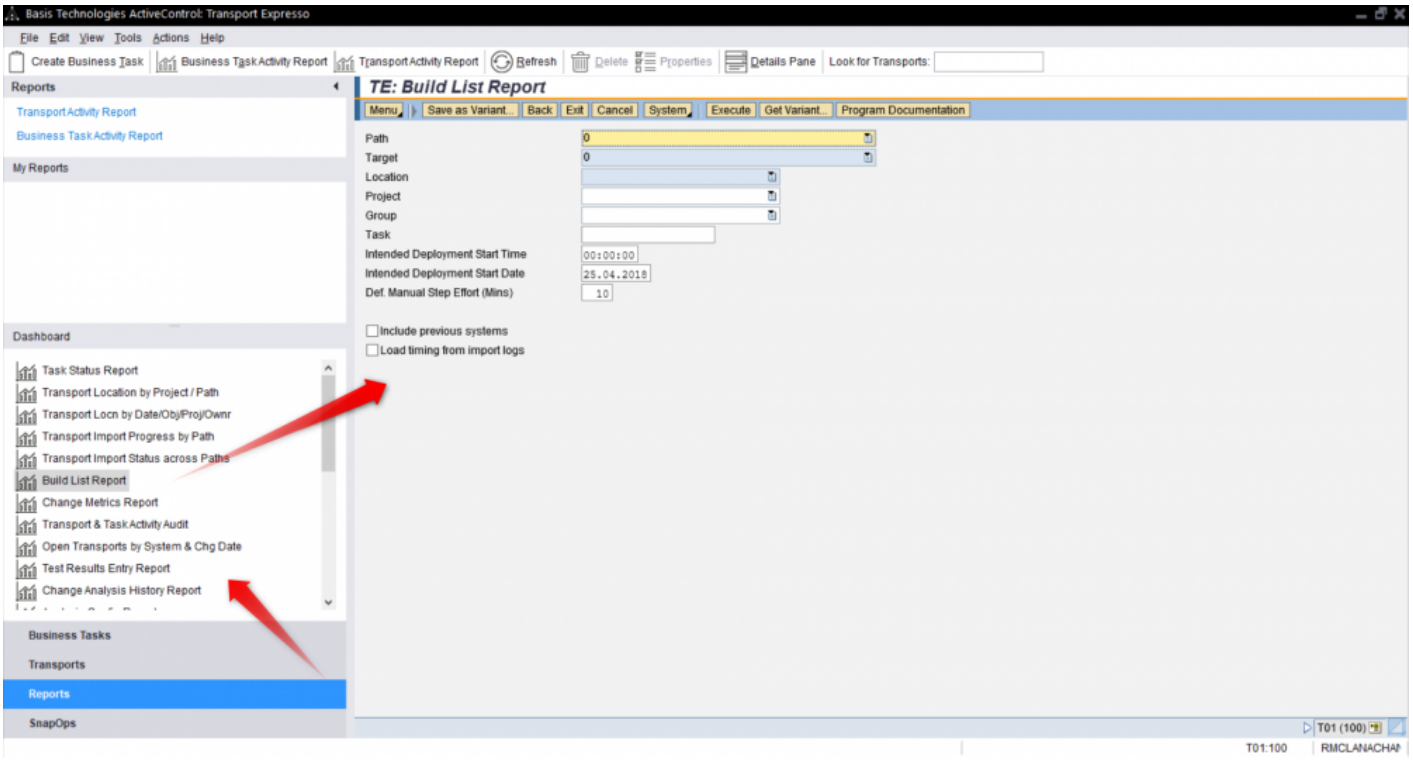
- **Non-Transport Deployment (SAP or non-SAP system)** can be used to deploy a script or executable to any system

13. Reporting

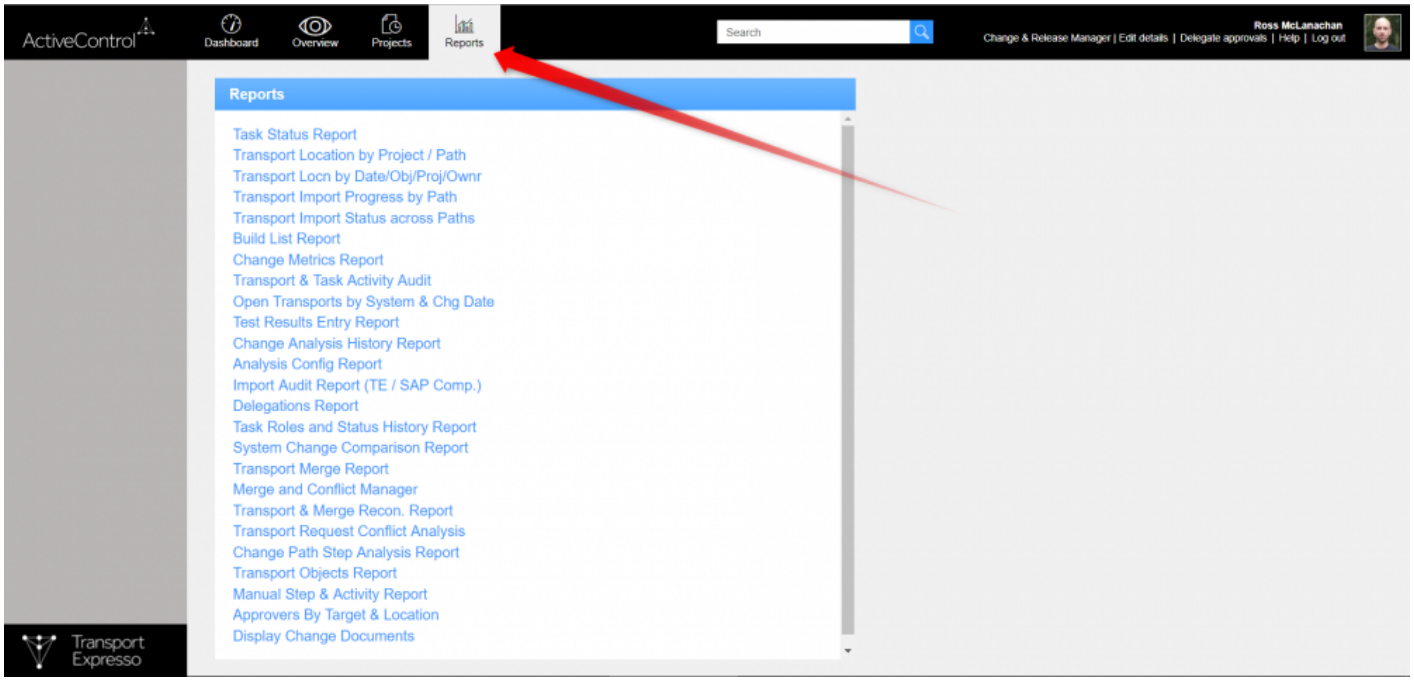
13.1. Reporting: Windows GUI & Web UI

A suite of 25+ out-of-the-box reports are available with ActiveControl o to help manage the SAP Change Management process. The majority of these reports are standard SAP ALV reports that can be exported to MS Excel etc

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 ActiveControl functionality.



In the Web UI, they are accessed via the **'Reports** tab located at the top of the screen.



Activity Reports

Transport Activity Report

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

Business Task Activity Report

Used to pull out ActiveControl data on Tasks approved (into or out of) or imported into Target Systems. ActiveControl '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.

SAP ALV Reports

Task Status Report

This operational report gives detailed project and task level status information. It provides a snapshot 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 Transport Expresso 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 Expresso 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 logged within ActiveControl. 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 Expresso.

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 Expresso 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 Expresso."

Delegation Details Report
This report shows the details of all active delegations in Transport Expresso.

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 Expresso.

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 ActiveControl reports and utilities are available via transactions in the SAPGUI in the Domain Controller.

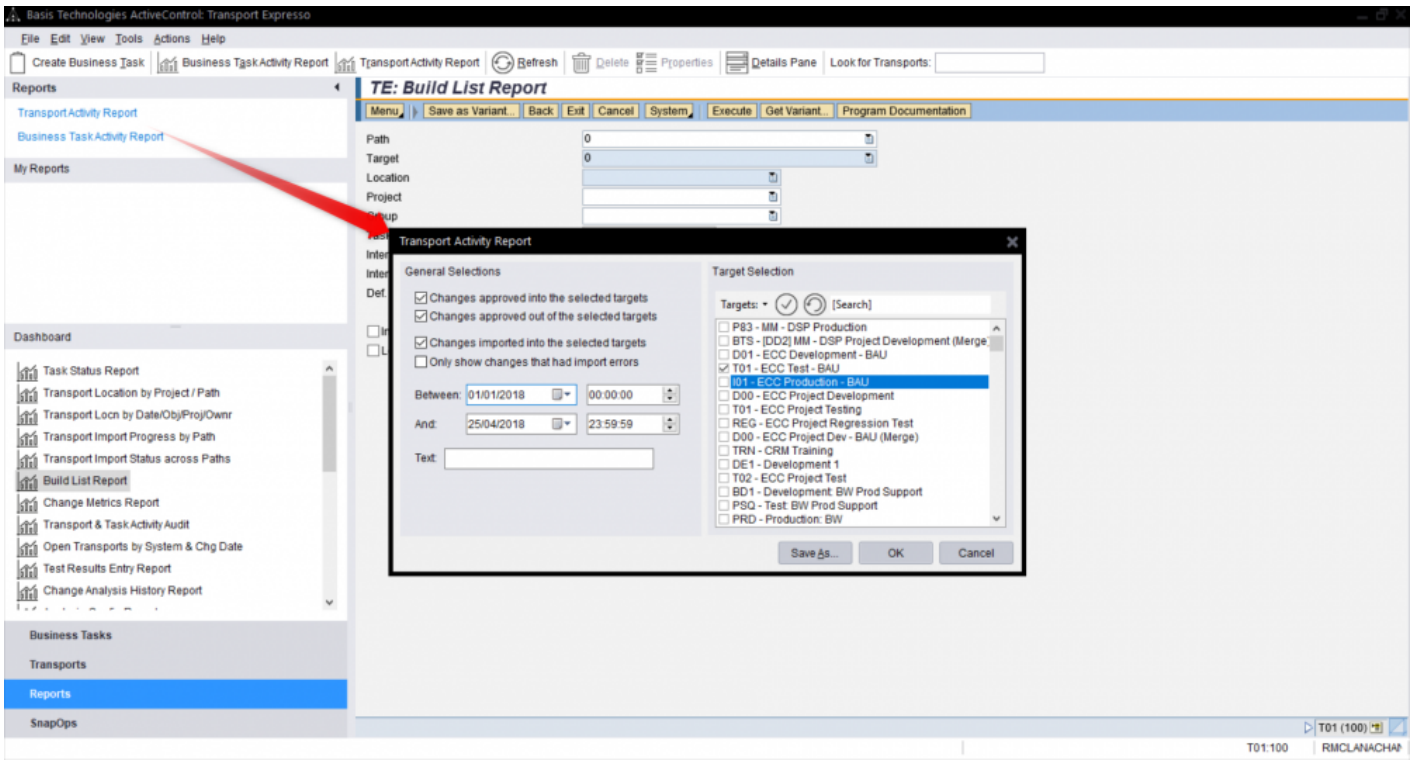
Report	Transaction
Task Status Report	/BTI/TE_RTASK_STATUS
Transport Location by Project / Path	/BTI/TE_RTR_LOCATION
Transport Locn by Date/Obj/Proj/Ownr	/BTI/TE_RTRAN_LOCN
Transport Import Progress by Path	/BTI/TE_RTR_IMPSTAT
Transport Import Progress across Paths	/BTI/TE_RTRANS_IMPSTATUS_ALL
Build 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:



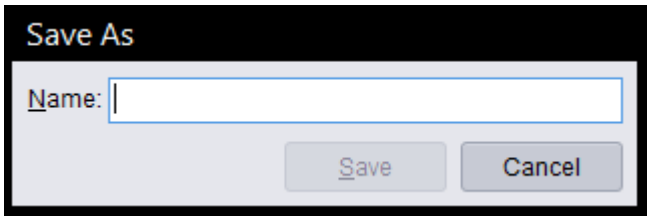
- **Changes approved into the selected targets**: Choose this to show inbox approvals into systems
- **Changes approved out of the selected targets**: Choose this to show outbox approvals out of systems
- **Changes imported into the selected targets**: Choose this to show imports into systems
- **Only 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:

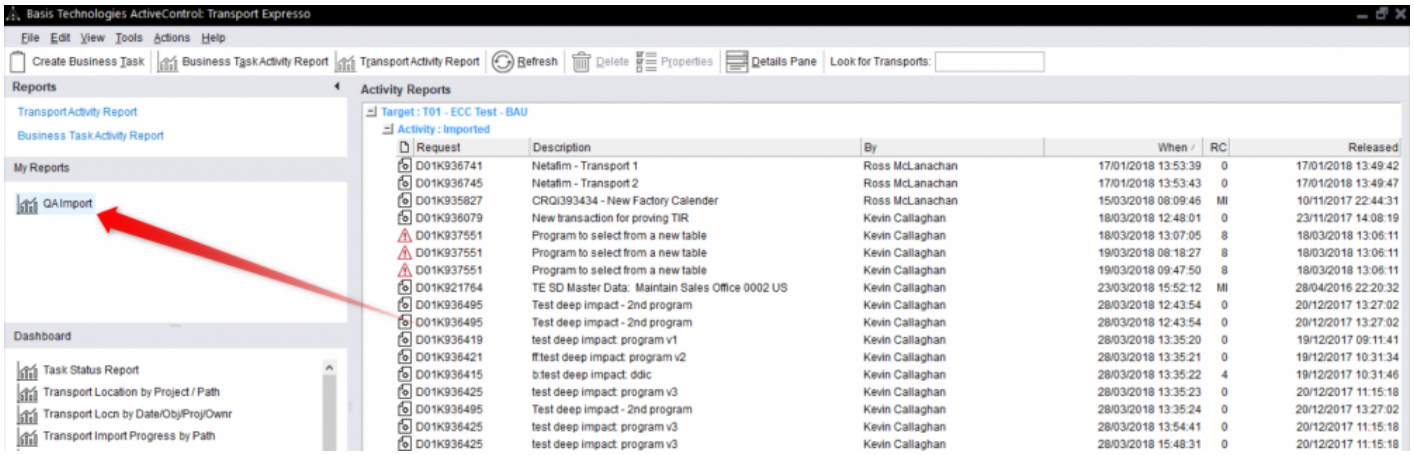
Use the buttons to select/de-select all viewed targets and use to allow the target list to be restricted based on a text search in the target System ID and Description.

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

ActiveControl Administrators are the internal resource(s) within your organisation that were heavily involved during the original implementation of ActiveControl

They are also the resources that in most cases will also possess the knowledge to be able to resolve any issues or answer any questions that you may have.

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

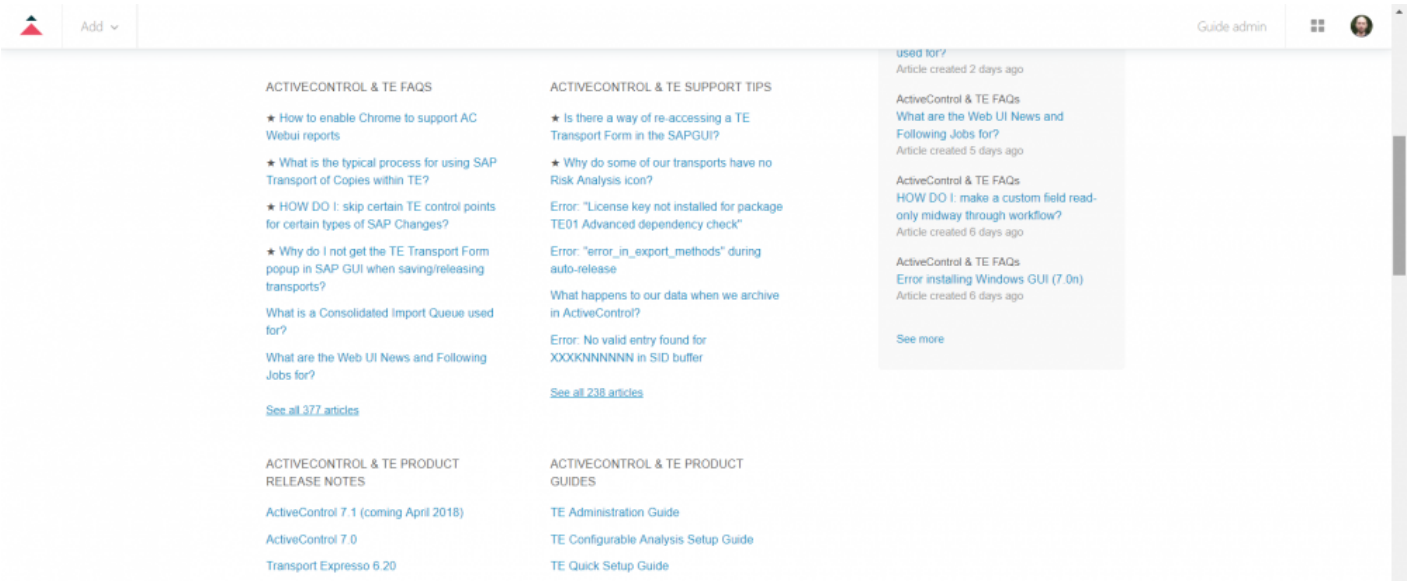
If required, your local ActiveControl Administrator will then log any requests for support with Basis Technologies.

14.2. Online Forum

Basis Technologies offer 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, as well as many 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.