

# ActiveControl - User Guide

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Basis Technologies

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# 1. Introduction

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

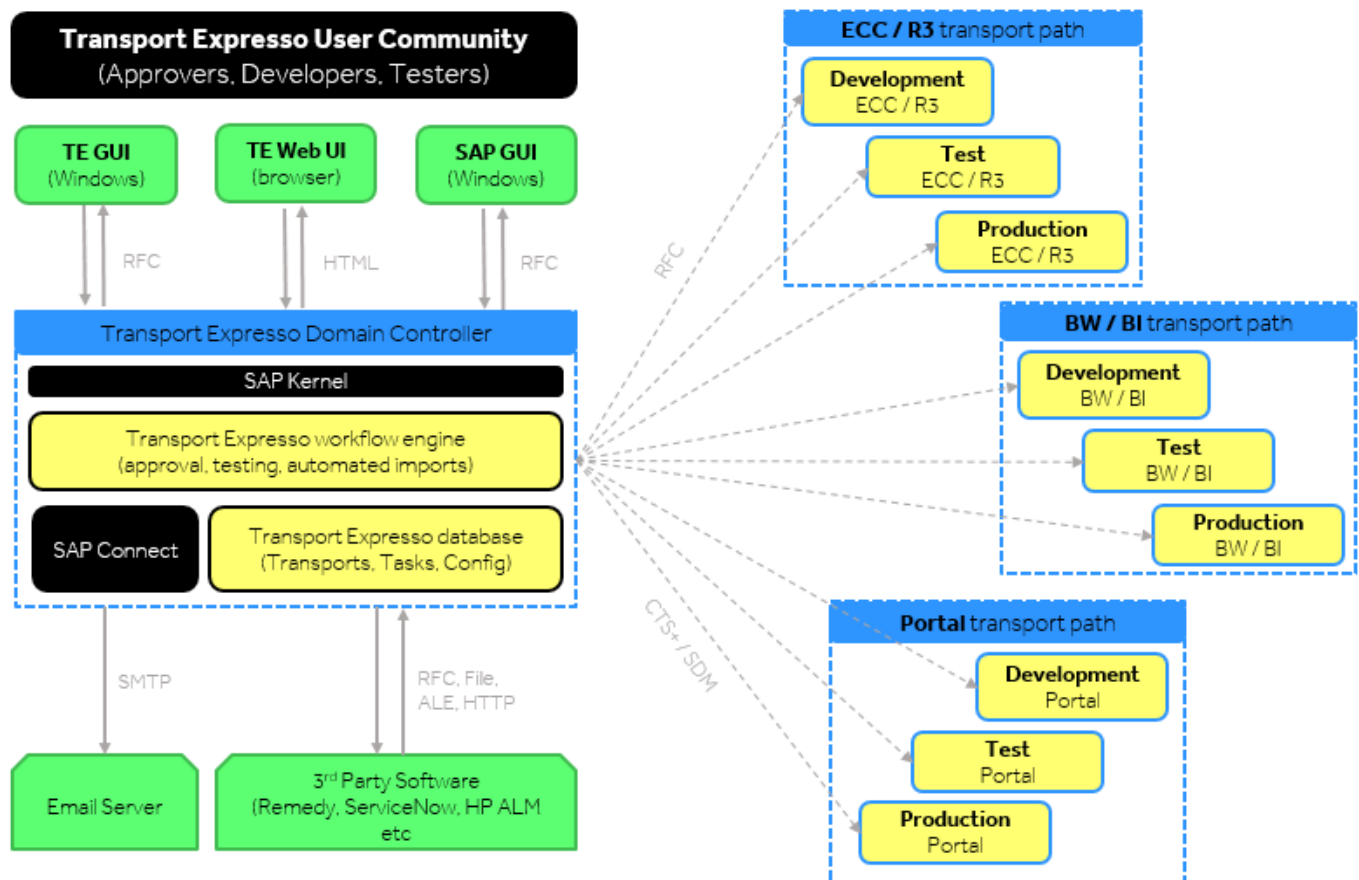
ActiveControl is comprised of the following modules. Please note that these will be referred to throughout the documentation as the relevant product features can be associated to one or more of these modules:

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

## **2. Key Terms and Concepts**

## 2.1. ActiveControl Architecture

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



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

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

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

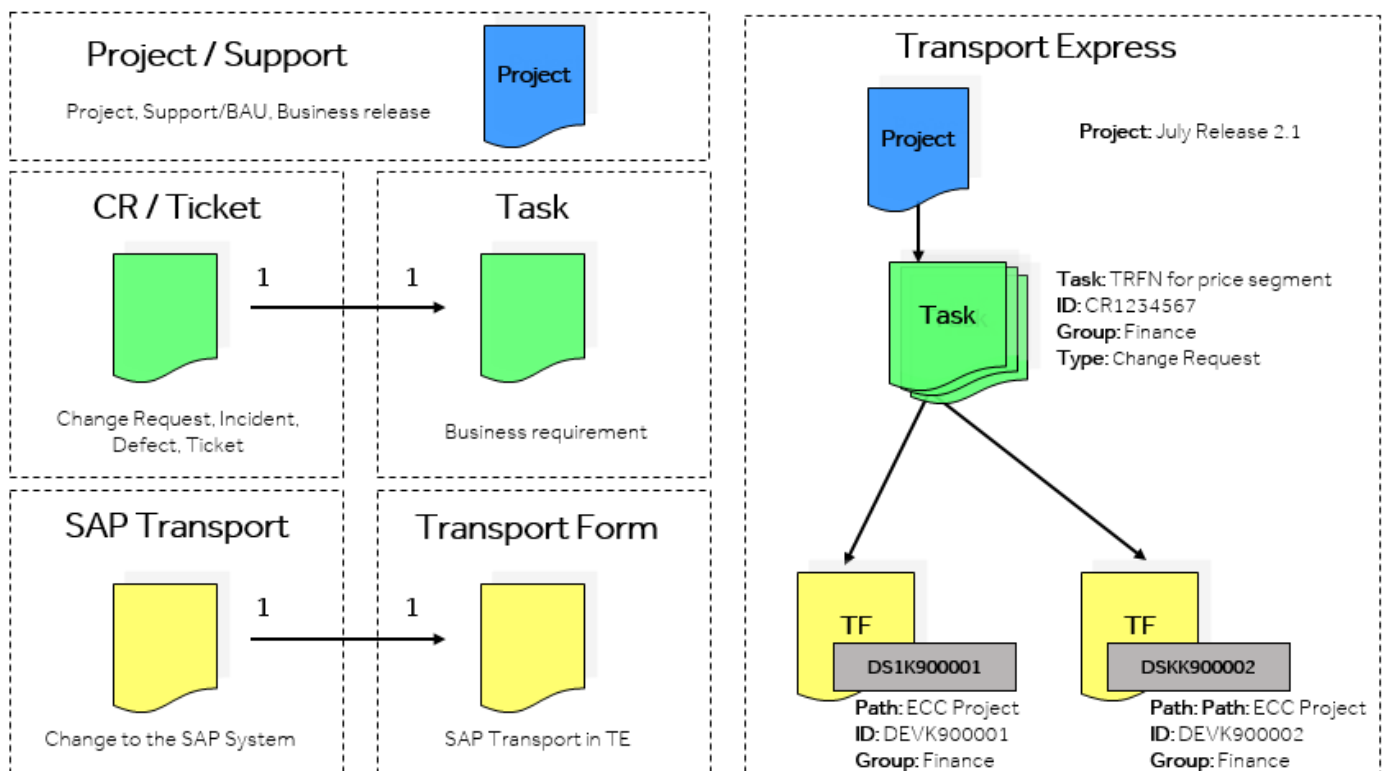
Please refer to the ActiveControl Administration Guide for more information on the architecture, installation and configuration.

## 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:

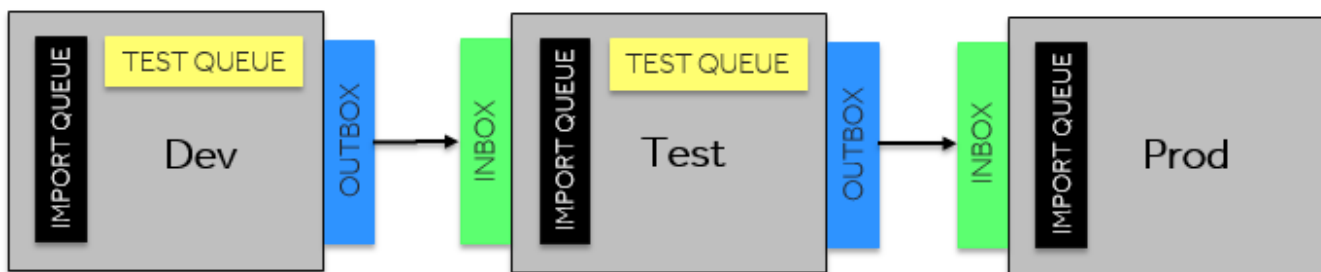
- Business Tasks / Transports will require approvals at **Inbox\*and \*Outbox** control points.
- Business Tasks will require test results entry at **Test Queue** control point. (see Note)

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 Espresso

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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 separately to this User Guide.

To enable access to ActiveControl, all users must have a user account setup in the ActiveControl Domain Controller, with the appropriate role(s) assigned to them. All users must also have a valid email address in order to receive email notifications. The userid in the Domain Controller must match that of Developers/Functional team creating transports in the satellite Development system.

## 3.2. SAP GUI

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

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

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

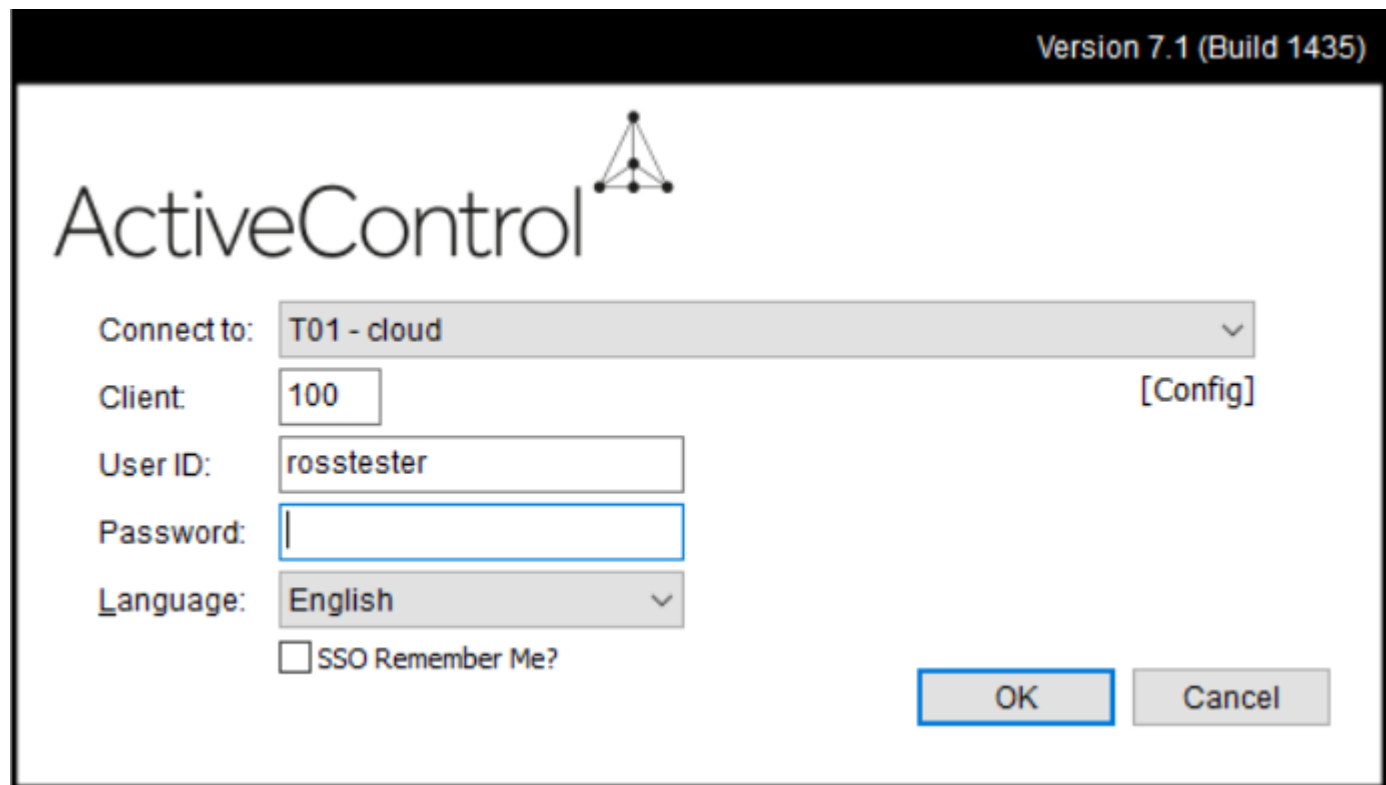
## 3.3. ActiveControl Windows GUI

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

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

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

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



The image shows the ActiveControl login window. The title bar at the top right says "Version 7.1 (Build 1435)". The main area has the "ActiveControl" logo on the left and a network diagram icon on the right. Below the logo, there are several input fields: "Connect to:" with a dropdown menu showing "T01 - cloud", "Client:" with a text box containing "100" and a "[Config]" link, "User ID:" with a text box containing "rosstester", "Password:" with an empty text box, and "Language:" with a dropdown menu showing "English". At the bottom left, there is a checkbox labeled "SSO Remember Me?". At the bottom right, there are two buttons: "OK" and "Cancel".

Select the ActiveControl domain controller system and client.

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

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

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

< >

[\[Back to Logon Page\]](#) [✓ Set Default](#)

- 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’.

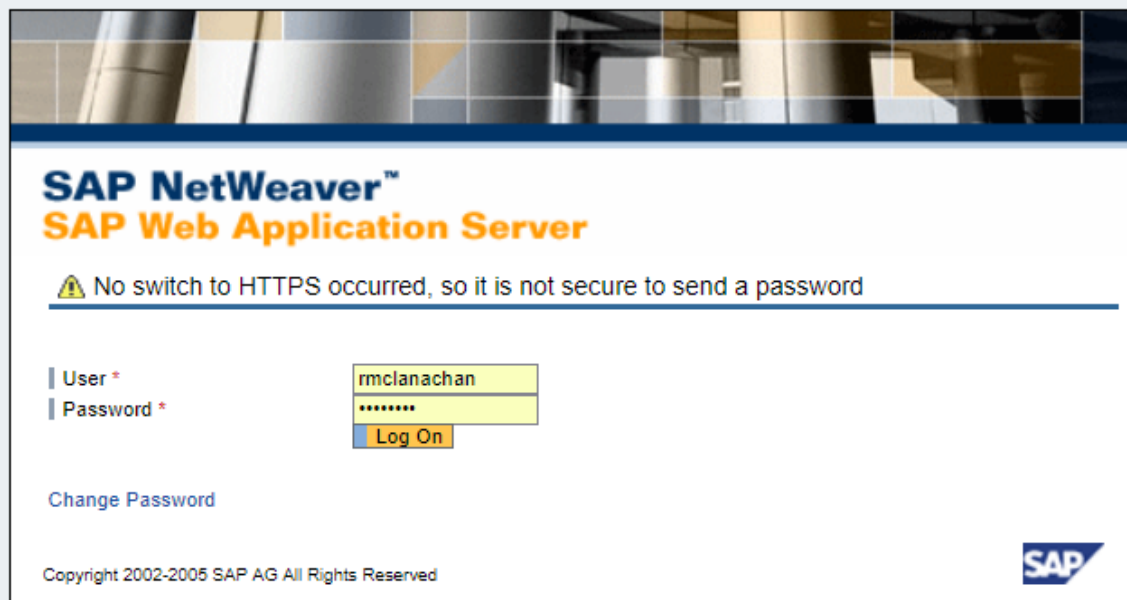
Please be aware that ActiveControl will still continue to look at old saplogon.ini files if the customer moves over to xml-based config files if the historical ini. file still exists, so users may need to check that both ActiveControl and SAP are using the same configuration files after doing a SAP GUI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



**SAP NetWeaver™**  
**SAP Web Application Server**


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

User \*

Password \*

[Change Password](#)

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

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

ActiveControl

Create business task

Create transport form

My approvals

My testing

Changes for my transports

Changes for my team

New business tasks

Refresh

Transport Expresso

Dashboard

Overview

Projects

Reports

Search

Change & Release Manager | Edit details | Delegate approvals | Help | Log out

Ross McLanahan

Overview

Awaiting my approval25

Awaiting my testing27

In progress changes for my transports45

My incomplete manual items0

In progress changes for my team35

New business tasks477

Projects

ECC Release - 2.2

Design / Blueprint0

In Development2

QA in Progress10

UAT19

Go Live & Support0

News / My recent activity / Following

Paul ESTEVES approved CRO0000228 out of ECC Development - BAU (D01) AC SD MD IMG Define Distribution Channel - EMEA3 days ago

Paul ESTEVES approved testing for CRO0000228 in ECC Development - BAU (D01) AC SD MD IMG Define Distribution Channel - EMEA3 days ago

Paul ESTEVES approved testing for CRO0000228 in ECC Development - BAU (D01) AC SD MD IMG Define Distribution Channel - EMEA3 days ago

Kevin Callaghan approved CRO0000226 into EDF Merge (D00) EDF merge test - task 44 days ago

Kevin Callaghan imported changes into EDF Merge (D00) 1 transport imported4 days ago

Kevin Callaghan approved CRO0000226 into EDF Merge (D00) EDF merge test - task 34 days ago

Kevin Callaghan imported changes into EDF Merge (D00) 1 transport imported

Page 17 of 150

## 4. Creating Transport Forms

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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 Espresso 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 developments are logged and visible within Transport Espresso 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.

Active Control: Transport Expresso - Properties of request

General | Advanced Options | Manual Steps | Attachments

Request Details

D01K938094 CRQ0000064 - New Work Schedule Rule

Description of the changes made

Backout Strategy

Type Customizing

Group HR

Transport Path ECC BAU / Production Support

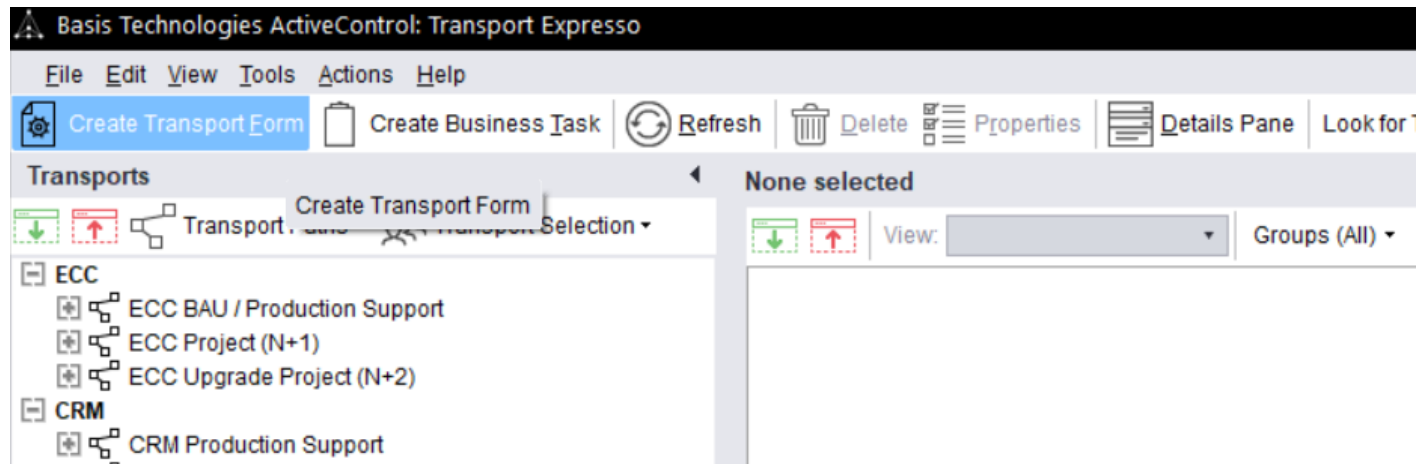
New Business Task Look for Business Tasks... CRQ0000181 CRQ0000077 CRQ0000064

Task	Reference	Group	Project
New WSR	CRQ0000064	Business Master Data	BAU - Weekly Release (Week ...

Check for Conflicts

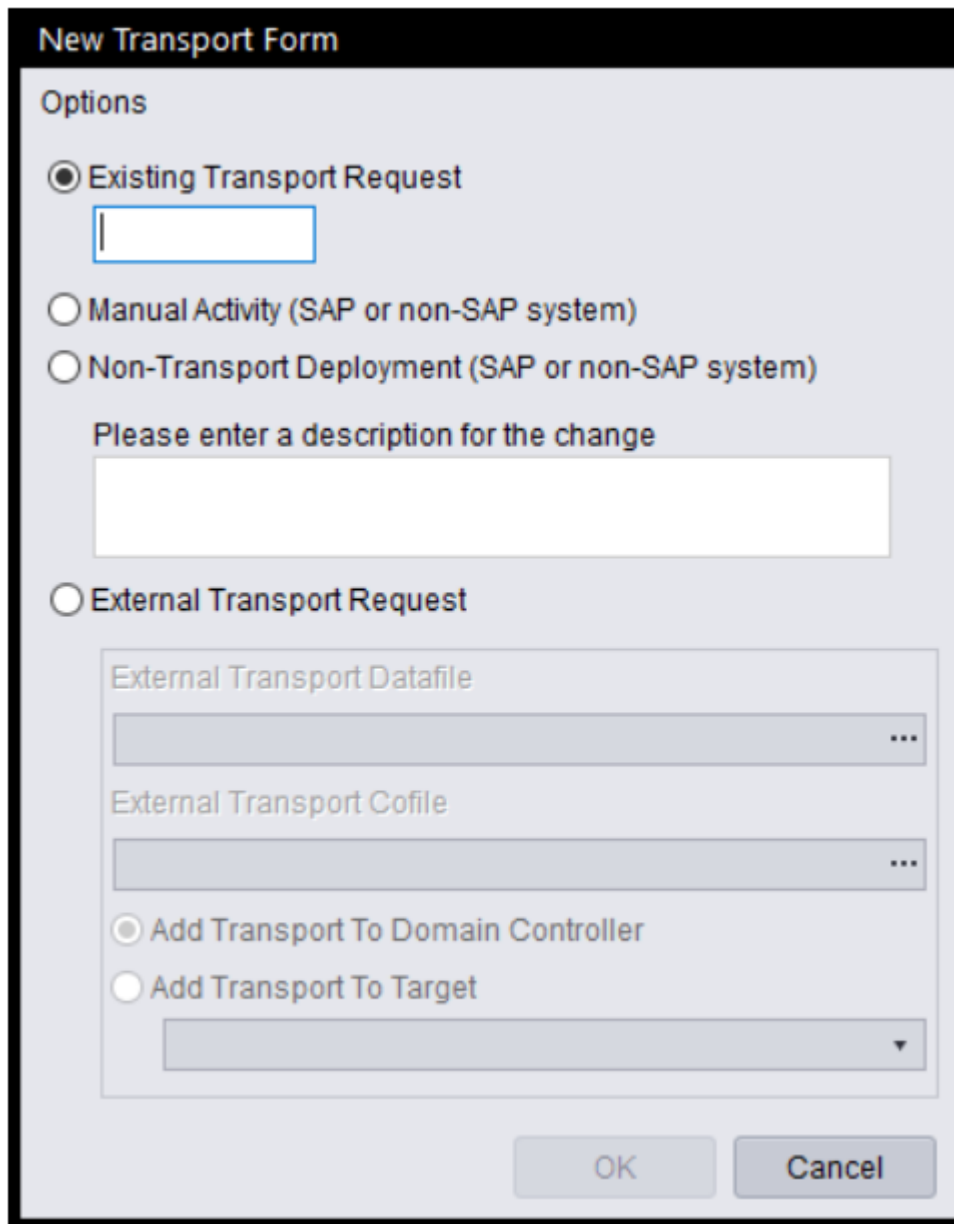
## 4.2. Windows GUI

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”



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

**New Transport Form**

Options

☒ Existing Transport Request

☐ Manual Activity (SAP or non-SAP system)

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

Please enter a description for the change

☐ External Transport Request

External Transport Datafile

External Transport Cofile

☒ Add Transport To Domain Controller

☐ Add Transport To Target

OK Cancel

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

Properties of Request D01K937915

File Attachments Settings

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

General Transport Request Details Advanced Options Manual Steps

Change Type: Existing Transport Request

D01K937915 CRQ034234 - New Work Schedule Rule

Requirements Description:

Backout Strategy

Type: (None)

Group: HR

Transport Path: ECC BAU / Production Support

Related Business Tasks

Create Business Task Remove Business Task Look for Business Tasks... Related Tasks

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

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

Once saved, the 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

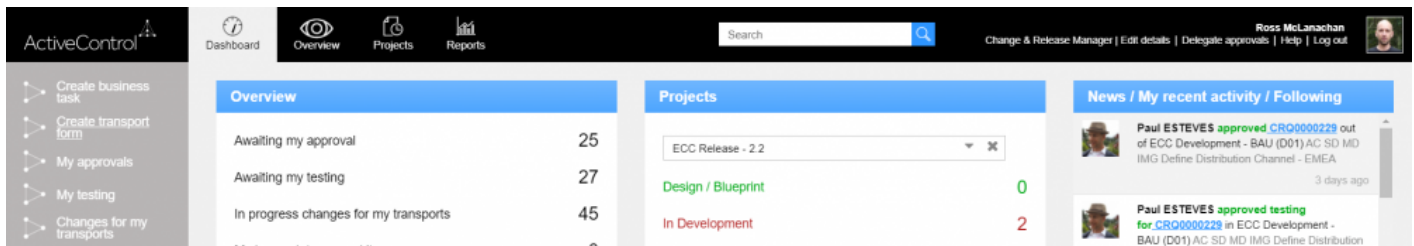
(1) The recommended Basis Technologies best practice is that all Transport Forms should be linked to a Business Task. Depending on how the tool has been configured, an error message will be presented if a Business Task has not been linked.

(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.

The screenshot shows the 'New Transport Form' dialog box. It has a blue header bar with the title 'New Transport Form' and a close button. Below the header, there are two input fields. The first is labeled 'Transport Form source:' and has a dropdown menu with 'Existing Transport Request' selected. The second is labeled 'Transport ID:' and is an empty text box. At the bottom left, there are two buttons: 'OK' and 'Cancel'.

From there, you can populate the Transport Form.

ActiveControl

Dashboard

Overview

Projects

Reports

Search

Change & Release Manager | Edit details | Delegate approvals | Help | Log out

Ross McLanahan

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.

**Properties of Request D01K915835**

File Attachments Settings

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

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

**Basic Details**

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

**Contents**

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

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



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

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




Transport Properties [D01K915835]

Properties Users Objects

Properties:  

Description CRQ045021 - SD - Release 1.1 Deliverables

Transport Owner LKEVAN  F2

Target D01 - ECC Development - BAU Client 100


Transport Type Transport of Copies

Project

Transport Target

Transport Id D01K915835

Status Not Released

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

## Transport Logs

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

## Advanced Options

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

**Properties of Request D01K919587**

File Attachments Settings

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

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

**Dependencies**

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

Request ID	Description
D01K919587	CRQ080458 - MM - New Materials Docs
No Dependencies	

Add... Remove

**Unconditional Modes**

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

**Warning**

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

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

## Manual Steps

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

step needs to be performed, and which user will perform the manual step.

**Properties of Request D01K919587**

File Attachments Settings

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

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

**Steps**

Title	Status
New Manual Step	Incomplete

Create New Step Delete Step

**Step Details**

Step Detail Systems Users Attachments

Title: Refresh form data after transport import

Description:

Run Manual Step: After Import

Status: Incomplete

Allow Progress when Incomplete: ☐

User Role:

Est. Effort (Mins) 15

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

**Step Details**

Step Detail Systems Users Attachments

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

Mark System Complete Mark System Incomplete

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

Step Details

Step Detail Systems **Users** Attachments

▼ All Systems

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

Mark System Complete

Mark System Incomplete

Add User

Remove User

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

Import Queue of ECC Test - BAU

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

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



**Manual Step – Complete in current system**



**Manual Step – Incomplete in current system**

(but not holding up Import of another transport)



**Manual Step – Incomplete in previous system**

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

## Attachments

Other transport-level documentation can be attached or linked to 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.


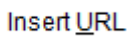
**Deployment Status:** This is the current deployment status for the Business Task. This is automatically calculated by Transport Expresso as changes move through the process and is based on the configuration settings. It can be manually overridden by clicking on the lock icon and then choosing the required 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:**  [Attach File...](#) File attachments can be added to the Business Task if required using the paperclip button.

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

## 5.1. SAP GUI

When a Transport Form has been populated in the SAP GUI, a 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.

Active Control: Transport Expresso - Business Task

General Testers

Identification

Subject New Finance Setup

Reference CRQ0000235

Project BAU - Weekly Release (Week #3)

Classification

Priority Normal

Type Business Change

Group FICO

Deployment Status

Planning Status

Requirements Description

Business Benefits

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

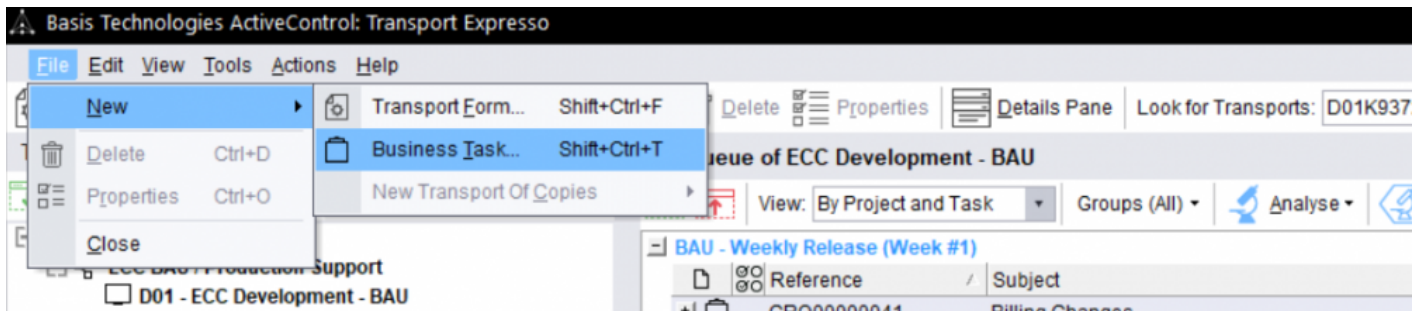
Check for Conflicts

## 5.2. Windows GUI

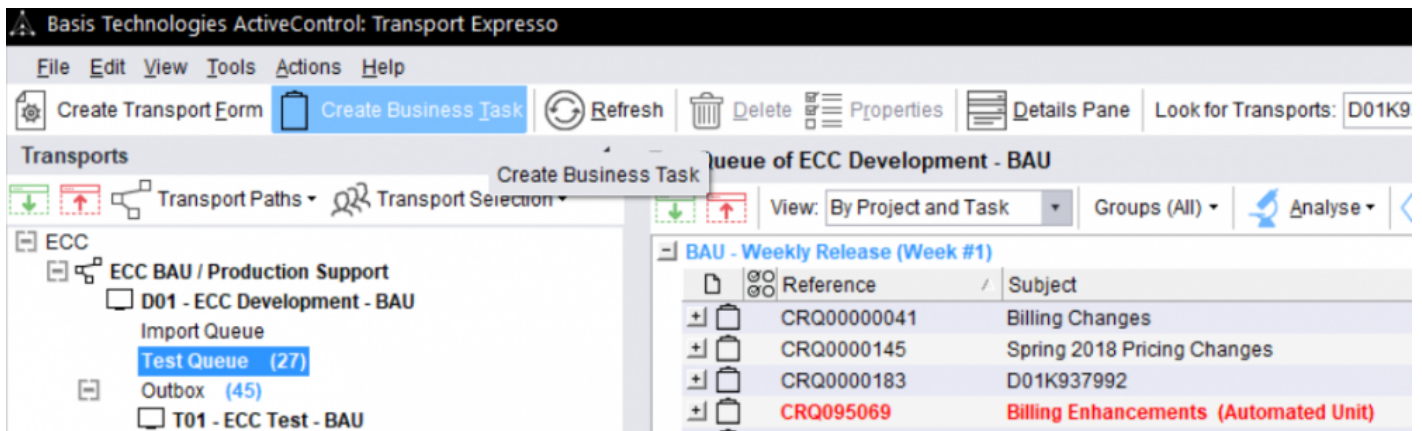
### Creating Business Tasks

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

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

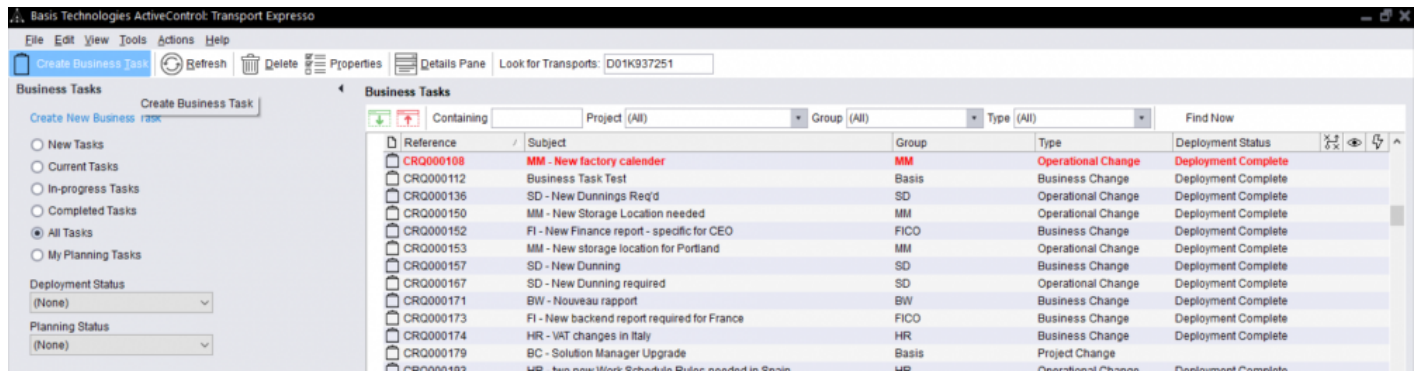


(ii) via the **Create Business Task** button:



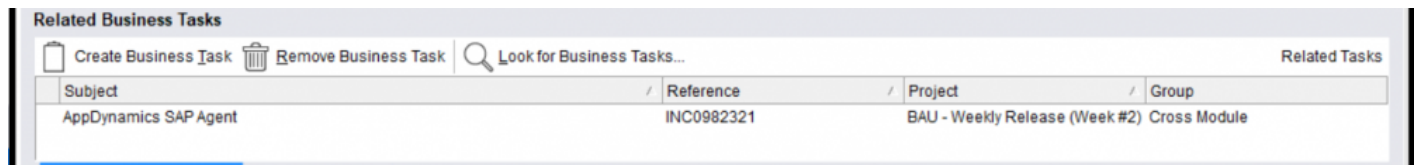
(iii) via **Create New Business Task** in the **Business Tasks** window.



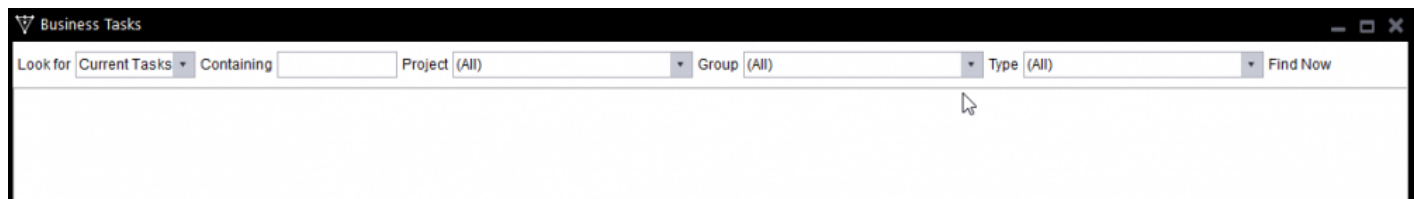


## Searching Business Tasks

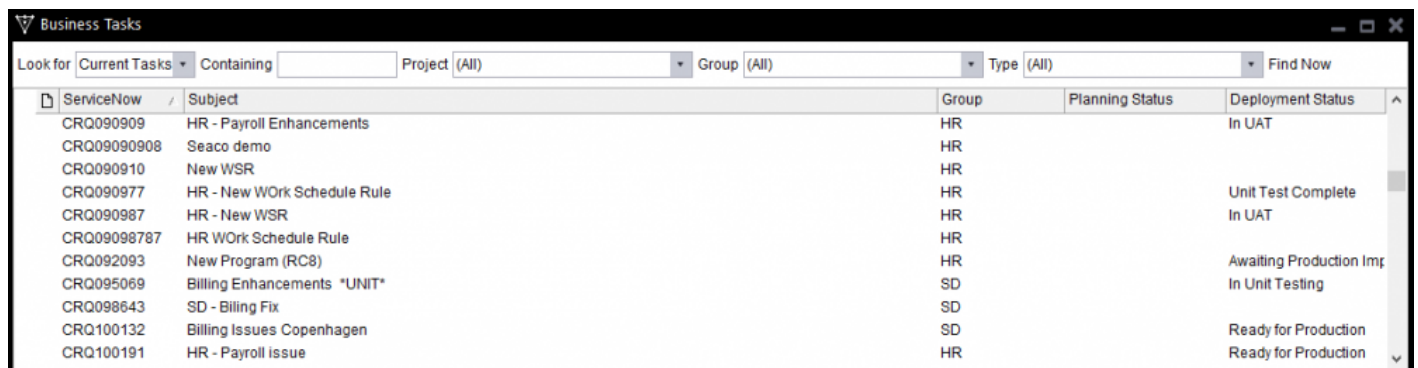
Business Tasks can be searched for within Transport Form screen via **Related Business Tasks** pane:



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.

The screenshot displays the ActiveControl Web UI interface. The top navigation bar includes the 'ActiveControl' logo, a 'Dashboard' icon, and tabs for 'Overview', 'Projects', and 'Reports'. A search bar and user profile information for 'Seecamp Karsten' are also present. The left sidebar contains a list of navigation items, with 'Create business task' highlighted by a blue box. The main content area is divided into three sections: 'Overview', 'Projects', and 'News / My recent activity / F'. The 'Overview' section shows a list of tasks with counts, such as 'Awaiting my approval' (121) and 'New business tasks' (939). The 'Projects' section shows a dropdown menu for 'BAU' and a list of project statuses: 'Realisation: Build' (46), 'Realisation: Testing' (0), and 'Final Preparation' (0). The 'News / My recent activity / F' section displays a list of recent activities, including 'Seecamp Karsten approved TE0000155 in BAU Development (D01) LIDL ECI test TOC' and 'Seecamp Karsten added to test queue of BAU Development (D01) D01K934279'.

ActiveControl

Dashboard Overview Projects Reports

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

Create business task

My approvals

My testing

Changes for my transports

Changes assigned to my role

My incomplete manual items

Changes for my team

New business tasks

Refresh

Transport Expresso

Overview

Awaiting my approval 121

Awaiting my testing 2

In progress changes for my transports 5

In progress changes assigned to my role 3

My incomplete manual items 2

In progress changes for my team 0

New business tasks 939

Projects

BAU

Realisation: Build 46

Realisation: Testing 0

Final Preparation 0

News / My recent activity / F

Seecamp Karsten approved TE0000155 in BAU Development (D01) LIDL ECI test TOC Yesterday

Seecamp Karsten approved testing for TE00000155 in BAU Development (D01) LIDL ECI test TOC Yesterday

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

## 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:

HR - Work Schedule R - Business Task

File Insert Settings

Save and Close Save File... Insert URL

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

Task Roles (-)

Role
Developer
Change & Release Manager

Task Role Users (+) (-)

User Id	Name
MURBANI	Marcello URBANI

Available Roles (+)

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

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

## Related Transport Requests

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

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

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

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

Transport Properties [New Transport]

Properties Users

Properties:

Description

Transport Owner  F2

Target  Client

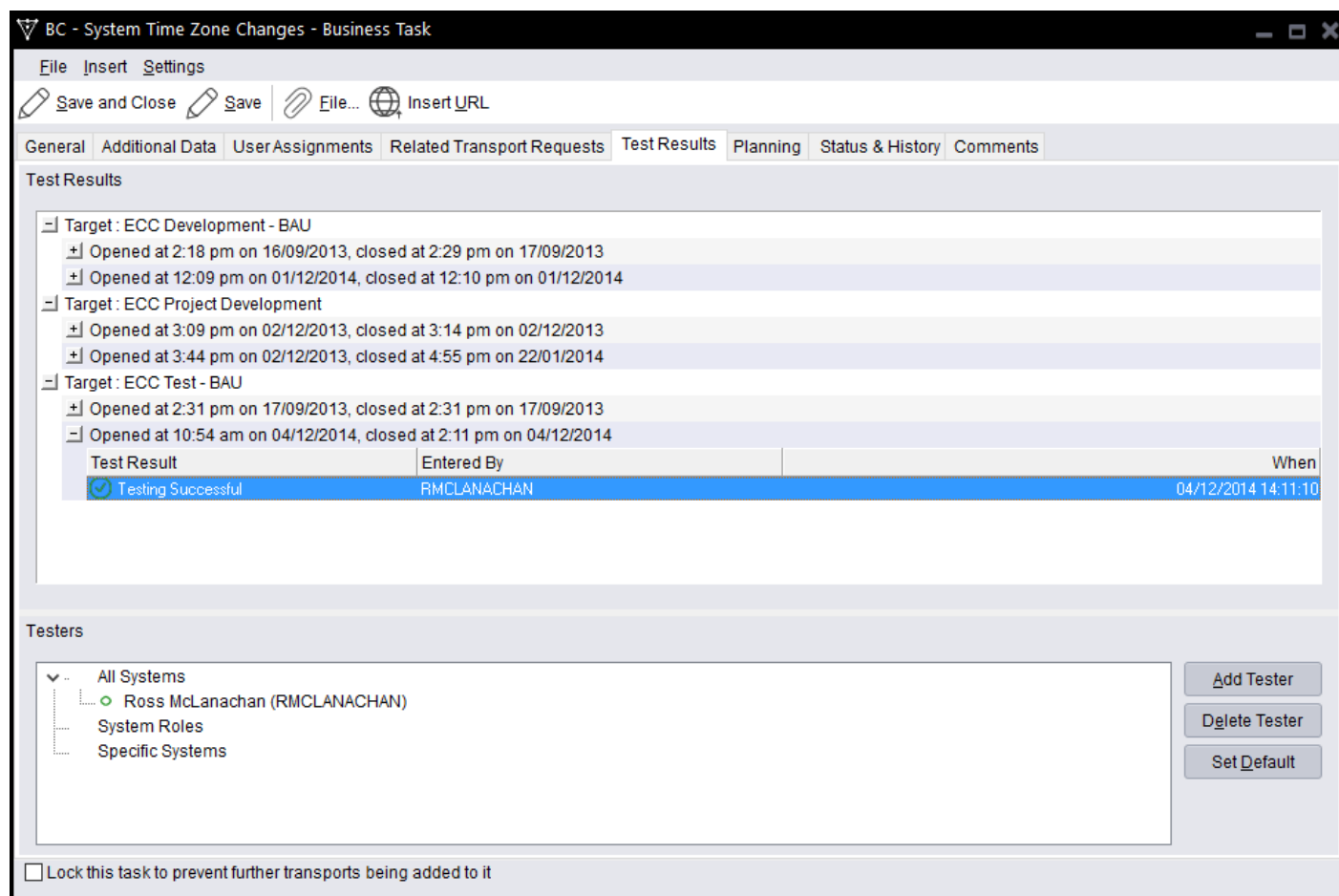
Transport Type

Project

Transport Target

## Test Results

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



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

## 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:



BC - System Time Zone Changes - Business Task

File Insert Settings

Save and Close Save File... Insert URL

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

Planning BAU Change Request Approval F Add Change Path

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

Requestor update

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

## Status & History

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

## Comments

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

## **6. Managing Transports**

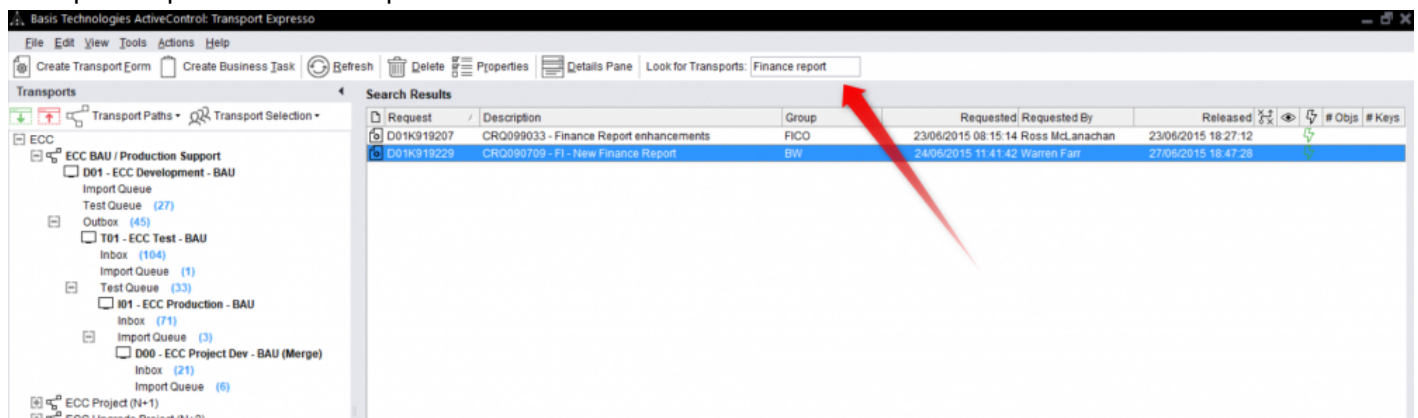
---

# 6.1. Locating Transports in ActiveControl

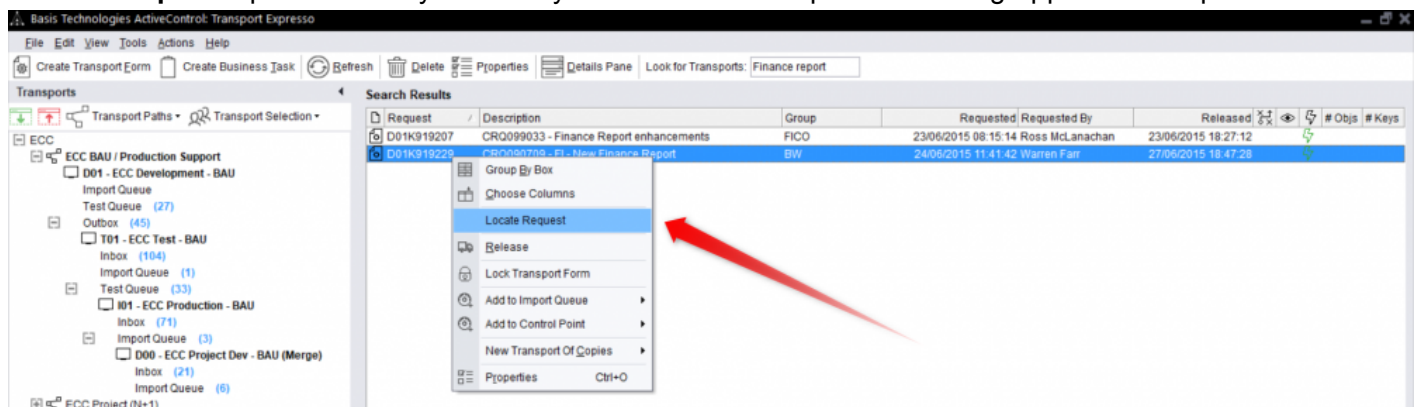
## Windows GUI

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

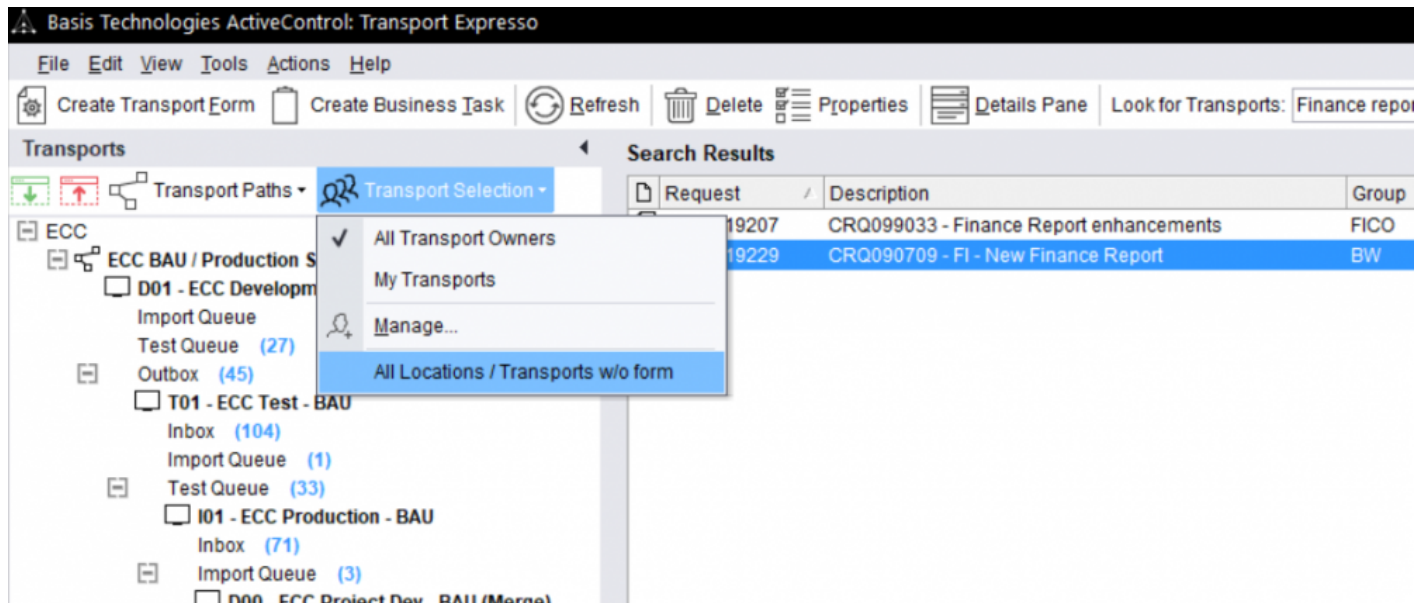
It is possible to search for existing Transport Forms (and Business Tasks) via the **Search** field in the top middle portion of the Web UI.

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

The screenshot displays the ActiveControl web application interface. At the top, a navigation bar includes the 'ActiveControl' logo, a 'Dashboard' link, and tabs for 'Overview', 'Projects', and 'Reports'. A search bar is located in the top right of this bar, containing the text 'finance report'. Below the navigation bar, the main content area is divided into three columns. The left column is a sidebar with a list of links: 'Create business task', 'Create transport form', 'My approvals', 'My testing', 'Changes for my transports', 'Changes for my team', and 'New business tasks'. The middle column is titled 'Overview' and contains a list of items with counts: 'Awaiting my approval' (25), 'Awaiting my testing' (26), 'In progress changes for my transports' (44), 'My incomplete manual items' (0), and 'In progress changes for my team' (34). The right column is titled 'Projects' and contains a list of items with counts: 'ECC Release - 2.2' (0), 'Design / Blueprint' (2), 'In Development' (10), 'QA In Progress' (19), and 'UAT' (19). A red arrow points to the search bar in the top navigation bar. The rightmost column is titled 'News / My recent activity / Following' and contains a list of news items, including 'Paul ESTEVES approved CRO0000228 out of ECC Development - BAU (D01) AC SD MD IMG Define Distribution Channel - EMEA' and 'Paul ESTEVES approved testing for CRO0000228 in ECC Development - BAU (D01) AC SD MD IMG Define Distribution Channel - EMEA'.

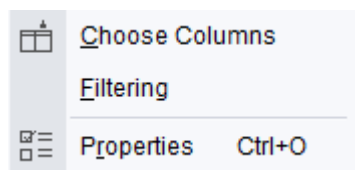
## 6.2. Locating Transports without a Transport Form

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:



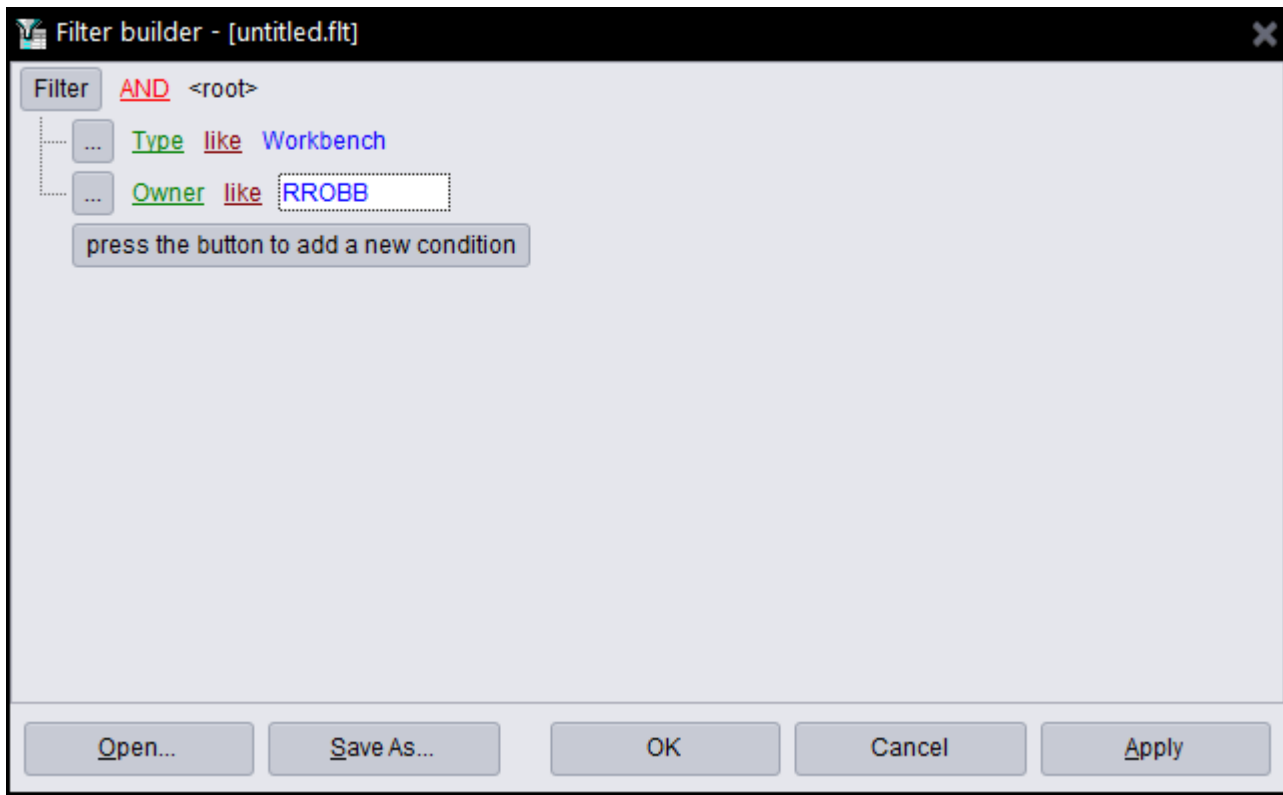
The transports will be displayed within the **Transport Requests without a Transport Form** window:

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:

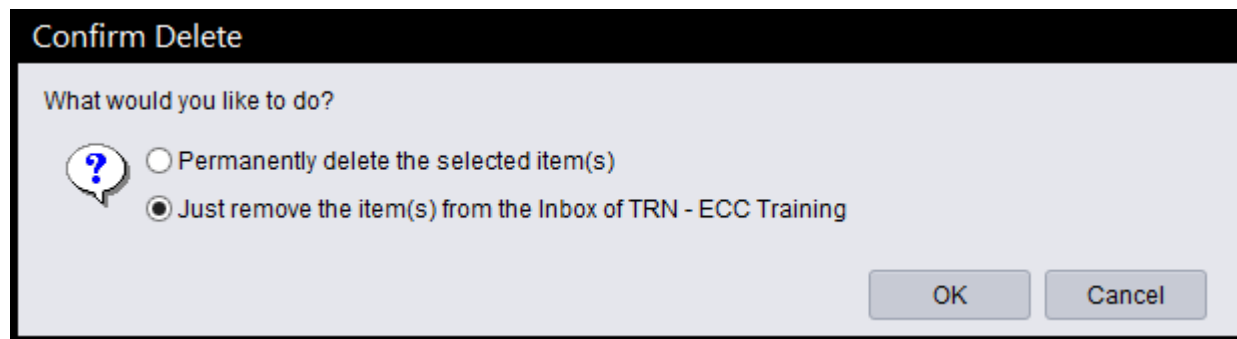


## 6.3. Deleting Transport Forms

---

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 in 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 Espresso automatically creates a background job that will import transport requests that are currently within the target's import queue. This background job runs in the ActiveControl Domain Controller.

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

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

### **Adding Times to a Transport Schedule**

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

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

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

### **Deleting Times from a Transport Schedule**

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

### **Hints**

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



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

Note: The user allocated to the import schedules should also be setup as a 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 Espresso 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 Espresso 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 Espresso calculated sequence.
2. Use the 'Order' column. If this is not shown by default, highlight the required import queue and select "Choose Columns":

Import Queue of ECC Test - BAU

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

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

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

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

Import Queue of ECC Production - BAU

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

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

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

Note: There is no Order column when viewing by project or task. In this case Transport Espresso 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 Espresso 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

Import Queue of ECC Production - BAU

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

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

Import Queue of ECC Production - BAU

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

Import one request at a time  
Fast Import (Import All)  
One request at a time - TE default sequence  
Fast Import (Import All) - TE default sequence

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:

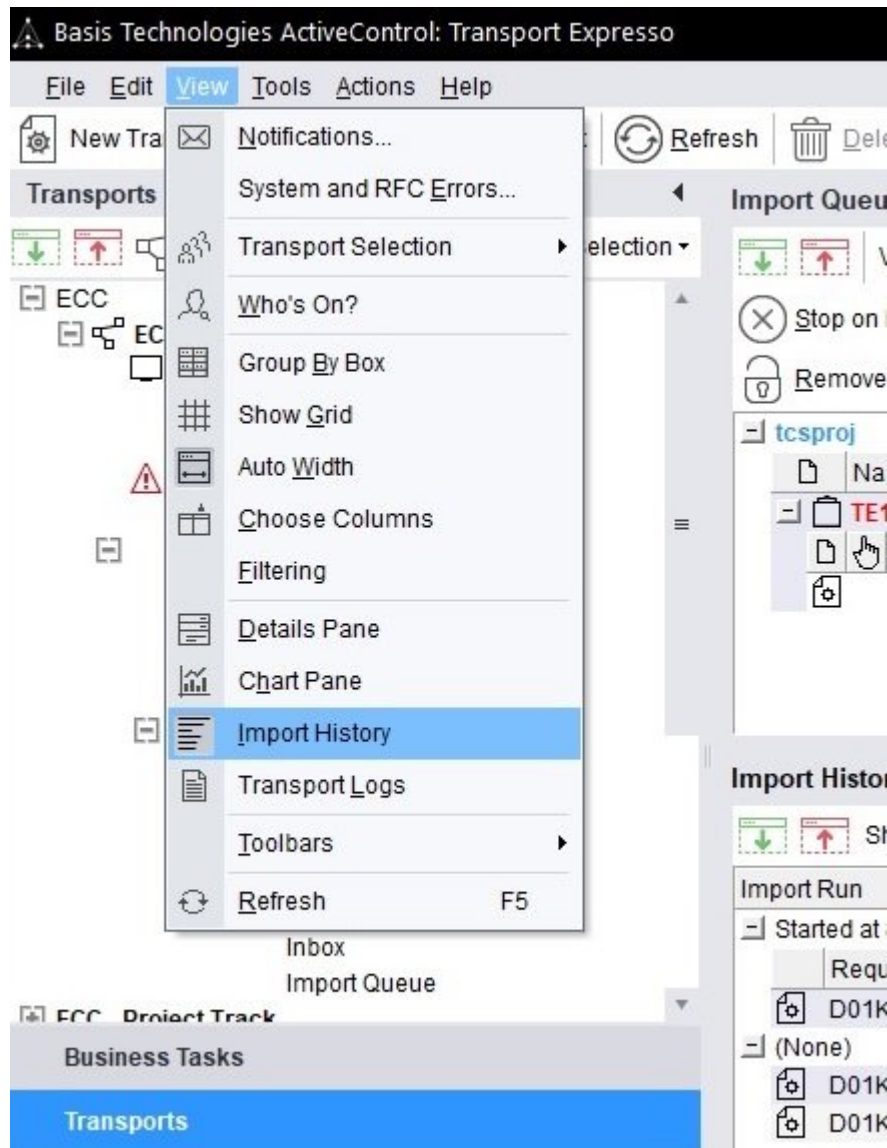
Import Queue of ECC Production - BAU

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

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

## 6.6. 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:

Import History

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

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

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

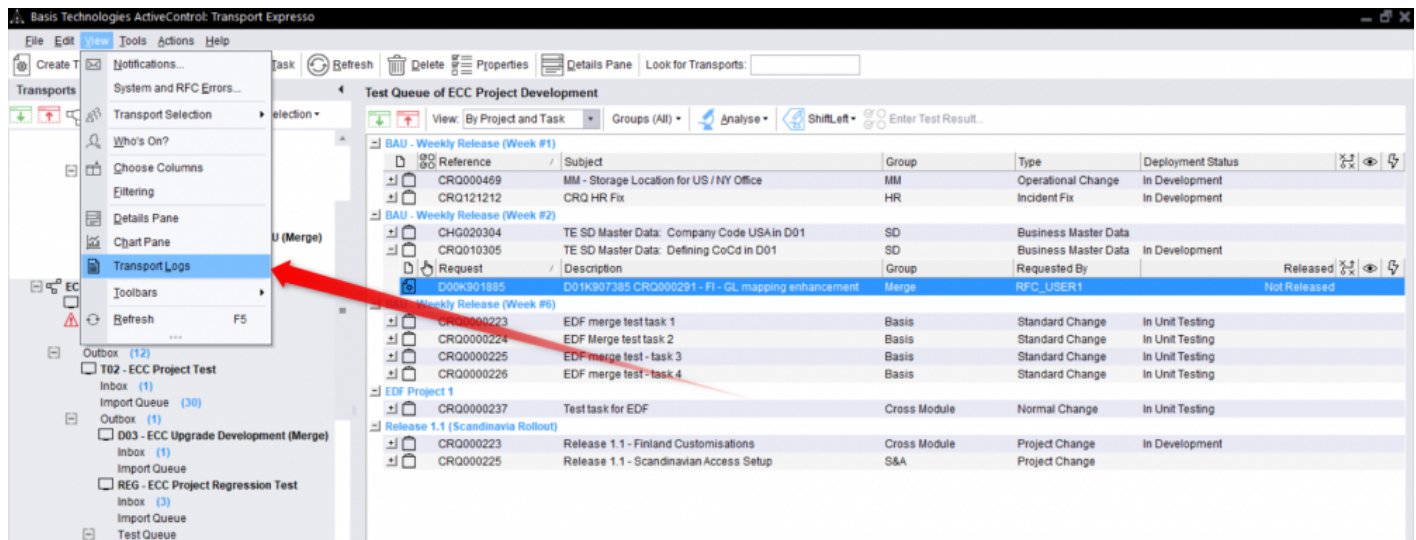
The import return code is shown alongside each transport and any import errors will be highlighted by the icon.

## 6.7. 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:

Properties of Request D01K916508

File Attachments Settings

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

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

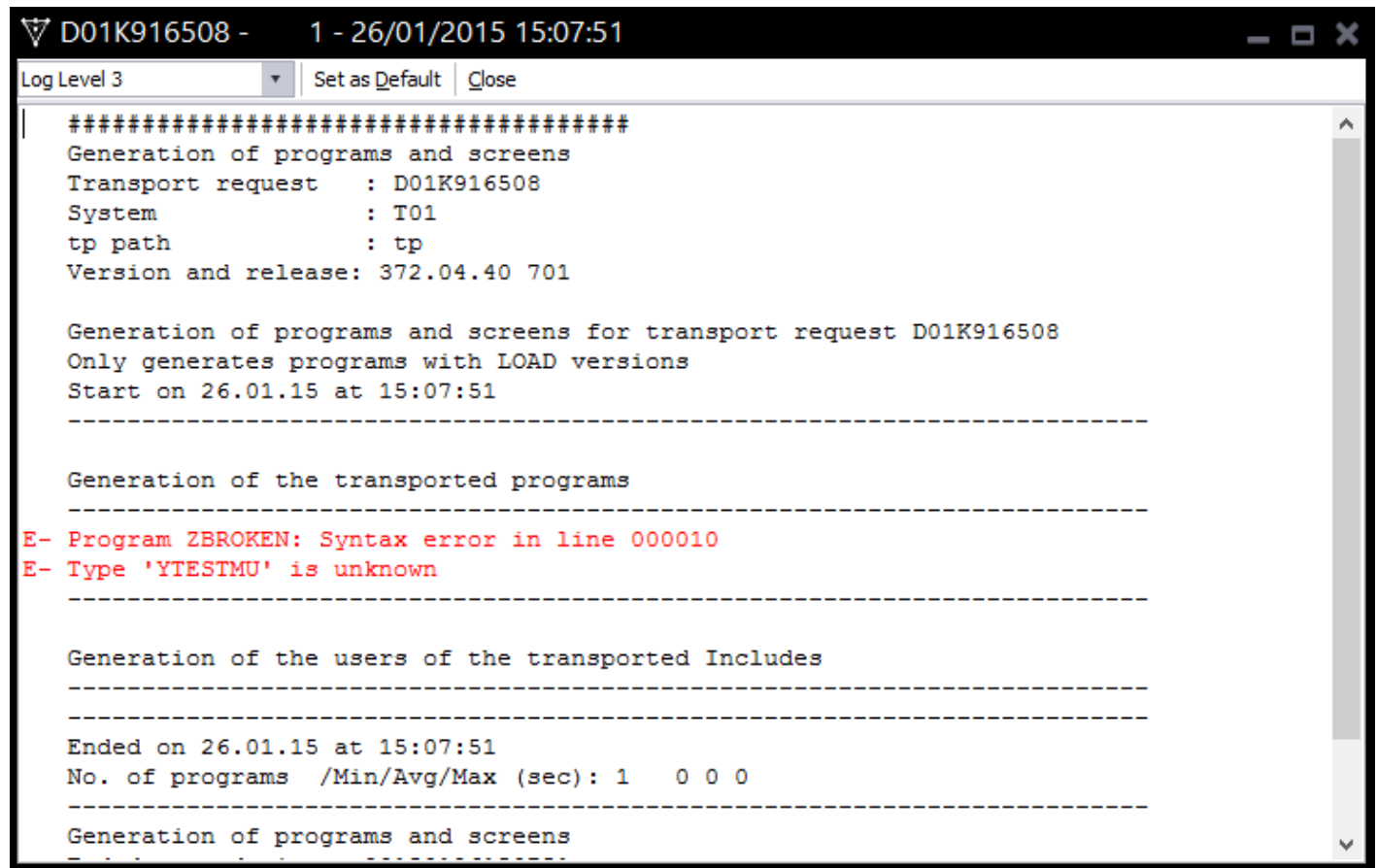
Transport Logs

System ▴

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

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





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

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

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

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


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

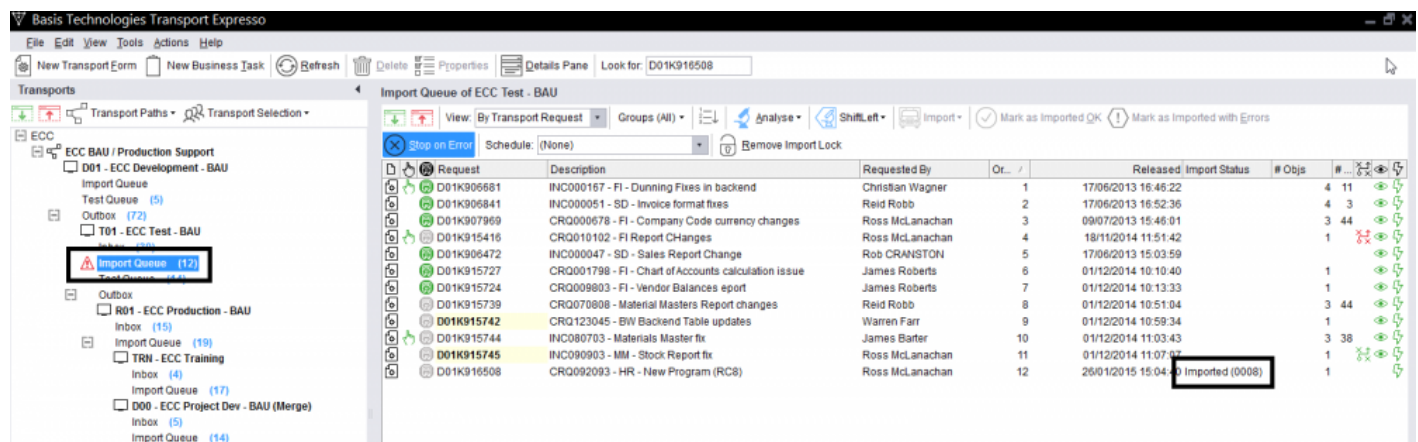
## 6.8. Import Errors

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:



The screenshot shows the Basis Technologies Transport Expresso interface. On the left, a tree view under 'ECC' shows 'ECC BAU / Production Support' expanded, with 'D01 - ECC Development - BAU' selected. Under 'D01', 'Import Queue (12)' is highlighted with a red warning icon. The main pane shows the 'Import Queue of ECC Test - BAU' with a table of requests. The table has columns: Request, Description, Requested By, Or..., Released, Import Status, # Objs, and #... The last row, request D01K916508, has an 'Import Status' of 'Imported (0008)' and is highlighted with a black box. The 'Import Status' column for this row also contains a red warning icon.

Request	Description	Requested By	Or...	Released	Import Status	# Objs	#...
D01K906681	INC000167 - FI - Dunning Fixes in backend	Christian Wagner	1	17/06/2013 16:46:22		4	11
D01K906841	INC000051 - SD - Invoice format fixes	Reid Robb	2	17/06/2013 16:52:36		4	3
D01K907969	CRQ000678 - FI - Company Code currency changes	Ross McLanachan	3	09/07/2013 15:46:01		3	44
D01K915416	CRQ010102 - FI Report Changes	Ross McLanachan	4	18/11/2014 11:51:42		1	
D01K906472	INC000047 - SD - Sales Report Change	Rob CRANSTON	5	17/06/2013 15:03:59		1	
D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts	6	01/12/2014 10:10:40		1	
D01K915724	CRQ000803 - FI - Vendor Balances report	James Roberts	7	01/12/2014 10:13:33		1	
D01K915739	CRQ070808 - Material Masters Report changes	Reid Robb	8	01/12/2014 10:51:04		3	44
D01K915742	CRQ123045 - BW Backend Table updates	Warren Farr	9	01/12/2014 10:59:34		1	
D01K915744	INC080703 - Materials Master fix	James Barter	10	01/12/2014 11:03:43		3	38
D01K915745	INC090903 - MM - Stock Report fix	Ross McLanachan	11	01/12/2014 11:07:07		1	
D01K916508	CRQ092093 - HR - New Program (RC8)	Ross McLanachan	12	26/01/2015 15:04:00	Imported (0008)	1	

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

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

Import History

Show Changes Imported: Today Custom Date Range...

Import Run Status

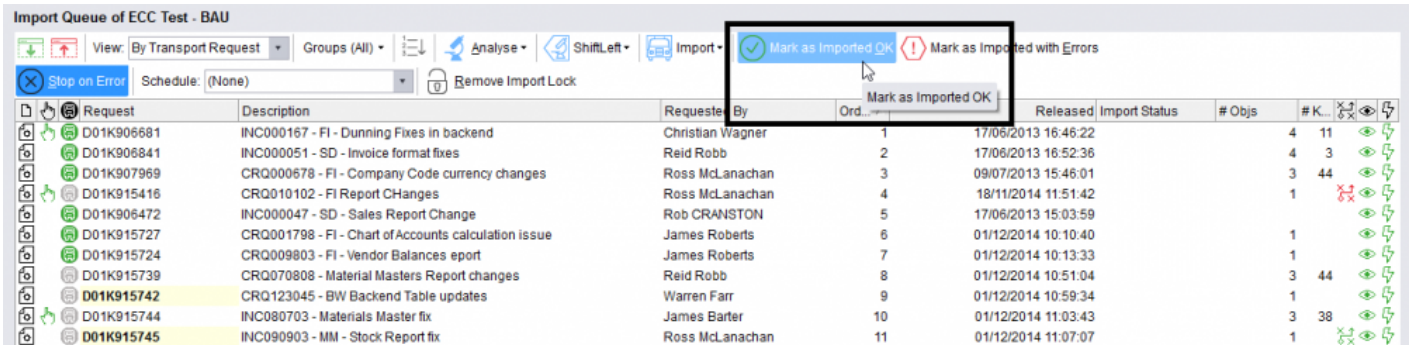
Started at 26/01/2015 15:24:14 Finished

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

## 6.10. Marking a Transport as Imported

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

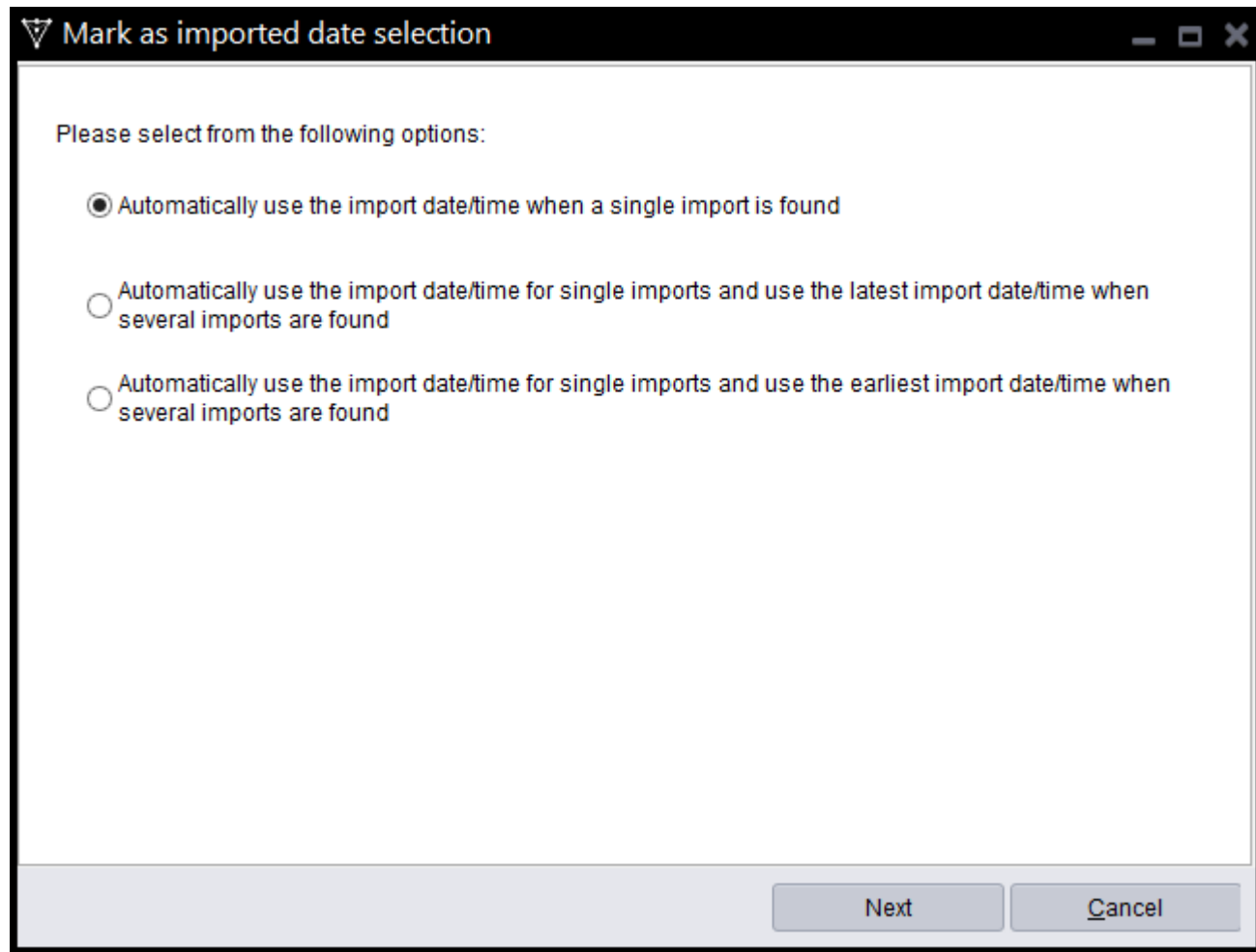
In order to do this, choose the **Mark as Imported OK** option:



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

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

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



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

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


▼ Mark as imported date selection

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

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

Update

**D01K906681**




✓ 22/12/2014 14:38:55 (UTC)

▼

INC000167 - FI - Dunning Fixes in backend

**D01K906841**




Please select from one of the previous import dates:

▼

INC000051 - SD - Invoice format fixes

**D01K907969**



Please select from one of the previous import dates:

▼

CRQ000678 - FI - Company Code currency changes


Back

Next

Cancel

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

Page 64 of 150

 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 ☐ 6. Overwrite objects in unconfirmed repairs

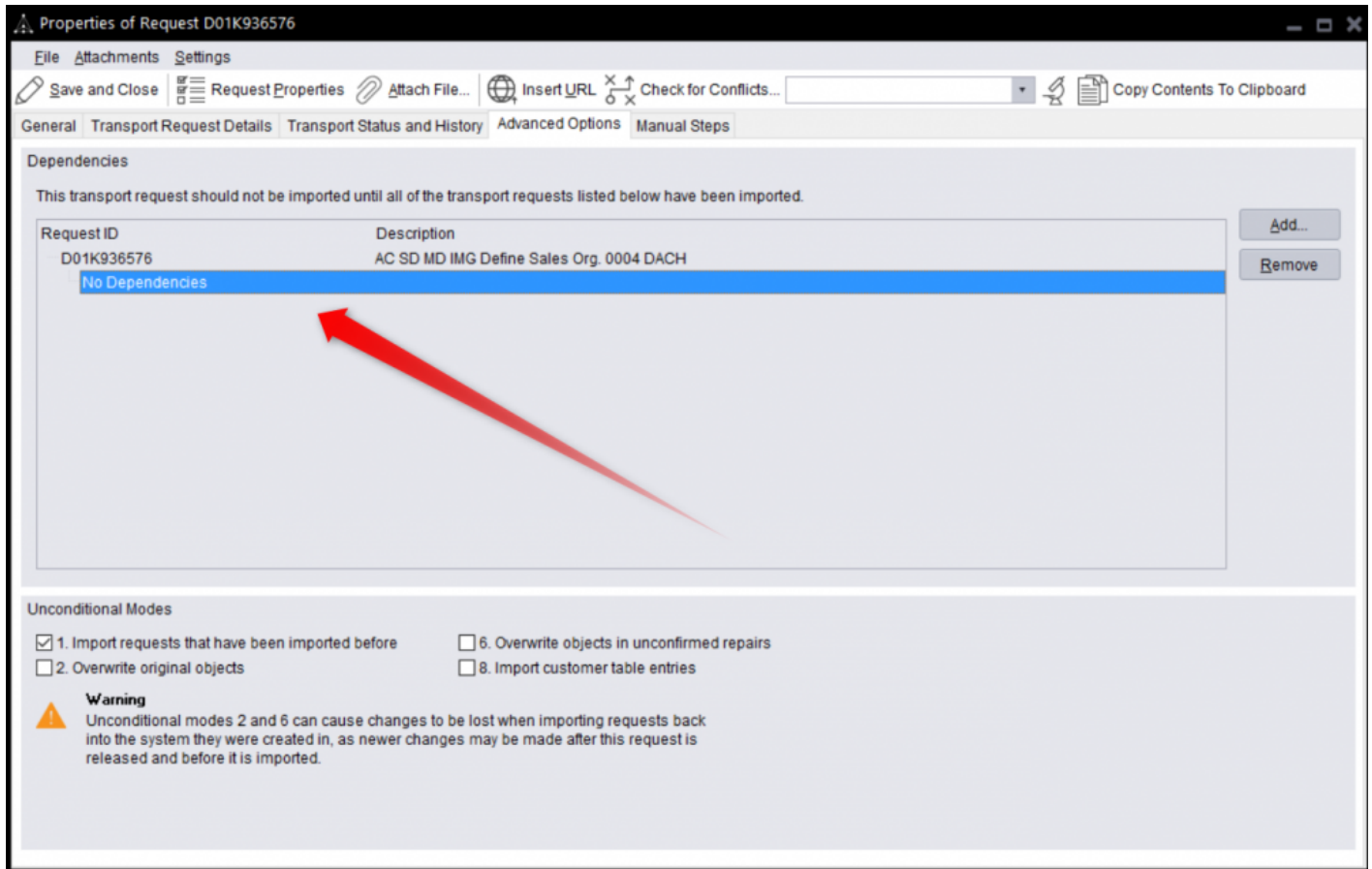
☐ 2. Overwrite original objects ☐ 8. Import customer table entries

Warning

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

  Check for Conflicts

## Windows GUI



### Notes

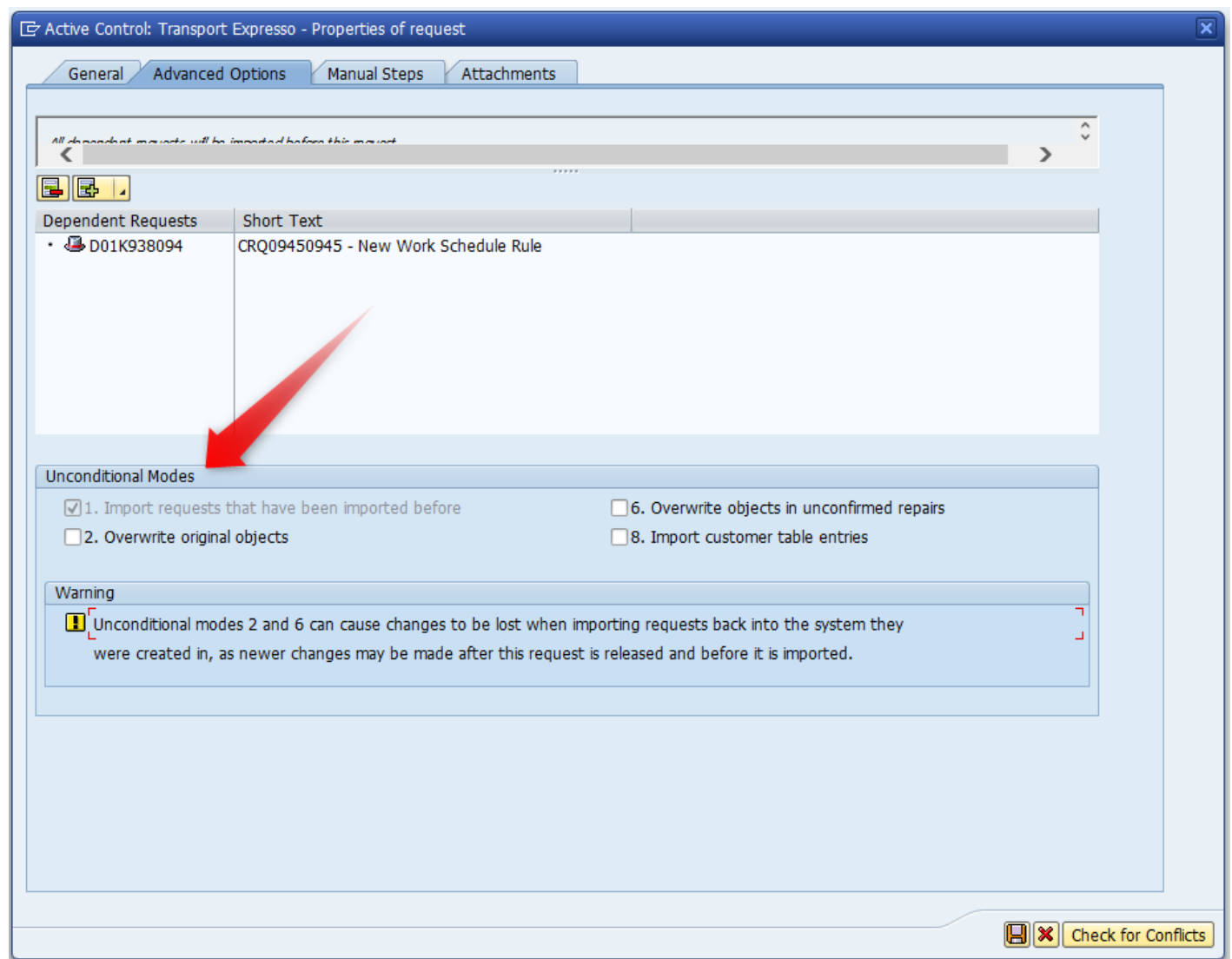
(1) If ActiveControl Orchestration is switched on, then if a dependent transport is in the Import Queue, it will sit in 'Pending Import' status until the prerequisite transport has been imported. When the prerequisite gets imported, the dependent transport will also automatically be imported, regardless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

## 6.12. Unconditional Modes

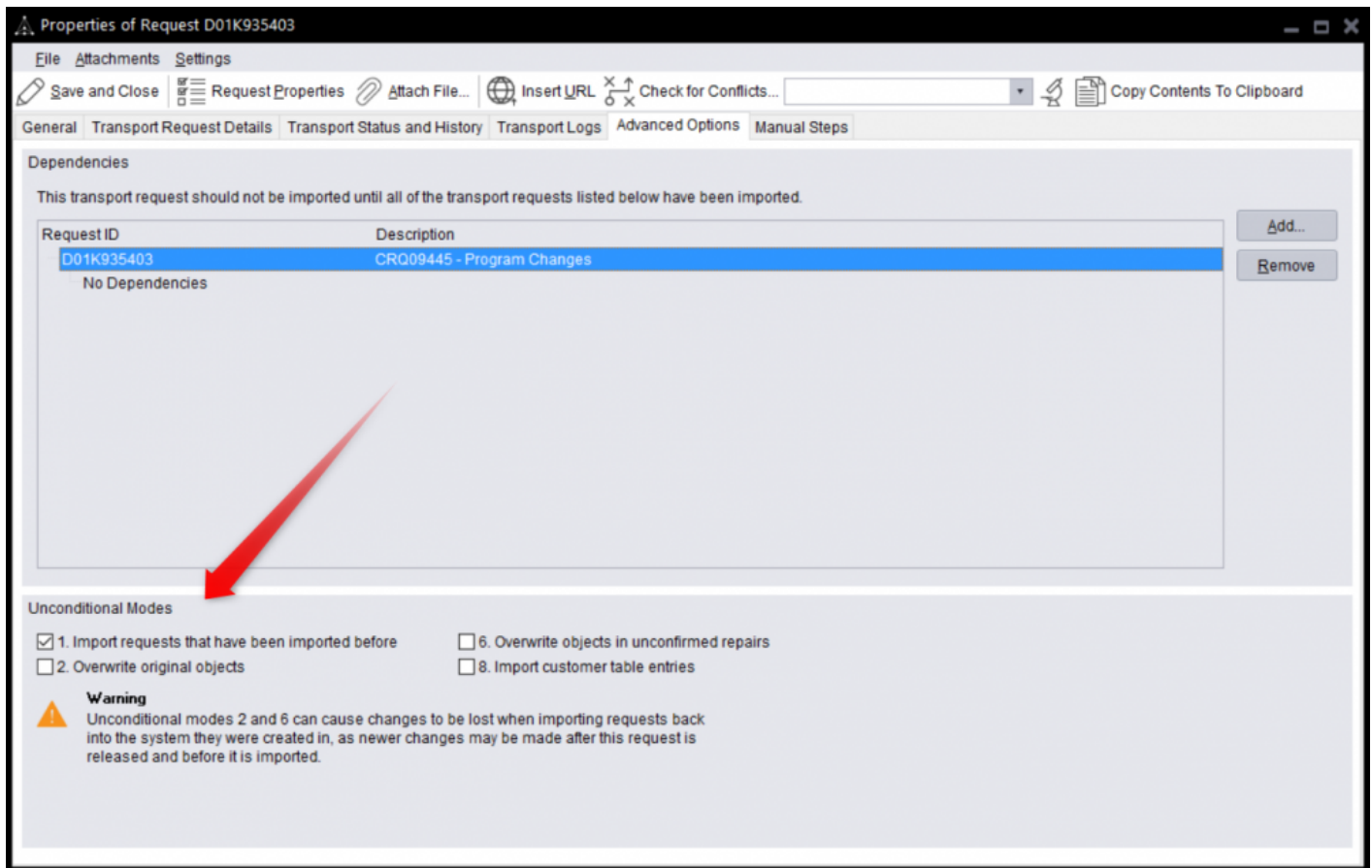
If required specific Unconditional modes can be set for a specific transport in ActiveControl.

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:

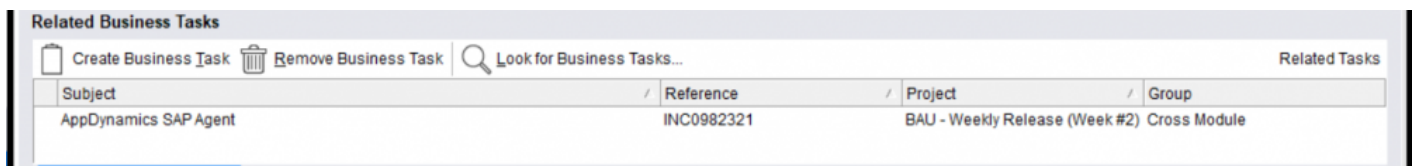
### SAP GUI



## 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 separate 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

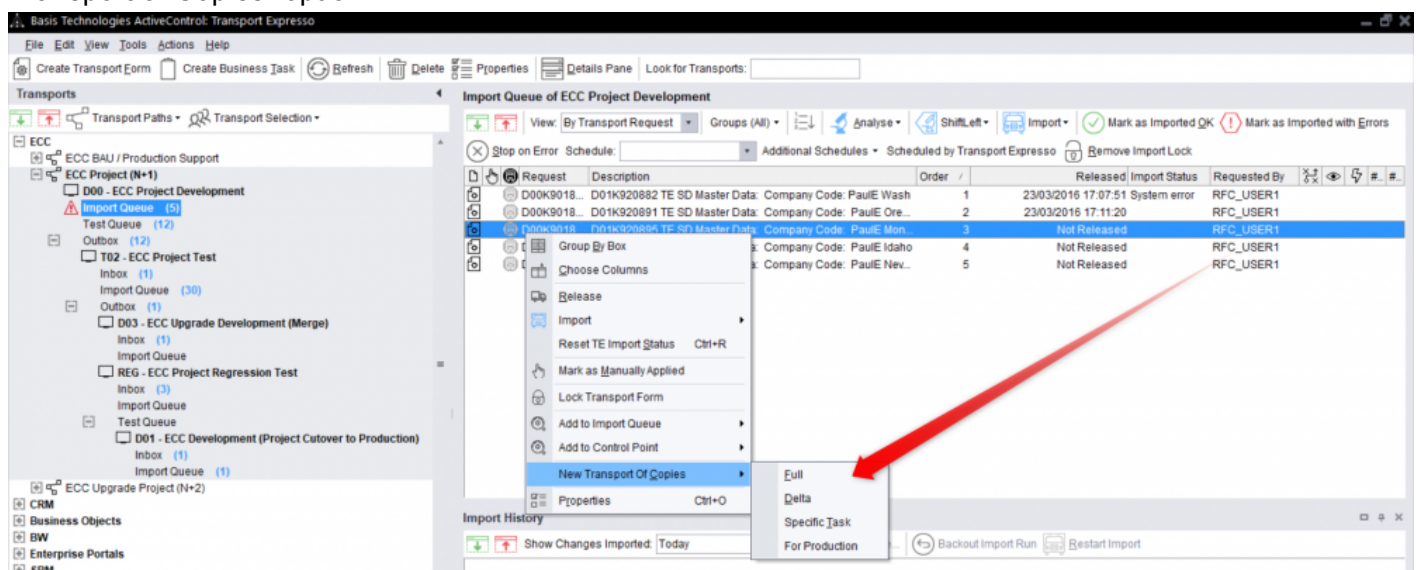


## 6.14. Transport of Copies

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

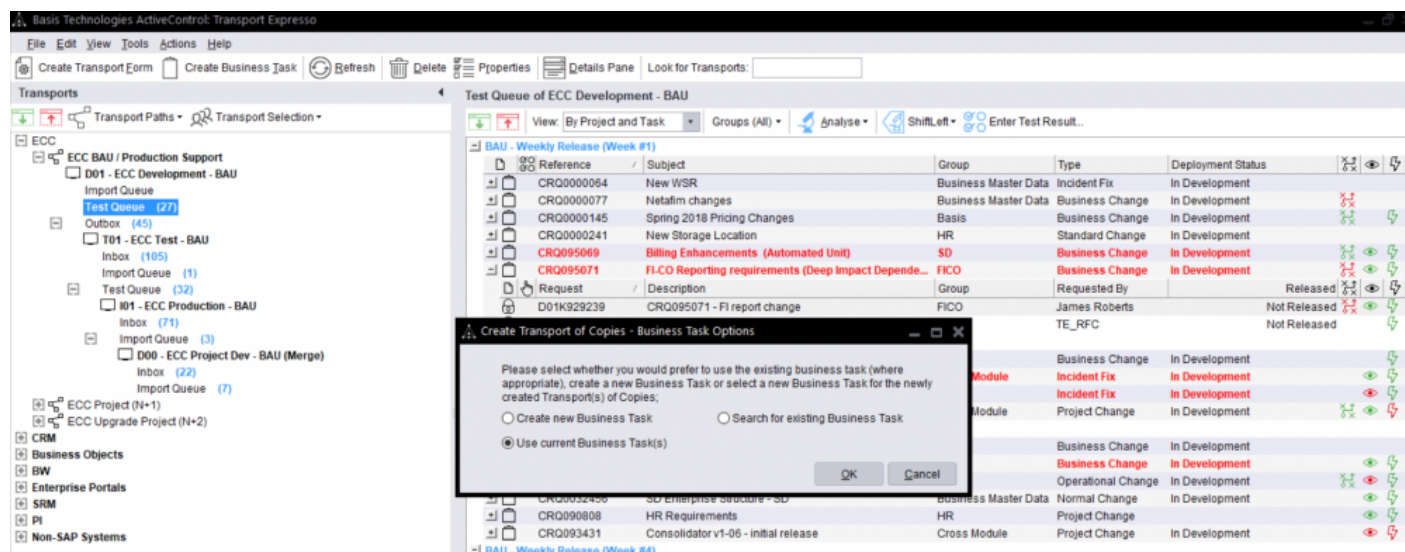
\*Task\*- allows you to create a TOC of a specific SAP task within the transport

\*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..

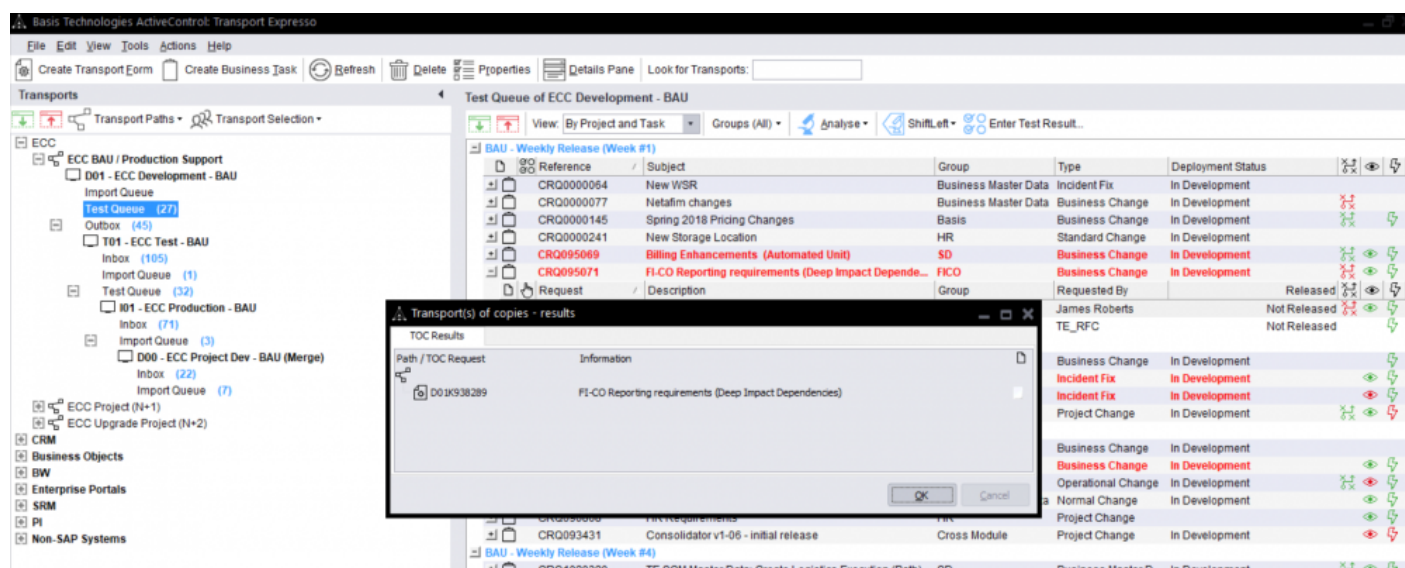
Full, Delta and Task options are intended for customers using TOCs between Development and the first Test system

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 TOCs 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).

Properties of Request D01K929239

File Attachments Settings

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

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

Change Type: Existing Transport Request

D01K929239 CRQ095071 - FI report change

Requirements Description:

Backout Strategy

Time to Import: ☒ 00:00:00

Type: Workbench

Group: FICO

Transport Path: ECC BAU / Production Support

Associated TOCs

Request	Description	Type	Group	Release Date
D01K937362	FI-CO Reporting requirements (Deep Impact Dependencies)	AUTO_TOC	FICO	
D01K938288	FI-CO Reporting requirements (Deep Impact Dependencies)			
D01K938289	FI-CO Reporting requirements (Deep Impact Dependencies)			

Related Business Tasks Associated TOCs

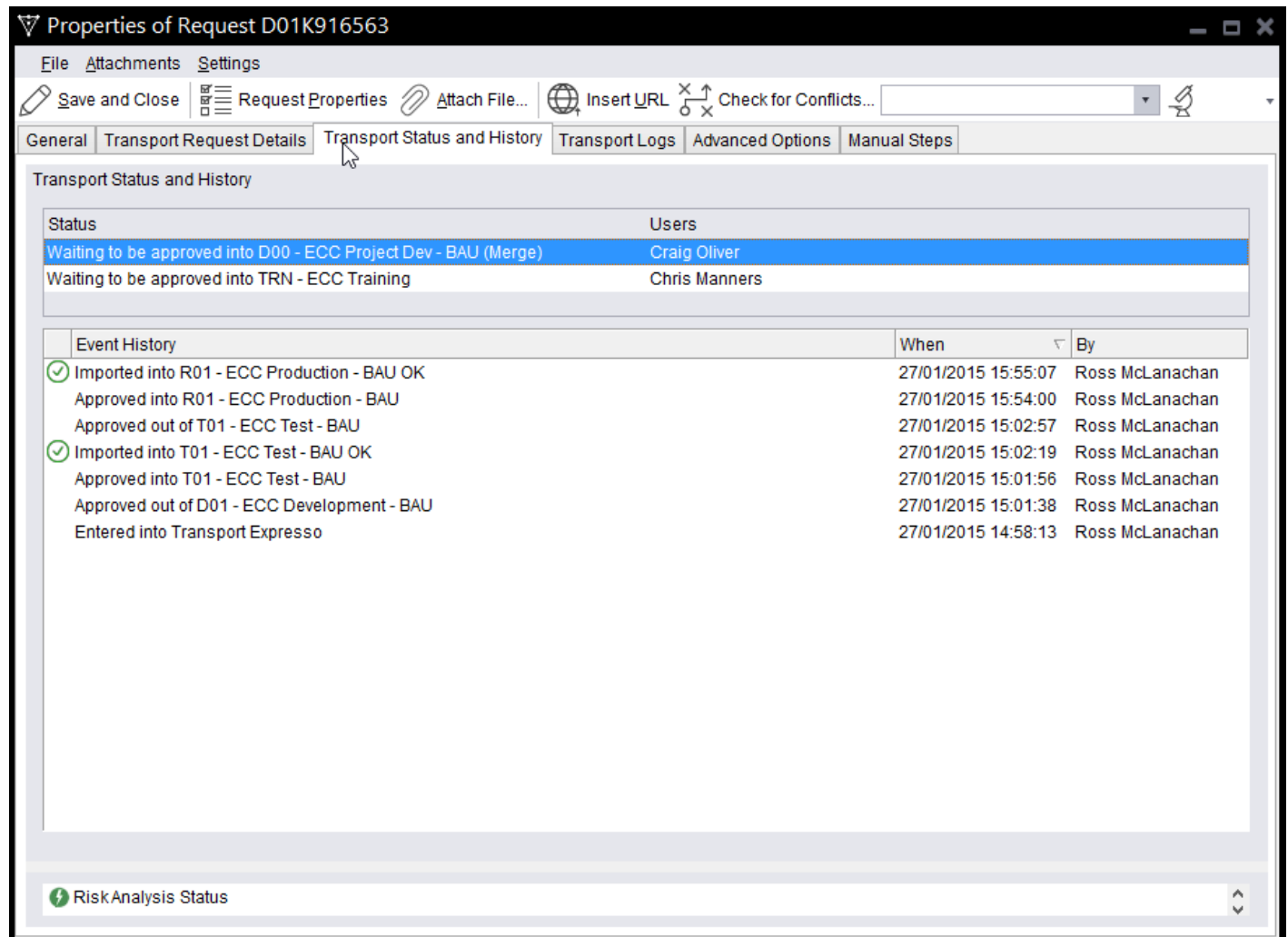
☒ Lock this transport to prevent it from being approved or imported.

## 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.



**Properties of Request D01K916563**

File Attachments Settings

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

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

**Transport Status and History**

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

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

⚡ Risk Analysis Status

## 6.16. Consolidated Import Queues

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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)

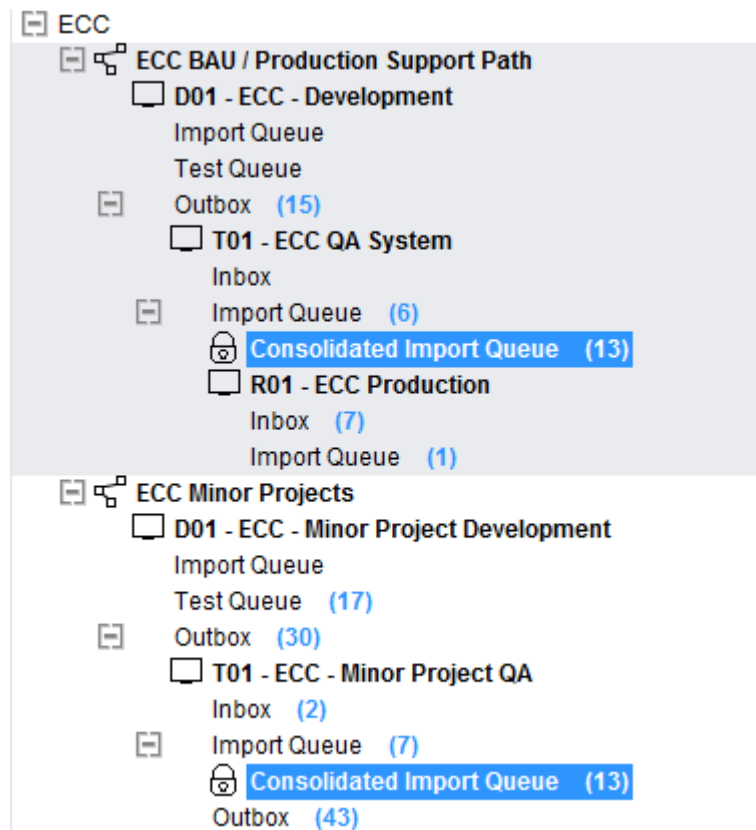
### **Project Path:**

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 Espresso the paths for T01 would look like:



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

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

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

## **7. Managing Business Tasks**

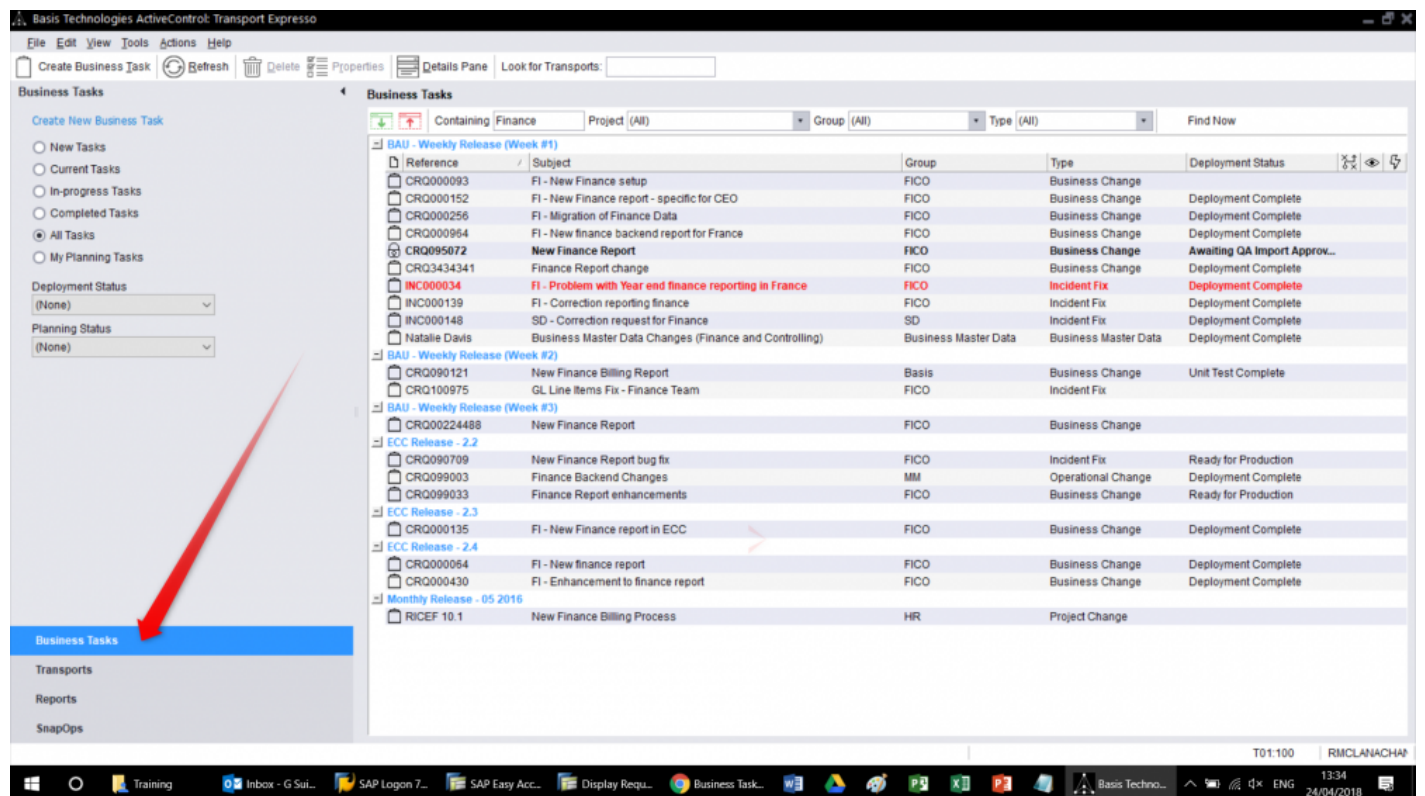


## 7.1. Windows GUI

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.



The screenshot displays the 'Basis Technologies ActiveControl Transport Expresso' application window. The interface includes a menu bar (File, Edit, View, Tools, Actions, Help) and a toolbar with buttons for 'Create Business Task', 'Refresh', 'Delete', 'Properties', and 'Details Pane'. A search bar labeled 'Look for Transports:' is also present.

On the left, the 'Business Tasks' sidebar contains a 'Create New Business Task' section with radio buttons for 'New Tasks', 'Current Tasks', 'In-progress Tasks', 'Completed Tasks', 'All Tasks' (selected), and 'My Planning Tasks'. Below this are dropdown menus for 'Deployment Status' and 'Planning Status', both set to '(None)'. At the bottom of the sidebar, a list of navigation options includes 'Business Tasks' (highlighted with a red arrow), 'Transports', 'Reports', and 'SnapOps'.

The main area, titled 'Business Tasks', shows a table of tasks with columns: Reference, Subject, Group, Type, and Deployment Status. The tasks are organized into expandable sections: 'BAU - Weekly Release (Week #1)', 'BAU - Weekly Release (Week #2)', 'BAU - Weekly Release (Week #3)', 'ECC Release - 2.2', 'ECC Release - 2.3', 'ECC Release - 2.4', and 'Monthly Release - 05 2016'. A red arrow points to the 'Business Tasks' button in the sidebar.

Reference	Subject	Group	Type	Deployment Status
CRQ000093	FI - New Finance setup	FICO	Business Change	Deployment Complete
CRQ000152	FI - New Finance report - specific for CEO	FICO	Business Change	Deployment Complete
CRQ000256	FI - Migration of Finance Data	FICO	Business Change	Deployment Complete
CRQ000964	FI - New finance backend report for France	FICO	Business Change	Deployment Complete
CRQ095072	New Finance Report	FICO	Business Change	Awaiting QA Import Approv...
CRQ343431	Finance Report change	FICO	Business Change	Deployment Complete
INC000034	FI - Problem with Year end finance reporting in France	FICO	Incident Fix	Deployment Complete
INC000139	FI - Correction reporting finance	FICO	Incident Fix	Deployment Complete
INC000148	SD - Correction request for Finance	SD	Incident Fix	Deployment Complete
Natalie Davis	Business Master Data Changes (Finance and Controlling)	Business Master Data	Business Master Data	Deployment Complete
CRQ090121	New Finance Billing Report	Basis	Business Change	Unit Test Complete
CRQ100975	GL Line Items Fix - Finance Team	FICO	Incident Fix	
CRQ00224488	New Finance Report	FICO	Business Change	
CRQ090709	New Finance Report bug fix	FICO	Incident Fix	Ready for Production
CRQ099003	Finance Backend Changes	MM	Operational Change	Deployment Complete
CRQ099033	Finance Report enhancements	FICO	Business Change	Ready for Production
CRQ000135	FI - New Finance report in ECC	FICO	Business Change	Deployment Complete
CRQ000064	FI - New finance report	FICO	Business Change	Deployment Complete
CRQ000430	FI - Enhancement to finance report	FICO	Business Change	Deployment Complete
RICEF 10.1	New Finance Billing Process	HR	Project Change	



## 7.2. Web UI

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

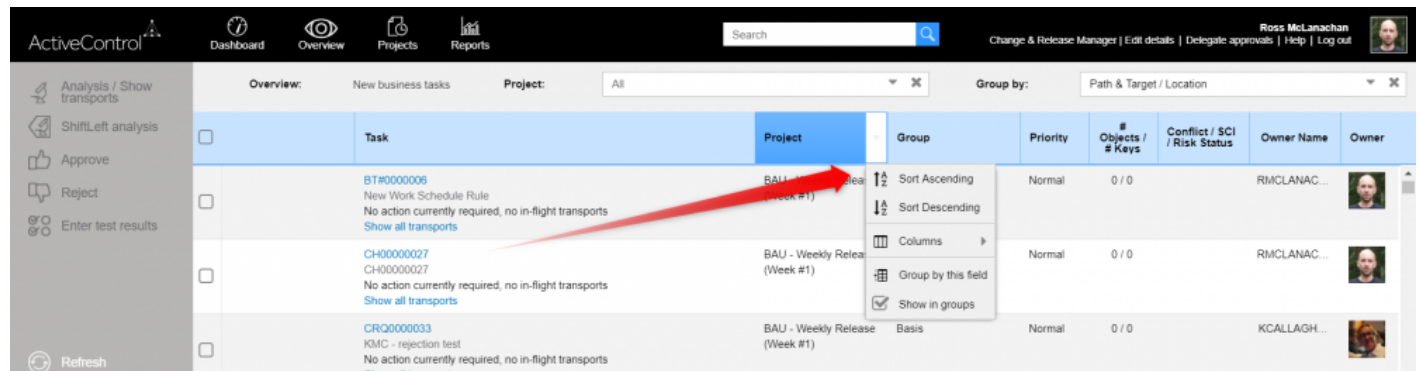
This can be done by clicking on **New business tasks** in the left pane.

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

Task	Project	Group	Priority	# Objects / # Keys	Conflict / SCI / Risk Status	Owner Name	Owner
CRQ000157 SD - New Dunning No action currently required, no in-flight transports <a href="#">Show all transports</a>	BAU - Weekly Release (Week #1)	SD	Normal	0 / 0		COLIVER	
CRQ000171 BW - Nouveau rapport No action currently required, no in-flight transports <a href="#">Show all transports</a>	BAU - Weekly Release (Week #1)	BW	Normal	0 / 0		RCRANSTON	
CRQ000173 FI - New backend report required for France No action currently required, no in-flight transports <a href="#">Show all transports</a>	BAU - Weekly Release (Week #1)	FICO	Normal	0 / 0		JROBERTS	
CRQ000194 FI - Enhancement to Transfer pricing report No action currently required, no in-flight transports <a href="#">Show all transports</a>	BAU - Weekly Release (Week #1)	FICO	Normal	0 / 0		TST3	
CRQ000201 MM - New Purchasing Group required No action currently required, no in-flight transports <a href="#">Show all transports</a>	BAU - Weekly Release (Week #1)	MM	Normal	0 / 0		SLAMY	

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

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



The screenshot shows the ActiveControl interface with a table of business tasks. The table has columns for Task, Project, Group, Priority, # Objects / # Keys, Conflict / SCI / Risk Status, Owner Name, and Owner. A red arrow points to the 'Project' column header, which has a dropdown menu open showing options like 'Sort Ascending', 'Sort Descending', 'Columns', 'Group by this field', and 'Show in groups'.

Task	Project	Group	Priority	# Objects / # Keys	Conflict / SCI / Risk Status	Owner Name	Owner
BT#00000006 New Work Schedule Rule No action currently required, no in-flight transports <a href="#">Show all transports</a>	BAU - Weekly Release (Week #1)		Normal	0 / 0		RMCLANAC...	
CH00000027 CH00000027 No action currently required, no in-flight transports <a href="#">Show all transports</a>	BAU - Weekly Release (Week #1)		Normal	0 / 0		RMCLANAC...	
CRQ0000033 KMC - rejection test No action currently required, no in-flight transports	BAU - Weekly Release (Week #1)	Basis	Normal	0 / 0		KCALLAGH...	

Click on the title of the Business Task to open it. To change the task choose the 'Change' entry in the left side menu



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

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

## **8. General Operations**

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## 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.

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

[Follow](#)

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

Owner:  
James Roberts



General

Additional data

User assignments

Testers

Status & History

Attachments

Comments

Add new comment

Comment:

Submit comment

Sharing options

☒ Don't share

☐ Share with users: 

Select users

(None selected)

☐ Share with user roles: 


Select roles

(None selected)

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

## 8.2. Web UI: Following

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

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

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

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

Owner:  
James Roberts



General
Additional data
User assignments
Testers
Status & History
Attachments
Comments

**Project:** BAU / Production Support

**Priority:** Emergency

**Type:** Business Change


**Group:** MM


**Locked:** ☐ (prevent further transports being added)


**Deployment status:** Unit Testing Complete ☐ Manually override deployment status

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

**Description:**

**Conflict status:** 

**Code Inspector status:** 

**Risk status:** 

**Number of objects:** 10

**Number of keys:**

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.

The screenshot displays the ActiveControl Web UI interface. The top navigation bar includes 'Dashboard', 'Overview', 'Projects', and 'Reports'. The left sidebar lists various tasks like 'Create business task', 'Create transport form', 'My approvals', 'My testing', 'Changes for my transports', 'Changes for my team', and 'New business tasks'. The main content area is divided into three panes: 'Overview', 'Projects', and 'News / My recent activity / Following'. The 'Overview' pane shows a list of tasks with counts. The 'Projects' pane shows a list of projects with counts. The 'News / My recent activity / Following' pane shows a list of recent activity items, including approvals and testing results. A red arrow points from the 'Following' tab in the 'Projects' pane to the 'News / My recent activity / Following' pane.

Task	Count
Awaiting my approval	26
Awaiting my testing	26
In progress changes for my transports	44
My incomplete manual items	0
In progress changes for my team	34
<a href="#">New business tasks</a>	480

Project	Count
ECC Release - 2.2	0
Design / Blueprint	0
In Development	2
QA in Progress	10
UAT	0
Go Live & Support	0

**News / My recent activity / Following**

- Paul ESTEVES approved CH0016543 out of ECC Development - BAU (D01) TE SD Change Mast Dat Comp Code PaulE: California "State" 032 Yesterday
- Paul ESTEVES approved testing for CRO0032456 in ECC Development - BAU (D01) SD Enterprise Structure - SD Yesterday
- Paul ESTEVES approved CRO0000229 out of ECC Development - BAU (D01) AC SD MD IMG Define Distribution Channel - EMEA 4 days ago
- Paul ESTEVES approved testing for CRO0000229 in ECC Development - BAU (D01) AC SD MD IMG Define Distribution Channel - EMEA 4 days ago
- Paul ESTEVES approved testing for CRO0000229 in ECC Development - BAU (D01) AC SD MD IMG Define Distribution Channel - EMEA 4 days ago
- Kevin Callaghan approved CRO0000226 into EDF Merge (D00) EDF merge test - task 4

## 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.

The screenshot displays the ActiveControl Web UI dashboard. The top navigation bar includes the 'ActiveControl' logo, a search bar, and user information for Ross McLanahan. The main content area is divided into three panes: Overview, Projects, and News / My recent activity / Following. The Overview pane shows a list of tasks with counts. The Projects pane shows a dropdown menu for 'ECC Release - 2.2' and a list of project phases with their RAG status and counts. A red arrow points to the 'In Development' status in the Projects pane. The News pane shows recent activity updates.

Task	Count
Awaiting my approval	26
Awaiting my testing	26
In progress changes for my transports	44
My incomplete manual items	6
In progress changes for my team	34
New business tasks	480

Project Phase	RAG Status	Count
Design / Blueprint	Green	0
In Development	Red	2
QA in Progress	Amber	10
UAT	Green	19
Go Live & Support	Green	0

### Notes

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

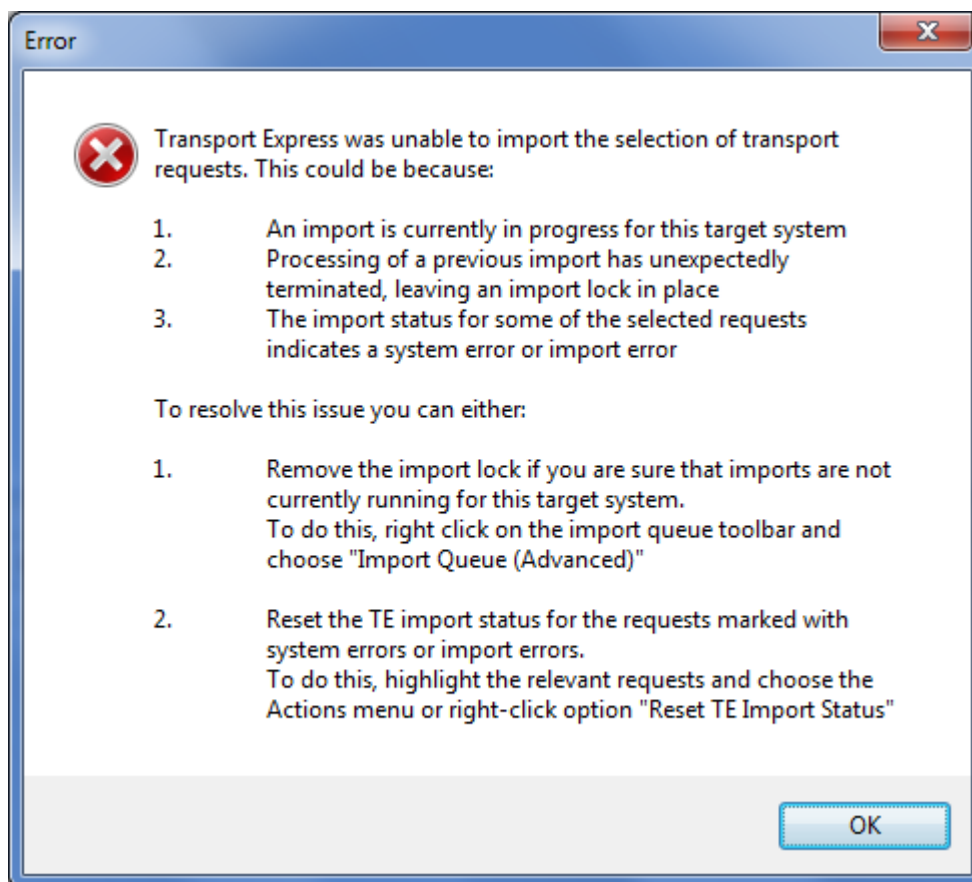


## 8.5. Import Queue Advanced Options and Removing Import Locks

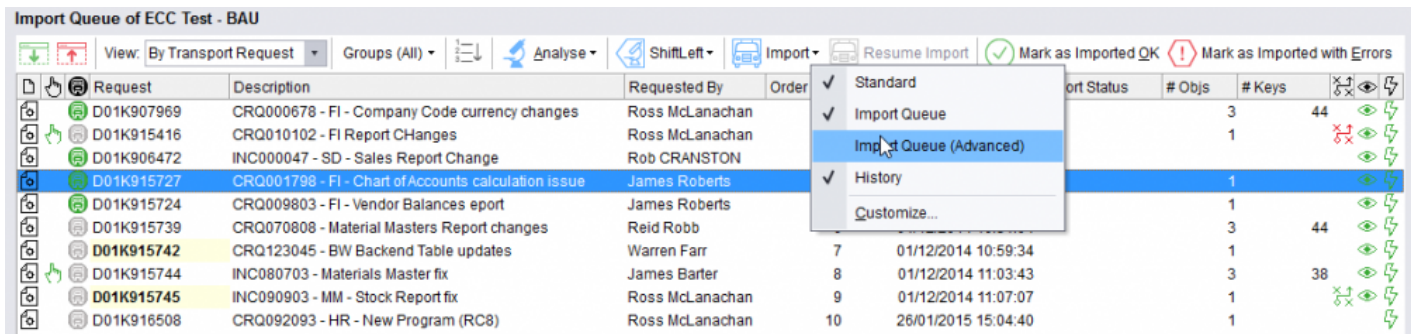
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If an import or system error has occurred sometimes ActiveControl will leave behind an import lock for the relevant import queue.

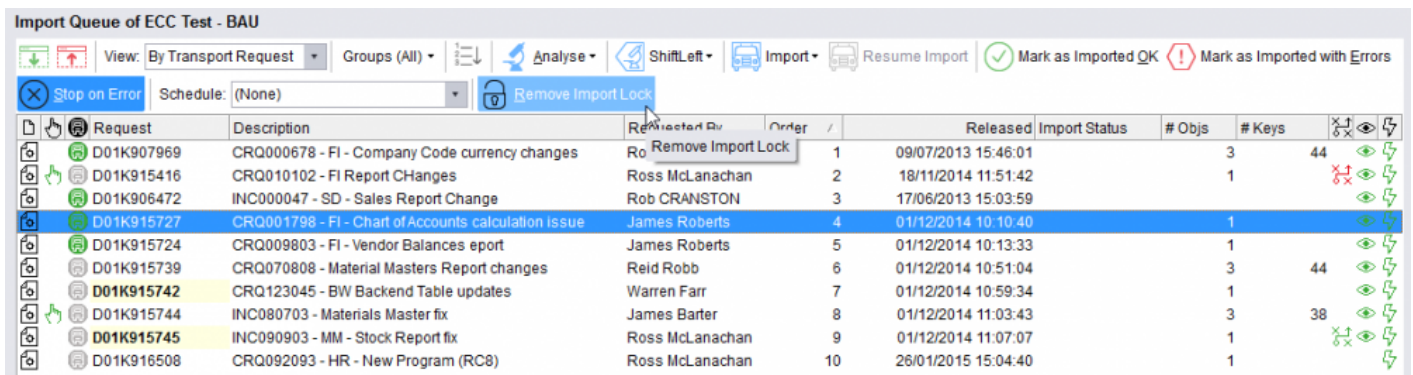
This will prevent further imports into that system until it is removed. The following error could be displayed if this is the case:



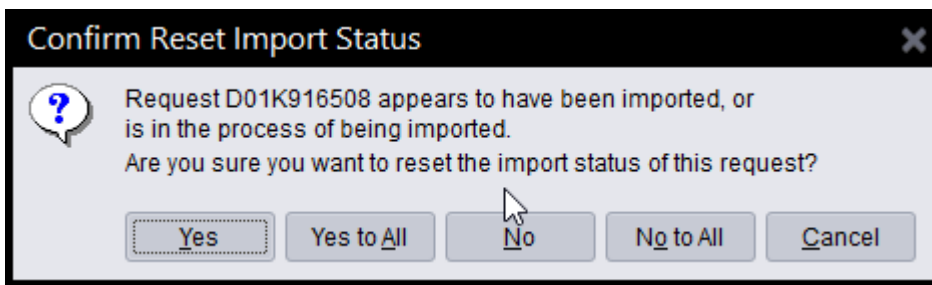
To remove the import lock right-click on the toolbar for the import queue and choose **Import Queue (Advanced)**:



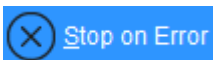
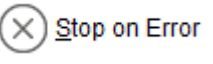
Some new options will be presented and the **Remove Import Lock** button can be used to remove the lock:



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.

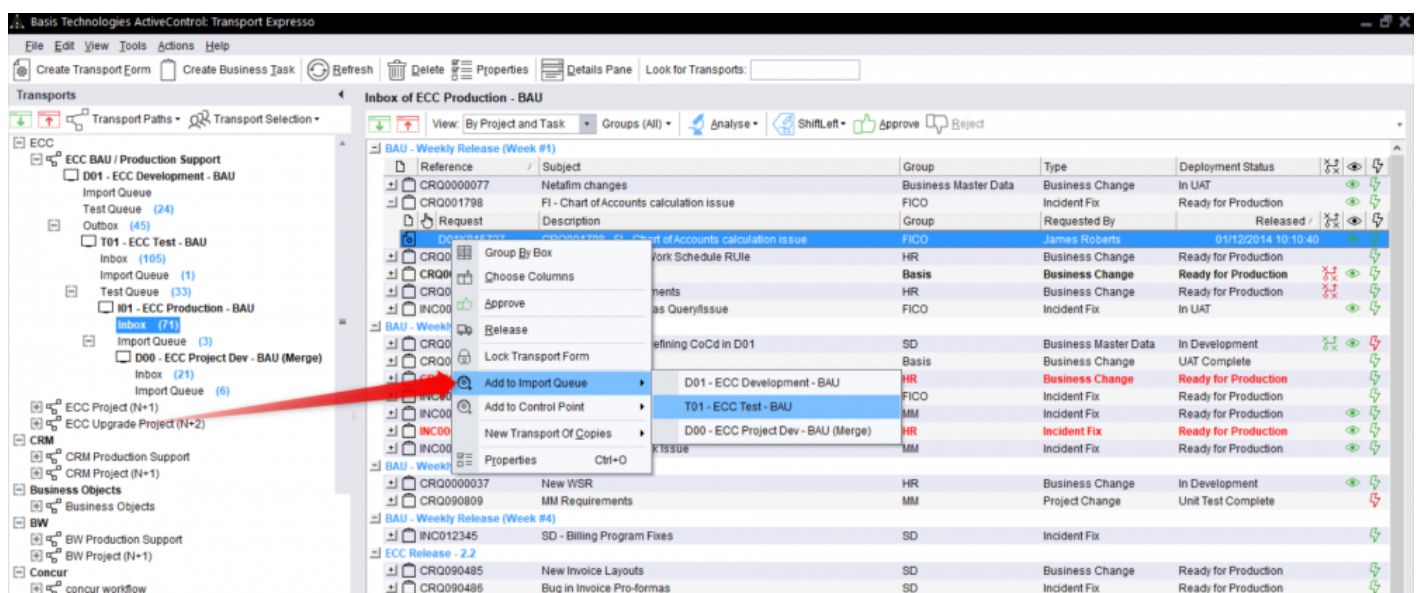
## 8.6. Re-imports using Add to Import Queue

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 them to the selected location in the transport path.

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

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



### 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

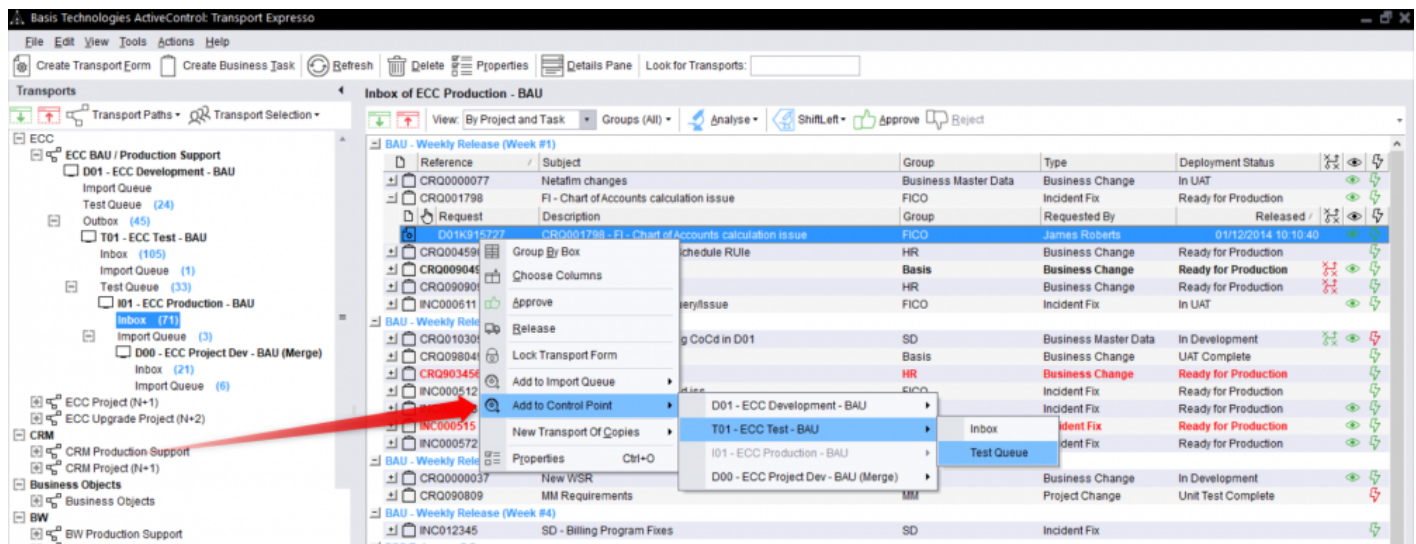
## 8.7. Re-Approvals and Re-Imports using Add to Control Point

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.

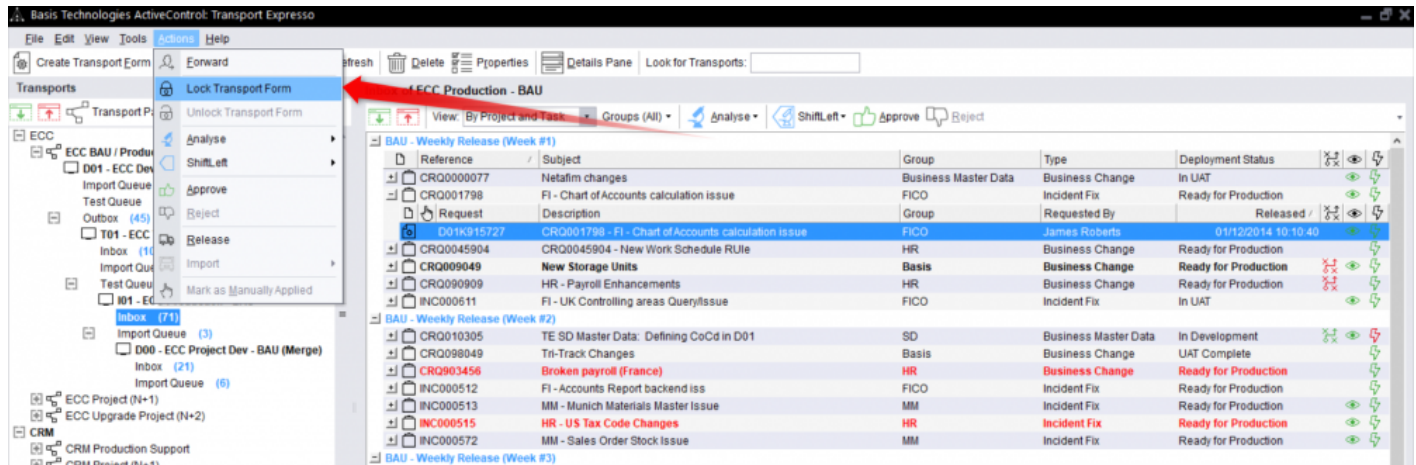
To do this highlight the required transports, right click and choose the **Add to Control Point** option, then select the required system control point:



## 8.8. Locking / Un-Locking Transports

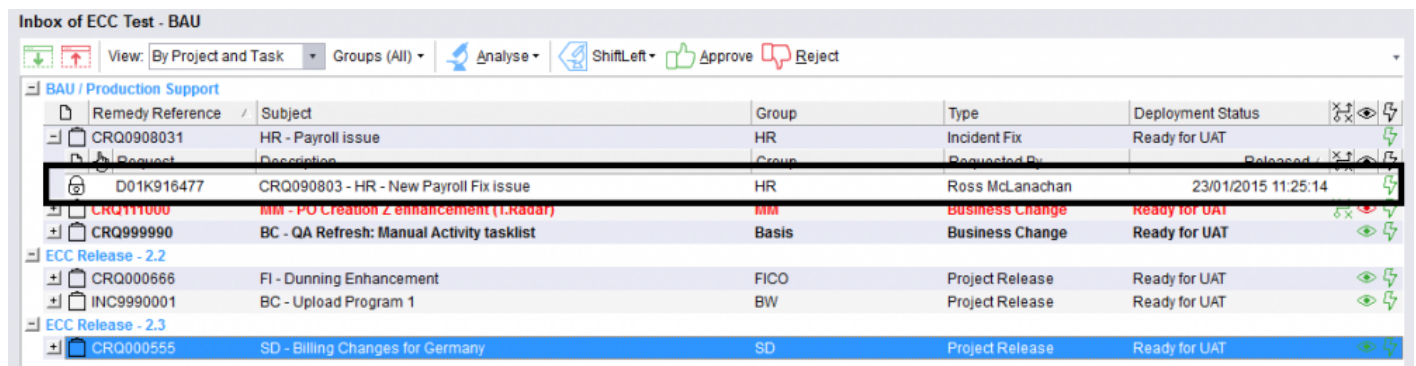
Transports can be locked in Transport Expresso to prevent them from being approved or imported.

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:

HR - Payroll issue - Business Task

File Insert Settings

Save and Close Save File... Insert URL

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

Identification

Subject: HR - Payroll issue

Remedy Reference: CRQ0908031

Project: BAU / Production Support

Classification

Priority: Normal

Type: Incident Fix

Group: HR

Deployment Status: Ready for UAT

Planning Status:


Requirements Description:

Risk:

Country:

GxP Critical:

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

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



Inbox of ECC Test - BAU

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

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

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:

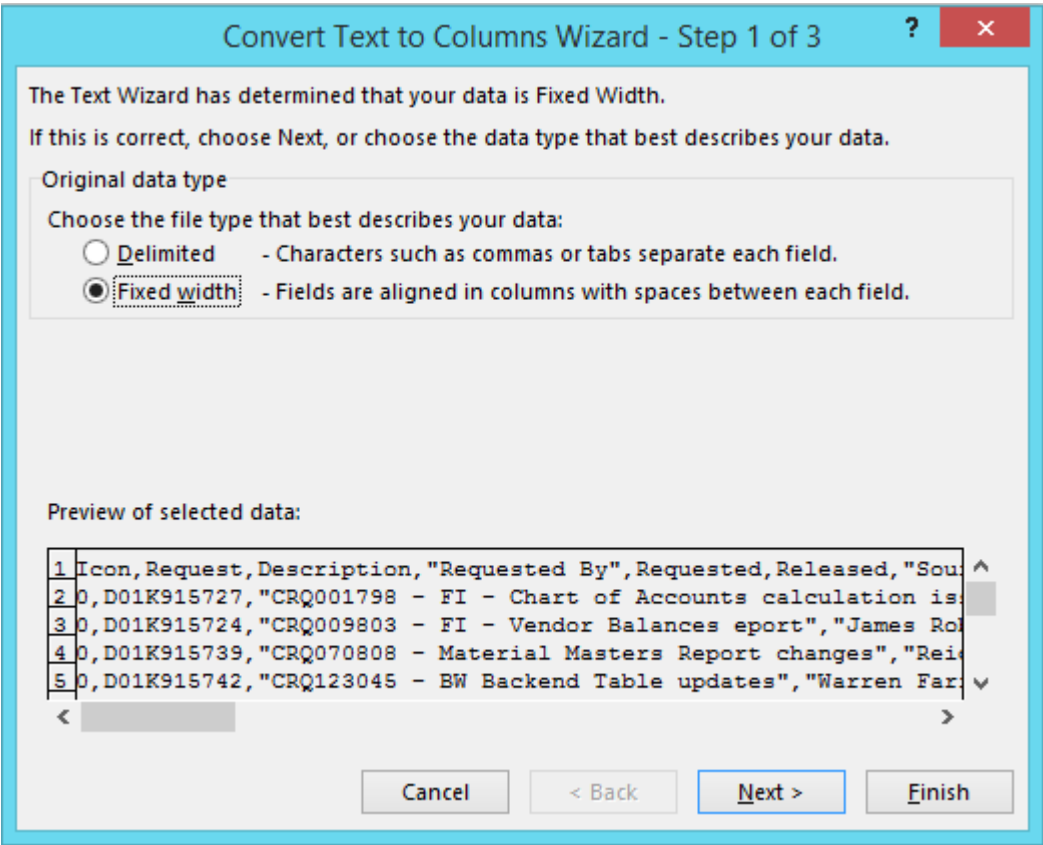
Request	Description	Requested By	Order	Released	Import Status	# Objs	# Keys
D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts	1	01/12/2014 10:10:40		1	
D01K915724	CRQ009803 - FI - Vendor Balances report	James Roberts	2	01/12/2014 10:13:33		1	
D01K915739	CRQ070808 - Material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

This can then be pasted into Excel:

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

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



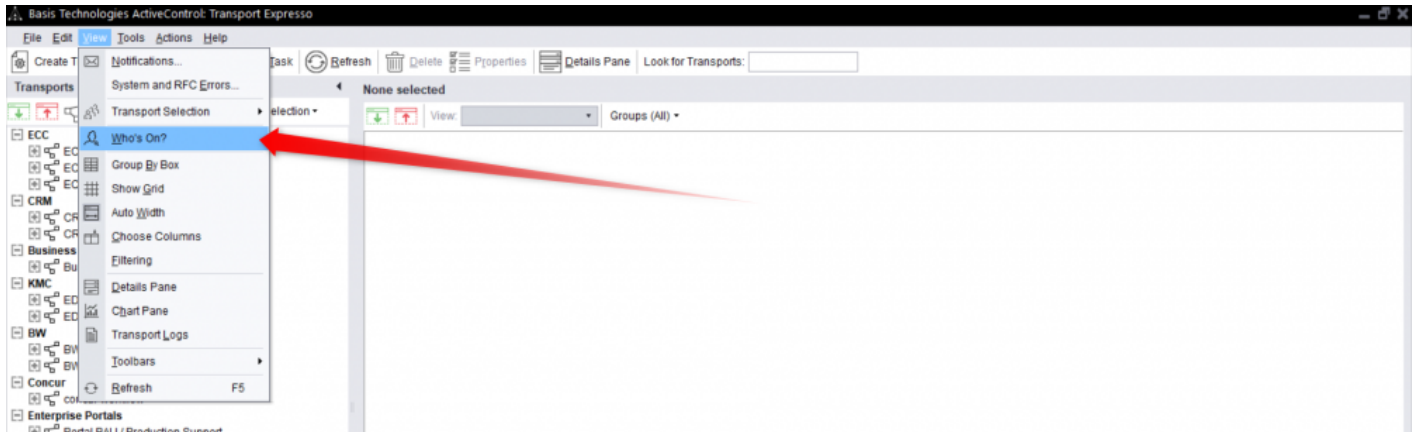


The data can then be viewed:

	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	INCO80703 - Materials Master fix	James Barter	01/12/2014 11:03	01/12/2014 11:03	D01	100	FALSE	MM		ECC BAU / Production Support	OK	
7	0	D01K915745	INCO90903 - MM - Stock Report fix	Ross McLanachan	01/12/2014 11:04	01/12/2014 11:07	D01	100	TRUE	MM		ECC BAU / Production Support	OK	
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:



The screenshot shows a window titled "Who's On" with a close button (X) in the top right corner. The window contains a table with two columns: "Name" and "User ID". The table lists three users: Jim Dugger (jdugger), Kevin Callaghan (kcallaghan), and Ross McLanachan (rmclanachan). The row for Kevin Callaghan is highlighted.

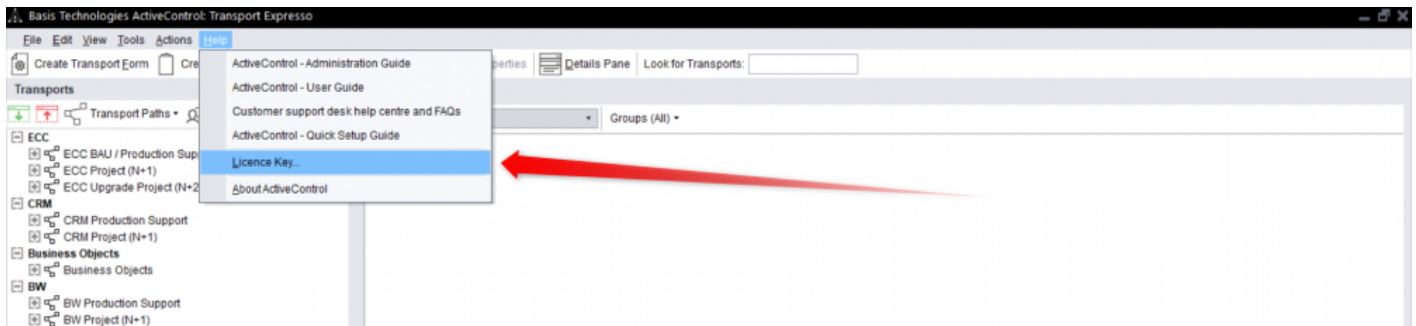
Name	User ID
Jim Dugger	jdugger
Kevin Callaghan	kcallaghan
Ross McLanachan	rmclanachan

**Notes**

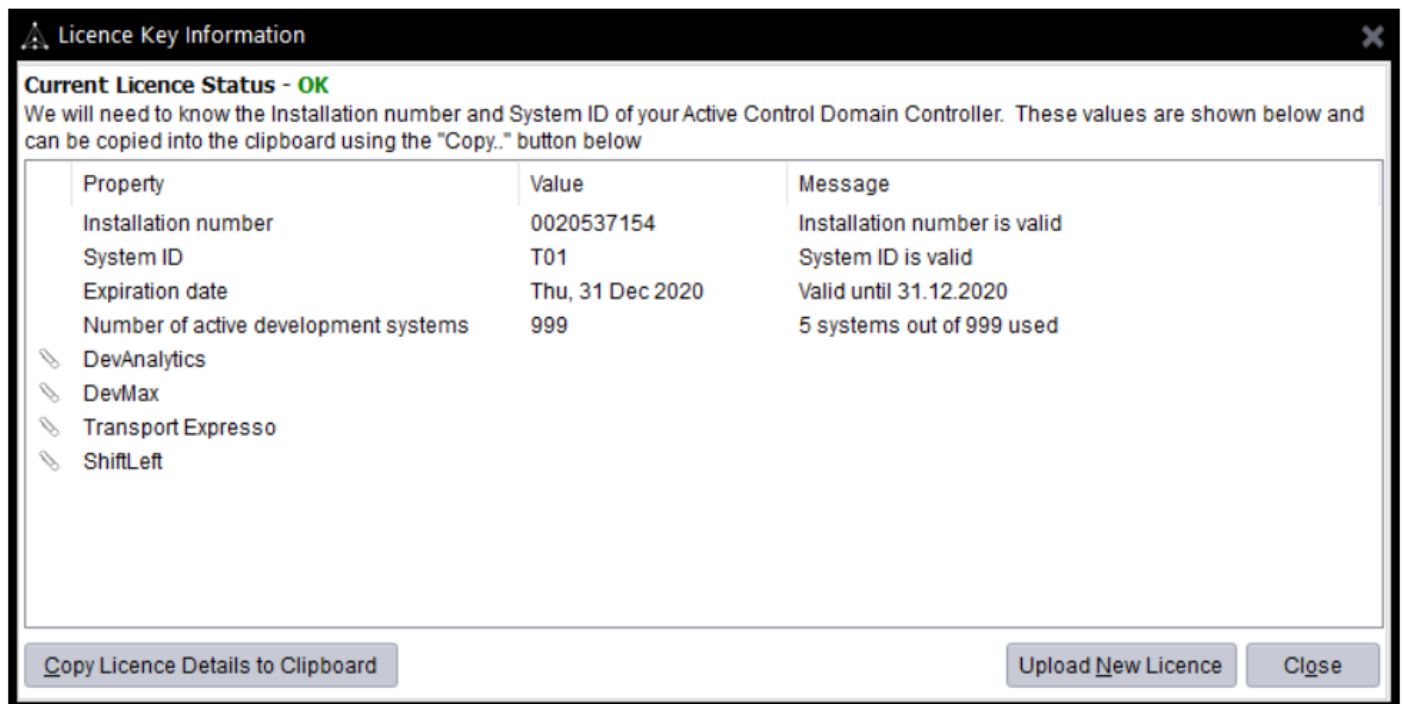
(1) This functionality does not indicate users that are logged into the Web UI.

## 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.

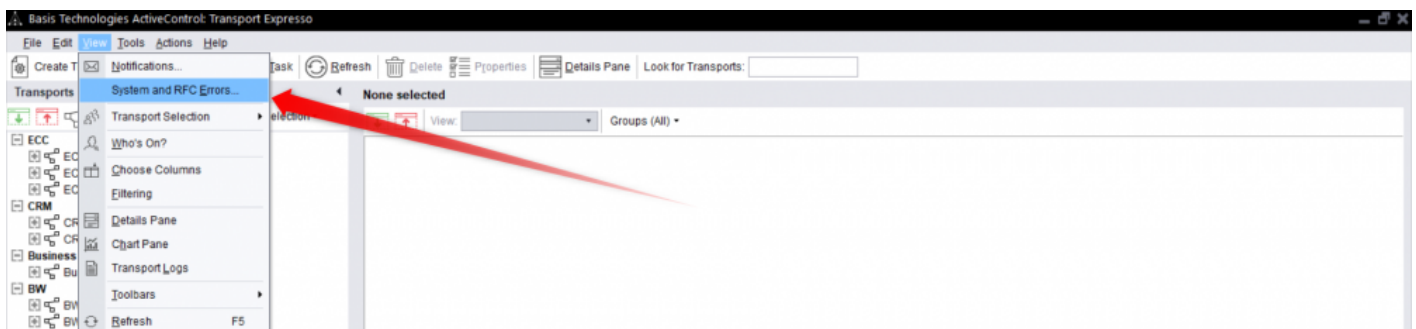
## 8.13. System & RFC Errors

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:

**System and RFC Errors**

System Errors    RFC Connection Issues

Refresh

When	Error	Syst...	Client	Request	Imported By
12:00 am on 29/03/2...	Problems detected during analysis of requests to be imp...	T01		D01K906841	TE Batch Schedule
12:00 am on 18/03/2...	Problems detected during analysis of requests to be imp...	T01		D01K906841	TE Batch Schedule
12:00 am on 08/03/2...	Problems detected during analysis of requests to be imp...	T01		D01K906841	TE Batch Schedule
5:58 pm on 21/02/20...	An error occurred when attempting to create a merge requ...	D00		D00K901824	Paul ESTEVES
5:57 pm on 21/02/20...	Program terminated (RFC logon information incorrect?)			D01K937301	Paul ESTEVES
5:56 pm on 21/02/20...	Program terminated (RFC logon information incorrect?)			D01K937300	Paul ESTEVES
5:49 pm on 21/02/20...	Program terminated (RFC logon information incorrect?)			D01K937299	Paul ESTEVES
8:52 pm on 16/02/20...	RFC destination connects to the wrong system	R01		T01K900855	Paul ESTEVES
10:31 am on 13/02/2...	Problems detected during analysis of requests to be imp...	T01		D01K921762	TE Batch Schedule

Error during release of merge request D00K901824  
Merge release failed, see logs below

Message:object\_lang\_error

```

E311Message for object: R3TR VDAT V_T880
ETK311Unknown syntax "R3TR" "VDAT" "V_T880"
E315Message for object: R3TR VDAT V_T880
ETK315Table V_T880 does not exist or is not activated
E427Message for object: R3TR VDAT V_T880
ETK427No object definition exists for Customizing object V_T880

```

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

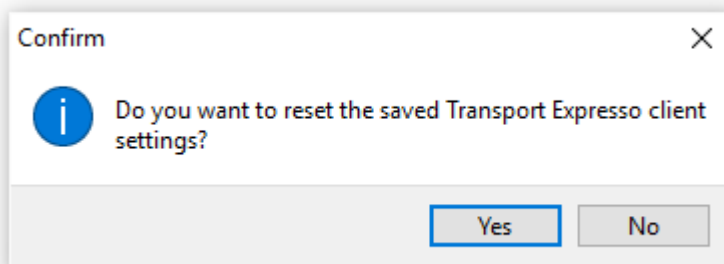
## 8.14. Windows GUI Issues: How to Reset

---

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

---

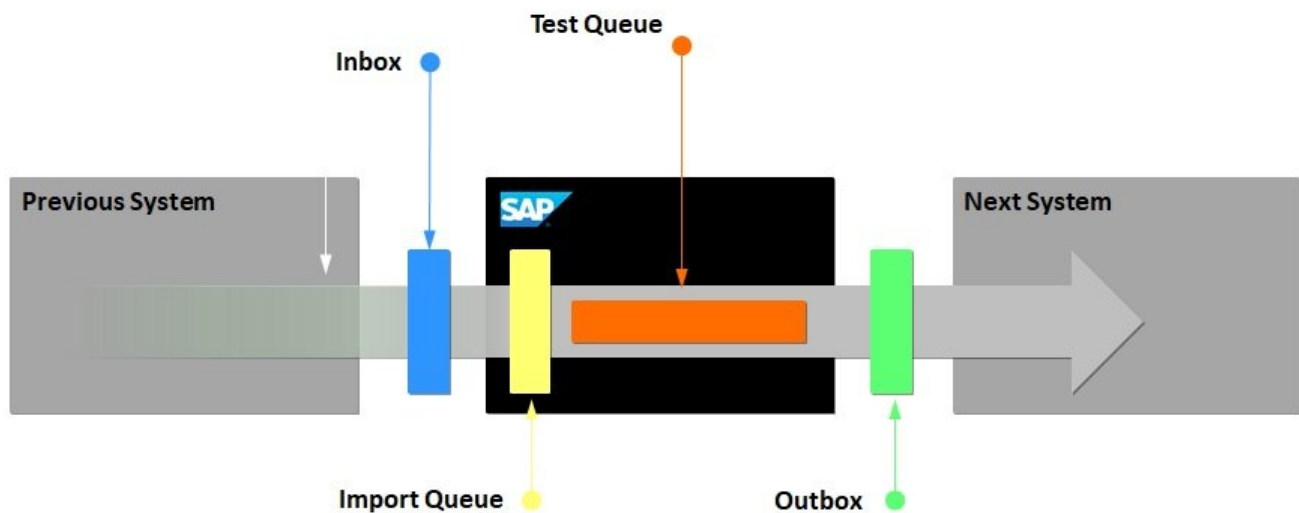
Inboxes and Outboxes act as approval gates in your SAP system for all SAP changes moving through the landscape.

When a change reaches an Inbox, an approval email 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 email 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.

### Control Point on the Transport Path



## 9.1.1. Windows GUI

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

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

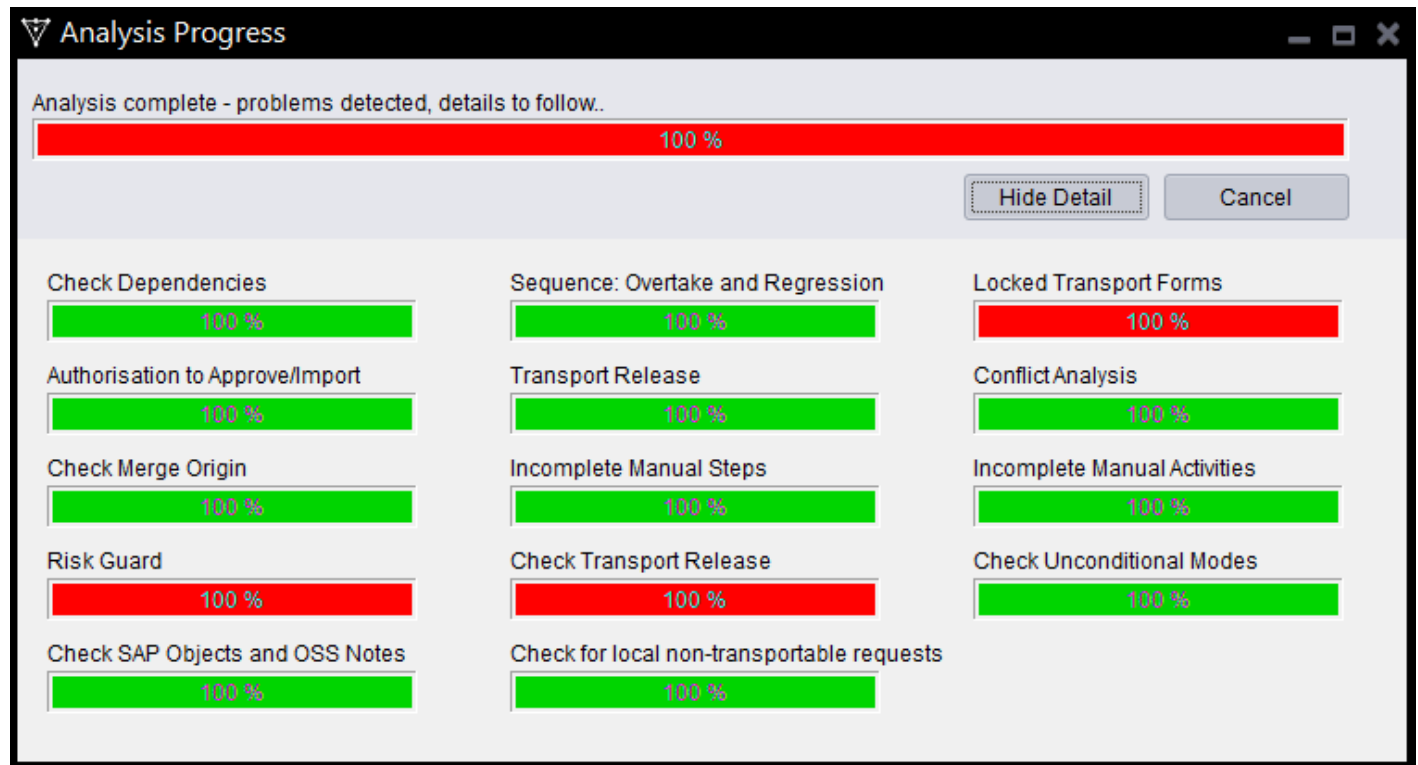
The screenshot shows the 'Outbox of ECC Development - BAU' window. At the top, there are buttons for 'View: By Project and Task', 'Groups (All)', 'Analyse', 'ShiftLeft', 'Approve', and 'Reject'. The 'ShiftLeft' button is highlighted, and a dropdown menu is open showing various analysis options:

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

The main table displays a list of tasks with columns for 'Remedy Reference', 'Subject', 'Deployment Status', and 'Unit Testing Complete'. The tasks are grouped under 'BAU / Production Support', 'ECC Release - 2.2', and 'ECC Release - 2.3'. The 'Unit Testing Complete' column shows green checkmarks for most tasks, indicating successful analysis.

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

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



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

**Analysis Results**

Expand All Collapse All Show Explanations Clear Selection

**3 transport(s) are locked so cannot be approved/imported**  
 The following transport forms have been locked to prevent approval or import

Locked Request
D01K907507
D01K901434
D01K916116

**1 transport(s) containing risky objects detected**  
 The following transports have a risk level greater than 2


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


**4 risky objects detected**  
 The following transports contain risky objects

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

**2 unreleased transport(s) detected**  
 The following transports cannot be approved as they are not yet released

Request
D01K901434
D01K916116

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

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

**Reject Task**

**Reason for Rejection:** Functional testing insufficient

**Comments:** Testing has not covered all the appropriate scenarios outlined in the UAT script.

**Move transports back to the following control point (optional):** T01 - ECC QA System - Test queue

OK Cancel

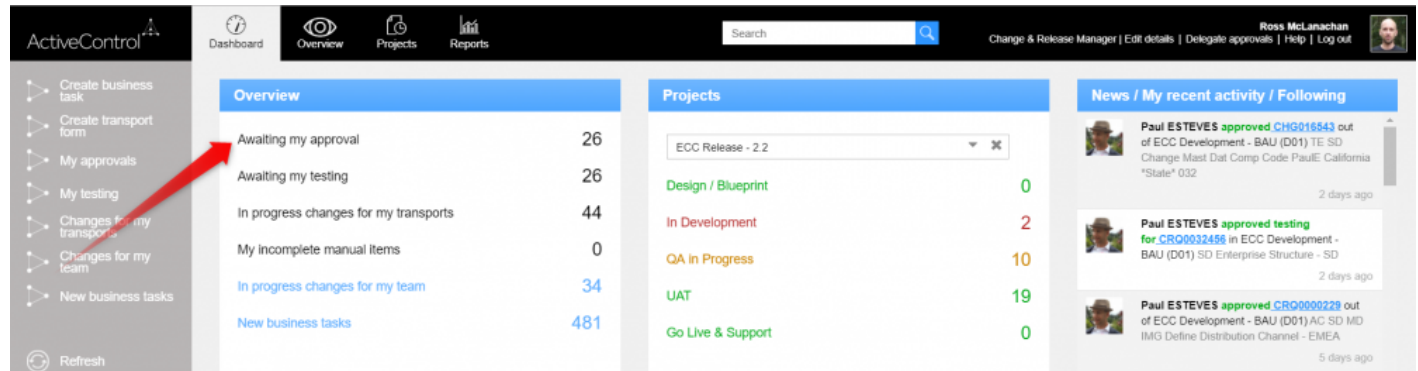
The rejection will automatically lock all associated transport forms in the location where the rejection is processed.

**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:



The screenshot shows the ActiveControl Web UI front screen. The 'Overview' tab is selected, displaying a list of tasks. A red arrow points to the 'Awaiting my approval' link in the left-hand pane.

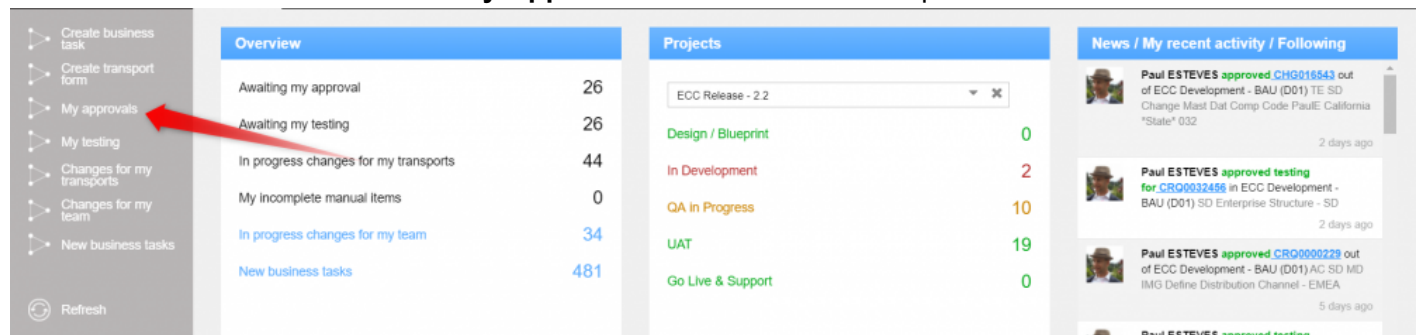
Task	Count
Awaiting my approval	26
Awaiting my testing	26
In progress changes for my transports	44
My incomplete manual items	0
In progress changes for my team	34
New business tasks	481

The 'Projects' tab is also visible, showing a list of projects with their status and count:

Project	Status	Count
ECC Release - 2.2	Design / Blueprint	0
	In Development	2
	QA in Progress	10
	UAT	19
	Go Live & Support	0

The 'News / My recent activity / Following' section shows recent activity, including approvals and testing updates.

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



The screenshot shows the ActiveControl Web UI front screen. The 'My Approvals' link is highlighted in the left-hand pane with a red arrow.

Task	Count
Awaiting my approval	26
Awaiting my testing	26
In progress changes for my transports	44
My incomplete manual items	0
In progress changes for my team	34
New business tasks	481

The 'Projects' tab is also visible, showing a list of projects with their status and count:

Project	Status	Count
ECC Release - 2.2	Design / Blueprint	0
	In Development	2
	QA in Progress	10
	UAT	19
	Go Live & Support	0

The 'News / My recent activity / Following' section shows recent activity, including approvals and testing updates.



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

Analysis / Show transports

ShiftLeft analysis

Approve

Reject

Enter test results


Refresh

Overview:Awaiting my approvalProject:AllGroup by:Path & Target / Location

	Task	Project	Group	Priority	# Objects / # Keys	Conflict / SCI / Risk Status	Owner Name	Owner
ECC BAU / Production Support: D00 - ECC Project Dev - BAU (Merge) - Inbox (9)								
<input type="checkbox"/>	<div>CRQ009049</div> <div>New Storage Units</div> <div>Waiting to be approved into D00 - ECC Project Dev - BAU (Merge) by you, James Barter, Kevin Callaghan</div> <div>Show all transports</div>	BAU - Weekly Release (Week #1)	Basis	High	5 / 5		RMCLANAC...	
<input type="checkbox"/>	<div>CRQ121212</div> <div>CRQ HR Fix</div> <div>Waiting to be approved into D00 - ECC Project Dev - BAU (Merge) by you, Kevin Callaghan, Paul ESTEVES</div> <div>Show all transports</div>	BAU - Weekly Release (Week #1)	HR	Normal	3 / 38		RMCLANAC...	
<input type="checkbox"/>	<div>CHQ2030405</div> <div>TE SD Master Data: Maintain FM Area</div> <div>Rejected by Paul ESTEVES with reason "Unexpected change"</div> <div>Waiting to be approved into D00 - ECC Project Dev - BAU (Merge) by you, Kevin Callaghan, Paul ESTEVES</div> <div>Show all transports</div>	BAU - Weekly Release (Week #2)	SD	Normal	1 / 11		PESTEVES	
<input type="checkbox"/>	<div>CRQ000452</div> <div>BC - System Time Zone Changes</div> <div>Waiting to be approved into D00 - ECC Project Dev - BAU (Merge) by you, Kevin Callaghan</div> <div>Show all transports</div>	BAU - Weekly Release (Week #2)	Basis	Normal	0 / 0		RMCLANAC...	
<input type="checkbox"/>	<div>CRQ004444</div> <div>SD - Billing Changes for Spain</div> <div></div> <div></div>	BAU - Weekly Release (Week #2)	SD	Normal	1 / 0		RMCLANAC...	

 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

---

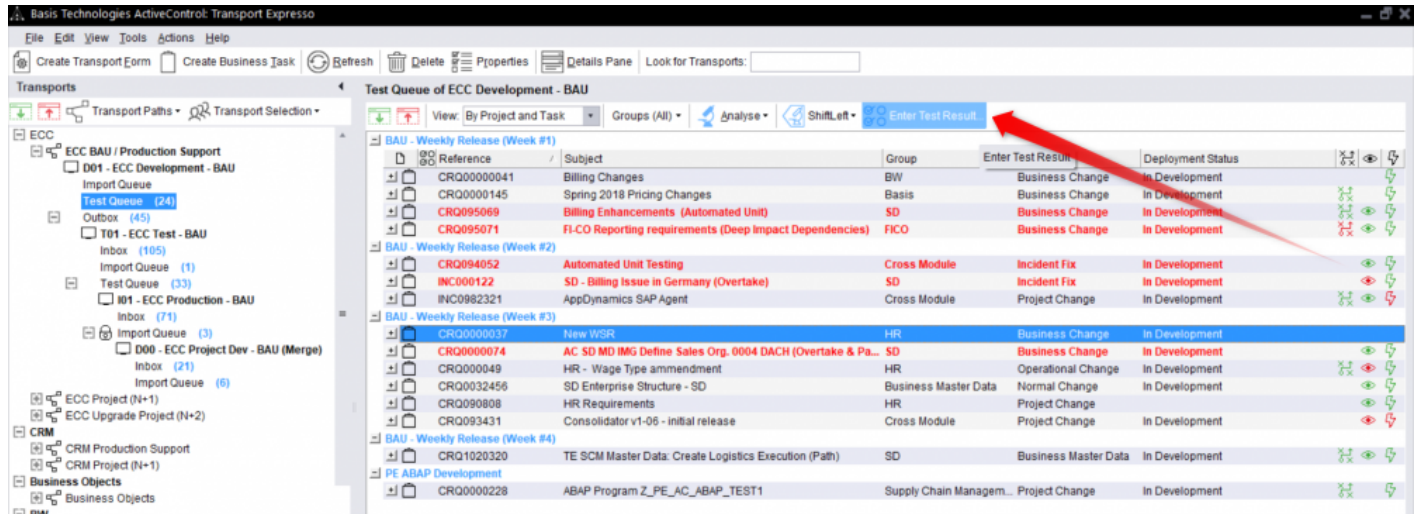
When Transport Forms reach a Test Queue, the assigned tester of the Business Task is notified by email that testing is required. The tester performs the test and then enters the test results.

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.

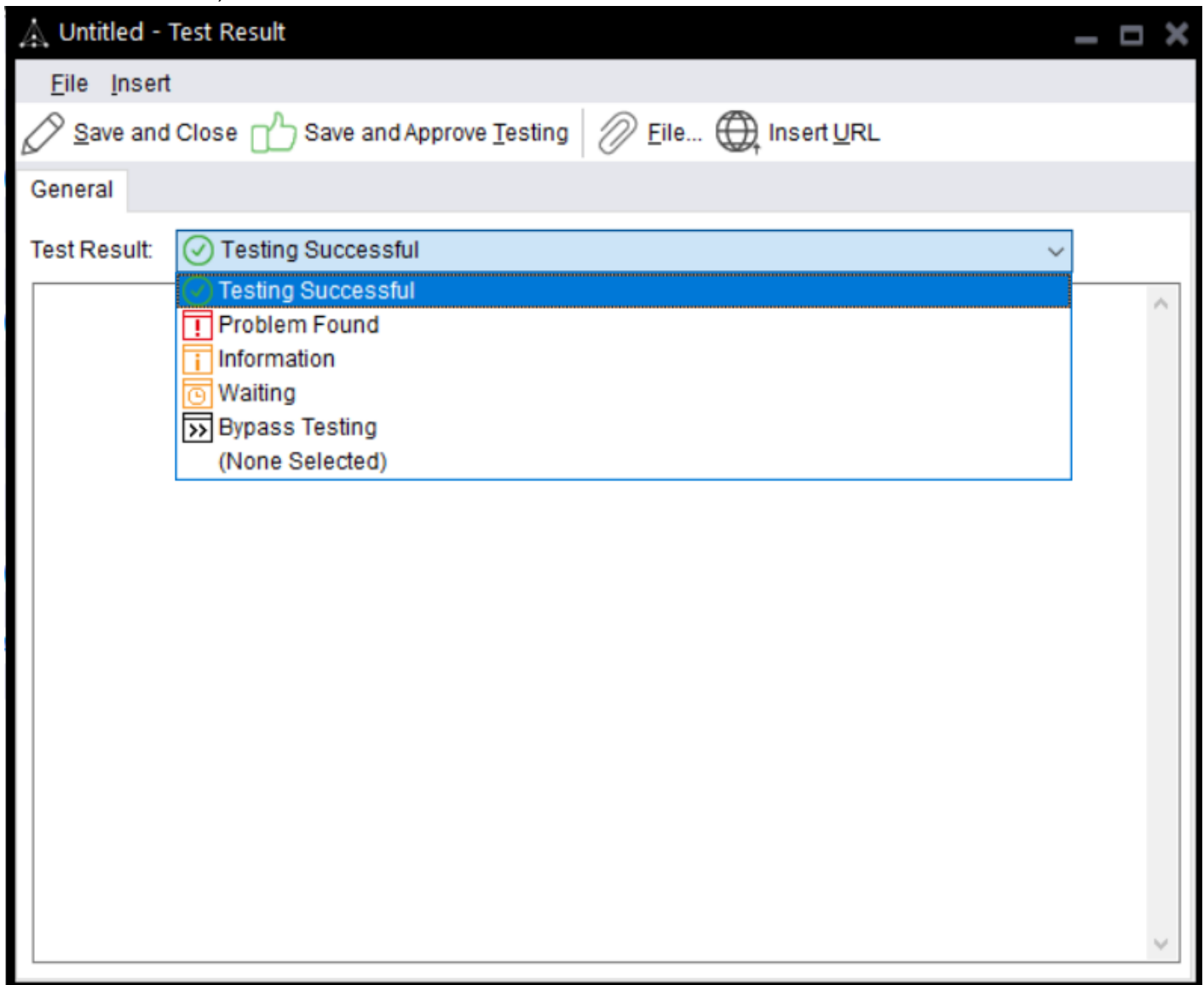
## 9.2.1. Test Queue in the Windows GUI

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:

The screenshot shows the ActiveControl web UI. The left sidebar has a red arrow pointing to the 'My testing' link. The main content area has three panels: Overview, Projects, and News / My recent activity / Following.

Overview	
Awaiting my approval	26
Awaiting my testing	26
In progress changes for my transports	44
My incomplete manual items	0
In progress changes for my team	34
New business tasks	481

The Projects panel shows a dropdown menu with 'ECC Release - 2.2' and a list of project stages with counts:

Project Stage	Count
Design / Blueprint	0
In Development	2
QA In Progress	10
UAT	19
Go Live & Support	0

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

The screenshot shows the ActiveControl web UI. The left sidebar has a red arrow pointing to the 'My testing' link. The main content area has three panels: Overview, Projects, and News / My recent activity / Following.

Overview	
Awaiting my approval	26
Awaiting my testing	26
In progress changes for my transports	44
My incomplete manual items	0
In progress changes for my team	34
New business tasks	481

The Projects panel shows a dropdown menu with 'ECC Release - 2.2' and a list of project stages with counts:

Project Stage	Count
Design / Blueprint	0
In Development	2
QA In Progress	10
UAT	19
Go Live & Support	0

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

Analysis / Show transports

ShiftLeft analysis

Approve

Reject

Enter test results

Refresh


Transport Expresso

Overview:Awaiting my testing

Project:All

Group by:Path & Target / Location

	Task	Project	Group	Priority	# Objects / # Keys	Conflict / SCI / Risk Status	Owner Name	Owner
ECC BAU / Production Support: D01 - ECC Development - BAU - Test Queue (5)								
<input type="checkbox"/>	<div>CRQ00000041</div> <div>Billing Changes</div> <div>Waiting to be tested in D01 - ECC Development - BAU by you</div> <div>Show all transports</div>	BAU - Weekly Release (Week #1)	BW	Normal	0 / 0		RMCLANAC...	
<input type="checkbox"/>	<div>CRQ095069</div> <div>Billing Enhancements (Automated Unit)</div> <div>Waiting to be tested in D01 - ECC Development - BAU by you</div> <div>Show all transports</div>	BAU - Weekly Release (Week #1)	SD	Emerg...	1 / 0		RMCLANAC...	
<input type="checkbox"/>	<div>INC000122</div> <div>SD - Billing Issue in Germany (Overtake)</div> <div>Waiting to be tested in D01 - ECC Development - BAU by you, James Barter, James Roberts</div> <div>Show all transports</div>	BAU - Weekly Release (Week #2)	SD	Emerg...	2 / 0		RMCLANAC...	
<input type="checkbox"/>	<div>CRQ0000037</div> <div>New WSR</div> <div>Waiting to be tested in D01 - ECC Development - BAU by you</div> <div>Show all transports</div>	BAU - Weekly Release (Week #3)	HR	Normal	1 / 0		RMCLANAC...	
<input type="checkbox"/>	<div>CRQ090808</div> <div>HR Requirements</div> <div>Waiting to be tested in D01 - ECC Development - BAU by you</div> <div>Show all transports</div>	BAU - Weekly Release (Week #3)	HR	Normal	2 / 2		RMCLANAC...	
ECC BAU / Production Support: T01 - ECC Test - BAU - Test Queue (20)								
<input type="checkbox"/>	<div>CRQ0000077</div> <div>Netatim changes</div> <div>Waiting to be tested in T01 - ECC Test - BAU by McLanachan Test</div> <div>Show all transports</div>	BAU - Weekly Release (Week #1)	Business Master Data	Normal	0 / 0		ROSSTEST	

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

ActiveControl

Dashboard Overview Projects Reports

Search

Change & Release Manager | Edit details | Delegate approvals | Help | Log out

Ross McLanachan

Save

Save & Approve Testing

Show test results

Cancel

Test result:

Comments:

Attachments:

Type	Name	Created by	Date	Time	Length
------	------	------------	------	------	--------

Add file Add URL Remove

Refresh

Billing Enhancements (Automated Unit)

CRQ095069

Previous test result "Testing Successful" entered by James Roberts : Waiting to be tested in D01 - ECC Development - BAU by you

Owner: Ross McLanachan

Follow

General Key Stakeholders Additional Data User assignments Testers Status & History Attachments Comments

Project: BAU - Weekly Release (Week #1)

Priority: Emergency

Type: Business Change

Group: SD

Locked: ☐ (prevent further transports being added)

Deployment status: In Development ☐ Manually override deployment status

Planning status: None Selected ☐ Manually override planning status

Transport Expresso

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 Espresso using **Delegate Approvals** and **Force Delegation**.

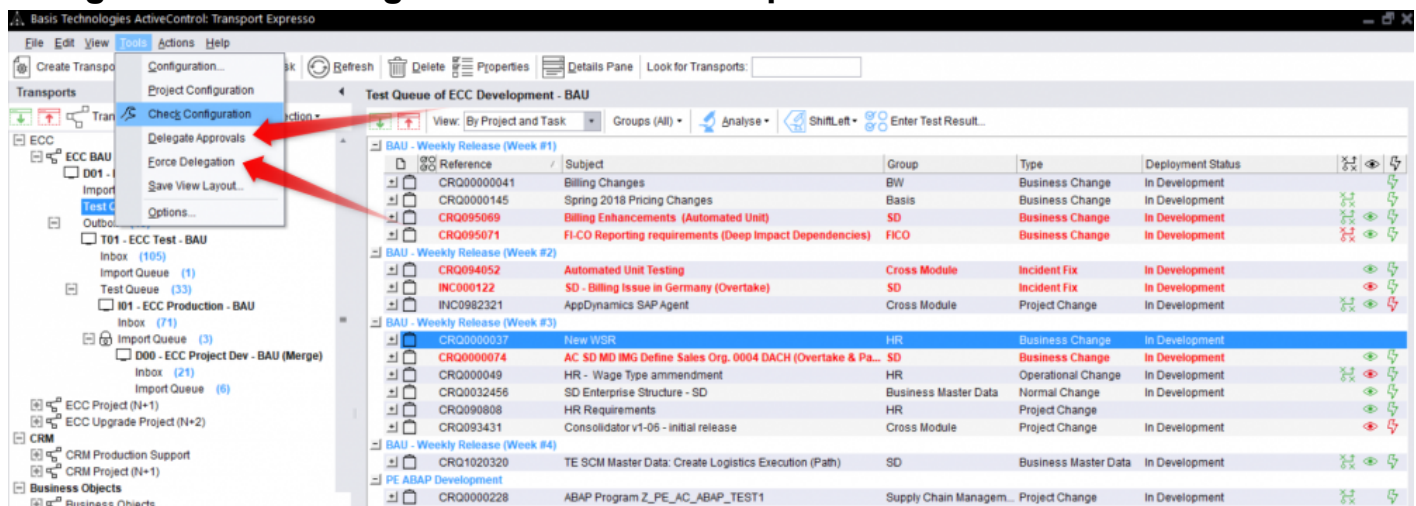
Delegate Approvals can be used to delegate your own approvals. Force Delegation can be used by authorised users to set up delegations for existing approvers.

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

Delegations can be maintained in 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.

**Delegate Approval**

**Delegation**

☐ Enable Delegation

Delegate From: 25 April 2018

Delegate Until: 25 April 2018

Delegate To Users: James Roberts (JROBERTS)

☒ Send Notifications

☒ Receive Notifications

OK Cancel

Add User  
Delete User

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.

The screenshot displays the ActiveControl Web UI dashboard. The top navigation bar includes the 'ActiveControl' logo, a search bar, and user information for Ross McLanahan. The main content area is divided into three columns: Overview, Projects, and News / My recent activity / Following. The Overview column lists various tasks with counts, such as 'Awaiting my approval' (26) and 'New business tasks' (481). The Projects column shows a list of projects with status indicators and counts, such as 'Design / Blueprint' (0) and 'Go Live & Support' (0). The News / My recent activity / Following column displays a feed of recent activity, including approvals and testing updates. A red arrow points to the 'Delegate approvals' link in the top right navigation bar.

Overview	Projects
Awaiting my approval	ECC Release - 2.2
Awaiting my testing	Design / Blueprint
In progress changes for my transports	In Development
My incomplete manual items	QA In Progress
In progress changes for my team	UAT
New business tasks	Go Live & Support

# 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

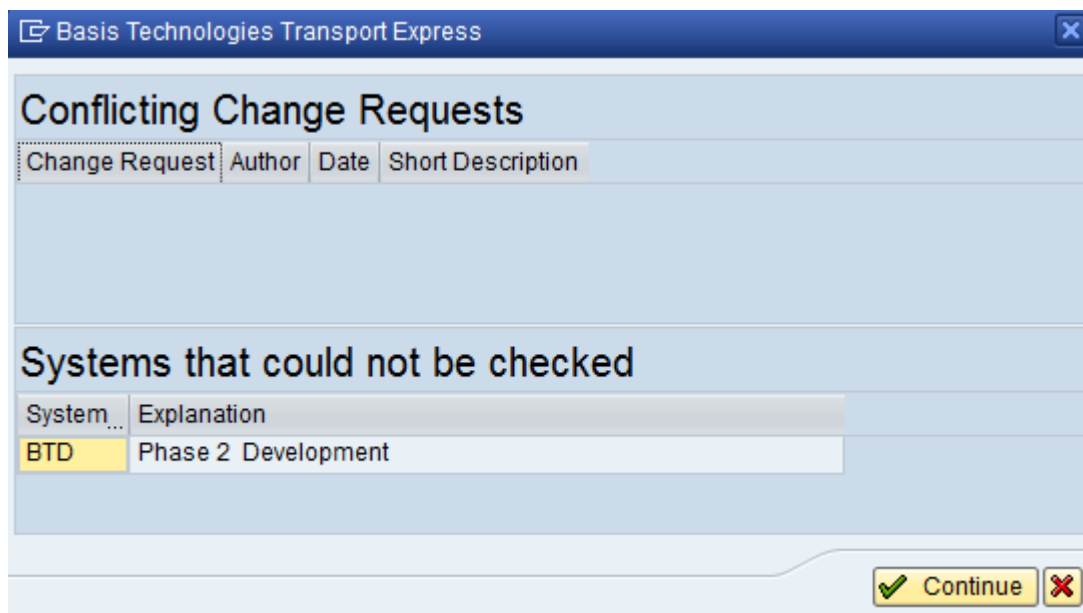
## 11.1. In-Line Conflict Analysis

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.

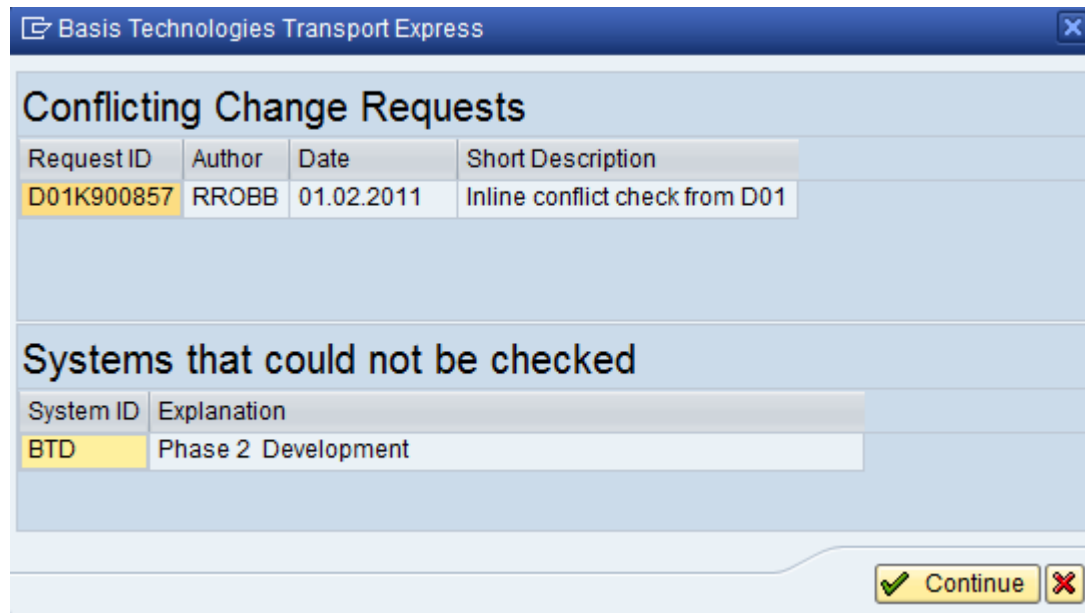
- It automatically runs during transport creation.
- If no conflicts are found nothing will be displayed.
- If conflicts are found a popup will be displayed showing the transports and systems where the conflict has been identified.
- If a system cannot be checked due to connectivity issues these will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



The screenshot shows a window titled "Basis Technologies Transport Express". It contains two sections. The first section, "Conflicting Change Requests", has a table with the following data:

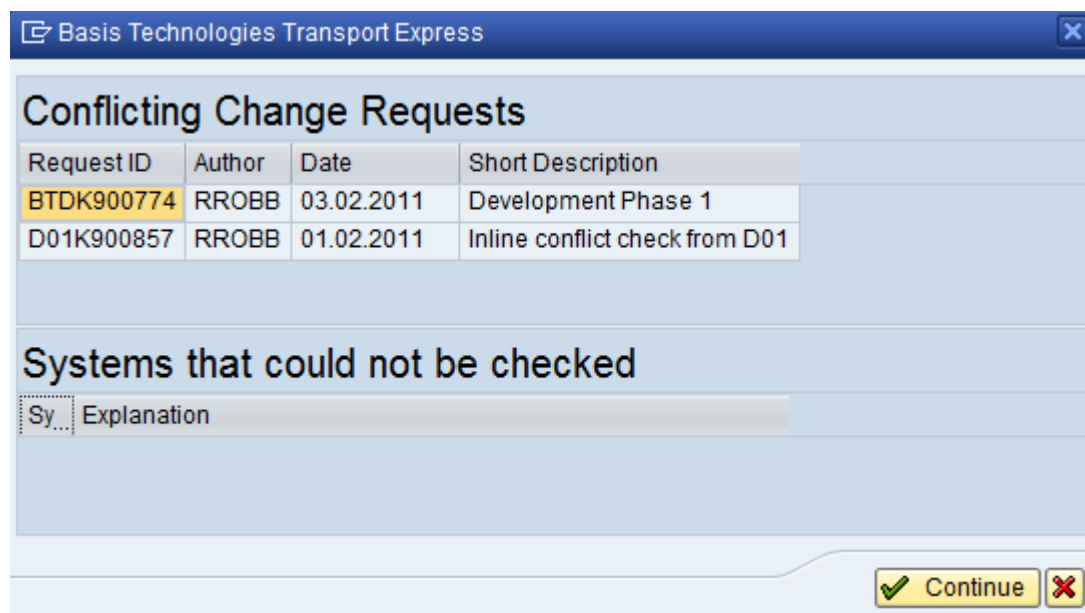
Request ID	Author	Date	Short Description
D01K900857	RROBB	01.02.2011	Inline conflict check from D01

The second section, "Systems that could not be checked", has a table with the following data:

System ID	Explanation
BTD	Phase 2 Development

At the bottom right, there are two buttons: "Continue" (with a green checkmark icon) and a button with a red 'X' icon.

A conflict has been found in two different development systems:



The screenshot shows a window titled "Basis Technologies Transport Express". It contains two sections. The first section, "Conflicting Change Requests", has a table with the following data:

Request ID	Author	Date	Short Description
BTDK900774	RROBB	03.02.2011	Development Phase 1
D01K900857	RROBB	01.02.2011	Inline conflict check from D01

The second section, "Systems that could not be checked", has a table with the following data:

Sy...	Explanation
-------	-------------

At the bottom right, there are two buttons: "Continue" (with a green checkmark icon) and a button with a red 'X' icon.

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:

Import Queue of ECC Project Dev - BAU (Merge)

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

Stop on Error Schedule: (None) Remove Import Lock






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

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

Import Queue of ECC Project Dev - BAU (Merge)

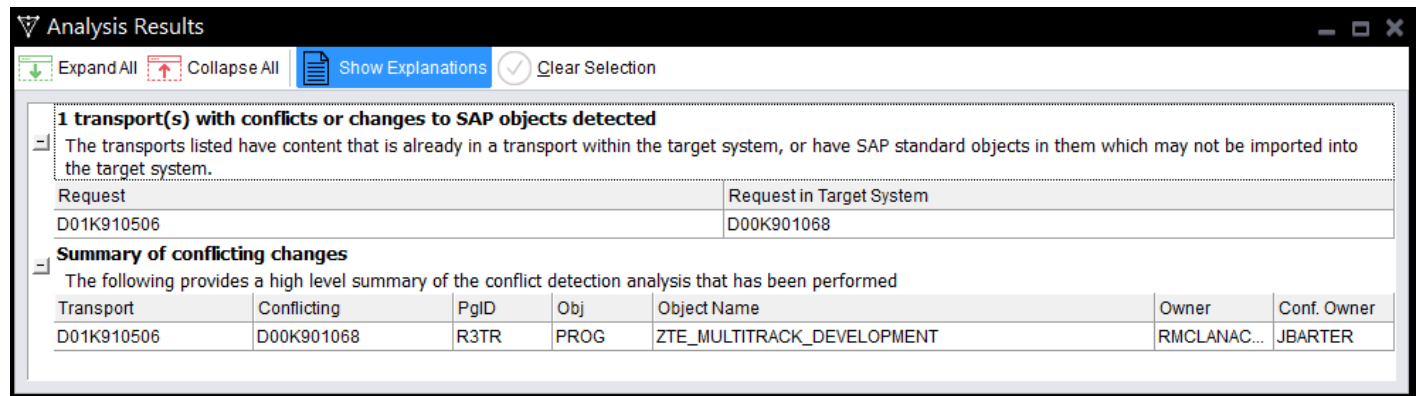
View: By Transport Request Groups (All) Analyse ShiftLeft Import Resume Import Mark as Imported OK Mark as Imported with Errors

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

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

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





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

Request	Request in Target System
D01K910506	D00K901068

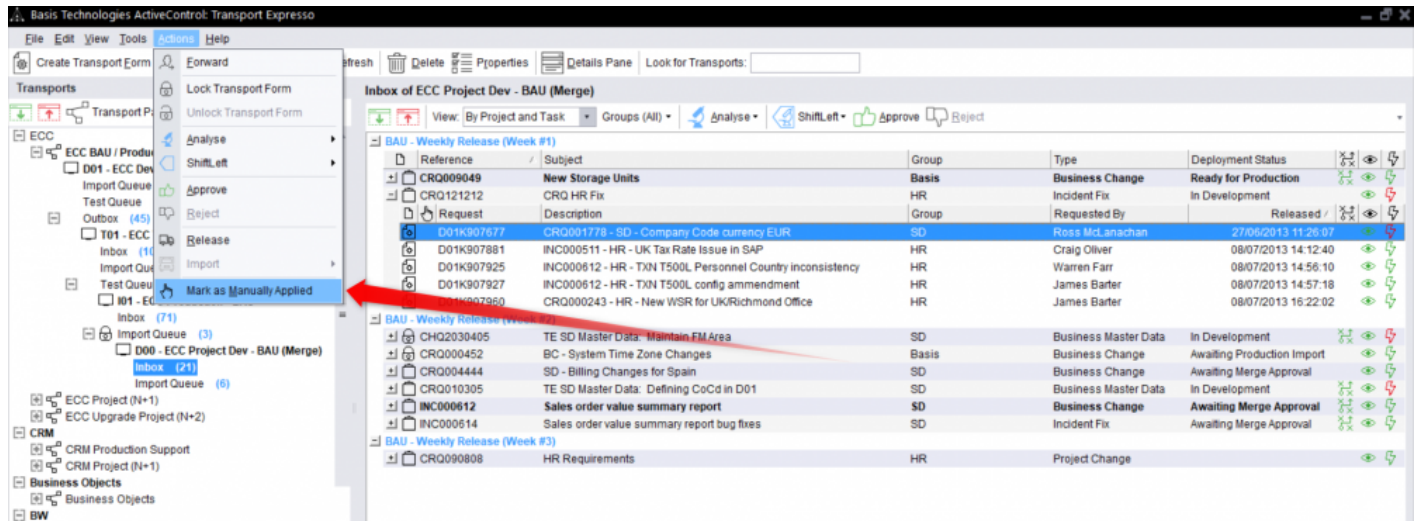
  

Transport	Conflicting	PgID	Obj	Object Name	Owner	Conf. Owner
D01K910506	D00K901068	R3TR	PROG	ZTE_MULTITRACK_DEVELOPMENT	RMCLANAC...	JBARTER

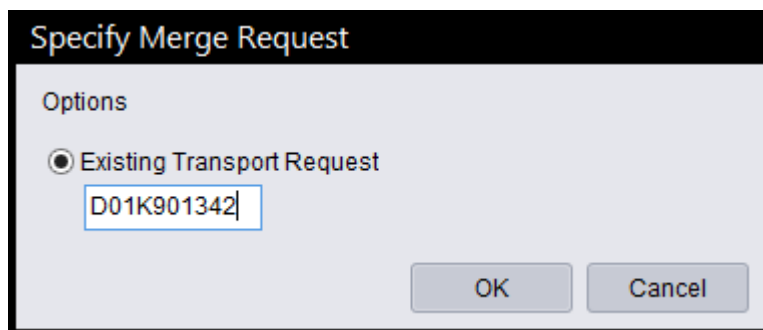
## 11.3. Mark as Manually Applied

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

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

### Notes for BI/BW merges:

- The merge process works by adding all objects from the original source transport to a local transport of copies. As BI renames some object types to local system names when they are imported, the objects in the merge transport are also renamed automatically by 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:

**Properties of Request D00K901462**

File Attachments Settings

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

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

Change Type: Existing Transport Request

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

Description of the changes made:

Backout Strategy

Type: Merge Transport

Group: Merge

Transport Path: ECC Project (N+1)

**Related Merge Requests**

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

Related Business Tasks Related Merge Requests

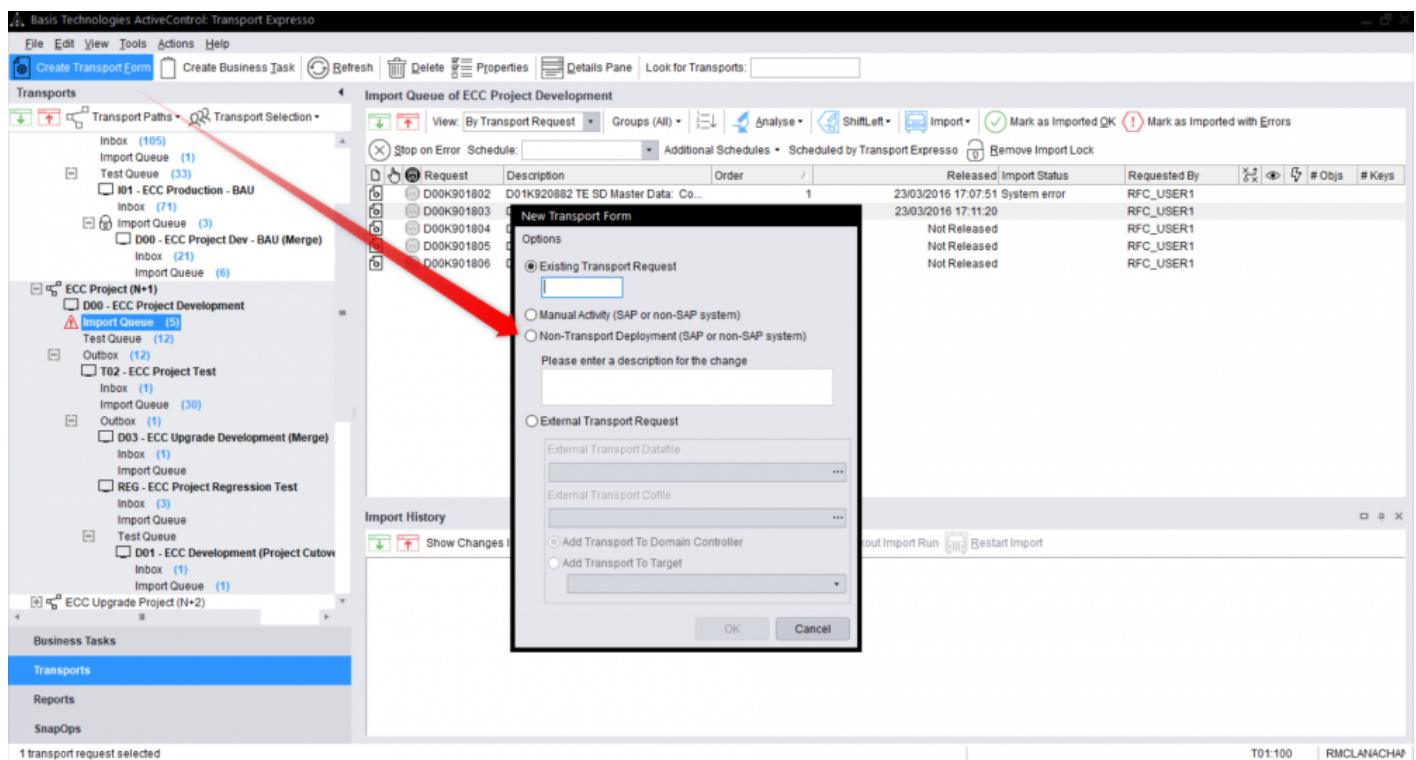
☐ Lock this transport to prevent it from being approved or imported.

## 12. Non Transportable Change

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

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

Within 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

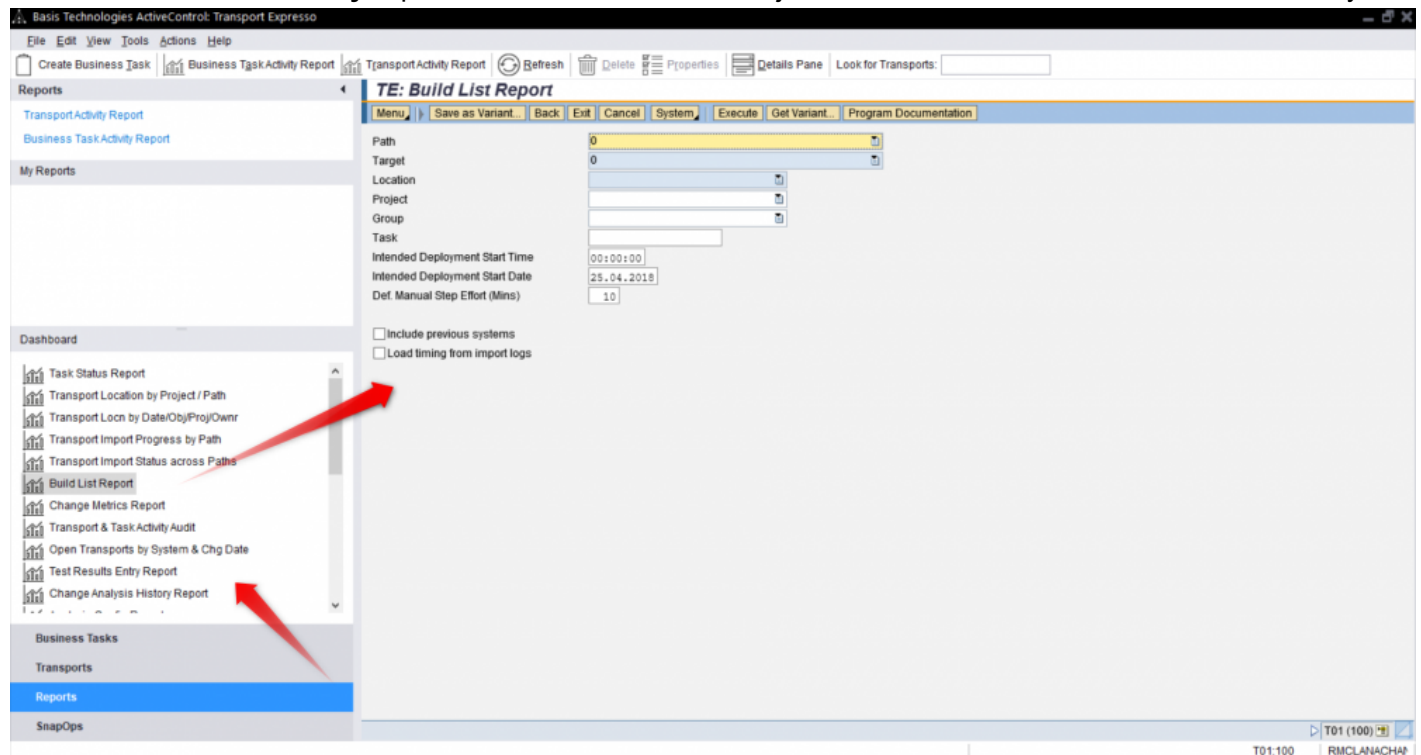
## **13. Reporting**

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## 13.1. Reporting: Windows GUI & Web UI

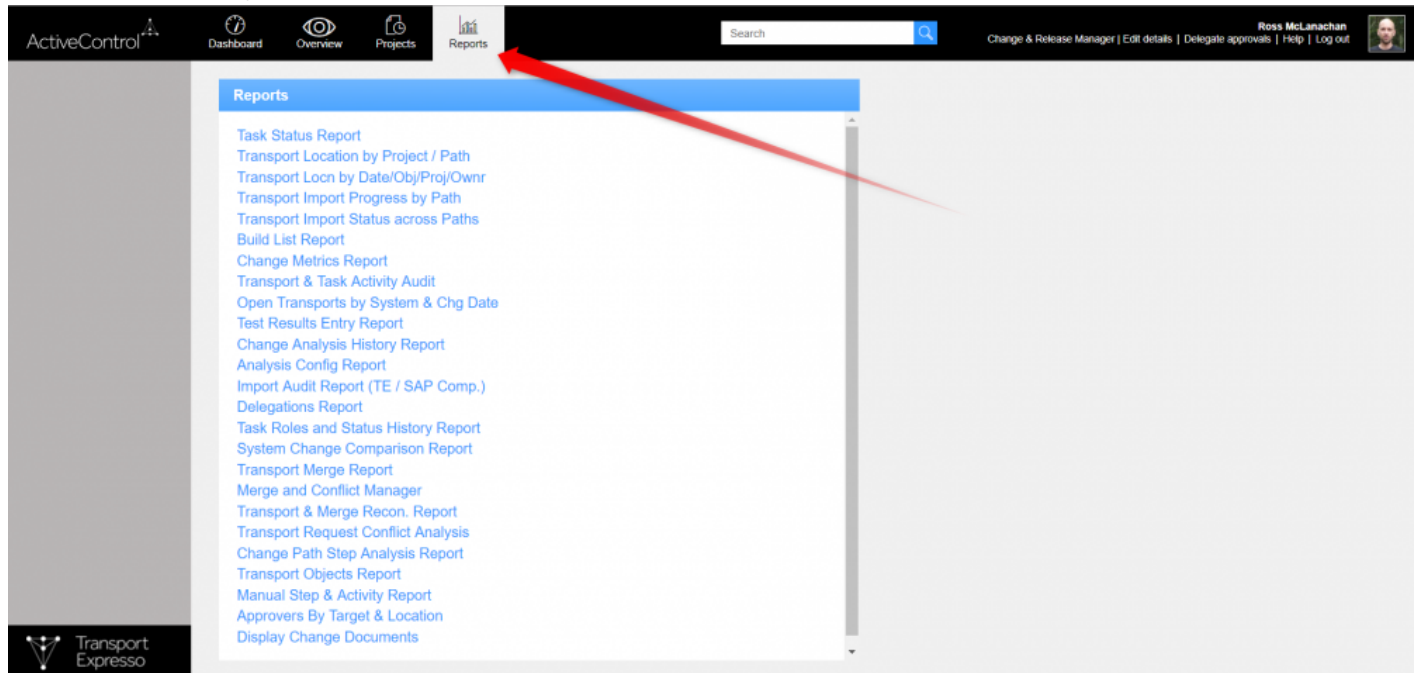
A suite of 25+ out-of-the-box reports are available with ActiveControl o to help manage the SAP Change Management process. The majority of these reports are standard SAP ALV reports that can be exported to MS Excel etc

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 Espresso view of the transport request (i.e. whether TE believes the transport was imported) or via the TMS view which examines the transport logs to determine whether the transport was imported. Alternatively, both views can be combined.

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

### **Transport Import Status across Paths**

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

**Build List Report**

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

**Change Metrics Report**

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

- **Transport & Task Activity & Events Audit\***

This report can be used to show an audit of Transport Espresso activities and events. This includes Imports (including import errors), Approvals, Rejections, Mark as Imported, Mark as Manually Applied, Added to Import Queue, Added to Control Point, etc.

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

**Open Transports by System & Chg Date**

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

**Test Results Entry Report**

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

**Change Analysis History Report**

When an analysis is performed the results of the analysis run are 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 Espresso.

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

**Import Audit Report (TE / SAP comparison)**

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

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

**Delegation Details Report**

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

**Task Roles and Status History Report**

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

**System Change Comparison Report**

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

**\*Transport Merge Report \***

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

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

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

**Merge and Conflict Manager**

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

**Transport & Merge Recon. Report**

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

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

**Transport Request Conflict Analysis**

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

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

**Change Path Step Analysis Report**

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

**Transport Objects Report**

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

**Manual Step & Activity Report**

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

**Approvers by Target & Location**

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

**Display Change Documents**

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

**System Rebuild after Database Copy**

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

## 13.2. Reporting: SAP GUI

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

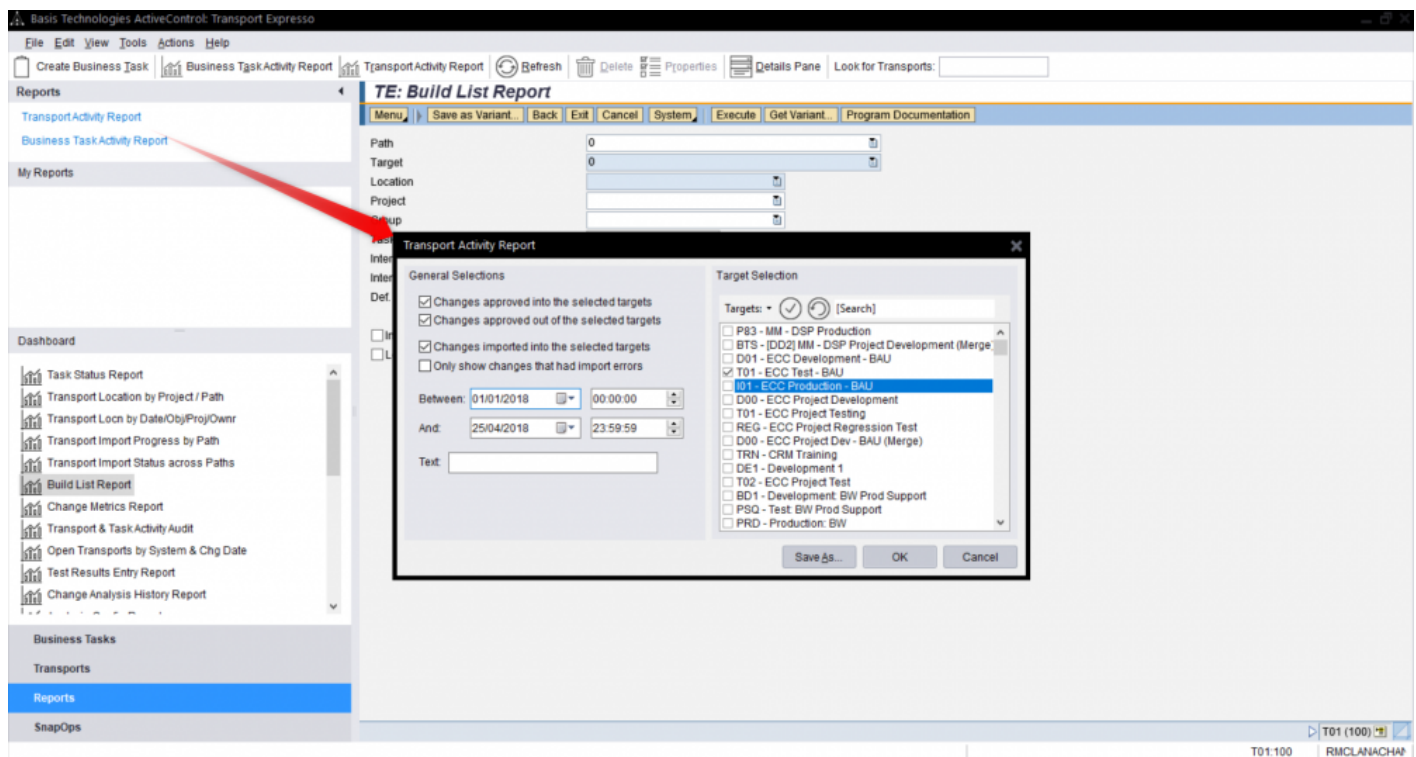
Report	Transaction
Task Status Report	/BTI/TE_RTASK_STATUS
Transport Location by Project / Path	/BTI/TE_RTR_LOCATION
Transport Locn by Date/Obj/Proj/Ownr	/BTI/TE_RTRAN_LOCN
Transport Import Progress by Path	/BTI/TE_RTR_IMPSTAT
Transport Import Progress across Paths	/BTI/TE_RTRANS_IMPSTATUS_ALL
Build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

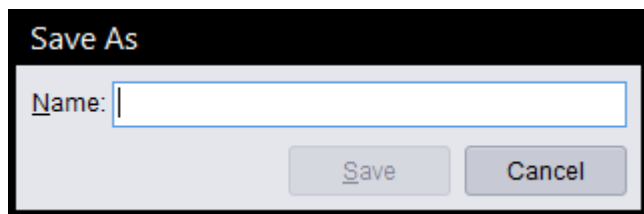


- **Text:** If required enter some text to search for in the reported transports. Only those matching the selection will be reported
- **Target Selection:** Choose the required target systems to report on. Targets can be selected by Path, Role or Group:

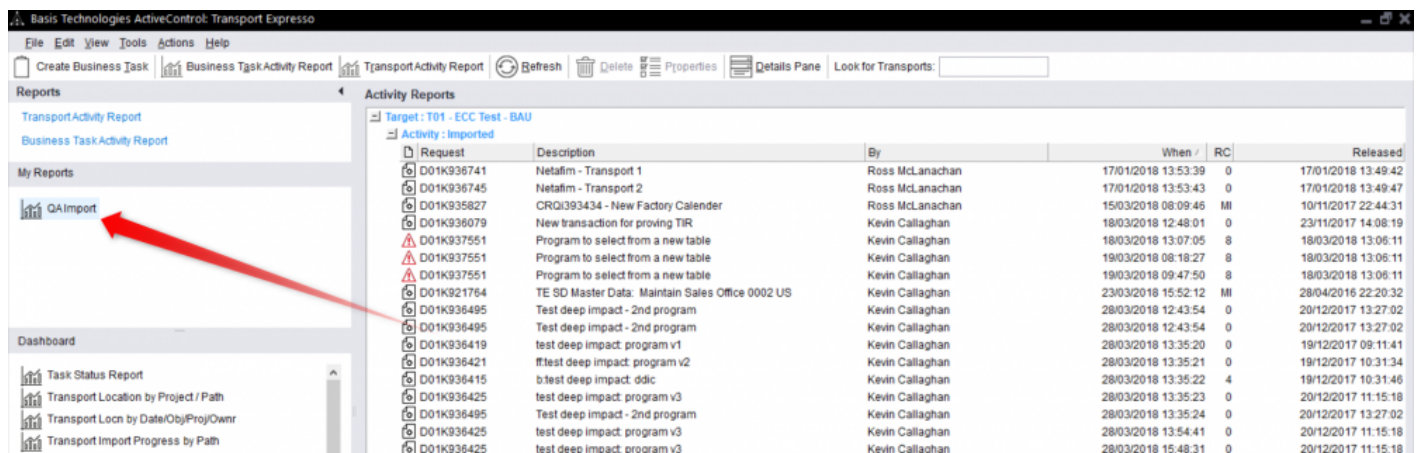
Use the   buttons to select/de-select all viewed targets and use  to allow the target list to be restricted based on a text search in the target System ID and Description.

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**

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## 14.1. ActiveControl Administrators

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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.

