

# ActiveControl - User Guide

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**Basis Technologies** 

# **Table of Contents**

1. Introduction	
2. Key Concepts of ActiveControl	4
2.1. Architecture of ActiveControl	
2.1.1. Domain Controller	
2.1.2. Satellite SAP Systems	
2.1.3. Accessing ActiveControl	
2.1.4. Integration Framework	
2.2. Transport Forms, Business Tasks and Projects	9
2.3. Inboxes, Outboxes and Test Queues	
2.4. Transport Sequencing and Dependencies	
3. Accessing ActiveControl	
3.1. SAP GUI	
3.2. Web UI	
3.3. Windows GUI	
4. Creating Transport Forms	
4.1. SAP GUI	
4.2. Web UI	
4.3. Windows GUI	
5. Creating Business Tasks	
5.1. SAP GUI	
5.2. Web UI	
5.3. Windows GUI	
6. Managing Transports	
6.1. Locating Transports in ActiveControl	
6.2. Locating Transports without a Transport Form	
6.3. Deleting Transport Forms	
6.4. Importing Transports	
6.5. Transport Schedules	
6.6. Import History	
6.7. Transport Logs	
6.8. Import Errors	
6.9. Resetting the Import Status	
6.10. Marking a Transport as Imported	
6.11. Dependencies	
6.12. Unconditional Modes	
6.13. Manual Steps	
6.14. Manual Activities and Non-Transport Deployments	

6.15. Transport of Copies	. 51
6.16. Transport Status and History	. 54
6.17. Consolidated Import Queues	. 55
7. Managing Business Tasks	. 57
7.1. Web UI	. 57
7.2. Windows GUI	. 57
8. General Operations	. 59
8.1. Commenting	. 59
8.2. Web UI: Newsfeed	. 59
8.3. Web UI: Following	. 60
8.4. Web UI: Project RAG status	. 61
8.5. Import Queue Advanced Options and Removing Import Locks	. 62
8.6. Re-imports using Add to Import Queue	. 64
8.7. Re-Approvals and Re-Imports using Add to Control Point	. 66
8.8. Locking Transport Forms	. 66
8.9. Locking Business Tasks	. 68
8.10. Downloading to Excel	. 70
8.11. Finding out Who's Logged On	. 71
8.12. Licence Keys	. 72
8.13. System & RFC Errors	. 73
8.14. Windows GUI Issues: How to Reset	. 74
8.15. Non Transportable Change	. 75
8.16. Merge	. 77
8.16.1. In-Line Conflict Analysis	. 77
8.16.2. Conflict Analysis	. 78
8.16.3. Merge	. 79
9. Analysis, Approvals and Rejections	. 83
9.1. Inboxes and Outboxes	. 84
9.1.1. Approvals in the Windows GUI	. 84
9.1.2. Approvals in the Web UI	. 87
9.2. Test Queues	. 88
9.2.1. Test Results in the Windows GUI	. 89
9.2.2. Test Results in the Web UI	. 90
9.3. Delegations	. 92
10. Reporting	. 94
10.1. ALV Reports	. 94
10.2. Activity Reports	. 99
10.3. DevAnalytics	101
11. Software Support	103

12. Legal Statement	4
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# **1. Introduction**

#### **Document Purpose**

The purpose of this User Guide is to provide a guide for the use of ActiveControl for non-Administration users of the software. It is intended as a generic document of the main capabilities of ActiveControl and not as a description of a customer's own processes within ActiveControl or indeed some of the less-common functionalities within the product.

For more detailed information on your own organisation's processes within ActiveControl, please refer to the Training collateral that will have been delivered as part of the original ActiveControl implementation project.

#### **Document Contents**

This User Guide is divided into the following sections:

- 1. Key Concepts
- 2. Accessing ActiveControl
- 3. Creating Transport Forms
- 4. Creating Business Tasks
- 5. Managing Transports
- 6. Managing Business Tasks
- 7. General Operations
- 8. Analysis, Approvals & Rejections
- 9. <u>Reporting</u>
- 10. <u>Support</u>

# 2. Key Concepts of ActiveControl

This section of the Administration Guide details some of the key concepts of ActiveControl

- 1. Architecture
- 2. Transport Forms, Business Tasks and Projects
- 3. Inboxes, Outboxes and Test Queues
- 4. Transport Sequencing & Dependencies

## 2.1. Architecture of ActiveControl

The architecture of ActiveControl can be broken down into several core components:

- 1) a main **Domain Controller**
- 2) other participating satellite SAP systems.
- 3) Access methods consisting of a Windows GUI client software, Web UI and SAP GUI screens.
- 4) Integration Framework

The rest of this section summarises each of these in turn.

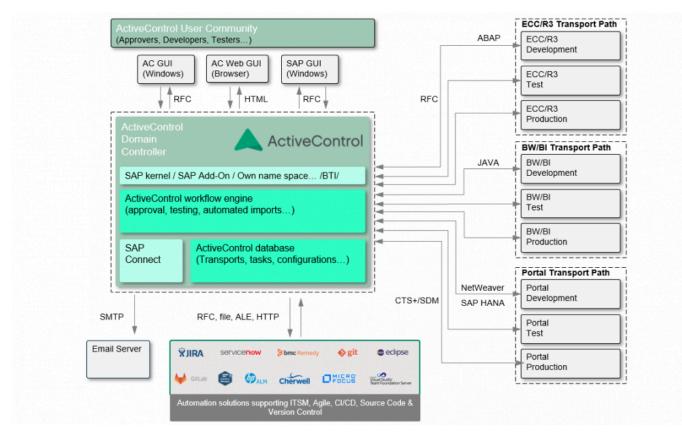


Figure: The ActiveControl architecture

## 2.1.1. Domain Controller

Like the SAP Transport Management System (TMS), ActiveControl has the concept of a **Domain Controller**. The domain controller does not need to be configured in any special way. It is simply the SAP system that the ActiveControl client software connects to, and is where ActiveControl configuration and application data is stored. The server software runs mostly within the ActiveControl domain controller. When necessary, the domain controller connects to the other SAP systems to gather transport request information and to perform transports. These connections are made using SAP's remote function call (RFC) protocol.

There is no requirement for the ActiveControl domain controller and TMS domain controller to be the same SAP system. In fact, a single ActiveControl domain controller can manage transports for multiple TMS domains.

All ActiveControl users will require a user account in the domain controller system with a valid email address in order to receive email notifications. Each user must also be assigned with the relevant ActiveControl single or composite role(s) to reflect their job function and the access they need to the various functionality within ActiveControl.

It is generally recommended that a Solution Manager system be used as the ActiveControl domain controller but this is not mandatory; the reality is the domain controller can be any ABAP system with high availability and in which all the ActiveControl users have an SAP user account.

### 2.1.2. Satellite SAP Systems

The ActiveControl server software must also be installed in each of the participating satellite SAP systems that will be managed by ActiveControl.

It is not necessary for any participating SAP systems to share transport directories with any of the other SAP systems in the ActiveControl system landscape. If transport files are missing, the ActiveControl domain controller automatically requests the transport files, on demand, from the source SAP system and forwards them to the SAP system that the changes are to be imported into.

The only requirement is that the ActiveControl domain controller must be able to connect to each of the participating SAP systems via the remote function call (RFC) protocol. This RFC connectivity is required to gather transport request information, release transport requests or to perform import actions.

#### <u>Example 1</u>: Multiple Development Streams with Separate Transport Directories

ActiveControl can support a system landscape with three development streams (such as ERP, CRM and BW), where each development stream has its own transport directories. That is, the development, test, production (etc.) ERP systems share a common set of transport directories, however these transport directories are not shared with any of the CRM or BW systems.

In this example, the ERP development system might be acting as the ActiveControl domain controller for all three development streams, even though none of the SAP systems in the ERP stream share transport directories with either the CRM or BW systems (and vice versa).

#### <u>Example 2</u>: Single Development Stream with Multiple Transport Directories

ActiveControl also supports a system landscape where the SAP systems of a single development stream do not share the same set of transport directories. It might be that the development and test systems share a common set of transport directories, but for security reasons, the production system has its own set of transport directories.

### 2.1.3. Accessing ActiveControl

There are three main ways of accessing ActiveControl:

1) **SAP GUI screens**, normally used by 'transport owners' (ie Developers, Functionals, Securities teams) to log their changes within ActiveControl.

2) **Web UI interface**, used by most ActiveControl users such as Approvers, Testers and other stakeholders.

3) **Windows GUI client**, generally only deployed to 'heavy users' such as Basis teams, Change Managers and ActiveControl Administrators.

#### The Windows GUI

The Windows GUI client software is a relatively small application occupying less than 15MB of space. The software can be installed locally to each person's computer, or alternatively to a file server location for easier deployment. The client software should run on any computer capable of running SAP's standard (32-bit or 64-bit) SAP GUI software.

The Windows client software connects to the ActiveControl domain controller via SAP's remote function call (RFC) protocol. ActiveControl does not store any log-on information, including the user passwords.

The logon details of client, user ID and password are the same as if the person were logging into the ActiveControl domain controller via the SAP GUI. Since all of ActiveControl's configuration and application data is client independent, it does not matter which client of the ActiveControl domain controller is specified.

		Version 7.3 (Build 1515)						
ActiveControl								
Connect to:	T03 - Cloud	~						
Client	100	[Config]						
User ID:	janedoe							
Password:	*****							
Language:	English ~							
	Enable Fast Start (see SAP note 1456826)							
CreateSSO Sh	ortcut	OK Cancel						

Figure: The Windows GUI login screen

Remote function call is a TCP/IP sockets-based protocol that utilises the 3300-3399 range of port numbers. For example, if the ActiveControl domain controller has system number 10, then the client software will communicate with it using TCP port number 3310.

Although the Windows GUI client software does run on older 32-bit operating systems such as Windows NT 4.0 and Windows 98, only Windows version from Windows XP onwards are officially supported by Basis Technologies.

#### **Connecting Systems**

The ActiveControl Windows GUI uses the saplogon.ini files (for SAP GUI 730 and earlier, and XML file for SAP GUI 7.40 onwards) on the local PC to determine this list of systems to connect to. ActiveControl reports the presence of both saplogon.ini and SAPUILandscape.xml files in:

1) Local ActiveControl folder (typically C:\Program Files (x86)\Basis Technologies\ActiveControl)

2) Windows directory

3) Directories stored in the registry by SAP GUI:

Current User Local: HKEY\_CURRENT\_USER\Software\SAP\SAPLogon\ConfigFilesLastUsed\ ConnectionConfigFile

Current User Server: HKEY\_CURRENT\_USER\Software\SAP\SAPLogon\ConfigFilesLastUsed\ ConnectionConfigFileOnServer

Local Machine Local: HKEY\_LOCAL\_MACHINE\Software\SAP\SAPLogon\ConfigFilesLastUsed\ ConnectionConfigFile

Local Machine Server: HKEY\_LOCAL\_MACHINE\Software\SAP\SAPLogon\ConfigFilesLastUsed\ ConnectionConfigFileOnServer

4) SAPLOGON\_INI\_FILE environment variable (saplogon.ini only)

E.g. "C:\Program Files\Basis Technologies\ActiveControl\ActiveControl.exe" "SAPLOGON\_INI\_FILE=C:\Windows\saplogon.ini"

5) %APPDATA%\SAP\Common folder (XML only) – this is the default location for the 'local configuration path'.

Please be aware that ActiveControl will continue to look at old saplogon.ini files if the customer moves over to xml config files and 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 or ActiveControl upgrade.

### 2.1.4. Integration Framework

ActiveControl include an Integration Framework to allow easy bi-directional communication with other ITSM tools. Out-of-the-box Integrations are already available for tools such as ServiceNow, JIRA, GitLab and HP ALM, to automate the process of creating Business Tasks and keeping the ITSM system ticket status updated as transports are deployed through the ActiveControl workflow and imported to the SAP systems in the landscape.

More information on our Integrations are available in separate documentation and is outside of the scope of this User Guide.

# 2.2. Transport Forms, Business Tasks and Projects

ActiveControl has a 3-level hierarchy concept, consisting of Transport Forms, Business Tasks and Projects.

Before a transport request can be transported using ActiveControl, a **Transport Form** must be created for the transport request. The Transport Form is a simple form that can typically be completed in 10-15 seconds. It is used to document and categorise the changes made, so that Approvers, Testers and Auditors later can immediately understand what the Transport is for.

The Transport Form can be used to associate the technically-oriented transport request with the corresponding business issue and/or requirement to which it relates. Within ActiveControl, this is referred to as a **Business Task**. Although it can be an optional association, it is strongly recommended that all Transport Forms be associated with Business Tasks, as this:

- Groups together technically separate but functionally-related transport requests that collectively implement the changes necessary to solve / deliver individual business issues and requirements.
- Allows for the progress and testing of the solution to a business issue or requirement throughout the system landscape to be monitored and reconciled as the solution makes its way through one or more development streams (such as in the case of branched development systems).
- Provides the business context for business users and team leaders involved in the change process (for example, from an approval perspective).

**Projects** within ActiveControl are used to define a logical grouping of Business Tasks. Projects are typically used within most customers for grouping Business Tasks and Transport Forms into Releases, Upgrade Projects, SAP Projects etc.

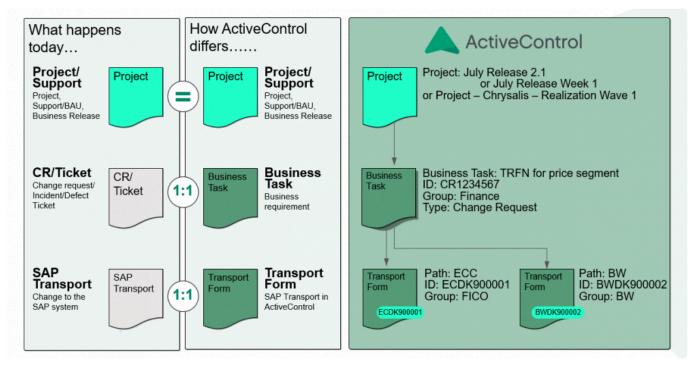
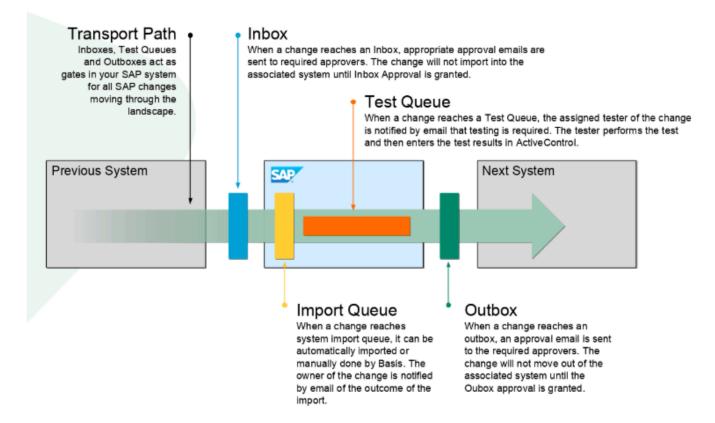


Figure: The ActiveControl 3-level hierarchy: Projects, Business Tasks and Transport Forms

# 2.3. Inboxes, Outboxes and Test Queues

The ActiveControl workflow consists of **Inbox**, **Test Queue\*\*** and **\*Outbox** control points where an approver(s) is responsible for approving the SAP change / transports. Until this approval is done, the transports won't move forward in the transport path. These Inbox, Test Queue and Outbox control points are completely configurable, depending on an SAP customer's approval requirements.



The ActiveControl approvals workflow: Inboxes, Outboxes and Test Queues.

Inbox and Outbox approvers are maintained by Administrators within the ActiveControl Windows GUI, and are based on the Transport Form [Group]. Test Queue testers on the other hand, are governed by assignments on individual Business Tasks, done in the SAP GUI, Windows GUI and Web UI by any authorised user.

# 2.4. Transport Sequencing and Dependencies

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

For example, if transport A is released at 15:00 on 1st January 2019, and transport B is released at 16:00 on 1st January 2019, and both transports are sitting in an Import Queue, then ActiveControl would 'order' Transport A to be imported before transport B.

It is possible to change this default sequencing by hardcoding **Dependencies** between transports. This is useful if transports were inadvertently released in the wrong order, or indeed when there is a need to ensure sequencing of transports across different SAP systems.

#### **Transport Dependencies**

ActiveControl allows for inter-dependencies to be defined between transports in the same system (for example if a functional Customising transport is dependent on a particular Workbench transport), and also for cross-system dependencies between transports being deployed in different SAP development systems (for example, if a BW transport is dependent on a particular ECC transport)

In both cases, these Dependencies are defined on the [Advanced Options] tab of the Transport Form in the SAP GUI, Windows GUI or Web UI.

Technically, when ActiveControl checks a dependency where transport A is dependent on prior import of transport B, it checks whether transport B has been applied to the SAP system that transport A is being applied to, or that transport B has been applied to at least one other SAP system with the same role as the SAP system that transport A is being applied to.

✤ In order to enforce cross-system dependencies, ActiveControl must be able to equate different SAP systems that serve the same purpose, for example an ECC Test system and a BW Test system. This is achieved in ActiveControl by assigning the SAP systems to a common 'Target Role'. Please refer to the 'Defining Targets' and 'Defining Target Roles' sections of this Administration Guide for more information about creating target roles and assigning them to target SAP systems.

# 3. Accessing ActiveControl

There are three main ways of accessing ActiveControl.

1) **SAP GUI screens**, normally used by 'transport owners' (ie Developers, Functionals, Securities teams) to log their changes within ActiveControl.

2) **Web UI interface**, typically used by most users such as Approvers, Testers and other stakeholders to perform their activities relating to ActiveControl.

3) **Windows GUI client**, generally only deployed to 'heavy users' such as Basis teams, Change Managers and ActiveControl Administrators.

The majority of ActiveControl users will utilise the Web UI and/or the SAP GUI, depending on their exact role. Developers and Functional teams and Approvers/Testers will typically use a combination of the SAP GUI and the ActiveControl Web UI to perform their roles within ActiveControl, whereas Change & Release Managers, Basis and ActiveControl Administrators will typically utilise the ActiveControl Windows GUI.

#### **ActiveControl Authorisations**

Access to ActiveControl – both in the Web UI, Windows GUI and SAP GUI screens – are controlled by Authorisations which are assigned to each individual user based on their organisational role and responsibilities within the process.

ActiveControl includes out-of-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.

# 3.1. SAP GUI

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

These screens are typically triggered at the appropriate point in the development process (either at the

point an object is first added to a transport via standard SAP transactions such as SE16, SE38, PFCG etc), or at the point a transport is released via SE01/SE09/SE10, depending on the how the toolset has been configured.

## 3.2. Web UI

The ActiveControl WebUI provides users with browser-based access to key ActiveControl functionality such as approval and reports within a web browser. It also offers a dashboard-based overview of projects and items requiring action, providing the user with an easy way of viewing and analysing their current workload.

The ActiveControl Web UI is accessed via a URL specific to your organisation, which should have been provided to you during your training. Accessing that URL will present the following screen:

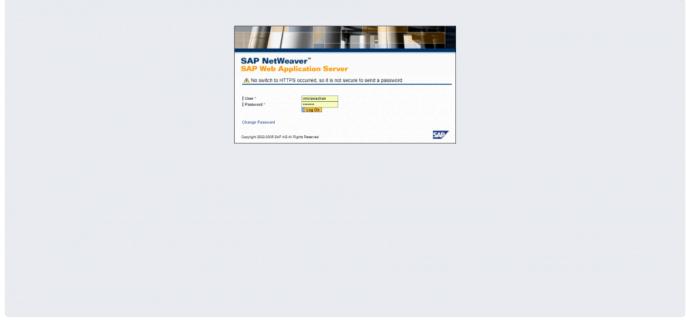


Figure: The ActiveControl WebUI login screen

Entering your User ID and password for the ActiveControl domain controller and clicking on the Log On button, will result in you being presented with the ActiveControl Web UI main screen:

	ActiveControl		<b>銷</b> eports	Search	Ross McLanachan Default Web User Role   Edit details   Delegate approvals   Help   Log out
1	Create business task	Overview		Projects	News / My recent activity / Following
۵	Create transport form	Awaiting my approval	35	None Selected	John Dias approved testing for <u>CRQ093431</u> in ECC Development - BAU (D01) Consolidator v1-06 - initial release
	My approvals	Awaiting my testing	38		Development - BAU (D01) Consolidator v1-06 - initial release 29 days ago
	My testing	In progress changes for my transports	50		
	Changes for my transports	In progress changes assigned to my role	5		John Dias approved LKQUXXUZ4 into ECC Lest - BAU (T01) TE TEST USER ROLES
	Changes assigned to my role	My incomplete manual items	4		John Dias approved testing for <u>SNOW1235</u> in ECC Development - BAU (D01) Test recording 07.12.2018
	My incomplete manual items	In progress changes for my team	35		A month ago
g≡	Changes for my team	New business tasks	239		Theo TVANKAAT failed testing for <u>CROP00615</u> in ECC Test - BAU (T01) SD Billing report updates 2-3 months ago
	New business tasks				Achim Toeper approved <u>HP-Serve001</u> into ECC Test - BAU (T01) Requirement HP Serv Man 001 2-3 months ago
Ø	Refresh				James Barter approved testing for, in ECC Development - BAU (D01) 2-3 months ago
					John Dias approved testing for <u>ATO-GEWER-018</u> in ECC Development - BAU (D01) Epic following SAFe 2-3 months ago
					James Barter approved testing for, in ECC Development -

Figure: The ActiveControl WebUI main screen

## 3.3. 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.

Starting ActiveControl will present a login screen similar to the following:

		Version 7.3 (Build 1521)						
ActiveControl								
Connect to:	T01 - cloud	~						
Client:	100	[Config]						
User ID:	rmclanachan							
Password:								
<u>L</u> anguage:	English ~							
	Enable Fast Start (see SAP note 1456826)							
CreateSSO Sh	ortcut	OK Cancel						

Figure: The Windows GUI logon screen

On the logon screen, you should 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. Doing this will open the main screen of the Windows GUI.

ActiveControl Windows GUI uses either saplogon.ini or SAPUILandscape.xml files on the local PC to determine the 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.

[Enable Fast Start] is an optional setting to help speed up the Windows GUI loading under some circumstances. It is switched off by default, and this will be fine for most customers. Please refer to <u>this</u> online FAQ article for more information.

[Create SSO Shortcut] allows customers with Single Sign-On setup on their ActiveControl Domain Controller system to access the Windows GUI using that, instead of having to re-enter their password each time. Please refer to <u>this</u> online FAQ article for more information.

One of the most common reasons for new users not being able to access the Windows GUI, is because they have not selected the system/client of their ActiveControl Domain Controller system on the logon screen. If you are sure you are entering the correct information, please contact your local ActiveControl Administrator for assistance in getting into the GUI.

# 4. Creating Transport Forms

All transports managed by ActiveControl need to be assigned to a **Transport Form**. When a transport is assigned to a Transport Form, it is essentially logged within ActiveControl and thereafter follows the configured customer process 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 typically needs to be entered on the [General] tab.

Field	Description				
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.				
Туре	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 in this field.				
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 recreated with the correct one.				

Other custom fields may also need to be populated on the Transport Form, depending on your organisation's configuration of ActiveControl.

#### **Transport Form – Optional Tabs**

Other optional tabs on the Transport Form are also available, again this will depend on your organisation's desired process. Some of these tabs are only seen in the Windows GUI and Web UI, but not in the SAP GUI.

Tab	Description
[Advanced Options]	Dependencies between transports can be manually set. Default Umodes transports can also maintained.

[Manual Steps]	Non-transportable Manual Steps to be performed before or after the Transport can be be created and assigned.
[Transport Form Details]	Shows the object and key contents of the transport, along with other SAP-level information about the Transport.

File attachments can also be uploaded (or URL linked) to the Transport Form via menu options on the Transport Form screen.

When you save the Transport Form in the SAP GUI, Web UI or Windows GUI, the transport is essentially now logged in ActiveControl, and will have been placed in the first control point of the configured workflow. An automated e-mail will be sent to the relevant tester or approver to perform their action.

Note that the field values [Type] and [Group] on the Transport Form screen will default to the last values you used.

# 4.1. SAP GUI

If ActiveControl has been configured to trigger Transport Forms in the SAP GUI when the transport is released via SE01/SE09/SE10, or when an object is first added to an empty transport via standard SAP transactions such as SE38, SE16, PFCG etc – the Transport Form popup will appear automatically at this point.

equest Details		÷
01K942968	CRQ09303934 - New Work Schedule Rule	
escription of		
e changes made		
ackout Strategy		
		44
	Outentiate	
уре	Customizing	
	HR V	
roup		
oup	HR 🗸	
roup ransport Path	HR  ECC BAU / Production Support	
roup ransport Path New Business Task   (1)	HR  ECC BAU / Production Support CC BAU / Production Suppo	
roup ransport Path	HR  ECC BAU / Production Support	

Figure: The Transport Form popup in the SAP GUI

If you are working on a non-ABAP SAP system (E.g. SAP Portal), you must create your Transport Form via the Windows GUI or Web UI. There are no ActiveControl screens within any non-ABAP development systems.

There are numerous reasons why a user might not see the Transport Form screen. These are described in <u>this</u> FAQ article.

### 4.2. Web UI

Transport Forms can be created in the ActiveControl Web UI, via the Create transport form option.

	ActiveControl	Image: Dashboard         Image: Down and the second se	血血 Reports	Search	Q, Default	Ross McLanachan Web User Role   Edit details   Delegate approvals   Help   Log out
۵	Create business task	Overview		Projects	New	s / My recent activity / Following
6	Create transport form	Awaiting my approval	35	None Selected	-	Paul ESTEVES imported changes into ECC Test - BAU (T01)
	My approvals	Awaiting my testing	37			9 days ago
	My testing	In progress changes for my transports	50			Paul ESTEVES approved CRQ001234 into ECC Test - BAU (T01) Service Now Testing of Transport Expresso
	Changes for my transports	In progress changes assigned to my role	5			Integration 9 days ago
	Changes assigned to my role	i ty incomplete manual items	4			Paul ESTEVES imported changes into ECC Test - BAU (T01) 1 transport imported
₽≣	My incomplete manual items	In progress changes for my team	35			9 days ago
	Changes for my team	New bosiness tasks	239			Paul ESTEVES approved_CRQ001234 into ECC Test - BAU (T01) Service Now Testing of Transport Expresso Integration
SE.	New business tasks					9 days ago
Ø	Refresh				A	Jim Dugger approved testing for <u>CR00000145</u> in ECC Development - BAU (D01) Spring 2018 Pricing Changes 15 days ago
					A	John Dias approved testing for <u>CRQ093431</u> in ECC Development - BAU (D01) Consolidator v1-06 - initial release
						29 days ago
					Q	John Dias approved <u>CRQ0000244</u> into ECC Test - BAU (T01) TE TEST USER ROLES
						A month ago

Figure: Creating a Transport Form in the Web UI

In the resulting screen, enter your transport number (against 'Existing Transport Request') and click OK. From there, you can populate the Transport Form.

ActiveControl	Dashboard Overview		Search	۹	Ross McLanachan Default Web User Role   Edit details   Delegate approvals   Help   Log out	
Save	Properties of request	D01K928978				
	General Transport reque	est details Transport status and histor	ry Transport logs Advanced options	Manual steps Attachments		
	Change type:	Existing Transport Request				Â
	D01K928978:	CRQ00000034 - Program Changes				
	Description of the changes made:	Program Changes to ZBILL_DUNNING	j			
	Date to Import:	19.03.2019		<b>m</b>		
	Developer Mail:					
	LowUsageImport:		•	ж		
	Type:	Customizing		•		
	Group:	HR		*		
	Transport path:	ECC BAU / Production Support				

Figure: Transport Form screen in the Web UI

Via the 'Create transport form' link, it is also possible to add External 3rd Party Transports, Manual Activities and Non-Transportable Deployments. For most users in most customer organisations, these options will not be required. When saving a Transport Form in the Web UI, you will be warned if any Mandatory fields have not been populated and the fields will become highlighted in red outline.

# 4.3. 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:

0						
Create Transport Form Create Business Task 🕞 Befr	esh Delete g Properties	Details Pane Look for Transports:				
nsports	Outbox of ECC Developmen	nt - BAU				
〒 🦿 Transport Paus + のえ Transport Selection +	View By Project a	and Task 🔹 Groups (All) 🗧 🍠 Analyse 🗸 🏈 ShiftLeft - 🏠				
cc	= BAU - Weekly Release (We		The of Tales			
g 🛱 ECC BAU / Production Support		/ Subject	Group	Туре	Deployment Status	XH ⊕
D01 - ECC Developm. nt - BAU	1 CRQ001234	Service Now Testing of Transport Expresso Integration	Basis	Business Change	Awaiting Dev Import	0 X 4
Import Queue	1 CRQ001234	Payroll changes	FICO	Business Change	Unit Test Complete	۲
Test Queue (45)	1 CRQ0041378	New Work Schedule Rule	HR	Operational Change	In Development	ě
Dutbox (57)	1 CRQ050406		FICO		Unit Test Complete	
T01 - ECC Test - BAU	1 CRQ120547	FI - General Ledger changes "RISK"	MM	Business Change	Unit Test Complete	¥.●
Inbox (104)		MM - New Plant required for EU Dist Depot (Dev Enforcer)		Business Change		
Import Queue (26)	1 INC000042	BC - System slow every afternoon	Basis	Incident Fix	Awaiting Dev Import	** *
E Test Queue (41)	1 INC000045	FI - High issue with G/L ac balance	FICO	Incident Fix	Unit Test Complete	¥. ⊛
III - ECC Production - BAU	BAU - Weekly Release (We					
Inbox (57)	± CHG00134	Test finance reporting	FICO	Standard Change	Unit Test Complete	۲
E A Import Queue (14)	1 CRQ0000145	Spring 2018 Pricing Changes	Basis	Business Change	Unit Test Complete	%× ⊕
D00 - ECC Project Dev - BAU (Merge)	1 CRQ095071	FI-CO Reporting requirements (Deep Impact Dependencies)	FICO	Business Change	Unit Test Complete	÷¥ ●
Inbox (23)	CRQ12KMC1	Client report (Deep Impact)	Basis	Normal Change	In Development	े 👯 👁
Import Queue (14)	1 🗋 INC000122	SD - Billing Issue in Germany (Overtake)	SD	Incident Fix	Unit Test Complete	% <u>₹</u> ⊛
G ECC Project (N+1)	BAU - Weekly Release (We	ek #3)				
G <sup>D</sup> ECC Upgrade Project (N+2)	1 CRQ0000074	AC SD MD IMG Define Sales Org. 0004 DACH (Overtake & Path)	SD	Business Change	Unit Test Complete	۲
IM	1 CRQ0032456	SD Enterprise Structure - SD	Business Master Data	Normal Change	In Development	¥.⊕
v	1 CRQ0060705	Emergency Payroll Calculation Changes (Releasibility)	Basis	Business Change	Unit Test Complete	۲
siness Objects	1 CRQ080102	HR - Paris Office work schedule rule	HR	Operational Change	Unit Test Complete	۲
IHANA	1 CRQ090808	HR Requirements	HR	Project Change	Unit Test Complete	۲
terprise Portals	1 중 CRQ090809	MM Requirements	MM	Project Change	Unit Test Complete	
м	1 CRQ093431	Consolidator v1-06 - initial release	Cross Module	Project Change	Unit Test Complete	۲
	1 CRQ4570341	MDG extension for customer management	Basis	Normal Change	Unit Test Complete	्र 💿
n-SAP Systems	1 CRQ4583456	Change to customer calssification (Interdependencies)	Basis	Normal Change	Unit Test Complete	ਮੁੱ 👁
	CRQ4597123	USA regional customer developments (Critical Impact)	Basis	Normal Change	Unit Test Complete	
	1 INC000076	S&A-Authorisations / Access issue - please help	S&A	Incident Fix	Awaiting CAB Approval	۵× 🐨
	1 INC000610	SD - Sales Document Issue in SAP VBAK bn	SD	Incident Fix	In Development	
	BAU - Weekly Release (We		30	Incident Pix	in Development	•
	± CRQ1020320			Burlance Hanter Bate	the state of the second state	¥.⊕
		TE SCM Master Data: Create Logistics Execution (Path)	SD	Business Master Data	Unit Test Complete	
isiness Tasks	1 INC012345	SD - Billing Program Fixes	SD	Incident Fix	Unit Test Complete	۲
ansports	BAU - Weekly Release (We					
unapor ca	ATO-GEWEB-002	ATO-GEWEB-002	Solman	Standard Change	Unit Test Complete	۲
Reports	ATO-GEWEB-003	ATO-GEWEB-003	Solman	Standard Change	Unit Test Complete	۲

Figure: Creating a Transport Form via the Windows GUI

Like the Web UI, this will result in a dialog box that will allow you to perform one of the following activities:

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

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

🙏 Properties of Red	equest D01K938234	_ = ×
Eile Attachments		
Save and Close	e 📲 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	
D01K938234	CR009435 - New Storage Location	
Requirements Des	scription:	
	Defects	
Dev Lead	X •••	
Requirement	✓	
Test		~
Type:	(None)	~
Group:	HR	~
Transport Path:		~
Related Business	is Tasks	
Remove Busi	siness Task 🔍 Look for Business Tasks	Related Tasks
Lock this transport	rt to prevent it from being approved or imported.	

Figure: Transport Form screen in the Windows GUI



Copy contents to clipboard can be used in the Windows GUI to copy all the transport objects including keys into the clipboard in comma delimited format so it can be pasted in Excel. This functionality is currently not available in the Web UI.

# 5. Creating Business Tasks

**Business Tasks** can be created in the SAP GUI, ActiveControl Windows GUI and ActiveControl Web UI. Regardless of where the Business Task is created, the same information can be entered. The fields may be mandatory or optional, depending on your own organisations process.

Field	Description
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.
Туре	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 ActiveControl 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, ActiveControl will no longer update the status unless the status is manually locked again.
Planning Status	This is used by the optional – and rarely used – Planning functionality within ActiveControl.
Requirements Description	Enter any further details about the change in here.

Any customer defined custom field values can also be maintained in the Business Task.

#### **Business Task – Other Tabs**

Other tabs on the Business Task are also available, again their usage will depend on your organisation's desired process within ActiveControl.

Tab	Description
[Additional Data]	Some customers store additional Business Data information on this optional task.

[User Assignments]	Optional user assignments. Please refer to your ActiveControl Training documentation as to whether this is needed as part of your organisation's process.
[Related Transport Requests]	Allows users to view the transports (and Transport Forms) currently assigned to the Business Task. SAP transports can also be created / updated via this tab in the Windows GUI and Web UI if required.
[Test Results]	Shows any currently entered test results and 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. Please note that Planning is legacy functionality within ActiveControl, and is only available via the Windows GUI.
[Status & History]	Provides an audit history of all Business Task level events – such as status changes. Transport Level information – including imports – can be found within the corresponding Tab of individual Transport Forms.
[Comments]	Users can add <u>Comments</u> 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 centralised communication flow, and a full audit history later.

File attachments can also be uploaded (or URL linked) to the Business Task via menu options on the Business Task screen.

The recommended Basis Technologies best practice is that all Transport Forms should be linked to a Business Task. Depending on how ActiveControl has been configured, an error message may be presented if a Business Task has not been linked and you will be prevented from saving your Transport Form.

Although it is technically possible to link a Transport Form to more than one Business Task, this is not recommended by Basis Technologies. This is legacy functionality within the tool that is no longer widely used and can have detrimental impact on newer functionality in the tool.

## 5.1. SAP GUI

When creating a Transport Form in the SAP GUI, a Business Task can also be associated with the Transport Form.

A new Business Task can be created, or an existing Business Task can be linked instead, via the Business Task section at the bottom of the Transport Form.

dentification				Classification	
Subject	New WSR			Priority	Normal
Reference	CRQ09303934			Туре	Standard Change 🗾 🔻
Project	BAU - Weekly R	elease (Week #1)	•	Group	HR
eployment Stat	tus In UAT		Planning Status		
Don't Import Be APSE Approval	efore				
	efore				•

Figure: Business Task screen in the SAP GUI

### 5.2. Web UI

It is possible to create new Business Tasks in the ActiveControl Web UI via the **Create Business Task** option.

	ActiveControl	Image: Construction         Image: Construction	童道 Reports	Search	Ross McLanachan Default Web User Role   Edit details   Delegate approvals   Help   Log out
ſ	Create business task	Overview		Projects	News / My recent activity / Following
6	Create transport form	Awaiting my approval	35	None Selected	James Barter approved testing for_in ECC Development -
	My approvals	Awaiting my testing	37		BAU (D01) 2-3 months ago
	My testing	In progress changes for my transports	50		James Barter imported changes into ECC Production -
	Changes for my transports	In , togress changes assigned to my role	5		BAU (01) 1 transport imported 2-3 months ago
	Changes assigned to my role	My incluplete manual items	4		James Barter approved testing for in ECC Development - BAU (D01)
	My incomplete manual items	In progress changes for my team	35		2-3 months ago
	Changes for my team	New business tasks	239		Achim Toeper approved <u>HP-Serv-001</u> out of ECC Development - BAU (D01) Requirement HP Serv.Man 001 2-3 months ago
	New business tasks				Achim Toeper approved testing for <u>HP-Serv-001</u> in ECC Development - BAU (D01) Requirement HP Serv.Man 001
G	Refresh				2-3 months ago
Ŭ		``			Paul ESTEVES approved CHG0200002 out of ECC Development - BAU (D01) AT John Deere Demo Test#1
					2-3 months ago
					Paul ESTEVES approved testing for CHG0200002 in ECC Development - BAU (D01) AT John Deere Demo Test#1
					2-3 months ago
					James Barter approved testing for_in ECC Development -

Figure: Creating a Business Task in the Web UI.

When saving a new Business Task in the Web UI, you will be warned if any Mandatory fields have not been populated and the fields will become highlighted in red outline.

## 5.3. Windows GUI

Business Tasks can be created in the Windows GUI, via the **Create Business Task** button on the main screen.

create Transport Eorn 🗌 Create Business Task 🕼 Bel	Properties	Details Pane Look for Transports:					
sports	<ul> <li>Outbox of ECC Development</li> </ul>	nt - BAU					
Transport Paths * Q2 Transport election *	View: By Project a	ind Task 🔹 Groups (All) • 🍏 Analyse • 🦪 ShiftLeft • 🗥	Approve D Reject				
20	BAU - Weekty Release (We	ek #1)	v				
9 ECC BAU / Production Support	C Reference	/ Subject	Group	Type	Deployment Status	7× @	5
D01 - ECC Development - BAU	+ CRQ001234	Service Now Testing of Transport Expresso Integration	Basis	Business Change	Awaiting Dev Import	19.0	4
Import Queue	1 CR000123456	Payroll changes	FICO	Business Change	Unit Test Complete		ġ
Test Queue (45)	+ CRQ0041378	New Work Schedule Rule	HR	Operational Change	In Development		\$
Outbox (57)     T01 - ECC Test - BAU	1 CRQ050406	FI - General Ledger changes "RISK"	FICO	Business Change	Unit Test Complete		Ġ
	1 CRQ120547	MM - New Plant required for EU Dist Depot (Dev Enforcer)	MM	Business Change	Unit Test Complete	₩	
Inbox (104) Import Queue (26)	1 INC000042	BC - System slow every afternoon	Basis	Incident Fix	Awaiting Dev Import		ġ
Test Queue (41)	1 D INC000045	FI - High issue with G/L ac balance	FICO	Incident Fix	Unit Test Complete	¥ .	
D 101 - ECC Production - BAU	BAU - Weekly Release (We		1100	Inclusion rik	onit reat comprete	0 X	
Inbox (57)	1 CHG00134	Test finance reporting	FICO	Standard Change	Unit Test Complete	6	5
E A Import Queue (14)	1 CR00000145	Spring 2018 Pricing Changes	Basis	Business Change	Unit Test Complete	7t @	
D00 - ECC Project Dey - BAU (Mr rge)	1 CR0095071	FI-CO Reporting requirements (Deep Impact Dependencies)	FICO	Business Change	Unit Test Complete	ੱਸ 🔹	
Inbox (23)	1 CRQ12KMC1	Client report (Deep Impact)	Basis	Normal Change	In Development	ੱ ਮੁੱ 💿	
Import Queue (14)	1 NC000122	SD - Billing Issue in Germany (Overtake)	SD	Incident Fix	Unit Test Complete	ੱ ਮੈਂ ਕ	
The ECC Project (N+1)	BAU - Weekty Release (We		30	Incluent FIX	Unit rest complete	6× -	~~
CC Upgrade Project (N+2)	1 CRQ0000074	AC SD MD IMG Define Sales Org. 0004 DACH (Overtake & Path)	<b>SD</b>	Business Change	Unit Test Complete	4	5
M						સર	
v	1 CRQ0032456	SD Enterprise Structure - SD	Business Master Data	Normal Change	In Development		ġ
siness Objects		Emergency Payroll Calculation Changes (Releasibility)	Basis	Business Change	Unit Test Complete		
IHANA	1 CR0080102	HR - Paris Office work schedule rule	HR	Operational Change	Unit Test Complete		5
terprise Portals	1 CRQ090808	HR Requirements	HR	Project Change	Unit Test Complete		5
M	土 🕞 CRQ090809	MM Requirements	MM	Project Change	Unit Test Complete	۲	
	1 CR0093431	Consolidator v1-06 - initial release	Cross Module	Project Change	Unit Test Complete		5
n-SAP Systems	± CRQ4570341	MDG extension for customer management	Basis	Normal Change	Unit Test Complete	े स्र 🔹	
	± CRQ4583456	Change to customer calssification (Interdependencies)	Basis	Normal Change	Unit Test Complete	ेर् <u>र</u>	
	1 CRQ4597123	USA regional customer developments (Critical Impact)	Basis	Normal Change	Unit Test Complete	}¥ ≪	
	1 D INC000076	S&A-Authorisations / Access issue - please help	S&A	Incident Fix	Awaiting CAB Approval		- 5
	土 🗋 INC000610	SD - Sales Document Issue in SAP 'VBAK' bn	SD	Incident Fix	In Development	۲	5
	BAU - Weekly Release (We						
	1 CRQ1020320	TE SCM Master Data: Create Logistics Execution (Path)	SD	Business Master Data	Unit Test Complete	्रेन् अ	
isiness Tasks	±	SD - Billing Program Fixes	SD	Incident Fix	Unit Test Complete	۲	5
	BAU - Weekly Release (We	ek #6)					
ansports	ATO-GEWEB-002	ATO-GEWEB-002	Solman	Standard Change	Unit Test Complete		\$
	1 ATO-GEWEB-003	ATO-GEWEB-003	Solman	Standard Change	Unit Test Complete		5

Figure: Creating a Business Task in the Windows GUI

\* It is also possible to create Business Tasks via the [File]>[New] dropdown in the Windows GUI and also from within a Transport Form via the

# 6. Managing Transports

# 6.1. Locating Transports in ActiveControl

#### Web UI

It is possible to search for existing Transport Forms via the **Search** field at the top of the Web UI. You can search for either a Transport Number or a Business Task reference via this function.

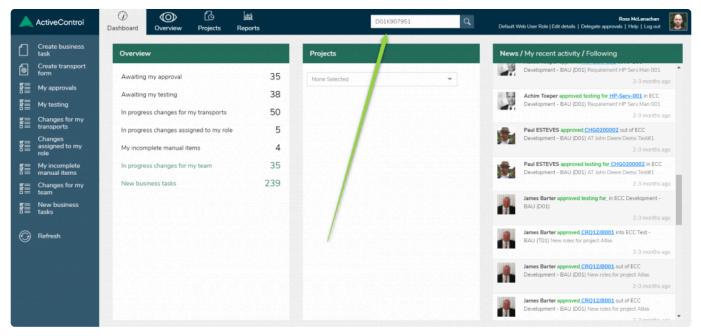


Figure: Searching in the Web UI



#### Windows GUI

Typing anything in the **Look for Transports** field at the top of the Windows GUI will switch the view to list those Transport Forms that have descriptions or numbers that match the search terms you enter. From the results list, right-click on the required transports and use the **Locate Request** option to take you directly to where the transport is awaiting approval or import.

A Basis Technologies ActiveControl							_ d' ×
Eile Edit View Tools Actions Help					the manageman and the second states		trise mittige mittige mittige mittige m Heren Heren Heren Heren Heren
Create Transport Eorm 📋 Create Business Jask 🕝 Befrest	Delete	erties Details Pane Look for Transp	or s: D01K90683	3			
Transports 4	Search Results			-			
∓ 📻 😴 Transport Paths + 🙊 Transport Selection +		escription	Grou	qu	uested Requested By		ed 🐉 👁 🗗 # Objs # Keys
Transport Paths + QQ: Transport Selection + CC CC CC CC 2000 CC 2000 CC 2000 Cottox (52) Cuttox (52) Cuttox (52) Cuttox (52) Test Queue (41) Import Queue (25) Test Queue (26) Test Queue (27) Import Queue (28) Test Queue (28) Test Queue (28) Test Queue (28) Test Queue (27) Import Queue (28) Import Queue (14) Doba (23) Import Queue (14) Toba (23) Import Queue (14) G CRM Business Objects StatiANA Enterprise Portals StatiANA Fil Non.SAP Systems		lescription KC000042 - BC - Additional Table Index / Perfc	rmance T III	Group By Box Choose Columns Locate Request Release Lock Transport Form Add to Import Queue Add to Control Point New Transport Of Qo	Jested Requested By 27-48 James Roberts	Releas 17/06/2013 15:06:	
Business Tasks							
Transports							
Reports							
1 transport request selected							T01:100 RMCLANACHAN

Figure: Searching for a Transport in the Windows GUI

Look for Transports field in the Windows GUI is not case sensitive. Wildcards are also not required, you can type in the number (or part) of a transport or part of the SAP transport description.

# 6.2. Locating Transports without a Transport Form

Within the Windows GUI, it is possible to identify unreleased transports that do not have transport forms in the Windows GUI via **All Locations / Transports w/o form** option. The transports will be displayed within the **Transport Requests without a Transport Form** window.

It is possible to setup a filter or view specific columns by right mouse-clicking in this window and choosing. 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 also be saved to the local PC for re-use when required:

Elle Edit View Tools Actions Help								
Create Transport Form Create Business Task	efresh Delete 🖥 Prop	erties Details Pane Look for Transports: D01K906833						
Transports	Transport Selection							
Transport Paths • 👧 Transport Selection •	View: By P	roject and Task 🔹 Groups (All) 🔹						
ECC All Transport Owners								
ECC BAU / Production S	Reference	/ Subject	(	Group	Type	Deployment Status	X	• 5
C DOL - ECC Developin	(None)		0	None)	(None)	,	14.0	
Import Queue Manage	1 Release				(			
Test Queue (45) Outbox (57) All Locations / Transports		018 Epic following SAFe	5	88A	Project Change	In Development	×t.	۰ ۲
Outbox (57) All Locations / Transports     T01 - ECC Tes - BAU	ATO-GEWEB			Silling	Normal (Urgent) Change		žź	4
Inbox (104)	ATO-GEWEB-			ross Module	Business Change	Awaiting QA Import		• G
Import Queue (26)	ATO-GEWEB-			Cross Module	Project Change	In Development	÷÷.	
Test Queue (41)	1 SNOW3333	Demo	E	lasis	Business Change	In Development	ੱਦੇ •	
III III - ECC Production - BAU	UNIQUE0001	Anforderung / Requirement / User Story		RM	Business Change	In Development	žê	
Inbox (57)	-I BAU - Weekly Relea						~	
E A Import Queue (14)	1 CHG0001214	5 Z_UMG_Program_Version2	E	lasis	Incident Fix	In UAT	H.	• G
D00 - ECC Project Dev - BAU (Merge)	1 CHG0041218		E	Susiness Master Data	Business Change	In UAT	žî,	ΦĠ
Inbox (23)	1 CHG00_KITS		E	lasis	Business Change	Unit Test Complete		• ÿ
Import Queue (14)	비 CHG0101018	Future Date/Time BT	+	IR	Operational Change			Ġ
ECC Project (N+1)	1 CHG0101019	6PM Import Test	E F	IR	Operational Change			
ECC Upgrade Project (N+2)	1 CHG012045	Normal Schedule BT	s	D	Business Change			
CRM	1 CHG2345678	SCM Master Data: Define Sales Org. change to UMEA	5	D	Business Change	Awaiting QA Import Approv	. Xt .	• G
BW	1 CHG7651120		E	lasis	Incident Fix	In UAT	žî.	ΦĠ
Business Objects								
S/4HANA	Transport Requests w	rithout a Transport Form						
Enterprise Portals SRM	Request D	escription	Client	• Type	Released	Owner		
PI	D00K902087 B	asis Technologies: Transport Expresso - Dashboard items	100	* Workbench	Not Released	RROBI		
Non-SAP Systems		est move of TADIR entries	100	* Copies	Not Released	RROB	a	
Holl-and ayatella		asis Technologies : Packages for AC 7.0.00	100	* Workbench	Not Released	RROB	8	
		CI demo	100	* Workbench	Not Released	RROB		
	D00K903266 St	plashScreen logo	100	* Workbench	Not Released	RROB	8	
		asis Technologies: MDR	100	* Workbench	Not Released	RROE	OFSE	
		DR Namespace developers Key	100	* Workbench	Not Released	RROE		
		DR Config	100	Customizing	Not Released	RROE		
Business Tasks		ample Program : Activate Launch transformation	100	* Workbench	Not Released	RROE		
		DR : Software Componant	100	Workbench	Not Released	RROEL		
Transports		DE BSP COnfig	100	* Workbench	Not Released	RROEL		
Reports		JB: Logical System Name Definition	000	Workbench	Not Released	SBANE		

Figure: Transports without a Transport Form

# 6.3. Deleting Transport Forms

Transport Forms can be deleted by authorised users via either the Windows GUI or Web UI.

Show transport form Create transport request	ο	Request Id	Description	Location				Release Date/Time	# Obje /# Keys	Confi / SCI , Risk Statu
Create transport form		D01K917_	ABC_HR_HPQC0034 Fix	Business Objects: Bus Objects - Test Queue	RMCLANAC	ММ	Customiz	26.02.2015 12:44:01	1/1	Ģ
Show transport properties	8	D01K928	CRQ9999999 - Testing TE1-27	ECC BAU / Production Support: Transporting completed	RMCLANAC	ММ	Workben		0/0	
Delete transport		D01K941	CRQ039430:10013061400000107427test	Business Objects: Bus Objects - Test Queue	RMCLANAC	CRM	Customiz	06.11.2018 08:15:38	0/0	Ģ
Lock Unlock		D01K941	CRQ039430:10013061400000107427- Transport of Copies	ECC BAU / Production Support ECC Development - BAU - Outbox	RMCLANAC	ММ	Customiz		0/0	Ф
Add to import queue		D01K941	New Work Schedule Rule	ECC BAU / Production Support ECC Development - BAU - Outbox	RMCLANAC	ММ	Customiz		0/0	œĢ
Refresh										

#### Figure: Deleting a Transport Form in the Web UI

Eile Edit View Tools Actions Help						
Create Transport Form 📋 Create Business Task 💮 Be	frest Delete 🖉 Properties 📃 Details Pane   Look for Transports: D01K9171	25				
ansports	Test Que Delete (Ctrl+D) Hopment - BAU					
Transport Paths • QR Transport Selection •	View By Project and Task • Groups (All) • S Analyse •	ShiftLeft • 22 Enter Test Re:	sult			
ECC	BAU - Weekly Referese (Week #1) B BO Reference / Subject	Group	Туре	Deployment Status	꾽	• F
D01 - ECC Development - BAU Import Queue (1)	CRQ0041378 New Work Schedule Rule	HR	Operational Change	In Development	\$ <del>,</del> \$	0 4
Test Queue (46)	L CRQ09303934 New WSR	HR	Incident Fix	In Development		
<ul> <li>Outbox (57)</li> </ul>	D 👌 Request / Desc. ntion	Request Type Group	Requested By		Released 🚼 <	0 5
T01 - ECC Test - BAU	D01K942968 CRQ0930-34 - New Work Schedule Rule	C HR	Ross McLanact	ian	Not Released	
Inbox (104)	JIRAWPA-2166 Fall Pricing Sanges	Business Master Data	Normal Change	In Development	ه <del>۲</del> ۲ «	口袋
Import Queue (23)	E BAU - Weekly Releas Confirm Delete					
Test Queue (42)	CHG00512 What would you like to do?		e	In Development	št <	
DI 101 - ECC Production - BAU	1 CRQ09405			In Development		• 5
Inbox (57)	CRQ09506     OPermanently delete the selected item(s)		•	In Development	¥. ∢	
D00 - ECC Project Dev - BAU (Merge)	CRQ12KM     OJust remove the item(s) from the Test Queue	of D01 - ECC Development - BAU	Contraction of the second	In Development		
Inbox (23)				In Development	\$ <del>1</del> \$	04
Import Queue (14)	BAU - Weekly Releas     CRQ00000	ОК	Cancel	In Development	1.	Ð
ECC Project (N+1)	CR0000049 HR - Wage Type ammendment	HR	Operational Change	In Development		• •
ECC Upgrade Project (N+2)	± CRQ0032456 SD Enterprise Structure - SD	Business Master Data	Normal Change	In Development	÷.	
CRM	± CRQ090834 ADF development	Cross Module	Business Change	In Development	÷.	
BW	1 INC000458 FI - Dunning Problems in Milan/Rome Offices	FICO	Incident Fix	In Development		D 15
Business Objects	1 INC000610 SD - Sales Document Issue in SAP VBAK' txn	SD	Incident Fix	In Development	100 H (100 H (10	
S/4HANA Enterprise Portals	- BAU - Weekly Release (Week #4)				**	
SRM	T CR00000228 ABAP Program Z_PE_AC_ABAP_TEST1	Supply Chain Managemen	t Project Change	In Development	옷 4	0 4
PI	BAU - Weekly Release (Week #5)					
Non-SAP Systems		~~	P	to Provide a set		P-
	Transport Logs					
	Status Result Transport Step					When
Business Tasks		<no data="" display="" to=""></no>				
		- to dam to aspray-				
Transports						
Reports						

Figure: Deleting a Transport Form in the Windows GUI

Depending on the location of the Transport Form, a message will be displayed asking if the form is to be permanently deleted or just removed from the control point. Deleting from the control point will delete the transport form from its current location but still retain the form and history in ActiveControl. Performing a 'Permanent delete' will completely remove the Transport Form (plus all audit history) from ActiveControl, and as such should be treated with caution.

Deleting in ActiveControl will only delete the Transport Form. It does not delete the underlying transport at an SAP level.

## 6.4. 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.

When manually importing transports through the Windows GUI, ActiveControl 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 ActiveControl calculated sequence, there are two methods:

1. Use the  $\frac{1}{2}$  button to sort them. This is only available if the screen sequence is not already in the ActiveControl calculated sequence.

2. Click on the 'Order' column to sort them. If this is not shown by default, highlight the required import queue and select "Choose Columns":

Eile Edit View Tools Actions Help							
Create Transport Form 📋 Create Business Jask 🕝 Be	efresh Delete 🚰 Properties Details Pane Look for Transports: D01K90	6833					
Transports	Import Queue of ECC Test - BAU						
∓ 🕋 🖵 Transport Paths - प्रूरि Transport Selection -	🐺 📻 View: By Transport Request 🔹 Groups (All) • 拱 🏒 Analy	se • 🦪 ShiftLeft	• 🕞 Import • 🕢 Mark as Importe	d <u>O</u> K (!) Mark as Im	ported with	Errors	
ECC	D 👌 🕲 Request Description	Order /	Released Import Status	Requested By	¥t ⊛	与 # Objs	#Keys ^
D01 - ECC Development - BAU	⑤         001K907879         INC000510 - IMI - Italy Storage Location Issue II           ⑥         001K905948         CR0000099 - IMI - New factory calender           ⑥         001K92709         SO Master Data Logistics Divisions - Manufacturing           ⑧         001K930343         TESTING OF TE USER ROLES           ⑤         01K930943 test for ET status           ⑤         01K930965         JB-001S&ARRoles for project Allas           ⑥         ©1K940427         Allstate ACT raining demo test #1	1	08/07/2013 14:10:10	Lee KEVAN	۲	5	
Import Queue	D01K905948 CRQ000099 - MM - New factory calender	2	27/03/2018 11:48:09	James Roberts	۲		3
Test Queue (45)	D01K927109 SD Master Data: Logistics Divisions - Manufacturing	3	14/02/2018 23:59:50	Paul ESTEVES	%¥ ⊕	\$	
Outbox (57)	D01K938343 TESTING OF TE USER ROLES	4	30/04/2018 10:23:57	John Dias		\$	
T01 - ECC Test - BAU	T01K900943 test for BT status	5	07/05/2018 12:24:31	Tamas Csipes		\$	
Inbox (104)	D01K939856 JB-001:S&A:Roles for project Atlas	6	27/07/2018 07:55:07	James Barter			1
Import Queue (26)	D01K940827 Alistate AC Training demo test #1	7	26/09/2018 20:45:48	Paul ESTEVES	¥. €	5	3 38
Test Queue (41)	🔁 👆 🛞 T01K901041 Manually update customer data	8	27/09/2018 13:46:33	Kevin Callaghan			
III - ECC Production - BAU	Image: Second	9	03/10/2018 19:28:32	Kevin Callaghan			
Inbox (57)	D01K941274 ATO-GEWEB-001 risky object - pricing engine	10	30/10/2018 13:13:43	Achim Toeper	۲	5	1
Import Queue (14)	D01K941238 DL - Test	11	01/11/2018 22:47:58	Diego Lombardini	20	\$	1
D00 - ECC Project Dev - BAU (Merge)	D01K941582 ATO-GEWEB-010 DevEnforce	12	14/11/2018 07:34:54	Achim Toeper	H. O		1
Inbox (23)	T01K901053 Activate external system functionality	13	20/11/2018 04:05:06	Diego Lombardini	**	ġ	
Import Queue (14)	D01K940958 DL - Program 5	14	04/10/2018 04:30:02	Diego Lombardini	2 👁	Ġ	1
R S ECC Project (N+1)	D01K940991 DL - Program 3 - Change 3	15	20/11/2018 04:39:51	Diego Lombardini	ਮੁੰ 👁	Ġ.	1
ECC Upgrade Project (N+2)	D01K941652 trasport order for demo DS	16	20/11/2018 09:40:33	Achim Toeper	ži 👁		1
CRM	D01K941664 ATO-GEWEB-022 excetion-based approval	17	20/11/2018 13:43:40	Achim Toeper	H.		1
BW	D01K941632 ATO KS demo handling UI	18	21/11/2018 14:10:11	Achim Toeper	XI @		1
Business Objects	0 DOTK941632 ALO KS demo handling OI	18	21/11/2018 14:10:11	Achim Toeper	6× •	v	1 4
S/4HANA	Import History						<b>□</b> ₽ >
Enterprise Portals		10					
SRM	Today • Custom Date Ran	ge (🕤 Backout I	Import Run 🕞 Restart Import				
e Pl							
ଆ ମ ଭି Non-SAP Systems							
Business Tasks							
Transports							
Reports							

Figure: Sequencing in the Windows GUI, via [Order] column

Note: There is no Order column when viewing by project or task. In this case ActiveControl will maintain

the order within the task. Tasks and projects are approved in the sequence they are required, ActiveControl will always give alerts in the event that items are going to result in a sequence issue.

ActiveControl will record your preferences so the '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 AC default sequence: This imports the transports one by one in the ActiveControl calculated sequence even if the screen sequence is different. ActiveControl presorts the transports prior to import
- Fast Import (Import AII) AC default sequence: This imports the transports using the block import method in the ActiveControl calculated sequence even if the screen sequence is different. ActiveControl pre-sorts the transports prior to import.

Create Transport Form Create Business Task G Ref	esh Delete ge Prope	erties Details Pane Look for Transports: D01K	06833					
nsports	Import Queue of ECC	Test - BAU						
Transport Paths + 🙊 Transport Selection +	View: By Tr	ansport Request 🔹 Groups (All) 🔹 🚊 🍼 🗛	lyse • 🦪 ShiftLeft	🖌 🚍 Import 🔹 🕢 Mark as Ir	mported <u>O</u> K (!) Mark as Imp	rted wi	th <u>E</u> rrors	
CC	D & @ Request	Description	Order /	Import one request at a t	ime	¥t ⊲	B ∯ # Objs	# Key
G <sup>®</sup> ECC BAU / Production Support     D01 - ECC Development - BAU	🙆 💮 D01K905948	CR0000099 - MM - New factory calender	1	Fast Import (Import All)			• 5	3
Import Queue		SD Master Data: Logistics Divisions - Manufacturing	2	One request at a time - A	O Data Basance	문 4		
Test Queue (45)		TESTING OF TE USER ROLES				81.0		
Outbox (57)		JB-001:S&A:Roles for project Atlac	4	Fast Import (Import All) -				
T01 - ECC Test - BAU		Alletete +Cerraining demo test #1 Manually update customer data		20/03/2018 20.40.48	Faulesteves	1.02 1		
Inbox (104)		Update company codes		27/09/2018 13:40:33	Kevin Callaghan Kevin Callaghan			
Import Queue (24)     Test Queue (41)		ATO-GEWEB-001 risky object - pricing engine	8	30/10/2018 13:13:43	Achim Toeper		> l}	1
D 101 - ECC Production - BAU	D01K941238		0	01/11/2018 22:47:58	Diego Lombardini	214		-
Inbox (57)	<u> </u>	ATO-GEWEB-010 DevEnforce	10	14/11/2018 07:34:54	Achim Toeper	žį a		1
E A Import Queue (14)	1 (a) T01K901053		11	20/11/2018 04:05:06	Diego Lombardini	ox -	5	-
D00 - ECC Project Dev - BAU (Merge)	D01K940958	DL - Program 5	12	04/10/2018 04:30:02	Diego Lombardini	21.4	ÞĠ	1
Inbox (23)	D01K940991	DL - Program 3 - Change 3	13	20/11/2018 04:39:51	Diego Lombardini	H. a		1
Import Queue (14)	D01K941652		14	20/11/2018 09:40:33	Achim Toeper	¥. 4		1
ECC Project (N+1)	D01K941664	ATO-GEWEB-022 excetion-based approval	15	20/11/2018 13:43:40	Achim Toeper	2. a		1
ECC Upgrade Project (N+2)	D01K941632	ATO KS demo handling UI	16	21/11/2018 14:10:11	Achim Toeper	X 4	04	1
RM	D01K941725	demo ATO-GEWEB-024	17	26/11/2018 14:42:41	Achim Toeper	74 ⊲	05	1
W Objects		Billing Hold Change	18	05/12/2018 17:16:23	Eran Kriegshauser	¥. ₹	03	1
lusiness Objects //4HANA								
nterprise Portals	Import History							
RM	Show Chang	es Imported: Today   Custom Date Ra	inge (5) Backout I	mport Run 🔚 Restart Import				
1				5-4				

Figure: Import Methods within ActiveControl

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

rr / 1 2 3 4 5 6 7 8 9 10 11 11 12 13 14 15	Comparison of the second	tatus 20	<ul> <li>(1)</li> <li>(1)<th>3 3 1 1 1 1 1 1 1 1</th></li></ul>	3 3 1 1 1 1 1 1 1 1
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18	07/12/2018 11:58:48	Achim Toeper	H. O G	1
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		By		12.2012.20
		RMCLAN	IACHAN	
	Backoul	Backout Import Run 🕞 Restart Import	By	0

Figure: Transport being imported in the Windows GUI

### 6.5. Transport Schedules

A **Transport Schedule** defines a list of days and times when transport requests should be imported automatically by ActiveControl.

When a transport schedule is assigned to a target, ActiveControl 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. ActiveControl 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.

Transport Schedules are maintained by ActiveControl Administrators in the Windows GUI configuration screen. Most users do not have access to create or maintain Transport Schedules.

#### Adding or Removing Import Schedules

Authorised users can add or remove Import Schedules via the Windows GUI. This is done via the Schedule dropdown on the [Import Queue (Advanced) toolbar that can be seen in an Import Queue.

Create Transport Form Create Business Task G Refres	sh Delete F Properties Details Pane Look for Transports:			
ansports 4	Import Queue of ECC Test - BAU			
Transport Paths • QR Transport Selection •	🗼 🕋 View: By Transport Request 🔹 Groups (All) 🔹 拱 🏒 Analyse •	ShiftLeft -   🔚 Import -   📿 Mark as Importe	ed <u>OK</u> (!) Mark as Imported with Errors	
ECC G <sup>1</sup> G <sup>2</sup> ECC BAU / Production Support D01 - ECC Development - BAU Import Queue (45) Outbox (57) Tot - ECC Test - BAU Inbox (104) (mont Queue (42) Test Queue (42) D1 - ECC Production - BAU Inbox (57) Mont (57) D0 - ECC Production - BAU Inbox (57) D0 - ECC Production - BAU Inbox (57) D0 - ECC Production - BAU Inbox (23) Import Queue (14)	D         Image: Constraint of the second system         Image: Consecond system         Im	Heduled by ActiveControl         Image: Control         Image: Contro <t< th=""><th>Requested By         \$\frac{1}{2}\frac{1}{2}         \$\frac{1}{2}</th><th>is #Keys 1 1 1 1 1 1 1</th></t<>	Requested By         \$\frac{1}{2}\frac{1}{2}         \$\frac{1}{2}	is #Keys 1 1 1 1 1 1 1
লি বুলি CCC Project (N+1) লি বুলি CC Upgrade Project (N+2) CRM BW Business Objects SHANA	Do         D01K940958         DL Program 5           D01K9410951         DL Program 3 - Change 3         D01K941052           D01K941052         trapport order for demo DS         D01K941054           D01K941054         ATO-GEWEB-022 excetion-based approval         D01K941022           D01K941022         ATO KS demo handling UI         D01K941722           D01K941725         Gemo ATO-GEWEB-024         D01K941725           D01K941725         Billing Hold Change         D01K941625           D01K941625         Billing Hold Change         D01K941625           Import History         D01K941625         D01K941625	13         2011/2018 13:43:40           14         21/11/2018 14:10:11           15         256/11/2018 14:42:41           16         05/12/2018 17:16:23           17         27/02/04:64:42:41	Achim Toeper Achim Toeper Achim Toeper Achim Toeper Eran Kriegshauser X t & T	1 1 1
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	ter Test test test	O prover and being Report and being	2	
Non-SAP Systems				
			Riccarnenar	When
	fo D01K905948 0 CRQ000099 - MM - New factory	calender	02/03	3/2019 17:39
SRM Pi Non-SAP Systems Business Tasks Transports	Import Run C Status  I Started at 02/03/2019 17:39:32 Finished  Reguest RC Description		By RIMCLANACHAN 02/03	WI THE

Figure: Adding a Transport Schedules in the Windows GUI

#### **Additional Schedules**

It is possible to add additional Import Schedules to an Import Queue via the **Additional Schedules** dropdown. This can be helpful in scenarios where you want to deploy different types of transport/change to different release frequencies, for example if you want Emergency Fixes to be imported as soon as they are ready, but other Business Task 'Types' to be deployed as part of a less frequent release cycle.

ile Edit View Tools Actions Help						
Create Transport Eorm 📋 Create Business Task	efresh 🛱 Delete 👹 Properties 📑 Details Pane Look fo	r Transports:				
insports	Import Queue of ECC Production - BAU					
Transport Paths • QR Transport Selection •	View: By Transport Request • Groups (All	) • 🛛 📇 🛛 🍠 Analyse • 🛛 🏹 ShiftLeft •	Mark as Imported	OK (!) Mark as Impor	ted with <u>E</u> rrors	
CCC G <sup>*</sup> <sup>6</sup> CCC Bd/ / Production Support D D1 - ECC Development - EAU Import Queue Test Queue (45) Outbour (57) To1 - ECC Test - BAU Import Queue (42) To1 - ECC Production - BAU Import Queue (42) D D0 - ECC Project Dev - BAU (Merge) Import Queue (14) D D0 - ECC Project Dev - BAU (Merge) Import Queue (14) G <sup>*</sup> <sup>6</sup> ECC Project OV - BAU (Merge) Import Queue (14) G <sup>*</sup> <sup>6</sup> ECC Cupgrade Project (N+2) CRM Business Objects SMHANA Enterprise Portals SRM Pl Non-SAP Systems	Stop on Error Schedule: Thursdays @ 18.00         ▶       ●       Request       Description         ●       ●       OttK918980       CR00990904- Purchasing Cha         ●       ●       OttK918980       CR00990904- Aurchasing Cha         ●       ●       OttK918980       CR0099014- Aurchang Cha         ●       ●       OttK918980       CR0099014- MM-Currency Cha         ●       ●       OttK929964       Transport Error Baddition)         ●       ●       OttK929970       TE SD Master Data: Defining Cha         ●       ●       OttK920970       TE SD Master Data: Change 1         ●       ●       OttK941898       OttK941898         ●       ●       OttK9422970       TE SD Master Data: Change 1         ●       ●       OttK941169       Change CR-4T00002         ●       ●       OttK94025       DL - Program 3- Change 2         ●       ●       OttK944925       DL - Trapara 3- Change 1         ●       ●       OttK944925       DL - Program 3- Change 1         ●       ●       ●       OttK944925       CR00034033 - New WSR         ■       ●       ●       OttK944925       CR00034033 - New WSR         ■       ■	ddbonal Schedules - Cheduled by Active AUTO_TOC: Import every 5 minutes Thursdays @ 18:00 Twice a week at 3pm Emergencies OA- Business Change Import every 15 mins AE't daily - Import of CAB approved Every hour Monday to Friday Monday at 5:30 pm PlAuto-Import Mondays @ 6PM Every 10 minutes Every 5 minutes KMC every 5 minutes 4pm Daily LowUsageImport Normalimport	Control         Bernove Import Lock           Released Import Status           16006/2015 114.21.43         2106/2015 113.651           3001/2017 09 12.46         3001/2017 09 22.47           3001/2017 09 22.47         2011/2015 21.36.51           3001/2017 09 22.47         2011/2015 21.36.51           3001/2017 09 22.47         2011/2015 21.36.61           03/10/2016 05.37.23         07/10/2018 05.37.23           07/10/2018 05.37.23         07/10/2018 42.539           29111/2017 17.13.48         29111/2017 17.13.48	Requested By James Roberts Ross McLanachan James Roberts Ross McLanachan Paul ESTEVES Kevin Cailaghan Diego Lombardini Diego Lombardini		#Key
Transports						
Reports						

Figure: Adding Additional Schedules in the Windows GUI

### **Future Scheduled Imports**

It is possible to forward schedule Transports into **Production**. The scenario this functionality aims to address is where an ActiveControl customer has a regular release cycle, but wants to delay specific changes until a specific date/time in the future after the next release. This can now be done via options available on the Business Task [Additional Data] tab in both the Windows GUI and Web UI.

When a date/time is entered in this tab, the transports associated with this Business Task will sit in the Production Import Queue until the time is reached, and then be imported at that time, regardless if any transport schedule is actually running at that time.

	ActiveControl	⑦ Dashboard	Overview	Projects	រព័រ៍ Reports		Search	٩	Default Web User Role   Edit details	Ross McLanac   Delegate approvals   Help   Loç	
	Analysis / Show transports ShiftLeft analysis	New Stora CRQ009049 Current Locati	9	DOD SCC Desire	t Dev - BAU (Merge) - Inbox		Q			Owner:	Follow
ഹ	Approve	10.000			Dev - BAU (Merge) by you, Kevir	n Callaghan	4			Ross McLanachan	
Φ		General Ac	dditional Data	Key Stakeholder	rs User assignments Tes	sters Status & History	Attachments	Comments			
5	Show all transports Show test	Prevent importir set time:	ng before a 🛛 🐨	·	7						ŕ
	results Change	— Scheduling									
Ŵ	Delete	Don't import be	efore (date):	09.04.2019							
0	Refresh	Don't import be Target Role:		15:30:00 Production							
	-	— Business D	ata		_						
		Business unit:									
		Strategic thrus	t								
		Complexity:									
		Area:									

Figure: Future Import Schedule in the Web UII

Please note that there is some configuration that needs to be done as a pre-requisite for Future Import Schedules to work. Please check with your local ActiveControl Administrator if it is not working as expected.

# 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:

Create T K Notifications		resh Delete	tails Pane Loo	k for Transports: D01K91	7125					
		Import Queue of ECC Test - BAU								
ECC Choose Columns	election -					Import      Mark as Importe	d <u>O</u> K (!) Mark as Im	ported with	Errors	
ECC Choose Columns		(X) Stop on Error Schedule:		Additional Schedules •		eControl		× • -	0	
		D C Request Description			Order /	Released Import Status	Requested By Williams Pete	X¥ ⊕	47 #Objs	# Keys
Details Pane		DO1K91/125 ABC_FI_Proj			1	17/02/2015 16:35:23	Paul ESTEVES	X.	N IL	
- K Chart Pane		D01K927109 SD Master D D01K938343 TESTING OF			2	14/02/2018 23:59:50 30/04/2018 10:23:57	John Dias	5× •	N.	
Import History		D01K9388343 TESTING OF D01K939856 JB-001:S&Ad			4	27/07/2018 07:55:07	James Barter	¥: •	ě.	
		S → G T01K901041 Manually up0			5	27/09/2018 13:46:33	Kevin Callaghan	6× •	v	
Toolbars	<u> </u>	S O T01K901043 Update com			6	03/10/2018 19:28:32	Kevin Callaghan			
⊟ ↔ Befresh	F5	D01K941274 ATO-GEWEB		- pricing engine	7	30/10/2018 13:13:43	Achim Toeper	۲	5	1
		D01K941238 DL - Test			8	01/11/2018 22:47:58	Diego Lombardini	22 👁	\$	1
Index (57) ⊡ ↑ Import Queue (14)	_	OtH027109         SD Master D           OH0027109         SD Master D           OH0027109         SD Master D           OH0033843         TESTING OF           OH0033845         De0158A41           N         OH004214           Manually update com         OH01684123           D01K941228         L-Test           OH01K941238         D-Test           OH01K941238         C-GEWEB           OH01K941238         C-ToEWEB	-010 DevEnforce		9	14/11/2018 07:34:54	Achim Toeper	¥. 👁		1
D00 - ECC Project	Dev - BALL (Merne)	T01K901053 Activate exter	nal system functi	onality	10	20/11/2018 04:05:06	Diego Lombardini		\$	
Inbox (23)	Des - Dico (mer@e)	D01K940958 DL - Program	15		11	04/10/2018 04:30:02	Diego Lombardini	20	Ġ	1
Import Queue (1	4)	D01K940991 DL - Program	3 - Change 3		12	20/11/2018 04:39:51	Diego Lombardini	े 🤾 👁	8	1
<ul> <li>M mb<sup>D</sup><sub>D</sub> ECC Project (N+1)</li> <li>M mb<sup>D</sup><sub>D</sub> ECC Upgrade Project (N+2)</li> <li>CRM</li> <li>BW</li> </ul>		Import History	the Last Month	Custom Date Ran	ge 🕞 Backout	Import Run 📻 Restart Import				<b>•</b> 7
Business Objects		Import Run	7	Status			By			
S/4HANA	•	Started at 02/03/2019 17:39:32	F	inished			RMCLAN	ACHAN		
Enterprise Portals		Request	RC [	Description						When
SRM		D01K905948	0 0	RQ000099 - MM - New fac	tory calender				02/03/2	2019 17:39:
PI Non-SAP Systems		Started at 27/02/2019 20:08:22		inished			PESTEVE	8		
I NOR-SAP Systems		D01K919583		E - PE - Test - SN > TE inte	gration				27/02/2	2019 20:08:
		Started at 27/02/2019 20:06:28 D01K919583		inished E - PE - Test - SN > TE inte			PESTEVE	S		
									27/02/2	

Figure: Import History in the Windows GUI

A history of all transports imported for the selected period will be shown. To change the period, select the required entry in the **Show Changes Imported:** box.

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

# 6.7. Transport Logs

The transport logs can be viewed for imports into all systems. ActiveControl 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.

rrors election *	Import Queue of ECC Proc     View: By Transp     Stop on Error Schedule     O 001K918880     O 001K928954     T     O 001K928954     T     O 001K928954     T     O 001K928954     T	oort Request 🔹 Groups (All) • 🕌 🏹	Iles • Scheduled by ActiveCo Order / 2 3 4		2K (1) Mark as Import Requested By James Roberts Ross McLanachan James Roberts	ed with Errors	# Objs	# Keys
alection-	View: By Transp Stop on Error Schedule	cont Request     Groups (All) +     EL     Image: Control of the second secon	Iles • Scheduled by ActiveCo Order / 2 3 4	Bemove Import Lock           Released         Import Status           16/06/2015 14:21:43         21/06/2015 16:20:15           28/06/2015 11:36:51         28/06/2015 11:36:51	Requested By James Roberts Ross McLanachan	¥₹ ● \$ 5 5	# Objs	# Key
	Stop on Error Schedule	Chursdays @ 18:00     Additional Schedu escription R0099004 - Purchasing Changes R0090014 - Document Types R0090346 - MM - Currency Correction ansport Entire ZTESTRM Lable ESTRM (Line 8 addition)	Iles • Scheduled by ActiveCo Order / 2 3 4	Bemove Import Lock           Released         Import Status           16/06/2015 14:21:43         21/06/2015 16:20:15           28/06/2015 11:36:51         28/06/2015 11:36:51	Requested By James Roberts Ross McLanachan	¥₹ ● \$ 5 5	# Objs	# Key
F5	D & Request D	escription RQ099004 - Purchasing Changes RQ099019 - Document Types RQ090346 - MM - Currency Correction ansport Entre ZTESTRM table TESTRM (Line & addition)	Order / 1 2 3 4	Released Import Status 16/06/2015 14:21:43 21/06/2015 16:20:15 28/06/2015 11:36:51	James Roberts Ross McLanachan	5 5	# Objs	# Key
F5	D & Request D	escription RQ099004 - Purchasing Changes RQ099019 - Document Types RQ090346 - MM - Currency Correction ansport Entre ZTESTRM table TESTRM (Line & addition)	1 2 3 4	Released Import Status 16/06/2015 14:21:43 21/06/2015 16:20:15 28/06/2015 11:36:51	James Roberts Ross McLanachan	5 5	# Objs	# Key
F5		R0099004 - Purchasing Changes R0099019 - Document Types R0090346 - MM - Currency Correction ansport Entire ZTESTRM table TESTRM (Line 8 addition)	1 2 3 4	16/05/2015 14:21:43 21/06/2015 16:20:15 28/06/2015 11:36:51	James Roberts Ross McLanachan	5 5		
F5	<ul> <li>回 D01K918988 CI</li> <li>回 D01K9189285 CI</li> <li>回 D01K928954 TI</li> <li>回 D01K928966 ZI</li> <li>図 D01K928966 ZI</li> <li>図 D01K928970 TI</li> <li>回 D01K92751 PI</li> </ul>	RQ099019 - Document Types RQ090346 - MM - Currency Correction ransport Entire ZTESTRM table TESTRM (Line 8 addition)	3	28/06/2015 11:36:51		Ср Ср		
F5	Image: Construction of the construction of	RQ090346 - MM - Currency Correction ransport Entire ZTESTRM table FESTRM (Line 8 addition)			James Roberts	Ġ		
F5	O D01K928964 Tr     O D01K928966 Z1     O D01K928966 Z1     O D01K920970 Tt     O D01K920970 Tt     O D01K937551 Pr	TESTRM (Line 8 addition)		20/01/2017 00:12:46				
F5	ତ (G) D01K928966 Z1 중 (G) D01K920970 TE (G) D01K920970 TE	TESTRM (Line 8 addition)			Ross McLanachan	⊕ Ğ	1	
F5	O D01K920970 TE     O D01K937551 PI		5	30/01/2017 09:28:17	Ross McLanachan	H. OG		
F5	6 001K937551 P		6	20/11/2015 21:36:32	Paul ESTEVES	20 4		. 1
F5		rogram to select from a new table	7	18/03/2018 13:06:11	Kevin Callaghan	2 4	1	
PD 1	D01K940923 D	L - Program 3 - Change 1	8	03/10/2018 01:22:08	Diego Lombardini	<u>12 o 6</u>		
	🗟 👌 💿 D01K941169 C		9	17/10/2018 07:07:57	Achim Toeper	• G		·
	B D01K941473 AT	TO-GEWEB-011 Change Demo	10	07/11/2018 13:18:46	Achim Toeper	₩ .		
ect Dev - BAU (Merge)	6 001K940925 D	L - Program 3 - Change 2	11	03/10/2018 05:37:23	Diego Lombardini	H . G	-	
	6 0 D01K941006 D		12	07/10/2018 23:18:05	Diego Lombardini	200	2	,
(14)	T01K900809 Tr					G		
	D01K936125 C					æ Ġ		5.33
			14		recordenant			
	Transport Logs							
								When
	Ended OK (0)	Import Command File (Obje	ct List)			1	0/01/2019	18:00
	(14)	To 1K900809 Tr D01K935125 Cl Transport Logs Status Result	D01K936125 CRQ0034033 - New WSR Transport Logs Status Result Transport Step * Request ID : D01K940923 * System ID : D01	D01K936125 CRQ0034033 - New WSR 14 Transport Logs Status Result Transport Step * Request ID : D01K940923 * System ID : D01	D01K936125         CR00034033 - New WSR         14         28/11/2017 17:13:48           Transport Logs         Status         Result         Transport Step           * Request ID: D01K940923         *         *         *           * System ID: D01         U         *         *         *	Image: D01K936125         CRQ0034033 - New WSR         14         28/11/2017 17:13:48         Ross McLanachan           Transport Logs         Status         Result         Transport Step         Image: Creating Status         Image: Cr	D01K935125         CRQ0034033 - New WSR         14         28/11/2017 17:13:48         Ross McLanachan         %         %           Transport Logs         Status         Result         Transport Step         *         Request ID : D01K940923         *         Status         I I I I I I I I I I I I I I I I I I I	Image: Doi 16936125         CR00034033 - New WSR         14         28/11/2017 17:13:48         Ross McLanachan         Image: Doi 16/10/10/10/10/10/10/10/10/10/10/10/10/10/

Figure: Transport Logs pane in the Windows GUI

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

eral Transport Request Details		
	A Transport Status and Histor Transport Logs Advanced Options Manual Steps	
nsport Logs		
System 🔺		
tatus Result	Transport Step	When
System : D01		
Ended OK (0)	Export	03/10/2018 01:22:0
Ended OK (0)	Pre-export Methods	03/10/2018 01:22:0
Ended OK (0)	Operating System Checks	03/10/2018 01:22:0
System : T01		
Ended OK (0)	ABAP Generation	03/10/2018 01:22:5
<ul> <li>Ended OK (0)</li> </ul>	Check Versions	03/10/2018 01:22:5
Ended OK (0)	Main Import (client=100)	03/10/2018 01:22:5
System : 101		
Ended OK (0)	Import Command File (Object List)	10/01/2019 18:00:2

#### Figure: Viewing Transport Logs via Transport Form

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

```
D01K937551 - 1 - 26/04/2018 09:21:50
                                                         - - ×

    Set as <u>Default</u> <u>Close</u>

Loa Level 3
  ~
 Generation of programs and screens
 Transport request : D01K937551
              : T01
 System
  tp path
               : tp
  Version and release: 372.04.40 701
 Generation of programs and screens for transport request D01K937551
  Only generates programs with LOAD versions
  Start on 26.04.18 at 09:21:50
  Generation of the transported programs
  E- Program ZKMC_T000_TEST: Syntax error in line 000011
E- Type 'ZKMC T000' is unknown
   _____
         ------
                                    _____
  Generation of the users of the transported Includes
   _____
   _____
 Ended on 26.04.18 at 09:21:50
 No. of programs /Min/Avg/Max (sec): 1 0 0 0
                                 _____
   _____
  Generation of programs and screens
```

Figure: Viewing detailed Transport Logs via Transport Form

### 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  $\Delta$  icon:

efresh 🗍 🗑 Delete 📲 Properties 📑	Details Pane	Look for Transports:						
Import Queue of ECC Test - BAU								
Stop on Error Schedule: Import e	very 15 mins	Additional Schedules •	Scheduled by Active	Control Remove Import Lock				
	st • Group	es (All) • 🛛 🗄 🗐 🏒 🖉 Analys		1 mg	- 0			
		(500)				7;x ⊕	47 #Objs	# Keys
D01K916508 CRQ092093			1			×+	2	1
DUTK937551 Program to s			2			5×	Y.	1
DUTK938343 TESTING OF			3			XIA	N.	
			4			5× •	v	1
		Jata	5					
DetKettert to opuse com		at adalas segias	0				<i>n</i> ,	
DOTK941274 ATO-GEWEE	s-out risky obje	ct - pricing engine	,					1
D01K941238 DL - Test	040 De Ester		8					-
DUTK941562 ATO-GEWEE						6× 4	N.	
		coordinates				XI OD	r G	1
C DOIK940936 DL-Program								1
C D01K940551 DE-Frigial								-
A D01K941654 ATO CEWEE		hased approval						1
D01K941632 ATO KS dam		ased approval						-
B D01K941725 demo 4TO-0								-
				AF 14 A 10 A 2 4 7 4 7 4 7 4 7 4 7 4 7 4 7 4 7 4 7 4	P Mdoorb			1
Import History								
			10					- +
Show Changes Imported: T	loday	<ul> <li>Custom Date Rang</li> </ul>	e (🕤 Backout Ir	nport Run 🔚 Restart Import				
Import Run	7	Status			By			
Started at 08/03/2019 17:30:14		Finished			TE_BATCH	н		
Request	RC	Description						When
D01K927109	0	SD Master Data: Logistics D	ivisions - Manufactu	ring			08/03/	2019 17:30:
	0	ABC_FI_Project Build Trans	port 1				08/03/	2019 17:30:
▲ D01K916508	8	CRQ092093 - HR - New Pro	gram (RC8)				08/03/	2019 17:30:
•								
	Import Queue of ECC Test - BAU           StoponErro         Schedule:         Import Queue           Import Queue of ECC Test - BAU         Import Queue         Import Queue           Import Queue         Provide the stopology         Import Queue         Import Queue           Import Queue         Provide the stopology         Import Queue         Import Queue         Import Queue           Import Queue         Import Queue         Import Queue         Import Queue         Import Queue         Import Queue           Import Queue <th< td=""><td>Import Queue of ECC Test - BAU           Stop on Error         Schedule:         Import every 15 mins.           Import Queue of ECC Test - BAU         Import every 15 mins.           Import Queue of ECC Test - BAU         Import every 15 mins.           Import Queue of ECC Test - BAU         Group           Import Queue of ECC Test - BAU         Import every 15 mins.           Import Queue of ECC Test - BAU         Import every 15 mins.           Import Queue of ECC Test - BAU         Import Portant Steleton and Ott839356           Import Queue of ECC Test - BAU         Description           Import Queue of ECC Test - BAU         Import Queue of ECC Test - BAU           Import Queue of TotK901041         Manually update customer of Ott841238           Import Ott841238         DL - Feet           Import Ott841624         Taaport order for demo D3           Import Nate         ACI As demo handling U           Import History         Import History           Import Ruin         Import Ruin           Import Ruin         Import Ruin           Import Ruin         Import Ruin           Import Ruin         Import Ruin           Import History         Import Ruin</td><td>Stop on Error     Schedule:     Import every 15 mins     Additional Schedules       Import every 15 mins     Groups (All)     Import every 15 mins     Additional Schedules       Import every 15 mins     Groups (All)     Import every 15 mins     Additional Schedules       Import every 15 mins     Groups (All)     Import every 15 mins     Additional Schedules       Import every 15 mins     Groups (All)     Import every 15 mins     Analys       Import every 15 mins     Groups (All)     Import every 15 mins     Analys       Import every 15 mins     Groups (All)     Import every 15 mins     Analys       Import every 15 mins     Groups (All)     Import every 15 mins     Analys       Import every 15 mins     Groups (All)     Import every 15 mins     Analys       Import every 15 mins     Groups (All)     Import every 15 mins     Import every 15 mins       Import History     Import History     Import History     Import every 15 mins       Import History     Import History     Import every 17 mins     Status       Import History     Import every 17 mins     Import every 17 mins     Import every 17 mins       Import History     Import every 17 mins     Import every 17 mins     Import every 17 mins       Import History     Import every 17 mins     Import every 17 mins     Import every 17 mins</td><td>Import Queue of ECC Test - BAU         Import Queue of ECC ECE OF Company codes         Import Queue of ECC ECE OF Company codes         Import Queue of ECC ECE OF Company codes         Import Risk1924       L - Forgam 5         Import Risk1924       L - Forgam 5         Import Risk1924       L - Forgam 5         Import Risk1924       L - Forgam 5</td><td>Import Queue of ECC Test - BAU         Import View By Transport Request       Groups (AI) + A Additional Schedules + Additio</td><td>Import Queue of ECC Test - BAU         Import Queue of ECC Test - BAU         <th< td=""><td>Import Queue of ECC Test - BAU         Import Queue of ECC Test - BAU         <th< td=""><td>Import Queue of ECC Test - BAU         Import Queue of ECC Test - BAU         <th< td=""></th<></td></th<></td></th<></td></th<>	Import Queue of ECC Test - BAU           Stop on Error         Schedule:         Import every 15 mins.           Import Queue of ECC Test - BAU         Import every 15 mins.           Import Queue of ECC Test - BAU         Import every 15 mins.           Import Queue of ECC Test - BAU         Group           Import Queue of ECC Test - BAU         Import every 15 mins.           Import Queue of ECC Test - BAU         Import every 15 mins.           Import Queue of ECC Test - BAU         Import Portant Steleton and Ott839356           Import Queue of ECC Test - BAU         Description           Import Queue of ECC Test - BAU         Import Queue of ECC Test - BAU           Import Queue of TotK901041         Manually update customer of Ott841238           Import Ott841238         DL - Feet           Import Ott841624         Taaport order for demo D3           Import Nate         ACI As demo handling U           Import History         Import History           Import Ruin         Import Ruin           Import Ruin         Import Ruin           Import Ruin         Import Ruin           Import Ruin         Import Ruin           Import History         Import Ruin	Stop on Error     Schedule:     Import every 15 mins     Additional Schedules       Import every 15 mins     Groups (All)     Import every 15 mins     Additional Schedules       Import every 15 mins     Groups (All)     Import every 15 mins     Additional Schedules       Import every 15 mins     Groups (All)     Import every 15 mins     Additional Schedules       Import every 15 mins     Groups (All)     Import every 15 mins     Analys       Import every 15 mins     Groups (All)     Import every 15 mins     Analys       Import every 15 mins     Groups (All)     Import every 15 mins     Analys       Import every 15 mins     Groups (All)     Import every 15 mins     Analys       Import every 15 mins     Groups (All)     Import every 15 mins     Analys       Import every 15 mins     Groups (All)     Import every 15 mins     Import every 15 mins       Import History     Import History     Import History     Import every 15 mins       Import History     Import History     Import every 17 mins     Status       Import History     Import every 17 mins     Import every 17 mins     Import every 17 mins       Import History     Import every 17 mins     Import every 17 mins     Import every 17 mins       Import History     Import every 17 mins     Import every 17 mins     Import every 17 mins	Import Queue of ECC Test - BAU         Import Queue of ECC ECE OF Company codes         Import Queue of ECC ECE OF Company codes         Import Queue of ECC ECE OF Company codes         Import Risk1924       L - Forgam 5         Import Risk1924       L - Forgam 5         Import Risk1924       L - Forgam 5         Import Risk1924       L - Forgam 5	Import Queue of ECC Test - BAU         Import View By Transport Request       Groups (AI) + A Additional Schedules + Additio	Import Queue of ECC Test - BAU         Import Queue of ECC Test - BAU <th< td=""><td>Import Queue of ECC Test - BAU         Import Queue of ECC Test - BAU         <th< td=""><td>Import Queue of ECC Test - BAU         Import Queue of ECC Test - BAU         <th< td=""></th<></td></th<></td></th<>	Import Queue of ECC Test - BAU         Import Queue of ECC Test - BAU <th< td=""><td>Import Queue of ECC Test - BAU         Import Queue of ECC Test - BAU         <th< td=""></th<></td></th<>	Import Queue of ECC Test - BAU         Import Queue of ECC Test - BAU <th< td=""></th<>

Figure: RC8 Import Error in the Windows GUI (depends on configuration)

### 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 AC Import Status** option:

ile Edit View Tools Actions Help							
Create Transport Form 📋 Create Business Jask 💮 Be	fresh 🛱 Delete 🖉 Prop	erties Details Pane Look for Transports:					
ansports	Import Queue of ECC	Test - BAU					
Transport Paths • 22 Transport Selection •	View: By T	ransport Request 🔹 Groups (All) 🔹 😓 🦪 Ana	lyse • 🦪 ShiftLe	ft • 🔚 Import • 🕢 Mark as Impo	rted <u>O</u> K (!) Mark as Imp	orted with Error	8
ECC	Stop on Error Sch	edule: • Additional Schedules	<ul> <li>Scheduled by Activity</li> </ul>	veControl	_		
D01 - ECC Development - BAU	D & @ Request	Description	Order /	Released Import Status	Requested By	장 · · ·	# Objs # Keys
Import Queue	D01K927109	9 SD Master Data: Logistics Divisions - Manufacturing	1	14/02/2018 23:59:5 📰 Group By	Box	10 4	
Test Queue (45)	D01K938343	3 TESTING OF TE USER ROLES	2	30/04/2018 10:23:5		5	
Outbox (57)	D01K939856	JB-001:S&A:Roles for project Atlas	3	27/07/2018 07:55:0 D Choose	Columns	\$ ⊕ G	1
T01 - ECC Test - BAU	<ul> <li>D01K938343</li> <li>D01K939856</li> <li>込 合 (回 T01K901041)</li> </ul>	Manually update customer data	4	27/09/2018 13:46:3 D Release			
Inbox (104) Import Queue (22)	5 00 T01K901043	Update company codes	5	03/10/2018 19:28:3			
Test Queue (42)		ATO-GEWEB-001 risky object - pricing engine	6	30/10/2018 13:13:4			1
IIII - ECC Production - BAU	D01K941238	B DL - Test	7	01/11/2018 22:47:5 Reset AC	Import Status Ctrl+R	1 👷 💠 🖓 -	1
Inbox (57)	D01K941582	ATO-GEWEB-010 DevEnforce	8	14/11/2018 07:34:5	nsport Form	105	1
Import Queue (14)	1 6 T01K901053	Activate external system functionality	9	20/11/2018 04:05:0	isponeronni	- 5	
D00 - ECC Project Dev - BAU (Merge)		B DL - Program 5	10	04/10/2018 04:30:0 🕘 Add to Im	port Queue	• 🕴 👁 🤴	1
Inbox (23)	D01K94099     D01K941653     D01K941653     D01K941664     D01K941663     D01K941633     D01K941725	1 DL - Program 3 - Change 3	11	20/11/2018 04:39:5 (a) Add to Co	ontrol Point	, 🖁 👁 🖓	1
Import Queue (14)	D01K94165	2 trasport order for demo DS	12	20/11/2018 09:40:3		1 · · · · ·	1
ECC Project (N+1)	D01K941664	ATO-GEWEB-022 excetion-based approval	13	20/11/2018 13:43:4 New Tran	nsport Of <u>C</u> opies	• * * * 5	1
🖲 😴 ECC Upgrade Project (N+2)	D01K94163	ATO KS demo handling UI	14	21/11/2018 14:10:1 R Propertie	s Ctrl+O	₹ @ G	1
CRM	D01K941725	5 demo ATO-GEWEB-024	15	26/11/2018 14:42:4	5 001-0	⊕ G	1
BW	D01K94182	5 Billing Hold Change	16	05/12/2018 17:16:23	Eran Kriegshauser	₩ ● 5	1
Business Objects	E DOMONTO	B1/0	**	071000040 44.50.10	* -6-1 T	×t ~ R	
S/4HANA	Transport Logs						
Enterprise Portals	Status Result	Transport Step					When
SRM	Clana Result	inalispoir otep					mier

Figure: Resetting the Import Status after an import or System Error

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 ActiveControl, it is necessary to inform ActiveControl that this has happened so it is up to date with the current location of the transport. This is done via the **Mark as Imported OK** option in the Windows GUI.

Eile Edit View Tools Actions Help								
Create Transport Form 📋 Create Business Task 🕝 Be	fresh 🛗 Delete 📲 Prope	rties Details Pane Look for Transports: 916	63					
Transports	Import Queue of ECC	fest - BAU						
Transport Paths • 02 Transport Selection •	View: By Tr	insport Request 🔹 Groups (All) 🔹 📃 🍠 🛔	nalvse • 🦪 ShiftLet	t • 🚍 Impo t • Mark as Importe	d OK () Mark as Imp	oorted with	Errors	
ECC					<u>.</u>			
🖃 😴 ECC BAU / Production Support	Stop on Error Sche	dule: • Additional Schedule	s · Scheduled by Activ	eControl 🕡 Remove Import Loc Mark a	s Imported OK			
D01 - ECC Development - BAU	D 👌 🙃 Request	Description	Order /	Released Import Status	Requested By	¥₹ ●	S 🖓 #Objs	#Keys
Import Queue (1)	D01K917125	ABC_FI_Project Build Transport 1	1	17/02/2015 16:35:23	Williams Pete		\$	
Test Queue (46)	🔁 👌 D01K927109	SD Master Data: Logistics Divisions - Manufacturing	2	14/02/2018 23:59:50	Paul ESTEVES	R. ●	4	
Outbox (57)	D01K938343	TESTING OF TE USER ROLES	3	30/04/2018 10:23:57	John Dias		5	
T01 - ECC Test - BAU	D01K938343	JB-001:S&A:Roles for project Atlas	4	27/07/2018 07:55:07	James Barter	¥. €	5	1
Inbox (104)		Manually update customer data	5	27/09/2018 13:46:33	Kevin Callaghan			
Import Queue (23) Test Queue (42)	5 🕞 T01K901043	Update company codes	6	03/10/2018 19:28:32	Kevin Callaghan			
I01 - ECC Production - BAU		ATO-GEWEB-001 risky object - pricing engine	7	30/10/2018 13:13:43	Achim Toeper	۲	5	1
inbox (57)	D01K941238	DL - Test	8	01/11/2018 22:47:58	Diego Lombardini	🤾 👁	5	1
E A Import Queue (14)	D01K941582	ATO-GEWEB-010 DevEnforce	9	14/11/2018 07:34:54	Achim Toeper	¥. €	\$	1
	D01K941238           D01K941582           1           10	Activate external system functionality	10	20/11/2018 04:05:06	Diego Lombardini		\$	
					THE ALL METRIC AND A DECK AND A DECK	× * -		
D00 - ECC Project Dev - BAU (Merge) Inbox (23)	D01K940958	DL - Program 5	11	04/10/2018 04:30:02	Diego Lombardini	े 🧎 👁	47	1

Figure: Mark as Imported

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

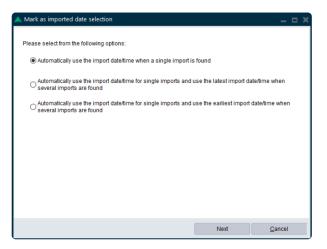


Figure: Mark as Imported

ActiveControl will retrieve the transport logs for the selected transports and report the imports found based on the selected processing option. Only the exceptions where no imports have been found would need to be confirmed with an import date/time or, if the default option is selected, where multiple imports have been made. Before the update is saved, a summary of what will be recorded is shown so the user. The **Mark as Imported** button can then be used to perform the process.

# 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. For example, when a BW transport has to be imported only after a specific ECC transport has been imported.

Dependencies can be defined in the SAP GUI, Web UI and Windows GUI via the [Advanced Options] tab.

### SAP GUI

ActiveControl: Properties	of request D01K942968	×
General Advanced	Options Manual Steps Attachments	
All dependent requests	will be imported before this request.	
Dependent Requests	Short Text	
<ul> <li>D01K942968</li> </ul>	CRQ09303934 - New Work Schedule Rule	
• 🚇 D01K920473	BGR Report Test Transport 1c	
Car Inc. Inc. I		
Unconditional Modes		
	that have been imported before   6. Overwrite objects in unconfirmed repairs	
2. Overwrite origina	l objects   8. Import customer table entries	
Warning		
	as 2 and 5 can cause changes to be last when importing requests back into the system they	
	es 2 and 6 can cause changes to be lost when importing requests back into the system they s newer changes may be made after this request is released and before it is imported.	
were created in, a	s newer changes may be made after this request is released and before it is imported.	
	Check f	or Conflicts

Figure: Setting a transport Dependency in the SAP GUI

### Web UI

ActiveControl	Dashboard Overview Projects Reports	Search Q. Default Web User Role   Edit details   Delegante approvals   Heip   Log out
Save	Properties of request: D01K907951	
X Cancel	General Transport request details Transport status and history	Transport logs Advanced options Manual steps Attachments
	General transport request details transport status and nistory Dependencies	Transport logs Advanced options Manual steps Attachments
	This transport request should not be imported until all of the transpo	prt requests listed below have been imported.
	Request ID	Description
	D01K907951	CRQ000242 - HR - New Work Schedule Rule for Richmond Office Remove

Figure: Setting a transport Dependency in the Web UI

### Windows GUI

ile Attachments Settings						
Save and Close	est <u>P</u> roperties <i>A</i> ttach	File On Insert		eck for Conflicts.	. Copy Content	s To Clipboard
neral Transport Request Deta	ills 🛕 Transport Status	and History Advar	nced Options	Manual Steps		
ependencies						
This transport request should no	ot be imported until all of t	ne transport reques	ts listed below	/ have been impo	ted.	
Request ID	Description					<u>A</u> dd
D01K929239	CRQ095071 - FI rep	ort change				Remove
D01K937362	FI-CO Reporting req	-	npact Depend	encies)		Zeniove
nconditional Modes						
1. Import requests that have t	seen imported before		-	onfirmed repairs		
Inconditional Modes Inconditional Modes Inconditi	been imported before	6. Overwrite	-	-		
<ul> <li>1. Import requests that have t</li> <li>2. Overwrite original objects</li> <li>Warning</li> <li>Unconditional modes 2 a</li> </ul>	and 6 can cause changes e created in, as newer cha	8. Import custo be lost when imp	stomer table e	ntries ts back		
<ul> <li>Import requests that have t</li> <li>2. Overwrite original objects</li> <li>Warning</li> <li>Unconditional modes 2 a into the system they were</li> </ul>	and 6 can cause changes e created in, as newer cha	8. Import custo be lost when imp	stomer table e	ntries ts back		

Figure: Setting a transport Dependency in the SAP GUI

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 pre-requisite 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**

ActiveControl: Properties	es of request D01K942978	
General Advanced	ed Options Manual Steps Attachments	
All dependent requests	ts will be imported before this request.	
ependent Requests	Short Text	
D01K942978	CRQ0290291 - New Billing Codes	
nconditional Modes		
✓ 1. Import requests	is that have been imported before 6. Overwrite objects in unconfirmed repairs	
2. Overwrite origin	nal objects   8. Import customer table entries	
Warning		
Unconditional mod	odes 2 and 6 can cause changes to be lost when importing requests back into the system they as newer changes may be made after this request is released and before it is imported.	L

Figure: Setting UModes in the SAP GUI Transport Form

### Windows GUI

A Properties of Request D01K937551		– = ×
Eile Attachments Settings		
Save and Close Eroperties Attach f	File Ensert URL $\overset{\times}{_{\leftarrow}}$ Check for Conflicts Copy Contents To Clipboard	
General Transport Request Details Transport Status and	History Transport Logs Advanced Options Manual Steps	
Dependencies		
This transport request should not be imported until all of the	e transport requests listed below have been imported.	
Request ID Descripti	on	Add
	to select from a new table	Remove
No Dependencies		
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 into the system they were created in, as newer changes to a system they were created in, as newer changes to a system they were created in.		
released and before it is imported.		

Figure: Setting UModes in the Windows GUI Transport Form

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

Stop on Error Scher	dule: Import every 15 mins + Additional Schedules •	Scheduled by ActiveC	ontrol 🕜 Remove Import Lock						
View: By Tra	nsport Request 🔹 Groups (All) 🔹 📑 🚽 🏒 Anal	yse • 🦪 ShiftLeft •	Import • 🕢 Mark as Imported	QK (!) Mark as Impor	ted wit	h <u>E</u> rro	ors		
👌 🗑 Request	Description	Order /	Released Import Status	Requested By	Xt	۲	5	# Objs	#Keys
D01K910508	CRQ092093 - HR - New Program (RC8)	1	26/01/2015 15:04:40 Imported (8)	Ross McLanachan		1	5	1	1
D01K910508 D01K937551 D01K938343 D01K939856	Proto select from a new table	2	18/03/2018 13:06:11	Kevin Callaghan	¥\$	1	5	1	
D01K039343	TESTING OF TE USER ROLLS	3	30/04/2018 10:23:57	John Dias		1	5		
D01K939856	JB-001:S&A:Roles for project Atlas	- 4	27/07/2018 07:55:07	James Barter	×¥.	• ا	5	1	
	Manually update customer data	5	27/09/2018 13:46:33	Kevin Callaghan					
B T01K901043	Update company codes	6	03/10/2018 19:28:32	Kevin Callaghan					
D01K941274	ATO-GEWEB-001 risky object - pricing engine	7	30/10/2018 13:13:43	Achim Toeper		۰ I	5	1	
D01K941238	DL - Test	8	01/11/2018 22:47:58	Diego Lombardini	×.t	•	Ġ,	1	

Figure: Setting uModes in the Windows GUI

# 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 maintained via the [Manual Steps] tab on the Transport Form, in the SAP GUI, 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 via the [Users] tab, and also define in which systems in the landscape path the Manual Step needs to be performed in the [Systems] tab.

### **SAP GUI**

ActiveControl: Properties o General Advanced C		Attachments				
Steps						
Title				Status		
< <new step="">&gt;</new>				Incomplete		
					_	
					-	
< >	***				4 1	
🛃 🛃 🥒 🞸 🎝	<b>B B</b>					
Step Details						
Step Details Sy	vstems Users					
Title	Refresh BW datasource					
nee -						
Description						
Max 255 Chars						
Run Manual Step	After Import 🔹	Status Incomplete	4	Allow Progress When Incomplete	$\checkmark$	
User Role			▼ E	Est. Effort (Mins)		
					Check for	Conflic

Figure: Manual Step tab in the SAP GUI

### Web UI

ActiveControl	Dashboard Overvie		ளீப் Reports		Search		٩	Change & Release Manager   Ed	it details   Delegate app	Ross McLanachan provals   Help   Log out	<b>9</b> 1
Save	Properties of request.	D01K915834									
Cancel					_						525
	General Transport requ	est details Trans	port status and history	Transport logs	Advanced option:	Manual steps	Attachments				
	Steps				-						
	Add Manual Step D	elete Manual Step									11
	Title			Status							
	Refresh BW datasource			Incomplete							
	Step Details										
	Step Detail Systems	Attachments									
	Title:	Refresh BW data	source								- 1
	Description:										
	Run Manual Step:	After Import				-					
	Status:	Incomplete									
	Allow Progress when Incomplete:										

Figure: Manual Step tab in the Web UI

### Windows GUI

🙏 Properties of Request D01	K935825	_ = = :
Eile Attachments Settings		
Save and Close	quest Properties 🖉 Attach File 🕀 Insert URL 🚰 Check for Conflicts 📄 Copy Contents To Clipboard	
	Netails 🛕 Transport Status and History Transport Logs Advanced Options Manual Steps	
Steps		
Title	Status	Create New Step
New Manual Step	Incomplete	Delete Step
Step Details		
	ns Users Attachments	
Step Detail System		
Title:	Refresh BW datasource	
Description:		
Run Manual Step:	After Import	~
Status:	Incomplete	
Allow Progress when Incomplete:		
User Role:	~	
Est. Effort (Mins)	0	

#### Figure: Manual Step tab in the Windows GUI

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.

B Request	Description	Requested By	Order	1	Released Import Status	# Objs	# Keys	XX @
👆 🚯 D01K907369	INC000699 - ABAP - Multitrack Development	Ross McLanachan		1	17/06/2013 11:31:04		1	۲
D01K907413	CRQ000555 - SD - German Billing Program Enhancement f	Ross McLanachan		2	18/06/2013 12:05:10		1	۲
D01K907919	INC000611 - FI - UK Controlling areas Query/Issue	James Barter		3	08/07/2013 14:52:59			۲
b 🕑 D01K907421	CRQ000666 - FI - Dunning Enhancement	Marcello URBANI		4	18/06/2013 13:19:32			۲
D01K907923	INC000611 - FI - UK Control Area - Additional Config Fix	Craig Oliver		5	08/07/2013 14:54:19			۲
B D01K907942	INC000419 - MM - Condition Item Correction	Marcello URBANI		6	08/07/2013 15:24:35			۲
B D01K907969	CRQ000678 - FI - Company Code currency changes	Ross McLanachan		7	09/07/2013 15:46:01		3	44 🔹
B D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts		8	01/12/2014 10:10:40		1	۲
B D01K915724	CRQ009803 - FI - Vendor Balances eport	James Roberts		9	01/12/2014 10:13:33		1	۲
D01K915742	CRQ123045 - BW Backend Table updates	Warren Farr		10	01/12/2014 10:59:34		1	۲
D01K916733	CRQ090909 - HR - New Payroll fix	Ross McLanachan		11	03/02/2015 10:53:45			

### 6.14. Manual Activities and Non-Transport Deployments

**Manual Activities** and **Non-SAP changes** can be used within ActiveControl to manage nontransportable changes and activities whilst still enforcing an approval and audit process. These types of changes will still use the concept of transports and paths and so will follow the existing process and logic in ActiveControl. A typical use-case of Manual Activities is for project release activities that are not related to any of the specific transports in the release, such as locking all users at the start of the cutover. **Manual Activities** and **Non-SAP changes** are created via the [Create Transport Form] option in the Windows GUI or Web UI. After detailing which you want, a transport form needs to be populated, as the Manual Activity or Non-SAP change is essentially handed as a manual step on a 'dummy' transport which does not get imported anywhere.

	ActiveControl	Dashboard Overview Projects	diá Search Q	Ross McLanachan
ſ	Create business task	Overview	Projects	News / My recent activity / Following
6	Create transport form	Awaiting my approval	35 None Selected 👻	John Dias approved testing for ATO-GEWEB-018 in ECC Development - BAU (D01) Epic following SAFe
	My approvals	Awaying my testing	38	2-3 months ago
		In progress chang New Transport For	n	James Barter approved testing for, in ECC Development - BAU (DO1)
	Changes for my transports	In progress chang Transport Form source:	Manual Activity (SAP or non-SAP system)	2-3 months ago
	Changes assigned to my role	My incomplete ma Please enter a descriptio for the change:	n Lock usera	James Barter imported changes into ECC Production - BAU (I01) 1 transport imported
	My incomplete manual items	In progress change		2-3 months ago
	Changes for my team	New business task		James Barter approved testing for in ECC Development - BAU (D01) 2-3 months ago
	New business tasks			Achim Toeper approved <u>HP-Serv-001</u> out of ECC Development - BAU (D01) Requirement HP Serv Man 001
G	Refresh			2-3 months ago
		OK Cancel		Achim Toeper approved testing for <u>HP-Serv-001</u> in ECC Development - BAU (D01) Requirement HP Serv Man 001 2-3 months ago
				Paul ESTEVES approved <u>CH50200002</u> out of ECC Development - BAU (D01) AT John Deere Demo Test#1 2-3 months ago
				Paul ESTEVES approved testing for <u>CHG0200002</u> in ECC

Figure: Creating a Manual Activity in the Web UI

Please note that there is some configuration that needs to be done as a pre-requisite for Manual Activities and Non-Transport Deployments to work. Please check with your local ActiveControl Administrator if the functionality is not working as expected.

# 6.15. Transport of Copies

ActiveControl includes some Transport of Copies functionality for customers that use this as part of their existing Change & Release processes. This requires some pre-requisite configuration that needs to be done by your local ActiveControl Administrator. Assuming the configuration has been done, right mouse-clicking on transport(s) in the Windows GUI should present a "New Transport of Copies" option.

Eile Edit View Tools Actions Help										
Create Transport Eorm 🗂 Create Business Task 💮 Re	tresh 📖 Delete 🖉 Properties	Details Pane Look fo	or Transports:							
Transports		-								
	<ul> <li>Test Queue of ECC Developme</li> </ul>									
🚛 📬 Transport Paths ・ 反発 Transport Selection ・	View: By Project and	Task 🔹 Groups (All	l) • 🏒 Analyse • 🎑 Sh	iftLeft •	Enter Test Res	ult				
ECC	D A Request	Description			Group	Requested By	III MARKERANESI	Released /	22 4	• 5
ECC BAU / Production Support	D01K927498	Demonstration transp	ort request for Babcock		Basis	Craig Oliver	2	29/09/2016 13:46:34	1220	• G
Import Queue (1)	D01K937382	Basis Technologies: A	Application Development Frame	work (	Basis	Craig Oliver	C	05/03/2018 16:04:04	4	• 4
Test Queue (45)	BAU - Weekly Release (Week /	(3)								
Outbox (57)	D 88 Reference	/ Subject		Group		Туре	Deployment State	dS	₹÷ <	• 5
T01 - ECC Test - BAU		New WCR		HR		Business Change	In Development		4	۲
Inbox (104)	D01K935403	CDO0044E . Program			HR	Ross McLanachan		17/04/2018 10:19:04		
Import Queue (23)		By Box	endment	HR		Operational Change	In Development		0.4	• 5
Test Queue (42)		e Columns	ice backend setup		HR	Hannah Blumsfeld		26/02/2015 09:49:26		• 5
I01 - ECC Production - BAU	D01K9 D01K9	est Result	art request for Infokom		FICO	Craig Oliver		21/08/2015 13:17:21		• 5
Inbox (57) Import Queue (14)	DO1Kg and Enter I		sues Fix v2 (Dev Standards Is		ABAP	James Roberts		23/02/2016 13:12:53		♦ 47
D00 - ECC Project Dev - BAU (Merge)	CROM DOTKC	e	re - SD	Busine	ss Master Data	Normal Change	In Development	29/03/2016 22:29:12	• × •	• 5 • 7
Inbox (23)	් D01Kg ව Lock Tr	ansport Form	aintain Sales Group 002 US		SD (SCM)	Paul ESTEVES Paul ESTEVES		29/03/2016 22:29:12		• V
Import Queue (14)				Cro ss I	SD (SCM)	Business Change	In Development	4/02/2018 18:42:43	XT .	e v
e c Project (N+1)	Add to I	mport Queue	ort request	Crossi	Basis	Craig Oliver	in Development	Not Released	1 XL d	~
e CC Upgrade Project (N+2)	fo D01Kg @ Add to 0	Control Point	er List API (Retrofit)		Basis	Craig Oliver		Not Released		
CRM				FICO	Daala	Incident Fix	In Development	NorReleased		s B
BW	A SUTKE	ansport Of <u>C</u> opies +	Eull	110	SD (SCM)	Marcello URBANI		08/07/2013 13:35:16		÷ Ġ
Business Objects		ies Ctrl+O	Delta	SD		Incident Fix	In Development		¥. 4	1 G
S/4HANA Enterprise Portals	D01K928250	INC000610: Merge co	Specific Task		ABAP	James Roberts	1	28/11/2016 18:22:14		
SRM	EAU - Weekly Release (Week #	#4)	For Production						· · ·	
PI	CR00000228	ABAP Program Z_PE_	FOIFIOGULION	Sup ply	Chain Management	Project Change	In Development		Xt a	* G
Non-SAP Systems	4. Destroades					D FOTFI FO			Xt a	e A
	Transport Logs			_						
	Status Result	Transport S	Step						W	when /
	* Request ID : D01K935403									
	* System ID : D01									
	C Ended OK (0)	Operating S	System Checks					17/04/	2018 1	10.18.56
Business Tasks	Ended OK (0)	Pre-export I	Methods					17/04/2	2018 1	0.18:59
Business lasks	Ended OK (0)	Export						17/04/3	2018 1	10.19:04
Transports	A Ended with warnings (4)	Main Impor	t (client=110)					20/09/2	2018 1	5:31:41
	Ended OK (0)	Check Vers								15:31:42
Reports	Ended OK (0)	ABAP Gene	eration					20/09/7	2018 1	53143

Figure: Transport of Copies in the Windows GUI

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 in their landscape. Production option is intended for creating deployment 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.

Create Transport of Copies - Business Task Options								
	er to use the existing business task (where Task or select a new Business Task for the newly							
Create new Business Task	O Search for existing Business Task							
OUse current Business Task(s)								
	<u>O</u> K <u>C</u> ancel							



From here the TOC will be created, and the TOC transport request number will be presented on-screen.

🔺 Transport(s) o	of copies - results	_ <b>-</b> ×
TOC Results		
Path / TOC Request	t Information	D
_ б ро 1К942903	3 Customer Credit Hold Update	
		Cancel

Figure: A TOC created by ActiveControl

The <u>TOC</u> 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 Re	quest D01K941823	3				_ = ×
Eile Attachments	Settings					
Save and Close	Request Pr	operties 🖉 <u>A</u> ttach File	Insert URL X	Check for Conflicts 📄 Cop	y Contents To Clipboard	
-		-	History Advanced Options			
Change Type	Existing Transpo	ort Request				
D01K941823	Customer Credi					
Requirements Des	scription:	Update to the custome	r credit hold logic.			^ ^
Backout Strategy						
Dackout offategy						~
						~
						Y
Type:	TOC					~
Group:	ABAP					~
Transport Path;	ECC BAU / Produ	iction Support				~
				/		
Associated TOCs			- /			
Request D01K942903	Description Customer Credit	Hold Lindata	/	Туре	Group	Release Date /
0018342303	Customer Credit	riord opdate	-			
		_				
Related Busine	ess Tasks Associ	ated TOCs				
Lock this transpor	t to prevent it from b	eing approved or imported	1.			

Figure: the Associated TOCs tab indicates TOCs created against the main source transport

As of ActiveControl 7.30, 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 custom user exit has to be delivered by Basis Technologies to automate the Transport Form creation.

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

In the Dev > QA TOC scenario, the original transport will disappear from ActiveControl when the TOC reaches the same location. (ie typically the QA Test Queue). In the Production TOC scenario, the original transports will disappear from ActiveControl when the Production packaging TOC is created. Deleting the Packaging TOC will result in the original transports reappearing.

# 6.16. 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.

ile <u>A</u> ttachments <u>S</u> ettings		
Save and Close E Request Properties Attach File	or Conflicts 📄 Copy Contents To Clipboard	
eneral Transport Request Details Transport Status and History Transport Logs Advanced O	ptions Manual Steps	
ransport Status and History		
Status	Jsers	
Waiting to be approved into I01 - ECC Production - BAU J	Iohn Dias, Phill (Prod Approver 1), Paul ESTEVES	
Event History	When	∀ By
Approved out of T01 - ECC Test - BAU	23/04/2016 18:45:25	Ross McLanachan
Approved out of T01 - ECC Test - BAU Added to a control point on T01 - ECC Test - BAU	23/04/2016 18:45:25 23/04/2016 18:39:45	Ross McLanachan Ross McLanachan
Added to a control point on T01 - ECC Test - BAU	23/04/2016 18:39:45	Ross McLanachan
Added to a control point on T01 - ECC Test - BAU Approved out of T01 - ECC Test - BAU	23/04/2016 18:39:45 23/06/2015 18:32:08	Ross McLanachan Ross McLanachan
Added to a control point on T01 - ECC Test - BAU Approved out of T01 - ECC Test - BAU Imported into T01 - ECC Test - BAU	23/04/2016 18:39:45 23/06/2015 18:32:08 23/06/2015 18:29:30	Ross McLanachan Ross McLanachan Ross McLanachan
Added to a control point on T01 - ECC Test - BAU Approved out of T01 - ECC Test - BAU Imported into T01 - ECC Test - BAU Approved into T01 - ECC Test - BAU	23/04/2016 18:39:45 23/06/2015 18:32:08 23/06/2015 18:29:30 23/06/2015 18:29:30	Ross McLanachan Ross McLanachan Ross McLanachan Ross McLanachan
Added to a control point on T01 - ECC Test - BAU Approved out of T01 - ECC Test - BAU Imported into T01 - ECC Test - BAU Approved into T01 - ECC Test - BAU Approved out of D01 - ECC Development - BAU	23/04/2016 18:39:45 23/06/2015 18:32:08 23/06/2015 18:29:30 23/06/2015 18:28:23 23/06/2015 18:28:23	Ross McLanachan Ross McLanachan Ross McLanachan Ross McLanachan Ross McLanachan

Figure: Transport Status and History tab in the Windows GUI

# 6.17. Consolidated Import Queues

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

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

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

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

#### BAU Path:

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

#### Project Path:

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

#### Consolidated Path:

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

Information on configuring Consolidated Import Queues – including screenshots – is available in <u>this</u> FAQ article.

# 7. Managing Business Tasks

# 7.1. Web UI

The Web UI can be used to create new Business Tasks, and also to maintain them later if required.

From within a Business Task, authorised users can click on the Change button to make any changes to it.

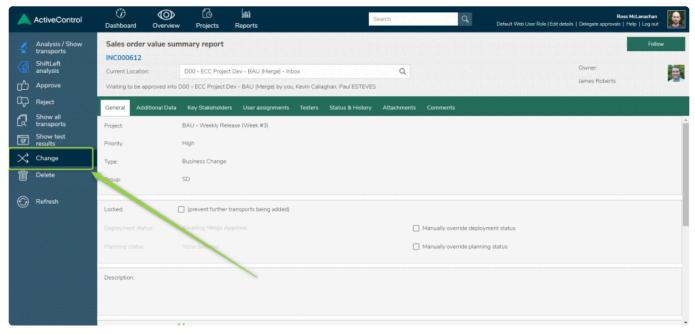


Figure: Making Changes to a Business Task

# 7.2. Windows GUI

Like in the Web UI, it is possible to maintain Business Tasks via the Windows GUI.

The Business Task shelf in the Windows GUI 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.

Eile Edit View Tools Actions Help						
Create Business Jask 🕜 Befresh 👘 Delete 🖉 Propertie	Details Pane Look f	lor Transports:				
Business Tasks	Business Tasks					
Create New Business Task	Containing	Project (All) • Grou	up (All) • Type (/	AII) 💌	Find Now	
O New Tasks	Reference /	Subject	Group	Туре	Deployment Status	法 • 5
Current Tasks	CR0080801	FI - Report Changes	FICO	Project Change	In UAT	
	CR0080807	HR - New Work Schedule Rule	HR	Operational Change		
<ul> <li>In-progress Tasks</li> </ul>	CRQ090084	HR - New WSR	HR	Operational Change		
Completed Tasks	CR0090808	HR Requirements	HR	Project Change	Unit Test Complete	
O All Tasks	CR0090809	MM Requirements	MM	Project Change	Unit Test Complete	
O My Planning Tasks	CR0090833	Dunning Report bug	FICO	Incident Fix	Awaiting QAImportApproval	
O my manning tasks	CR0090834	ADF development	Cross Module	Business Change	In Development	
Deployment Status	CR0092039	Purchasing Table Corrections	MM	Incident Fix	In UAT	
(None)	CRQ0934092	Billing Program Enhancement	FICO	Business Change		
	CR0093431	Consolidator v1-06 - initial release	Cross Module	Project Change	Unit Test Complete	
Planning Status	CRQ190909	New Work Schedule RUle (Germany)	HR	Operational Change		
(None) ~	CR0304934	New WorkSchedule Rule	Business Master Data	Normal Change		
	CR0393049	Local Transport	FICO	Business Change		
	CR04570341	MDG extension for customer management	Basis	Normal Change	Unit Test Complete	
· · · · · · · · · · · · · · · · · · ·	CR04582314	MDG Function Group	Basis	Normal Change	and the spectra is such that spectra is a	
	CRQ4583456	Change to customer calssification (Interdependencies)	Basis	Normal Change	Unit Test Complete	
	CRQ4597123	USA regional customer developments (Critical Impact)	Basis	Normal Change	Unit Test Complete	
	1 INC000009	PI - Issues with Commerzbank Interface data	PI	Incident Fix	Awaiting QA Import Approval	
	☐ INC000076	S&A - Authorisations / Access issue - please help	S&A	Incident Fix	Awaiting CAB Approval	
	☐ INC000458	FI - Dunning Problems in Milan/Rome Offices	FICO	Incident Fix	In Development	
	☐ INC000572	MM - Sales Order Stock Issue	MM	Incident Fix	Ready for Production	
	□ INC000610	SD - Sales Document Issue in SAP 'VBAK' txn	SD	Incident Fix	In Development	
	□ INC000611	FI - UK Controlling areas Quervilssue	FICO	Incident Fix	In UAT	
	☐ INC000612	Sales order value summary report	SD	Business Change	Awaiting Merge Approval	
	1 INC090901	FI- Structured Account Balances Issue	FICO	Incident Fix	Ready for Production	
		TE SN Integration to T01 Test	SD	Business Change	Ready for Produceon	
	BAU - Weekly Release (W		30	Dusiness Griange		
	CHG016543	TE SD Change Mast Dat Comp Code PaulE California *State*	032 SD	Business Change	Awaiting QA Import Approval	
	CRQ0000228	ABAP Program Z_PE_AC_ABAP_TEST1	Supply Chain Management		In Development	
Business Tasks	CR0009409	HR - Work Schedule R	HR	Operational Change		
	CRQ090706	New Work Schedule Rule (Germany)	HR	Operational Change		
Iransports	CRQ0920934	New WS Rules	HR	Business Change		
	CRQ1020320	TE SCM Master Data: Create Logistics Execution (Path)	SD	Business Master Data	Unit Test Complete	
Reports	CR01020320	TE SOM Master Data. Create Logisbus Execution (Pabl)	30	Dusiriess Master Data	Onit Test Complete	

Figure: Business Task shelf in the Windows GUI

# 8. General Operations

# 8.1. Commenting

It is possible to share information via **Comments** on specific Business Tasks within ActiveControl. This is done on the [Comments] tab within an individual Business 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.

ActiveControl		Overview	Projects	díú Reports		Work Sched	dule	Q,	Default Web User Rol	e   Edit details	Ross MCLANACHAN Delegate approvats   Help   Log out	
Save	New Work Sch	hedule Rul	le for Mad	rid Offices							Follo	w later
g = Add new       g = comment       (de)       Cancel	GROUPIESE											-
	Gen at CAB Author						Attachments C	Comments				
		A	Add new co	mment						×		
		C	omment:				- Sharin	g options —				
			Business are	asking for this	to be delivered to Produ	uction by this Friday.	O Don't	share				
					est this, but is due to go rgency to close this off.	o on Annual Leave after this we	ek, 💿 Share	e with users; S	elect users			
							ABEKKA	Т				
							O Share	e with user roles	Select roles			
									Submit comment	Cancel		

Figure: Collaborate via Comments in the Web UI

### 8.2. Web UI: Newsfeed

Within the ActiveControl Web UI, it is possible to view recent activity such as Approvals, Rejections and Imports via the pane on the right-hand side of the Web UI

- Clicking **News** option will present a list of other people's activity in ActiveControl
- Clicking **My recent activity** option will present a list of all your own recent activity within ActiveControl.
- Clicking <u>Following</u> option will present a list of any Tasks, Transports and SAP Objects that you have chosen to follow within ActiveControl.

	ActiveControl		ส์นี้ ports	Search	Ross McLanachan  Extended to the second seco
۵	Create business task	Overview		Projects	News / My recent activity / Following
6	Create transport form	Awaiting my approval	35	None Selected	James Barter approved testing for_in ECC Development -
	My approvals	Awaiting my testing	37		BAU (D01) 2-3 months ago
	My testing	In progress changes for my transports	50		James Barter imported changes into ECC Production - BAU (I01) 1 transport imported
	Changes for my transports	In progress changes assigned to my role	5		2-3 months ago
	Changes assigned to my role	My incomplete manual items	4		James Barter approved testing for in ECC Development - BAU (D01)
	My incomplete manual items	In progress changes for my team	35		2-3 months ago
	Changes for my team	New business tasks	239		Achim Toeper approved <u>HP-Serv-001</u> out of ECC Development - BAU (D01) Requirement HP Serv.Man 001
	New business tasks				2-3 months ago Achim Toeper approved testing for HP-Serv-001 in ECC
	uana	-			Development - BAU (D01) Requirement HP Serv.Man 001 2-3 months ago
Ø	Refresh				Paul ESTEVES approved <u>CHG9200002</u> out of ECC Development - BAU (DO1) AT John Deere Demo Test#1 2-3 months ago
					Paul ESTEVES approved testing for <u>CH60200002</u> in ECC Development - BAU (D01) AT John Deere Demo Test#1 2-3 months ago
					James Barter approved testing for in ECC Development -

Figure: Newsfeed in the Web UI

### 8.3. 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 can be done via the [Following] > [Configure Followed Items] option in the newsfeed area of the Web UI. From here you can set up rules about what you want to be notified about, and also whether you want to receive email notifications in addition to seeing the updates in the Following section of the Newsfeed within the Web UI.

ActiveControl	Dashboard Overview		iú ports		Search	Q	Rotis McLanachan Default Web User Role   Edit details   Delegate approvals   Help   Log out
	Overview		Proj				News / My regent activity / Following
	Awaiting my approval		35				Configure followed items
		Configure folk	owed items				×
		Туре	Item name / Program ID	Obje type			Email?
		Object	R3TR	PROG	ROSS_TEST	All Events	x
		Task	CRQ000256			Imported	×
		Transport	D01K942968			Imported	×
						Add item Delete sele	lected item

Figure: Following in the Web UI

It is also possible to follow individual Business Tasks via the **Follow** button in the top right of the Business Task screen within the Web UI.

	ActiveControl	Dashboard Overvie		<u>ส์นี้</u> ports	Search	٩	Default Web User Role   Edit details		McLanachan Ielp   Log out	
2	Analysis / Show transports	BC - System Time Z CRQ000452	one Changes					Į	Follow	
	ShiftLeft analysis	Current Location:	D00 - ECC Project Dev	- BAU (Merge) - Inbox	Q			Owner:	1	
ഫ	Approve	Waiting to be approved int	D00 - ECC Project Dev - E	BAU (Merge) by you, Kevin Calla	ghan			Ross McLanachan		
Φ	Reject	General Additional Dat	a Key Stakeholders I	User assignments Testers	Status & History Attachmer	nts Comments				
R	Show all transports	Project:	BAU - Weekly Release (	(Week #2)						Â
6	Show test results	Priority:	Normal							
Х,	Change	Type:	Business Change							
Ŵ	Delete	Group:	Basis							
O	Refresh	Locked:	🕑 (prevent further transp	ports being added)				/		
						Manually override depl	oyment status	l'		
						Manually override plan	ning status			
		Description:								

Figure: Following via the Business Task screen in the Web UI

# 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 the start/end dates for the phases/milestones of 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.

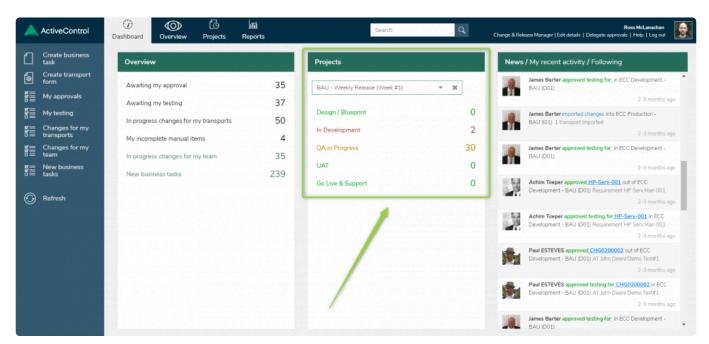


Figure: Project Milestones RAG in the Web UI

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

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

If an import or system error has occurred sometimes ActiveControl will leave behind an **Import Lock** for the relevant import queue. This will prevent further imports into that system until it is removed. The following error could be displayed if this is the case:

Error	×
8	Transport Express was unable to import the selection of transport requests. This could be because: 1. An import is currently in progress for this target system 2. Processing of a previous import has unexpectedly
	<ul> <li>terminated, leaving an import lock in place</li> <li>The import status for some of the selected requests indicates a system error or import error</li> </ul>
	To resolve this issue you can either:
	<ol> <li>Remove the import lock if you are sure that imports are not currently running for this target system. To do this, right click on the import queue toolbar and choose "Import Queue (Advanced)"</li> </ol>
	<ol> <li>Reset the TE import status for the requests marked with system errors or import errors. To do this, highlight the relevant requests and choose the Actions menu or right-click option "Reset TE Import Status"</li> </ol>
	ОК

Figure: Transport Error in the Windows GUI

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

Eile Edit View Tools Actions Help									
	tresh 🛱 Delete 🖉 Prope	rties Details Pane Look for Transports:							
ransports	Import Queue of ECC	Test - BAU							
Transport Paths • QR Transport Selection •	View By Tra	ansnort Request 🔹 Groups (All) 🔹 🔚 🧹 Ana	- Cas	Shiffl.eff	• 🕞 Import • 🕢 Ma	rk as Imnorted QK (!) Mark as Imp	ported with	Errors	
ECC	Stop on Error Sche	dule: • Additional Schedules	Scheduled	by Active	Control	rtLock			
D01 - ECC Development - BAU	D & @ Request	Description	Order	1	Released	Standard	₹ <u>†</u> ⊕	🖏 # Objs	#Keys
Import Queue	D01K927109	SD Master Data: Logistics Divisions - Manufacturing	1011111111	1	14/02/2018 23:59:50	/ Import Queue	¥t ⊛	5	
Test Queue (45)	D01K938343	TESTING OF TE USER ROLES		2	30/04/2018 10:23:57	/ Import Queue (Advanced)	1.1.1.1	\$	
Outbox (57)	D01K939856	JB-001:S&A:Roles for project Atlas		3	27/07/2018 07:55:07	import Queue (Advanced)	1 H 👁	\$	1
T01 - ECC Test - BAU	🔊 👌 😡 Т01К901041	Manually update customer data		4	27/09/2018 13:46:33	History			
Inbox (104) Import Queue (22)		Update company codes		5	03/10/2018 19:28:32	Customize			
Test Queue (42)		ATO-GEWEB-001 risky object - pricing engine		6	30/10/2018 13:13:43	Zoolonie	۲	\$	1
I01 - ECC Production - BAU	D01K941238 D01K941582 D01K941582 D01K901053 D01K940958	DL - Test		7	01/11/2018 22:47:58	Diego Lombardini	े 🤧 👁	\$	1
Inbox (57)	D01K941582	ATO-GEWEB-010 DevEnforce		8	14/11/2018 07:34:54	Achim Toeper	% <u>₹</u> ●	\$	1
Import Queue (14)	1 0 T01K901053	Activate external system functionality		9	20/11/2018 04:05:06	Diego Lombardini		\$	
D00 - ECC Project Dev - BAU (Merge)	D01K940958	DL - Program 5	신신 신신	10	04/10/2018 04:30:02	Diego Lombardini	} <u></u> } ₹	\$	1
Inbox (23)	D01K940991	DL - Program 3 - Change 3		11	20/11/2018 04:39:51	Diego Lombardini	े 🗧 👁	5	1
Import Queue (14)	D01K941652	trasport order for demo DS	a kina a kina	12	20/11/2018 09:40:33	Achim Toeper	¥¥ ⊛	\$	1
G CC Project (N+1)	D01K941664	ATO-GEWEB-022 excetion-based approval		13	20/11/2018 13:43:40	Achim Toeper	% <u>₹</u> ⊛	\$	1
ECC Upgrade Project (N+2)	D01K941632	ATO KS demo handling UI	경험을 받는	14	21/11/2018 14:10:11	Achim Toeper	¥¥ ⊕	\$	1
RM	Image: Display state         Display state           Image: Display state         Display state <td< td=""><td>demo ATO-GEWEB-024</td><td></td><td>15</td><td>26/11/2018 14:42:41</td><td>Achim Toeper</td><td>¥¥ ⊛</td><td>\$</td><td>1</td></td<>	demo ATO-GEWEB-024		15	26/11/2018 14:42:41	Achim Toeper	¥¥ ⊛	\$	1
BW	D01K941825	Billing Hold Change	같은 것을 알았다.	16	05/12/2018 17:16:23	Eran Kriegshauser	%t ●	\$	1
Business Objects		B 1/B		**	071400040 44.50.10	A	×t 🛧	п.	

Figure: Import Queue Advanced toolbar

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 functions are also available via the [Advanced Options] toolbar, to allow the settings for the Import Queue to be changed temporarily without having to change the ActiveControl config for the target system. Via this toolbar, it is possible to:

- Set the import queue [Stop on Error] option on or off. When Stop on Error is highlighted this option is switched on. When Stop on Error is not highlighted, it is off.
- · Switch on or off an automatic import schedule, or additional import schedules
- Switch on or off ActiveControl as the mechanism for importing transports, using the [Scheduled by ActiveControl] option. When this button is highlighted, it means any assigned Import Schedules are active. If it is not highlighted, it means the Import Schedules are not active, regardless if they are assigned to the Import Queue.

# 8.6. Re-imports using Add to Import Queue

If transports have already been imported into a system, the **Add to Import Queue** option in the Windows GUI or Web UI can be used by authorised users to re-import the transport. This will <u>not</u> 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. They cannot be moved to import queues forward in the path, or to other transport paths.

### Add to Import Queue in the Windows GUI

Add to Import Queue is performed in the Windows GUI by selecting the required transport(s), doing a right mouse-click and selecting the [Add to Import Queue] option, and then the required system import queue:

insports 4	Inbox of ECC Productio	n - BAU						
🔽 प्	View Dy Pro	ied and Task . Groups (Al	i) • 🗐 Analyse • 🦪 ShiftLeft • 🖒 A					
ECC		the second s	0. Sugara .	approve CC ICeleo				
	BAU - Weekly Release	/ Subject		Group	Type	Deployment Status	¥. ●	1.0
D01 - ECC Development - BAU	- CRQ903456	Broken payroll (France		HR	Business Change	Ready for Production	5× •	10
Import Queue	D A Request	Description		Group	Requested By	Released /	XI A	1 A
Test Queue (45)	D01K91698		and leave	HR	Warren Farr	06/02/2015 13:22:13		17
Outbox (57)	-1 D01K91698	MM - Munich Materials N		MM	Incident Fix	Ready for Production	۲	E
T01 - ECC Test - BAU Inbox (104)	D01K90788			MM	Warren Farr	08/07/2013 14:19:47		~
Import Queue (23)	- D INC00051 III			HR	Incident Fix	Ready for Production	۲	- E
Test Queue (42)	6 D01H		Code Changes	HR	Warren Farr	08/07/2013 14:24:20		
D I01 - ECC Production - BAU	= BAU - Weekly R	Choose Columns	Code changes	TIK	waiterran	00/07/2013 14:24:20		`
Inbox (57)		Approve	-	HR	Business Change	In Development		Ş
E Import Queue (14)	fa 001k		r base configuration for Project ABC	MM	Tom White	19/02/2015 11:10:34		ę
D00 - ECC Project Dev - BAU (Merge)	-1 CR0000	Release	CLEMENT CONTRACTOR AND DESCENT OF THE CONTRACTOR	Basis	Normal Change	Ready for Production		4
Inbox (23)		Lock Transport Form		Basis	John Dias	30/04/2018 10:59:10		\$
Import Queue (14)	-1 A CR01911				Project Change	Unit Test Complete		Ş
ECC Project (N+1)	6K Q	Add to Import Queue	D01 - ECC Development - BAU		Tom White	19/02/2015 14:01:27		ġ.
e 😴 ECC Upgrade Project (N+2)	DO1K Q	Add to Control Point	T01 - ECC Test - BAU	1000	James Bloggs	24/02/2015 12:30:52		Ş
CRM	5 D01K		D00 - ECC Project Dev - BAU (Merge)		Williams Pete	25/02/2015 19:55:10		ġ
BW	б D01К б D01К	New Transport Of Copies	Public ECC Project Dev - BAD (Merge)	·	Williams Pete	25/02/2015 19:56:02		ġ
Business Objects Si4HANA		Historical Analyses						
Enterprise Portals	Transport Logs							
SRM	Status Result	Properties Ctrl+O	Step				V	Whe
SRM Pl Non-SAP Systems			Тикћ					

Figure: Add to Import Queue in the Windows GUI

### Add to Import Queue in the Web UI

It is possible to perform an 'Add to Import Queue' on an individual transport in the Web UI, by selecting the transport and clicking the [Add to Import Queue] option. It is not possible to move multiple transports at the same time, that can only be done via the Windows GUI.

	ActiveControl	() Dashboar	rd Overvie		Search	Q	Change & Release N	fanager   Edit det	Ross ails   Delegate approvals   H	McLanacha telp   Log o	
2 0	Show transport form Create transport request	ο	Request Id	Description	Location	Owner	Group	Туре	Release Date/Time	# Obje /# Keys	Confli / SCI / Risk Status
8	Create transport form	8	D01K907	CRQ000555 - SD - German Billing Program Enhancement for Q3	ECC BAU / Production Support: ECC Test - BAU - Test Queue	RMCLANAC	SD (SCM)	Workben	18.06.2013 12:05:10	1/0	©₽
	Show transport properties		D01K907	CRQ000555 - SD - Billing Document changes	ECC BAU / Production Support: ECC Test - BAU - Test Queue	JROBERTS	SD (SCM)	Workben	18.06.2013 12:06:37	0/0	©₽
	Delete transport Lock Unlock	0 @	D01K907	CRQ000555 - SD Billing Enhancement - Table View Changes	ECC BAU / Production Support: ECC Test - BAU - Test Queue	JBARTER	SD (SCM)	Workben	18.06.2013 12:07:49	0/0	<b>@</b> \$
	Add to import queue		CC Development	- BAU							
O	Kefresh										

Figure: Add to Import Queue in the Web UI

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 by authorised users using the **Add to Control Point** option in the Windows GUI. This will move the Transport Form from its current location to the selected location in the transport path.

Add to Control Point is performed by selecting the required transports, right mouse-clicking and choosing the [Add to Control Point] option, and then selecting the required system control point.

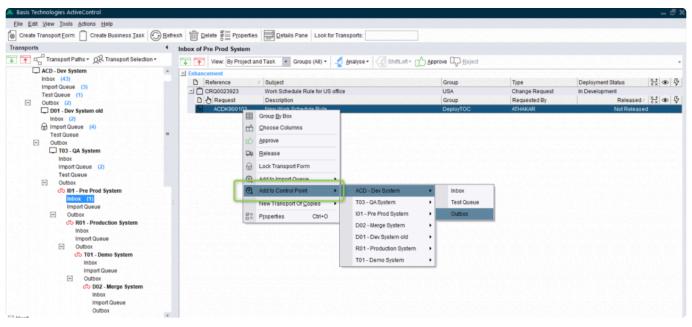


Figure: Add to Control Point in the Windows GUI

Transports can only be added or moved to control points that precede the current location in the current transport path. They cannot be moved forward in the workflow using the [Add to Control Point] functionality.

### 8.8. Locking Transport Forms

Transports can be locked in ActiveControl to prevent them from being approved or imported. One use case of Transport Form locking is in the event of a possible issue being identified with a transport, to

prevent it from inadvertently being moved further forward in the landscape by yourself or somebody else until it has been investigated and resolved (and unlocked again)

### Locking in the Web UI.

Transports are locked in the Web UI via the [Lock this transport to prevent it from being approved or imported] checkbox on the Transport Form.

ActiveControl	Dashboard Overvie		ACDK900121	Q, Default	McLanachan Ross McLanachan Ross
→ Change 前 Delete	Properties of request:	ACDK900121			
Show transport properties Check for X conflicts	General TestTabTF Radio_No: TIMIE:	Avengers Transport request details	Transport status and history Advanced options	Manual steps Attachments	
G Refresh	NVG custom field:	N	/		
	Type: Group:	Workbench1			
	Transport path:	Development			
	- Related business tas	sks	/		
	Add Task Remove	Task			
	Subject		Reference	Project	Group
	New Work Schedule Rule	e	CRQ0302302	BAU	HUNGARY
	Lock this transport to pre	revent it from being approved or imported			

Figure: Locking/unlocking a Transport Form via the Web UI

#### Locking in the Windows GUI

Transports are locked/unlocked in the Windows GUI 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. As a third option, the [Lock this transport to prevent it from being approved or imported] checkbox can also be used from inside the Transport Form.

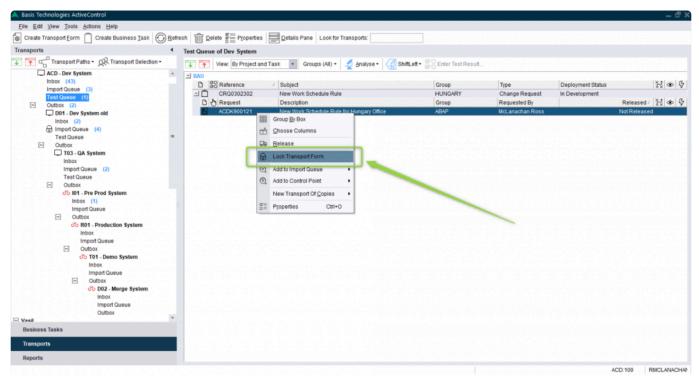


Figure: Locking a Transport via right mouse-click in the Windows GUI

 $\star$  When a transport is locked the 0 lock icon is displayed next to it in the Windows GUI.

# 8.9. Locking Business Tasks

Business Tasks can be manually or automatically locked in ActiveControl to prevent more transport forms from being attached to them. One common use case of Business Task locking is when the SAP change is ready for production, so that no further transports can be attached to it at the last minute.

Business Tasks can be locked manually in the Web UI or in the Windows GUI.

#### Locking Business Tasks in the Web UI

Business Tasks can be manually locked/unlocked in the Web UI by using the [Locked (prevent further transports being added to it)] checkbox in the middle of the Business Task screen.

ActiveControl	Dashboard Overview	Co kiú v Projects Reports	Search	C McLanachan Ross Default Web User Role   Edit details   Delegate approvab   Help   Log out
Save Save Save Add new comment Cancel	New Work Schedule CRQ0023214 Current Location: Waiting to be approved out of	Rule ACD - Dev System - Outbox of ACD - Dev System by you, Amine BEKK	AT, James Roberts	Follow Owner: SLAMY
	General     Additional Data       Project:        Priority:        Type:        Group:	anirbancustomtab User assignmen Enhancement Normal Change Request GERMANY	s Testers Status & History Attachments Comment	fs
	Locked: Deployment status: Planning status: Description:	(prevent further transports being addec     In Development     None Selected	V 🗌 Manually o	override deployment status override planning status

Figure: Locking/unlocking a Business Task in the Web UI

### Locking Business Tasks in the Windows GUI.

Business Tasks can be manually locked/unlocked in the Windows GUI by using the [Lock this task to prevent further transports being added to it] checkbox at the bottom left of the screen

🔺 New Work Schedule Ru	ule - Business Task				_ = ×
<u>File</u> Insert Settings					
Save and Close	Save 🖉 File 🕀 Insert URL				
General anirbancustomta	ab Additional Data User Assignments R	elated Transport Requests	Test Results Status	s & History Comments	
Identification		c	Classification		
Subject	New Work Schedule Rule		Priority:	Normal	~
Reference:	CRQ0302302		Type:	Change Request	~
Project:	BAU	~	Group:	HUNGARY	~
🗟 Deployment Status	In Development	Planning S	Status		~
Requirements Descriptio					< >
Lock this task to prevent	t further transports being added to it				

Figure: Locking/unlocking a Business Task in the Windows GUI

🛠 When a Business Task is locked, a padlock icon 🛱 is displayed next to it.

Business Task locking can also be done automatically by ActiveControl when a Business Task passes a specific control point for a target system, via an ActiveControl Administrator setting configuration option [After approval of items at the XXX on this target, tasks are automatically locked].

Business Task locking does NOT prevent an associated transport from being approved or imported.

### 8.10. Downloading to Excel

Data seen within the main ActiveControl Windows GUI grids can be downloaded to Excel by highlighting it and copying it to the clipboard, and then pasting into Excel. Items to be copied should be highlighted and copied using the traditional CTRL+C, CTRL+V keystrokes.

The data will be pasted into Excel in a comma delimited format, this can be split into columns using standard [Data] > [Text to Columns] functionality within Excel.

👌 🗑 Request	Description	Requested By	Order /	Released Import Status	# Objs	# Keys	¥. €.
🕞 D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts		01/12/2014 10:10:40			
🕞 D01K915724	CRQ009803 - FI - Vendor Balances eport	James Roberts		01/12/2014 10:13:33			
💮 D01K915739	CRQ070808 - Material Masters Report changes	Reid Robb		01/12/2014 10:51:04			
🛑 D01K915742	CRQ123045 - BW Backend Table updates			01/12/2014 10:59:34			
] 👆 💮 D01K915744 👘	INC080703 - Materials Master fix	James Barter		01/12/2014 11:03:43			
🛑 D01K915745	INC090903 - MM - Stock Report fix	Ross McLanachan		01/12/2014 11:07:07			
🗍 🔘 D01K916508	CRQ092093 - HR - New Program (RC8)	Ross McLanachan		26/01/2015 15:04:40			

Figure: Copying data from ActiveControl Windows GUI using CTLR+A, CTRL+C

Construction     C	Book1 - Excel	? =
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	Conditional Format as     Formating * Table *     Styles	Cess     Cess
A1 • : $X \checkmark f_X$   tcon,Request,Description,"Requested By",Requested,Released," A B C D E F G H I J K	"Source System",Client,"Client Independent",Group,Refer	ence,Path,"Export Status","Import Status",Order,RC,"Request
1         Icon,Request,Description,"Requested By",Requested,Released,"Source System",Client,"Client Independent",Gro           2         0,D01K912 727,"CRQ001798 - FI - Chart of Accounts calculation issue","James Roberts", "01/12/2014 10:10:25", "01/12           3         0,D01K912 724, "CRQ008903 - FI - Vendor Balances eport", "James Roberts", "01/12/2014 10:10:20", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10:10", "01/12/2014 10", "01/12", "01/14", "0	2/2014 10:10:40",D01,100,True,FICO,,"ECC BAU / Production 33",D01,100,True,PI,,"ECC BAU / Production Support",OK,,2	Support",OK,,I,,W,,Configuration,,0,0,1,1,1, 2,,W,,Configuration,,0,0,1,1,1,
4         0.D01X912739, "CR0070808 - Material Masters Report changes", "Reid Robb", "01/12/2014 10:4845", "01/12/2014           5         0.D01X912742, "CR0123045 - BW Backend Table updaters", "Warren Farr," 01/12/2014 10:59:34           6         0.D01X912744, "INC080705 - Materials Master fix", "Marren Farr," 01/12/2014 10:59:34           6         0.D01X912744, "INC080705 - Materials Master fix", "Marren Farr," 01/12/2014 11:03:34", D01, 100, 100, 100, 100, 100, 100, 100	4",D01,100,True,BW,,"ECC BAU / Production Support",OK,,4 100,False,MM,,"ECC BAU / Production Support",OK,,5,,C,,"I	1, W, 268, Configuration,1, 0, 1, 1, 1, Incident Fix", 3, -1, 0, 1, 1, 1, 3, 38
7 0.001K91[245, "INC099903 - MM - Stock Report fir," Ross McLanachan", "01/12/2014 11:04:59", "01/12/2014 11:07:07 0.001K91[508, "CRQ092093 - HR - New Program (RC8)", "Ross McLanachan", "26/01/2015 15:02:47", "26/01/2015 15:04 9		

Figure: Pasting ActiveControl data into Excel using CTLR+V

Convert Text to Columns Wizard - Step 1 of 3 ? ×
The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data. Original data type
Choose the file type that best describes your data:
<ul> <li><u>D</u>elimited</li> <li>- Characters such as commas or tabs separate each field.</li> </ul>
Fixed width - Fields are aligned in columns with spaces between each field.
Preview of selected data: 1 Icon, Request, Description, "Requested By", Requested, Released, "Sou 2 0, D01K915727, "CRQ001798 - FI - Chart of Accounts calculation is 3 0, D01K915724, "CRQ009803 - FI - Vendor Balances eport", "James Ro 4 0, D01K915739, "CRQ070808 - Material Masters Report changes", "Rei 5 0, D01K915742, "CRQ123045 - BW Backend Table updates", "Warren Far
Cancel < Back <u>N</u> ext > <u>F</u> inish

Figure: Using Text to Columns to convert CSV data in Excel

## 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.

🔺 Basis Te	chnol	ogies ActiveControl									_ d' ×
Eile Edit	Viev	V Tools Actions Help									
Create	T	Notifications	ask 🕞 Befresh '	Dele	e 📲 Properties	Details Pane Look for	Transports:	1			
Transports		System and RFC Errors			Inbox of QA Sys						
· •	- B	Transport Selection	lection -		Viev	By Project and Task *	Groups (All) 🔹 🏒 Analyse 🔹		Reject		
E DEV	Q	Who's On?			Color Color				-V		
E 5	e	Giroose Columns	J								
-		Eiltering									
	8	Details Pane		-	San San S						
Ξ		Chart Pane									
1.1		-				Who's On		×			
		Transport Logs				Name	/ User ID	_			
		Toolbars •		-	100000	Matthew Allwood	mailwood				
E	Ð	Refresh F5			Charles Charles	McLanachan Ross	mclanachan				
		Inbox									
		Import Queue (2)			Cardard:						
	E	Test Queue									
		Outbox Co 101 - Pre Prod System									
		Inbox (1)									
		Import Queue									
	E	- Outbox			100000000						
		co R01 - Production System	1		10000000						
		Inbox			a state to the t						
		Import Queue Outbox									
		do T01 - Demo System									
		Inbox			0.0000000			_			
		Import Queue									
		Outbox									
		db D02 - Merge Syst	em								
		Inbox									
Busines	e Tael	Import Olielle			1.000						
		nø									
Transpo	orts										
Reports											
										ACD:100	RMCLANACHAN

Figure: 'Who's On?' can be used to find out who else is logged into the Windows GUI

'Who's On?' functionality in the Windows GUI does NOT indicate users that are logged into the Web UI, nor indeed anybody interacting with ActiveControl in the SAP GUI.

## 8.12. Licence Keys

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

File Edit View Tools Actions He	lp								
Create Transport Eorm Cre	ActiveControl - Administration Guid	le	perties Details Pane Lo	ok for Transports					
	ActiveControl - User Guide								
ransports			est - BAU						
Transport Paths • 🖉	Customer support desk help cent	e and FAQs	Project and Task • Group:	s (All) • 🏒 Analyse •	ShiftLeft - 20	Enter Test Result			
ECC	ActiveControl - Quick Setup Guide		ase (Week #1)						
G     CC BAU / Production Sup     Do1 - ECC Developmen	Licence Key		/ Subject			Group	Туре	Deployment Status	¥; ● \$
Import Queue	About Active Control		45 Z_UMG_Program_Ve	rsion2		Basis	Incident Fix	In UAT	₩ @ G
Test Queue (45)	Poolineration		Description			Group	Requested By	Releas	sed / 法: 👁 🕏
Outbox (57)		🕞 👆 D01K94		13061400000107427-Z_U	MG_TEST_V2 (skipp.	Basis	Ross McLanachan	16/12/2018 13	No see
T01 - ECC Test - BAU		CHG00412	18 Prospect Tables			Business Master Data	Business Change	In UAT	H ● 4
Inbox (104)		🔺 Licence Key	/ Information					/ 2/2018 22	
Import Queue (23)		Current Licen	en Status OK						२ क¥ स३२६ २४ कि
Test Queue (42)     IO1 - ECC Productio			know the Installation number and	System ID of your Active Cr	ontrol Domain Control	ler. These values are sho	wn helow and can he coni	r 2/2018 13	:43:26 ⅔ ⊕ 与 ⊕ 5
Inbox (57)	n - BAU		the "Copy" button below	of state of your name of				C7/2017 14	
Import Queue (14)		Property		Value	Message			10/12017 14	.06.19 ≪ V ⊕ [5
	ct Dev - BAU (Merge)	Installatio	n number	0020537154	Installation number	ar is valid		/ 6/2013 12	
Inbox (23)		System ID		T01	System ID is valid			/ 6/2013 12	
Import Queue	(14)	Expiration		Wed, 11 Nov 2020	Valid until 11.11.20			6/2013 12	
ECC Project (N+1)			of active control licenses	99	6 ActiveControl lice	ences out of 99 used			2000
ECC Upgrade Project (N+2)		Number of	of active development systems	99	3 ActiveControl Plu	is licences out of 99 used		x 2/2017 05	40:39 2 @ 5
CRM BW		Number of	of active development systems	99	5 systems out of 9	9 used			<u>ه</u> 9
Business Objects		S DevAnaly	tics					x 7/2013 15	:46:01 👁 🖟
S/4HANA		S DevMax							
Enterprise Portals	Tra	S Transport	tExpresso						
SRM	Stat	ShiftLeft							When /
PI	*								
Non-SAP Systems		1							
			Details to Olivia and						24/12/2015 08:30:4
		Copy Licence	Details to Clipboard				Upload New Licence		24/12/2015 08:30:4
		C Ended OK (							24/12/2015 08:30:4
		Ended OK (		nport (dieni-100) Versions					30/03/2017 11:01:1 30/03/2017 11:01:1
		Ended OK (0		Versions Seneration					30/03/2017 11:01:1
Business Tasks		Ended OK (		nport (client=100)					2/05/2017 15:59:1
		C Ended OK (		Versions					2/05/2017 15:59.1
Transports		C Ended OK (		Seneration					2/05/2017 15:59:1
		C Ended OK (0		nport (client=100)					27/07/2017 11:01:0
Reports									

Figure: The ActiveControl Windows License Key screen

When the licence key is coming up for renewal, ActiveControl will warn users of this when they login for the final 30 days before the current license expires. A new licence key can be requested from Basis Technologies Support by providing the above details. 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 underlying issues such as:

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

These can be viewed via [Tools] > [System & RFC Errors] dropdown menu in the Windows GUI. 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.

create T Notifications Task 🕞 Refresh	Delete	tails Pane Look for Transports:						
sports System and RFC Errors	est Queue of ECC Test BAU							
Transport Selection + election -	System and RFC Errors					×		
C Choose Columns	System Errors	RFC Connection Issues						
G Eiltering	Refresh							<u>२</u> २ ● १
Details Pane	When Erro	a.	Syst_ Clie	nt Request	Imported By	^	Released /	
🖂 📠 Chart Pane	3:49 pm on 06/08/20 An e	error occurred when attempting to create a merge requ		D01K940040	Paul ESTEVES		8/12/2018 13:48:54	$\mathbb{R} \oplus \mathbb{R}$
Toolbars		···· · · · · · · · · · · · · · · · · ·	D00	D00K901825	Paul ESTEVES			8× ● 4
-		error occurred when attempting to create a merge requ	500 ( SON (	D01K940039	Paul ESTEVES		4/12/2018 22:02:23	γ×⊛ I
⊖ <u>R</u> efresh F5	9:21 am on 01/08/2018 imp		101	I01K900004	James Barter			k× ⊛ ι
III - ECC Production - BAU		ent does not exist within the target system	D00	D00K902542	John Dias		15/12/2018 13:43:26	7×∞ 4 ⊕ L
Inbox (57)		error occurred when attempting to create a merge requ error occurred when attempting to create a merge requ		D01K939627 D01K939626	Ross McLanachan Ross McLanachan		on 5/07/2017 14:06:19	
E Import Queue (14)		error occurred when attempting to create a merge requ		D01K939625	Ross McLanachan		5/0//2017 14:06:19	
D00 - ECC Project Dev - BAU (Merge)		error occurred when attempting to create a merge requ		D01K939625	Ross McLanachan	~	8/06/2013 12:05:10	۰ آ
Inbox (23)							8/06/2013 12:06:37	æ l
Import Queue (14)	E:\usr\sap\101\DVEBHGS	526\exe\tp.EXE PF=\\BTI1120\sapmnt\trans	VDIN/IP_D	UMAIN_IUI.PEL	CLIENI=100 import 1	10 ^	8/06/2013 12:07:49	
ECC Project (N+1)	This is E:\usr\sap\I01	L\DVEBMGS26\exe\tp.EXE version 380.09.46	(release	741, unicode	enabled)			Xt m C
G ECC Upgrade Project (N+2)	an							
M · · · · · · · · · · · · · · · · · · ·		asport request IO1K900004 for system IO1		performed.		10		Whe
siness Objects	Flease check the tp co	mmand. The buffer entry is printed out	Derow.					
IHANA	IO1 buffer:							
terprise Portals								
M								
	TASK  F	PROJECT  P CMD Im DD Im  DD	ActiMaini	miADO imiversr	TIDebroAlxbox Icus	en v		

Figure: System and RFC Errors in the Windows GUI

Once resolved, the import status for the affected transport will need to be reset. This is done by right mouse-clicking on the transport with the error and clicking [Reset AC Import Status] 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.

	Ver	sion 7.3 (Build 1515)
Confirm		×
	Do you want to reset the saved ActiveControl client settings?	
	<u>Y</u> es <u>N</u> o	om
	SAP connection success - loading ActiveControl	
	© 1997-2019 Basis Technologies I	nternational Limited

Figure: Resetting the Windows GUI

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

## 8.15. Non Transportable Change

**Non-Transportable Changes** that do not relate to specific transports, as well as **non-SAP changes** that need to be delivered at the same time as related SAP changes, can both be managed within ActiveControl. Managing them via ActiveControl ensures visibility and auditability of such changes, and also means they can also adhere to an approvals workflow in the same manner as SAP Change being delivered through ActiveControl. These types of changes will still use the concept of transports and paths and so will follow the existing process and logic in ActiveControl. They can either be sent down an existing SAP transport path or a new path created specifically for each non-SAP system.

Within ActiveControl, non-Transportable Changes are called **Manual Activities**. These and non-SAP changes are both logged within the Windows GUI or Web UI via the **Create Transport Form** button.

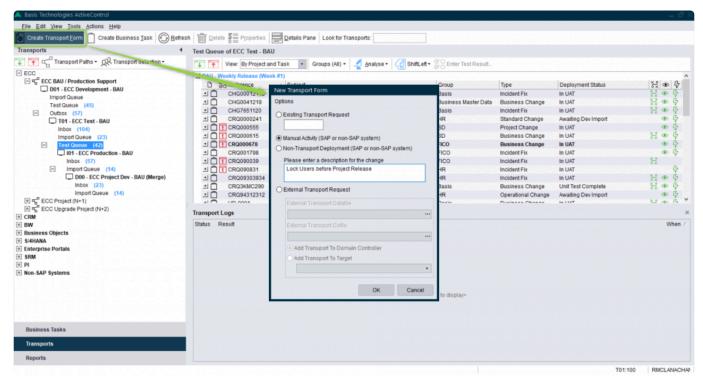


Figure: Adding Manual Activities and Non-Transportable Deployments via the Windows GUI

	ActiveControl	$\sim$	ifí Search Q	McLanachan Ross Default Web User Role   Edit details   Delegate approvals   Help   Log out
1	Create business task	Overview	Projects	News / My recent activity / Following
	Create transport form	Awaiting my approval	2 None Selected	
	My approvals	Awaiting my testin New Transport Form		
	My testing	In progress chang Transport Form source:	Manual Activity (SAP or non-SAP system)	
	Changes for my transports	In progress change Please enter a description	Existing Transport Request	
	Changes assigned to my role	for the change: My incomplete ma	Manual Activity (SAP or non-SAP system) Non-Transport Deployment (SAP or non-SAP system)	
	My incomplete manual items	In progress chang	External Transport Request	
	Changes for my team	New business tasi		
	New business tasks			
0	Refresh	OK Cancel		

Figure: Adding Manual Activities and Non-Transportable Deployments via the Web UI

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.

## 8.16. Merge

ActiveControl **Merge** process allows transports to be distributed from one transport path to another, to automate the 'dual maintenance' process which is required in multi-track SAP landscapes to keep parallel development tracks in sync. The most common use case of Merge would be to align projects systems after BAU changes have gone into production, so that testing in the Project systems is being performed on Production-like environments.

In ActiveControl, there are essentially three components that make up this capability:

- 1. Inline Conflict Analysis
- 2. Conflict Analysis
- 3. Merge

## 8.16.1. In-Line Conflict Analysis

When adding objects to transports in SAP development systems, ActiveControl can perform an **In-line Conflict analysis** to identify if the same object has been changed in any parallel 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. Note that the user has the option to either cancel the change or still proceed.
- If a system cannot be checked due to connectivity issues these will be listed in the popup.

🕑 Basis Techi	nologies			X
Conflicting	g Chai	nge Requ	ests	
Request ID	Author	Date	Short Description	
BTDK900774	RROBB	03.02.2011	Development Phase 1	
D01K900857	RROBB	01.02.2011	Inline conflict check from D01	
Systems	that co	ould not b	e checked	
Sy Explanati	on			
				✓ Continue

Figure: Example of Inline Conflict Analysis finding conflict in two Development systems

If systems have been found where the conflict check cannot be performed, you will be warned of the Systems that could not be checked. If you get this message, please escalate to your local ActiveControl Administrator.

## 8.16.2. 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  $\Lambda$  icon will be displayed next to the transports with conflicts:

ile Edit View Tools Actions Help									
Create Transport Eorm 📋 Create Business Task 🕞 Befre	sh Delete 📲 Prop	erties Details Pane Look for Transports:							
insports (	Import Queue of ECC	Project Dev - BAU (Merge)							
Transport Paths • QR Transport Selection •	View: By Tr	ansport Request 🔹 Groups (All) 🔹 🔄 🍠 Analy	se • 🦪 ShiftLe	ft - Import - Resume Merge	Mark as Imported	ок			
ECC	_				0				
ECC BAU / Production Support	(X) Stop on Error Sche	Additional Schedules						200	
D01 - ECC Development - BAU	D 👌 🕢 Request	Description	Order /	Released Import Status	Requested By		\$ #Ob	s #P	Keys
Import Queue		TE SD Master Data: Defining CoCd 034	3	20/11/2015 21:36:02	Paul ESTEVES	*¥ ⊛		6	223
Test Queue (45)		TE SD Master Data: Defining CoCd 036	4	20/11/2015 21:36:18	Paul ESTEVES	°7, ⊕	5	5	147
Outbox (57) T01 - ECC Test - BAU	Image: Constraint of the	INC000511 - HR - UK Tax Rate Issue in SAP	5	08/07/2013 14:12:40	Craig Oliver	۲	\$		
	D01K907925	INC000612 - HR - TXN T500L Personnel Country incons	6	08/07/2013 14:56:10	Warren Farr	۲	5		
Inbox (104) Import Queue (23)	🐻 🛞 D01K907960	CR0000243 - HR - New WSR for UK/Richmond Office	7	08/07/2013 16:22:02	James Barter	۲	5		
Test Queue (42)		CRQ009803 - FI - Vendor Balances eport	8	01/12/2014 10:13:33	James Roberts	۲		1	
IN1 - ECC Production - BAU	🐻 👩 D01K920903	TE SD Master Data: Defining CoCd 030	9	20/11/2015 21:35:31	Paul ESTEVES	`}; €	\$	6	26
Inbox (57)	🔥 💮 D01K929237	CRQ095070 - G/L Balances overview v2	10	21/07/2017 13:45:42	James Roberts	_સૂ ⊛	4	1	
E Import Queue (14)		TE SD Master Data: Assign Company Code to Credit Co	11	02/06/2016 16:42:17	Paul ESTEVES	°¥, ⊛		1	1
D00 - ECC Project Dev - BAU (Merge)	🐻 👩 D01K935736	CRQ095074 - Update to Cost center posting report v2	12	02/11/2017 13:51:03	James Roberts	`}; €	\$	1	
Inbox (23)		CR0001111 - SD - Italy Billing Enhancements	13	19/06/2013 11:25:06	Ross McLanachan	۲	5	1	
Import Queue (14)		TE SD Master Data: Company Code PaulE Wyoming 03	7 14	14/10/2015 20:05:31	Paul ESTEVES	× ↔	\$	1	4
ECC Project (N+1)									
ECC Upgrade Project (N+2)									
CRM	Import History								
BW	Show Chang	es Imported: Today   Custom Date Ran	pe ( Backou	t Import Run Restart Import					
Business Objects	forter televe			4-4				-	
S/4HANA									

Figure: Conflicts in the Windows GUI

To obtain details of the conflict, the **Conflict Analysis** ShiftLeft analyser can be executed to show the details of the conflict transport/objects.

Expand All 🚹 Co	Ilapse All 📄 Show Expl	anations 🕢	<u>C</u> lear Selec	tion		
5 transport(s) w	ith conflicts or changes	s to SAP obje	cts detec	ted		
The transport(s) I	isted have content that is a	already in a tra	nsport with	in the target system, or have SAP standard ob	jects in them which may not be imported into the	e target system.
Request				Request in Target Sy	stem	
D01K907455				D00K901068		
D01K907455				D00K902007		
D01K910506				D00K901068		
D01K910506				D00K902007		
D01K929237				D00K901229		
5 Summary of co	onflicting changes					
The following prov	vides a high level summar	y of the conflict	detection	analysis that has been performed		
Request ID	Conflicting			Obj. Name	Owner	Conf. Owner
D01K907455	D00K901068	R3TR	PROG	ZTE_MULTITRACK_DEVELOPMENT	RMCLANACHAN	JBARTER
D01K907455	D00K902007	LIMU	REPS	ZTE_MULTITRACK_DEVELOPMENT	RMCLANACHAN	RFC_USER1
D01K910506	D00K901068	R3TR	PROG	ZTE_MULTITRACK_DEVELOPMENT	RMCLANACHAN	JBARTER
D01K910506	D00K902007	LIMU	REPS	ZTE_MULTITRACK_DEVELOPMENT	RMCLANACHAN	RFC_USER1
D01K929237	D00K901229	R3TR	PROG	ZFIUK_GL_ACCT_BALANCE_REPORT	JROBERTS	JBARTER

Figure: Conflict Analysis in the Windows GUI

## 8.16.3. Merge

When a transport is imported into a merge target system, a new Transport of Copies (TOC) will be created in the target system. This TOC is essentially a new transport containing all the objects that were in the original transport.

Within ActiveControl, there are two ways to run the Merge process, this will depend on what was configured by your ActiveControl Administrator.

Merge approach	Description	TOC Naming Information
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: SID1KNNNNN ABCDE (where SID1KNNNNN is the source transport number, and ABCDE is the source transport
		description.
Consolidated	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	Consolidated Merge transports are named as follows:
Merge	TOC will be left unreleased, and so the objects of any subsequent transports will also be merged into the same TOC.	Merge request for 5 request(s) : 20181105: 185204

- 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
- ActiveControl Merge works by adding all objects from the original source transport to a local transport of copies. Given SAP BW/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.

#### **Related Merge Requests**

After Merging has been performed, the [Related Merge Requests] tab in the Transport Form shows either the related merge transport. In the Merge transport form itself, the original source transport is shown.

A Properties of Re	equest D00K901462			_ = ×
Eile Attachment	s <u>S</u> ettings			
Save and Close	e 📲 Request Properties 🧷 Attach File 🕀 Insert URL 🖧 🕻	Check for Conflicts	ontents To Clipboard	
General Transpor	t Request Details Transport Status and History Advanced Options M			
Change Type D00K901462	Existing Transport Request Merge request for 5 request(s) : 20141105 : 185204			
D00K301402	merge requestion brequesits). 2014 1105, 165204			
Requirements De	scription			<u>^</u>
Requirements De	Scipion.			
				· · · · · · · · · · · · · · · · · · ·
Backout Strategy				^
				v
Date to Import	04/03/2019 ~			
Developer Mail				
Dereioper man				~
Type:	Merge Transport			~
Group:				
	Merge			~
Transport Path:	ECC Project (N+1)			~
Related Merge	Requests			
Request	Description	Туре	Group	Release Date /
D01K906209	CRQ000469 - MM - Change to storage Location for New York	Customizing	SD (SCM)	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	Customizing	HR	08/07/2013 15:37:10
D01K907976	CRQ001432 - Billing Changes	Workbench	FICO	10/07/2013 10:53:09
Related Busin	ess Tasks Related Merge Requests Actioned TOCs			
Lock this transpo	ort to prevent it from being approved or imported.			

Figure: Related Merge Requests tab in the Transport Form

#### Mark as Manually Applied

If it has been decided not to merge a conflicting transport into the target system (because it has already been manually dual maintained, or because there is a risk of it overwriting a change being done in the target development system, the **Mark as Manually Applied** option can be used via the Actions drop-down in the Windows GUI.

Basis Technologies ActiveCor File Edit View Tools Actio						- 1
Create Transport Eorm			s Details Pane Look for Transports:			
		0				
	Lock Transport Form	mport Queue of ECC Pro	ject Dev - BAU (Merge)			
Transport P: 🔒	Unlock Transport Form	View: By Trans	port Request 🔹 Groups (All) 🔹 📜 🏒 🗛 Analyse 🛛 🦪	ShiftLeft • 🔚 Im	port - 🔜 Resume Merge 🕢 Mari	k as Imported <u>O</u> K
Import Que 🛫	Analyse	• (X) Stop on Error Schedul	e: • Additional Schedules • Scheduled	by ActiveControl	Remove Import Lock	
Test Queu     101 - E0	ShiftLeft	P & Request	Description	Group	Requested By	Released / 💥 👁 🛱
	Release		CRQ001111 - SD - Italy Billing Enhancements	SD (SCM)	Ross McLanachan	19/06/2013 11:25:06 @ 5
E Import		D01K907881	INC000511 - HR - UK Tax Rate Issue in SAP	HR	Craig Oliver	08/07/2013 14:12:40 👁 🕏
	Import	▲         D01K907455           ●         D01K907881           ●         D01K907925	INC000612 - HR - TXN T500L Personnel Country inconsistency	HR	Warren Farr	08/07/2013 14:56:10 👁 🖓
Inbe 🚍	Resume Merge	D01K907927	INC000612 - HR - TXN T500L config ammendment	HR	James Barter	08/07/2013 14:57:18 🔹 🖓
ECC Project (N+1	Reset AC Import Status Ctrl+R	D01K907960	CRQ000243 - HR - New WSR for UK/Richmond Office	HR	James Barter	08/07/2013 16:22:02 🔹 🖓
D00 - ECC Project (N+1	-	D01K910506	CRQ997755 - SD Billing Changes	SD (SCM)	James Roberts	14/01/2014 09:31:17 💥 👁 🖓
Import Queue	Mark as Imported QK	D01K910506 D01K915724 D01K920964 D01K920903 D01K920903	CRQ009803 - FI - Vendor Balances eport	PI	James Roberts	01/12/2014 10:13:33 🔹 🖏
Test Queue	Mark as Imported with Errors	D01K920964	TE SD Master Data: Company Code PaulE Wyoming 037	SD (SCM)	Paul ESTEVES	14/10/2015 20:05:31 🧞 👁 🦻
ET Outher (DI		D01K920903	Specify Merge Request	SD (SCM)	Paul ESTEVES	20/11/2015 21:35:31 💥 👁 🧳
ct T02 - ECC	Mark as Manually Applied	DUINCE	Options	SD (SCM)	Paul ESTEVES	20/11/2015 21:36:02 🎘 👁 🦞
Inbox (1)		D01K920928		SD (SCM)	Paul ESTEVES	20/11/2015 21:36:18 🎘 👁 🦻
Import Queue	(30) =	D01K921776	Existing Transport Request	SD (SCM)	Paul ESTEVES	02/06/2016 16:42:17 💥 👁 🧗
Outbox (1)		A D01K929237		FICO	James Roberts	21/07/2017 13:45:42 💥 👁 🖓
🖵 D03 - ECC Up	grade Development (Merge)	Transport Logs				
Inbox (6)			OK Cancel			
Import Queue		Status Result				When
	oject Regression Test					
Inbox (3)						
Import Queue	•					
E Test Queue						
	Development (Project Cutover 1					
Inbox (1						
test test						
	CC Production - BAU (Merge)		chi	o data to display>		
Inbox	(Z) t Queue			o ouro to oroproj-		
FCC Upgrade Project (						
	*					
Business Tasks						
Transports						
Reports						

Figure: Mark as Manually Applied in the Windows GUI

Mark as Manually Applied can be performed in the Inbox or Import Queue of a Merge target in the Windows GUI. The transport used to apply the changes in the target system can then be specified.

## 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 ActiveControl telling you that there is a task/transport for you to approve.

This approval can 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

As described earlier in this User Guide, 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 emails is sent automatically to the defined approver(s). The change will not move out of the associated system until the Outbox approval is granted.

When an approval is performed, the configured ShiftLeft analysers for this control point are executed automatically, presenting any warnings on-screen for the approver.

## 9.1.1. Approvals in the 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 via the ShiftLeft dropdown, or the General Analysis can be run to check all the General Analysers plus any mandatory ShiftLeft analysers in one step.

Create Transport Form Create Business Task Set	esh Delete F Properties	Details Pane Look for Transports:						
nsports	Outbox of ECC Developmen	nt - BAU						
Transport Paths • Q2 Transport Selection •	View: By Project a	and Task 🔹 Groups (All) 🕶 🍠 Analyse 🕶 🌠	ShiftLeft - 🗥 Approve 🕠 Reject	nei suei su	1.1.1.1.1			
ecc .	BAU - Weekly Release (We	ek #1)	Risk Guard (Mandatory)					
ECC BAU / Production Support	C Reference	/ Subject			1000000	Deployment Status	72	1
D01 - ECC Development - BAU	+ CRQ001234	Service Now Testing of Transport Expresso Int	Dev Enforcer: Standards (Mandatory)		ige	Awaiting Dev Import		4
Import Queue	1 CRQ00123456	Payroll changes	Dev Enforcer: Performance		ige	Unit Test Complete		۰ (
Test Queue (45)	+ CRQ0041378	New Work Schedule Rule	Dev Enforcer: Security		ange	In Development		٠
Outbox (57)     To1 - ECC Test - BAU	± CRQ050406	FI - General Ledger changes *RISK*			ae	Unit Test Complete		۰ ا
Inbox (104)	+ CRQ120547	MM - New Plant required for EU Dist Depot (	Test Impact Radar		de l	Unit Test Complete	_	•
Import Queue (23)	1 NC000042	BC - System slow every afternoon	Conflict Analysis (Mandatory)			Awaiting Dev Import	, ex	۲
Test Queue (42)	± 🗍 INC000045	FI - High issue with G/L ac balance	Descional Francisco			Unit Test Complete		۲
DI01 - ECC Production - BAU	BAU - Weekty Release (We		Previous Import Errors				• *	
Inbox (57)	1 CHG00134	Test finance reporting	Check Unicode		ge	Unit Test Complete		۲
E Import Queue (14)	1 CRQ0000145	Spring 2018 Pricing Changes	Check Own Changes		ige	Unit Test Complete	×	
D00 - ECC Project Dev - BAU (Merge)	1 CRQ095071	FI-CO Reporting requirements (Deep Impact I			100	Unit Test Complete		۲
Inbox (23)	1 CRQ12KMC1	Client report (Deep Impact)	Check Valid To Date			In Development	ž	
Import Queue (14)	1 INC000122	SD - Billing Issue in Germany (Overtake)	Check Releasability (Mandatory)			Unit Test Complete		۲
S ECC Project (N+1)	BAU - Weekty Release (We		Check Unconditional Modes (Mandatory)			onit reat complete	•×	
D00 - ECC Project Development	1 CRQ0000074	AC SD MD IMG Define Sales Org. 0004 DACH	,,			Unit Test Complete		
Import Queue	1 CRQ0032456	SD Enterprise Structure - SD	Check SAP Objects and OSS Notes (Man	datory)		In Development	×	
Test Queue (11)	± CRQ0060705	Emergency Payroll Calculation Changes (R)	Check Calendar			Unit Test Complete		۲
- Outbox (20)	1 CR0080102	HR - Paris Office work schedule rule			ange	Unit Test Complete		۲
Co T02 - ECC Project Test	1 CRQ090808	HR Requirements	Check for local non-transportable reques	ts (Mandatory)	ange	Unit Test Complete		۲
Inbox (1)	1 음 CRQ090809		TOC Analysis (Mandatory)					۲
Import Queue (30)		MM Requirements	Disalizated Orliged Objects Objects			Unit Test Complete		۲
<ul> <li>Outbox (1)</li> </ul>	1 CRQ093431	Consolidator v1-06 - initial release	Disallowed Critical Objects Check			Unit Test Complete		
D03 - ECC Upgrade Development (Merge)	1 CRQ4570341	MDG extension for customer management	Automated Unit Tests		•	Unit Test Complete	. <del>2</del> .	
Inbox (6)	1 CRQ4583456	Change to customer calssification (Interdepa	Changes to the same objects (path)			Unit Test Complete		۲
Import Queue	1 CRQ4597123	USA regional customer developments (Critic			1	Unit Test Complete	¥¥	
do REG - ECC Project Regression Test	1 INC000076	S&A - Authorisations / Access issue - please II	Deep ImpactAnalysis (New)			Awaiting CAB Approval		۲
Inbox (3)	1 INC000610	SD - Sales Document Issue in SAP VBAK bn	Critical impact analysis		1.1.2.2.2.2	In Development		۲
Import Queue	BAU - Weekly Release (We		Version Comparison					100
	± CRQ1020320	TE SCM Master Data: Create Logistics Executi			er Data	Unit Test Complete		۲
usiness Tasks	1 INC012345	SD - Billing Program Fixes	SD	Incident Fix		Unit Test Complete		۲
ransports	BAU - Weekly Release (We							
tunaporta	ATO-GEWEB-002	ATO-GEWEB-002	Solman	Standard Cl		Unit Test Complete		۲
Reports	ATO-GEWEB-003	ATO-GEWEB-003	Solman	Standard Cl	hange	Unit Test Complete		۰ ا

Figure: Running ShiftLeft analysers in the Windows GUI

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

	100 %	
		Hide Detail Cancel
Check Dependencies 100 %	Sequence: Overtake and Regression 100 %	Locked Transport Forms
Authorisation to Approve/Import 100 %	Transport Release	Conflict Analysis
Check Merge Origin 100 %	Incomplete Manual Steps 100 %	Incomplete Manual Activities
Check future import date/time 100 %	Risk Guard 100 %	Conflict Analysis
Check Releasability 100 %	Dev Enforcer: Standards 100 %	Check Unconditional Modes
Check SAP Objects and OSS Notes 100 %	Check for local non-transportable requests	TOC Analysis

Figure: Running ShiftLeft analysers in the Windows GUI

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

Expand All	Collapse All Show Explanations	Clear Selection			n kon kon					-
		0-								
1 transport(s) You are not ap	with missing requests belonging to proving all the transports linked to the	to the same business tasks associated business tasks. No	<b>s</b> rmally all transports i	elating to a tas	sk should b	e moved	hroug	n landscape a	t same time	
Request	Request Description	Task Reference	Missing Request	Missing Req	uest Descri	ption		Relea	se Date	Release time
D01K915765	CRQ050406 - FI - General Ledger cl	anges CRQ4597123	D01K934688	CRQ4597123: Data dictionary changes				13.09.2017		06:35:18
The following to	) / regression(s) detected ransports contain content that is older Short Description	than the code or configuration Newer Request						ports may ca Obj. Name	use a regre	ssion issue
Request ID D01K915765			A TOTAL A TOTAL A TOTAL A TOTAL A TOTAL A			50.00 C C C C C		ZTE SINGLE	TRACK DE	v
D01K915765	CR0050406 - FI - General L containing risky objects detected	edger c D01K917237	ABC_MM	_Goods requ		50.00 C C C C C		ZTE_SINGLE	TRACK_DE	V
D01K915765 2 transport(s)	CR0050406 - FI - General L containing risky objects detected	edger c D01K917237	ABC_MM			50.00 C C C C C	L R.	ZTE_SINGLE		V k Level
D01K915765 2 transport(s) 2 risky objects	CRQ050406 - FI - General I containing risky objects detected detected Short Description	edger c <u>D01K917237</u> and have a risk level grea	ABC_MM			50.00 C C C C C	L R			

Figure: Example of ShiftLeft Analysis results in the Windows GUI

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

If a task is to be rejected the week button can be used. A reason for rejection and comment can be added, and if required, the transports associated with the Business Task being rejected can be moved back to a chosen control point in the path between the current location and the last import queue. The rejection will automatically lock all associated transport forms in the location where the rejection is processed.

🔺 Reject Task		_		×
<u>R</u> eason for Rejection:	Unexpected change	~	]	
<u>C</u> omments:	This has not yet been approved. No Development wor should have started.	rk		
<u>M</u> ove transports back to the following control point (optional) :	D01 - ECC Development - BAU - Test queue	~ Car	ncel	

Figure: Rejection screen in the Windows GUI

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. Approvals in the 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 same list can also be accessed via the **My Approvals** link on the left-hand pane of the front screen.

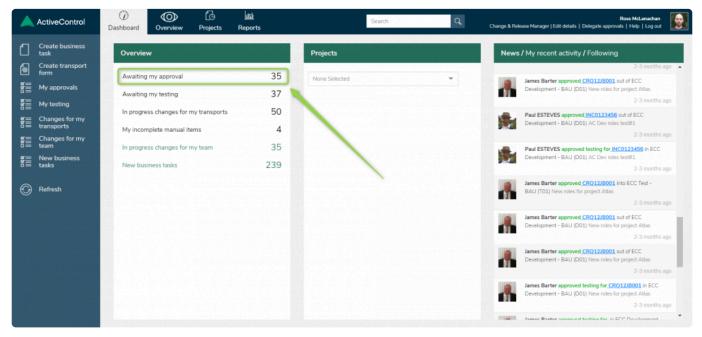


Figure: Approvals in the Web UI

Clicking on either link will display a list of Business Tasks awaiting your approval on screen.

	ActiveControl	D	() ashb		4		) erview	Proje		์ส์นี่ Reports		Sea	irch		Q,	Change & Re	lease Manager	Edit details   D	Ross elegate approvals	s McLanachan Help   Log out
	Analysis / Show transports	Му	appr	ovals	,		Project		All				~ X	Group	by:	None				
	ShiftLeft analysis	0						Task					Project		Group		Priority	# Objects /	Conflict / SCI / Risk Status	Owner
								INCOO0045		ith G/L ac balance								# Keys		
	Enter test results		-	2 <	2 c	Ъ	Φ	Waiting to I	e app Ed, Era oper1	roved out of D01 - in Kriegshauser, Joh	ECC Development - E hn Dias, Jim Dugger, K		BAU - Weekly Release (Week	#1)	FICO		High	15/0	℀₩	Craig Oliver
9	Refresh	•	-	2 <	<b>2</b> c	ъ I	Ψ	Waiting to I Demo, Morr	<b>is Alex</b> hauser	r, CAS_CONFIG, Cri r, Guy Solomon, Dur	ECC Development - E raig Oliver, Darren Bea		BAU - Weekly Release (Week	#2)	SD		Emerg	3/0	℀;֎ℾℽ	Ross McLanachan
			4	2 <	<b>a</b> c	ъ	φ	Waiting to I	Office be app ar, Johr	n Dias, Jim Dugger,	a ECC Development - E Kevin Callaghan, Kevi		BAU - Weekly R (Week #3)	elease	HR		Normal	0/0	ø۶	Ross McLanachan
		•	-		2 c	Ъ I	Φ		ments be app er, Johr	roved out of D01 - n Angell, John Dias,	ECC Development - E , Jim Dugger, Kevin Ca		BAU - Weekly R (Week #3)	lelease	HR		Normal	12/4	@\$	Ross McLanachan
				. ,	-				nal cus		ents (Critical Impact) ECC Development - E		BAU - Weeklv						v. 7	

Figure: Changes awaiting your Approval in the Web UI



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

### c۲

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

### P

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.

When entering a test result, the defined analysers 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 Results in the Windows GUI

To sign off testing of a change in the Windows GUI, the \*Enter Test Result...\*button can be used whilst in a Test Queue.

In the resulting Test Result screen, comments can be entered and any test evidence can be added. 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); whether you attach or link will depend on your organisation's own defined ActiveControl process.

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 to move forward in the workflow, you must 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.

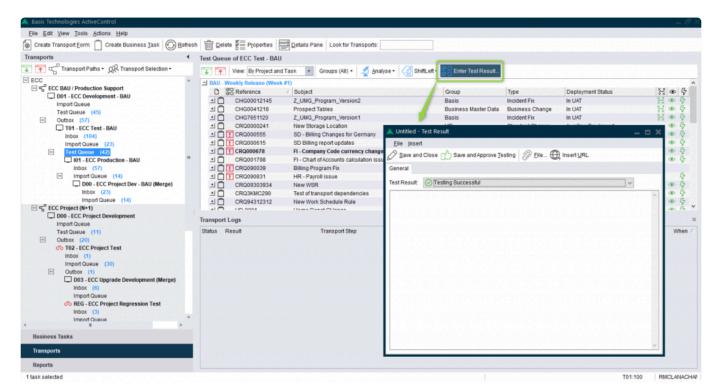


Figure: Entering Test Results in the Windows GUI

Although Testing is generally signed off at a Business Task level, 'Partial Testing' is possible within 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 Results in the Web UI

Awaiting my testing link on the Web UI presents a list of Business Tasks / Transport Forms that are currently awaiting your testing sign-off. This same list can also be accessed via the **My Testing** link on the left-hand pane of the Web UI front screen.

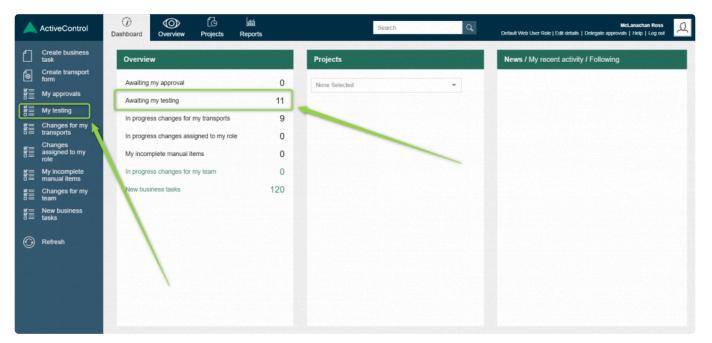


Figure: Testing in the Web UI

Clicking either option, a list of Business Tasks awaiting your testing will be displayed on screen, grouped by the Test Queue that they are sitting in. Test results can be entered against a specific Business Task

via the button. Alternatively **Enter test results** option in the left hand pane can also be used to enter test results.

ActiveContro	I Dashi	<u> </u>		Search	Q, Default W	eb User Role   Edit details		nachan Ross
Analysis / Show transports	My test	ing Project	All	<b>~ X</b> 0	Sroup by: None			-
ShiftLeft analysis	•		Task	Project	Group	# Priority Objects	Conflict / SCI / Risk Status	Owner
Approve Reject SO Enter test SO results	<b>e</b> 4		TCS1 TCSTST Waiting to be tested in ACD - Dev System by you ATHAKAR, BGREEN, ETIENNE Show all transports	u, Amine BEKKAT, BAU	HUNGARY	# Keys Normal 85 / 0		L. ETIENNE
💮 Refresh		2 🕢 88	Vasil Vasil Wating to be tested in ACD - Vasil's target of De Tarkas, VVELICHKOV Sh w all transports	v System by you, Gabor Agile	UK	Low 12/57	G	Д vvelichkov
		<b>2</b> < <b>3</b> 88	1276 [3] 1276-tes Waiting to be tested in ACD - Kali Dev by you, E' Show all transports	TIENNE, hello TEST1 ETI_HPSM	UK	Normal 35 / 0	<b>◎</b> ₽	Anirban Guharaja
		2 3 88	SAP Import SAP Import Waiting to be tested in ACD - Anitban's source D BERKAT, Anithan Gunhgaja, ETIENNE, Liz HEAL URBANI, PDACOSTA, Ross NOLAN, SLANY, Ta Show all transports	LD, MKOMENDO, Marcello	GERMANY	Normal 4 / 0	Gy	Д Amine BEKKAT
		2 🕢 88	Wasil Vasil Wating to be tested in D01 - Vasil's D01 target of Gabor Farkas, VVELICHKOV Show all transports	f Dev System old by you, Agile	UK	Low 12/57	Ģ	Д vvelichkov

Figure: Entering Test Results in the Web UI

Using either option, the same options will become available to sign off the Testing. Like the Windows GUI, it is possible to add comments or upload/link to test evidence in the Test Results screen. Similarly, there are also 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.

ActiveControl		) erview	Projects	ííí Reports	Search	Q	Default Web User F	Role   Edit details   Deleg		achan Ross
Save	Test result:	4	Waiting		•					
Save & Approve Testing	Comments:	1	тхт							
Show test A										
	Attachments:									
	Туре				▼ Name	Created by		Date	Time	Length
	Add file Add U	URL	Remove							
	тсятят									Follow
	TCS1								_	
	Current Location:		ACD - Dev Syste	m - Test Queue				Owner:		A
	Waiting to be tested in	ACD - E	Dev System by yo	ou, Amine BEKK	AT, ATHAKAR, BGREEN, ETIENNE			ETIENN	E	
	General Additional	Data	anirbancustomt	ab Userass	gnments Testers Status & History Attachments Comr	ments				

Figure: Test Results screen in the Web UI

A common user error is clicking 'Save' instead of 'Save & Approve' and then wondering why the Business Task / Transport(s) is still sitting in the Test Queue. You must use the latter if you have finished your testing and want the Business Task to progress to the next stage of the workflow.

### 9.3. Delegations

Temporary delegations for approvals can be maintained in the Windows GUI and Web UI using **Delegate Approvals** and **Force Delegation** – for example if an Approver is going on vacation or is on sick leave. Delegate Approvals can be used to delegate your own approvals. Force Delegation be can be used by authorised users to set up delegations for existing other approvers.

#### **Delegation in the Windows GUI**

Create Transpo Configuration sk 🕞 Befres	n 👘 🛛	elete F= Properties	Details Pane Look for Transports	c					
ransports Project Configuration									
and a second sec		ueue of ECC Test - BAU							
Tran S Check Configuration		View: By Project and 1	Fask 🔹 Groups (All) = 🏒 🗛	nalyse • 🦪 ShiftL	eft • O Enter Test Result				
ECC Delegate Approvals	-I BAL	J - Weekly Release (Week #	E1)						
ECC BAU Save View Layout			/ Subject		Group	Туре	Deployment Status	XX @	1 G
		CUC00040145			Basis	Incident Fix	In UAT	St a	0 4
Import Options Test C ····	+	🔺 Delegate Approval		_ = ×	Business Master Data	Business Change	In UAT	¥ 4	DG
Outbox (57)	+	Delegation			Basis	Incident Fix	In UAT	¥ 4	DB
T01 - ECC Test - BAU	1				HR	Standard Change	Awaiting Dev Import		DG
Inbox (104)	+	Enable Delegation			SD	Project Change	In UAT	4	DB
Import Queue (23)	+	Delegate Erom:	04 March 2019		SD	Business Change	In UAT	ه <u>۲۲</u>	DB
Test Queue (42)	+	Sere Jan Draw			FICO	<b>Business Change</b>	In UAT	4	04
III - ECC Production - BAU	1	Delegate Until:	04 March 2019		FICO	Incident Fix	In UAT	4	04
Inbox (57)	+	Delegate To Users:			FICO	Incident Fix	In UAT	¥.5	
Import Queue (14)	1	Delegale To Osers.		Add User	HR	Incident Fix	In UAT		\$
D00 - ECC Project Dev - BAU (Merge)	*			Delete User	HR	Incident Fix	In UAT	57 @	D G
Inbox (23)	1			20000 0000	Basis	Business Change	Unit Test Complete	¥ ∢	
Import Queue (14)	1				HR	Operational Change	Awaiting Dev Import	4	04
ECC Project (N+1)					Dania	Pusissan Channe	1- 111T	sector X.1 va	n 14
Image ECC Upgrade Project (N+2) RM	Transp	Send Notifications							
SW	Status	Receive Notifications							When
Business Objects	Grandia								·····
5/4HANA		1000-000-000-000							
Enterprise Portals			OK Cancel						
SRM			OK Cancel						
PI									
Non-SAP Systems									
				<	No data to display>				
Business Tasks									
Transports									

Delegates are maintained via the **Tools** dropdown in the Windows GUI.

Figure: Delegation and Force Delegation functionality in the Windows GUI

Select the user 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.

Force Delegation is the same process, except you must also select the original Approver for whom you are forcing the Delegation.

#### **Delegation in the Web UI**

Delegations in the Web UI are maintained via the **Delegate approvals** link in the top-right portion of the screen. Thereafter it is a similar process to the Windows GUI.

ActiveControl	€) ← Co Itá Dashboard Overview Projects Reports	Search Metanachan Ross Default Web User Role   Edit details Delegate approvals   Heb   Log out
🖉 Save	Force Delegation:	
	Enable Delegation:	
	Delegate for: McLanachan Ross	Q x
	Start date: 26.02.2019	
	End date: 26.02.2019	
	Recipient Name	Username
	Add Recipients Remove Recipient	
	Send Notifications:	
	Receive Notifications:	

Figure: Delegation in the Web UI

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

Note that the Delegated user needs to already have some sort of ActiveControl role / authorisation assignment at an SAP level to be able to do Approvals; this is not granted automatically as part of the Delegate process. The Delegatee does not need to be added as an Approver in the Windows GUI configuration.

# 10. Reporting

## 10.1. ALV Reports

A suite of 25+ out-of-the-box **Reports** are available within ActiveControl to help manage the SAP Change Management process within your organisation.

Report	Description
Task Status Report	<ul> <li>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:</li> <li>Project/Task/Transport reporting showing the current deployment status (e.g. In development, In test, Awaiting production, etc.)</li> <li>Project/Task reporting showing the current planning status</li> <li>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</li> </ul>
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	<ul> <li>This report provides transport and location information as follows:</li> <li>Retention: For a selected period, the transports with import date/time and duration of "retention" in all relevant systems in the selected transport path</li> <li>Object: For one or more objects, the transports imported in selected systems</li> <li>Project: For a project, where the relevant transports are located</li> <li>Owner: For one or more transport owners, where the relevant transports are located</li> </ul>
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 ActiveControl view of the transport request (i.e. whether ActiveControl 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	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,

Report	group, type, etc.
Transport & Task Activity & Events	This report can be used to show an audit of ActiveControl 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.
Audit	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 ActiveControl. 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 (ActiveControl / SAP	This report provides an audit of transport imports allowing imports carried out in ActiveControl to be compared to those performed in SAP / STMS so differences can be highlighted.
comparison)	It can be used find transports imported via STMS that need to be updated in ActiveControl.
Delegation Details Report	This report shows the details of all active delegations in ActiveControl
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.
	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.
Transport Merge Report	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	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.
Analysis	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 ActiveControl.
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.

The above reports are standard SAP ALV (Abap List Viewer) reports that can be exported to Microsoft Excel etc for further processing. Two additional <u>Activity Reports</u> are also available within the Windows GUI, these can be used in conjunction with other ActiveControl functionality not available with the ALV reports.

#### Accessing the ALV Reports in Windows GUI

In the Windows GUI, the ActiveControl reports are accessed via the **Reports** tray.

	– d x
Elle Edit View Tools Actions Help	
Create Business Task Activity Report 🔐 Transport Activity Report 🖗 Betreah	
Reports   Task Status Report	
Transport Activity Report Menu 🕨 Save as Variant Back Exit Cancel System Execute Get Variant Program Documentation	
Business Task Activity Report Main selection	^
My Reports Project Task Group To Task Type	
Task Group Task Type	
Task reference to I	
Task Priority to	
Task User to	
Task Default Tester to 💌	
Transport Form Group	
Transport Number     to       Dashboard     Creation Date     to	
Dashboard to Teason Use	
Image: Status Report       Image: Status Status Report         Image: Status Report       Image: Status Statu	
Ldrá Import Audit Report (AC / SAP Comp.) Y Show all or last transport form location	
Business Tasks CAI	
CLast Transports	~
Reports Territ	N 704 (400) 70
	01:100 RMCLANACHAN

Figure: Reports are available via the Reports tray in the Windows GUI

#### Accessing the ALV Reports in Web UI

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

ActiveControl	Image: Construction of the second construction of th	McLanachan Ross Default Web User Role   Edit details   Delegate approvals   Help   Log out
Create business task	Reports	News / My recent activity / Following
Create transport form	Task Status Report	
My approvals	Transport Location by Project / Path	
B My testing	Transport Locn by Date/Obj/Proj/Ownr	
gr≕ Changes for my	Transport Import Progress by Path	
Changes assigned to my role	Transport Import Status across Paths Build List Report	
g My incomplete	Change Metrics Report	
Changes for my	Transport & Task Activity Audit Open Transports by System & Chg Date	
gr≕ New business n = tasks	Test Results Entry Report	
	Change Analysis History Report	
💮 Refresh	Analysis Config Report	
	Import Audit Report (TE / SAP Comp.)	
	Delegations Report	
	Task Roles and Status History Report	
	System Change Comparison Report	
	Transport Merge Report	

Figure: Reports in the Web UI

### Accessing the ALV Reports in SAP GUI

The ActiveControl ALV reports are available via transactions in the SAP GUI 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 (ActiveControl / SAP Comp.	/BTI/TE_RIMP_AUDIT
Delegation Details Report	/BTI/TE_RDELEGATION_REPORT

/BTI/TE_RTSK_STAT
/BTI/TE_RSYSTEM_COMPARISON
/BTI/TE_RTR_MERGE
/BTI/TE_RMERGE_CONF
/BTI/TE_RMERGE_RECON
/BTI/TE_RCONFLCT_ANL
/BTI/TE_RCP_STEP_ANL
/BTI/TE_RTROBJ_REPORT
/BTI/TE_RMAN_STP
/BTI/TE_RAPPROVERS_LIST
/BTI/TE_RCHANGE_DOCUMENTS

# 10.2. Activity Reports

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

Activity Report	Description
Transport Activity Report	Used to pull out ActiveControl data on Transports 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.
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.

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

A Basis Technologies ActiveControl			- 8 ×
Eile Edit View Tools Actions Help		eris en forst en	ikan shekin s
Create Business Task	Transport Activity Report	rties Details Pane Look for Transports:	
Reports	<ul> <li>Activity Reports</li> </ul>		
Transport Activity Report			
Business Task Activity Report			
No Deseade			
My Reports Dashboard Task Status Report Transport Locabon by Project / Path Transport Loca by Date/ObjProj/Ownr Transport Import Progress by Path Transport Import Progress by Path Transport Import Progress by Path Transport Import Progress by Path	Transport Activity Report General Selections Changes approved into the selected targets Changes approved out of the selected targets Changes imported into the selected targets Only show changes that had import errors Between: 25/02/2019 • 00:000 • And: 26/02/2019 • 23:59:59 •	X Target Selection Targets: • O O O (Search) T03-OA System OD2-Merge System OD2-Merge System OD4-Dev System OD4	
Stal Build List Report		D01 - D01 - Anirban's target system     ACD - Anirban's source Dev System	
Stal Change Metrics Report		D01 - Vasil's D01 target of Dev System old ACD - ACD - Test for Remote client Copy	
11 Transport & Fask Activity Audit			
1111 Test Results Entry Report 1111 Change Analysis History Report 1112 Analysis Config Report 1121 Import Audit Report (TE / SAP Comp.)		Save <u>6</u> s OK Cancel	
Business Tasks			
Transports			
Reports			
			ACD:100 RMCLANACHAN

Figure: Activity Reports in the Windows GUI

- · 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 O buttons to select/de-select all viewed targets and use [Search] 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**:

Basis Technologies ActiveControl			
Eile Edit View Tools Actions Help			
Create Business Task	Transport Activity Report	ties Details Pane Look for Transports:	
Reports	<ul> <li>Activity Reports</li> </ul>		
Transport Activity Report			
Business Task Activity Report			
My Reports			
111 Production Imports			
	Transport Activity Report	×	
	General Selections	Target Selection	
	Changes approved into the selected targets	Targets: • () () [Search]	
	Changes approved out of the selected targets	ACD - Dev System	
Dashboard	Changes imported into the selected targets	103 - QA System 101 - Pre Prod System	
前前 Task Status Report	Only show changes that had import errors	D02 - Merge System	
Transport Location by Project / Path	Between: 02/05/2018	D01 - Dev System old     R01 - Production System	
Transport Locn by Date/Obj/Proj/Ownr	And: 26/02/2019 🐨 23:59:59 🗘	T01 - Demo System     ACD - Vasil's target of Dev System	
Transport Import Progress by Path	MIG 10002010 0. 233030 0	D01 - Vasil's Merge target of Dev System old	
Transport Import Status across Paths	Text	ACD - Kali Dev T03 - Kali - QA System	
Build List Report		D01 - D01 - Anirban's target system     ACD - Anirban's source Dev System	
the Change Metrics Report		D01 - Vasil's D01 target of Dev System old	
STA Transport & Task Activity Audit		ACD - ACD - Test for Remote client Copy	
Open Transports by System & Chg Date		Save As OK Cancel	
III Test Results Entry Report			
Change Analysis History Report			
Analysis Config Report			
Leva Import Audit Report (TE / SAP Comp.)			

Figure: Saved Activity Reports are available to re-execute at 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.

### **10.3. DevAnalytics**

ActiveControl includes a powerful analytics component that harnesses the comprehensive data gathered by the tool to provide near real-time quantitative insights to help benchmark performance and identify waste, inefficiency and areas for improvement in a SAP customer's delivery of change.

Data can be viewed in the SAP GUI, and also exported to more advanced visual analytics tools like Tableau, Lumira or Microsoft Power BI.

Separate User Guide and Setup documentation on DevAnalytics can be found here

Dev Analytics Results

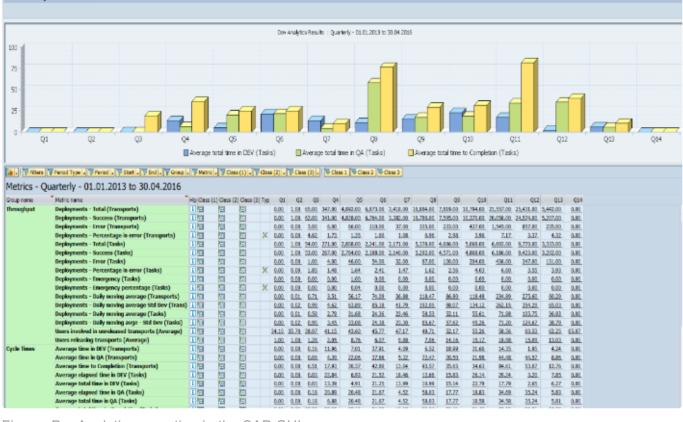


Figure: DevAnalytics reporting in the SAP GUI.

## **11. Software Support**

#### **ActiveControl Administrators**

ActiveControl Administrators are the internal resource(s) within your organisation that were heavily involved during the original implementation of ActiveControl. If you have any questions or issues whilst using the tool, please contact your local ActiveControl Administrator in the first instance. In most instances, they will already have the knowledge to be able to help resolve your issue.

#### **Online Forum**

Basis Technologies offer an online forum containing over 700 searchable **Frequently Asked Questions** relating to ActiveControl. These FAQs cover many of the common error / warning messages that might be experienced during usage, and also useful HOW TO guides to perform many of the common operations within the tool. This 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.

## **12. Legal Statement**

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