



# ActiveControl - User Guide

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Basis Technologies

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# 1. Introduction

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## 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. [Reporting](#)
10. [Support](#)



Most functionalities detailed within this User Guide are available in both the Windows GUI and Web UI. In the interest of space, screenshots are shown mostly for the Web UI since this is what most end-users use to access ActiveControl. Where functionality is only available in the Windows GUI, this is explicitly stated in this Guide.



## 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.

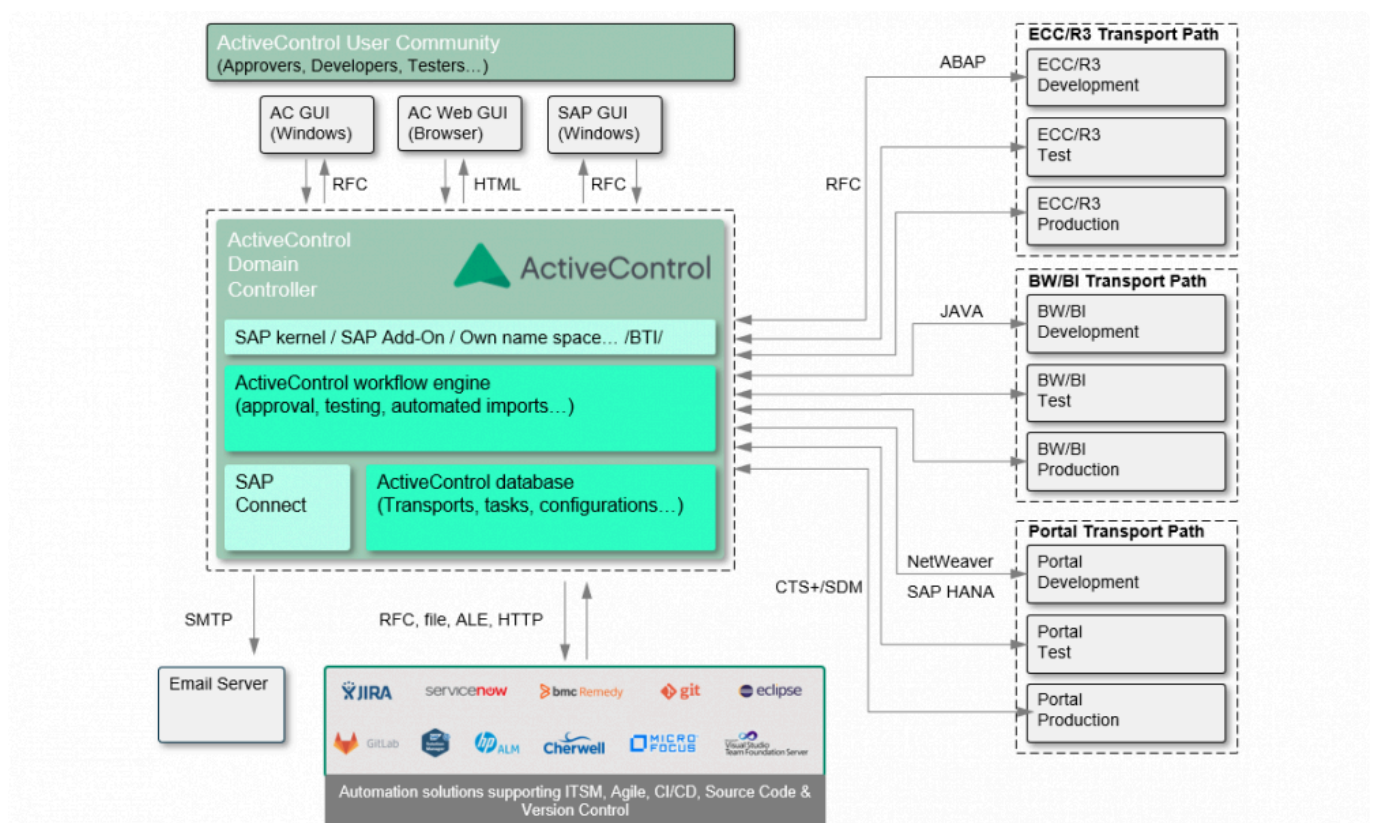


Figure: The ActiveControl architecture

## 2.1.1. Domain Controller

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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

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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.

*Example 1: 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).

#### *Example 2: 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

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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.

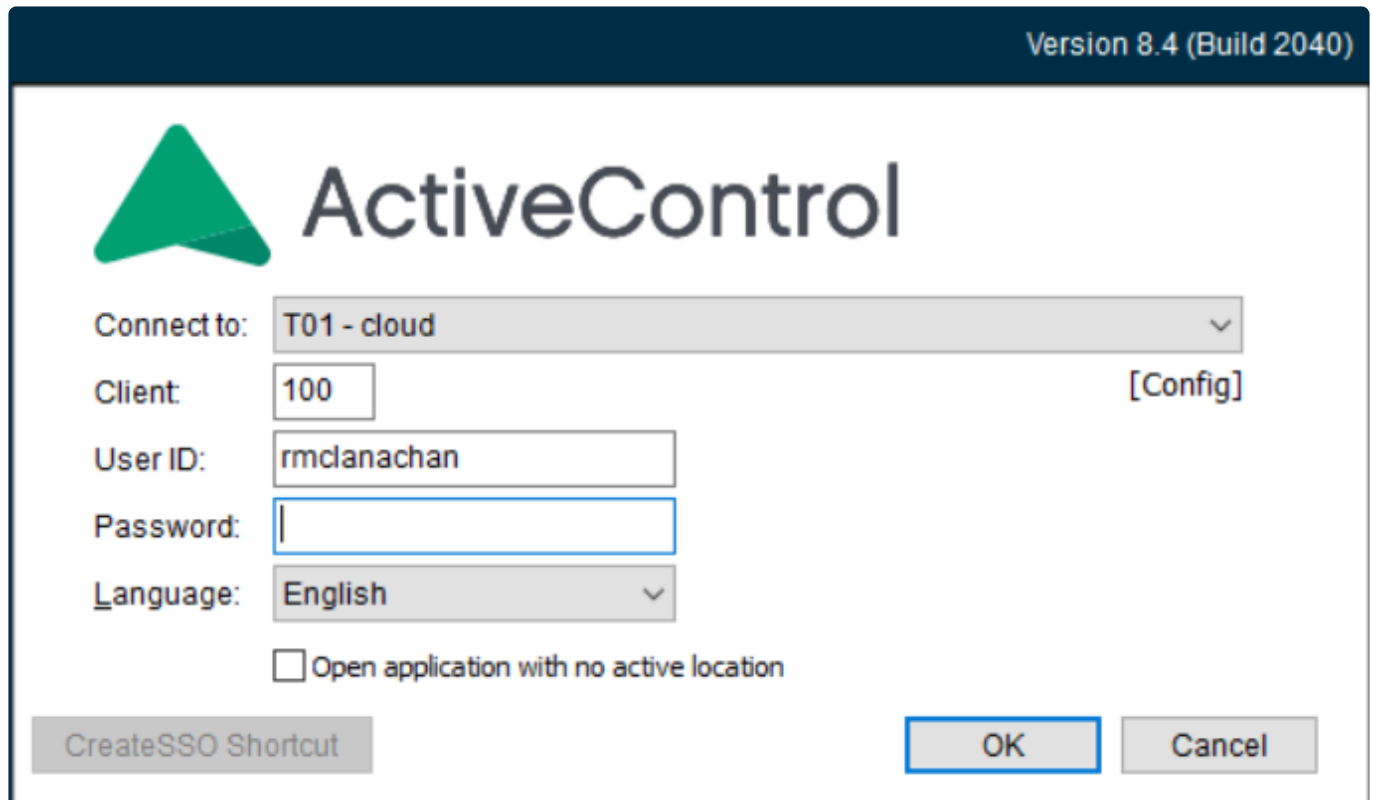


Figure: The Windows GUI login screen

\* 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

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ActiveControl include an Integration Framework to allow easy bi-directional communication with other tools

Out-of-the-box Integrations are already available for ITSM tools such as ServiceNow, JIRA and HPSM 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.

Out-of-the-box Integrations are also available with CI/CD tools such as GitLab to help manage SAP change as part of a wider CI/CD pipeline, and with Jenkins to trigger automated testing.

More information on the available ActiveControl Integrations are available in separate documentation.

## 2.2. Transport Forms, Business Tasks and Projects

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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.

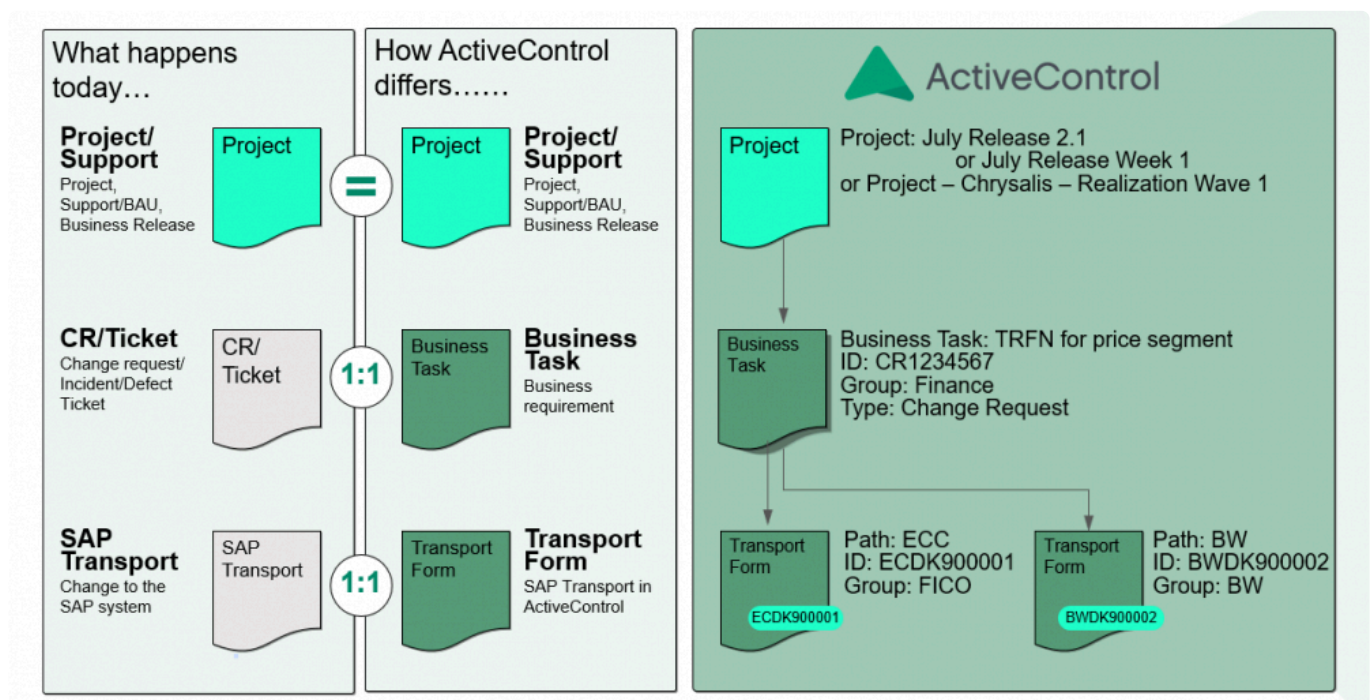
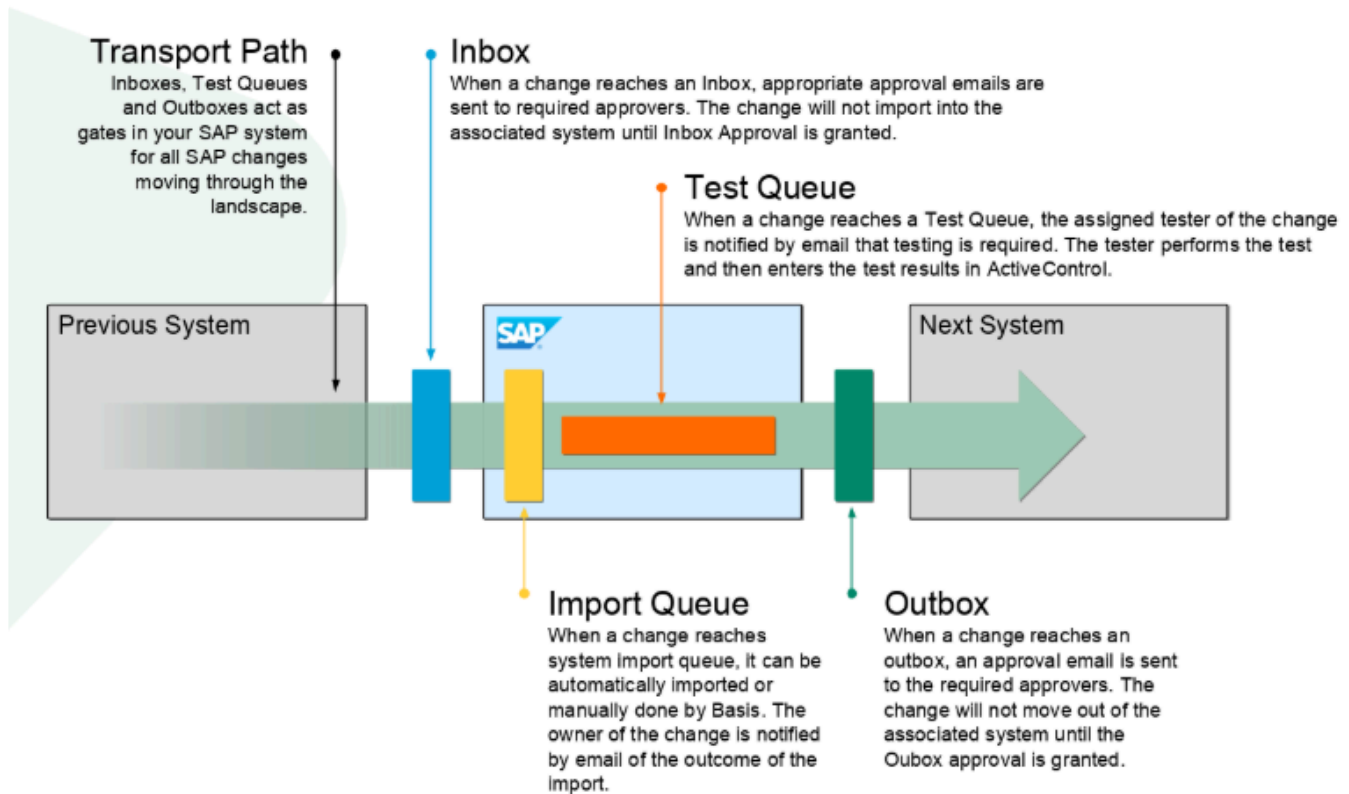


Figure: The ActiveControl 3-level hierarchy: Projects, Business Tasks and Transport Forms

## 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.



## 3. Accessing ActiveControl

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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

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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 (if Single Sign-On is not setup within your organisation):

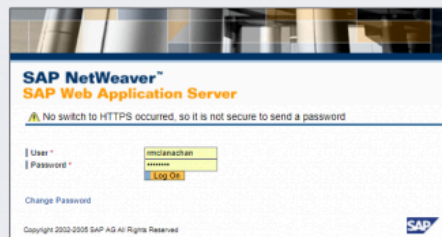


Figure: The ActiveControl WebUI login screen

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:

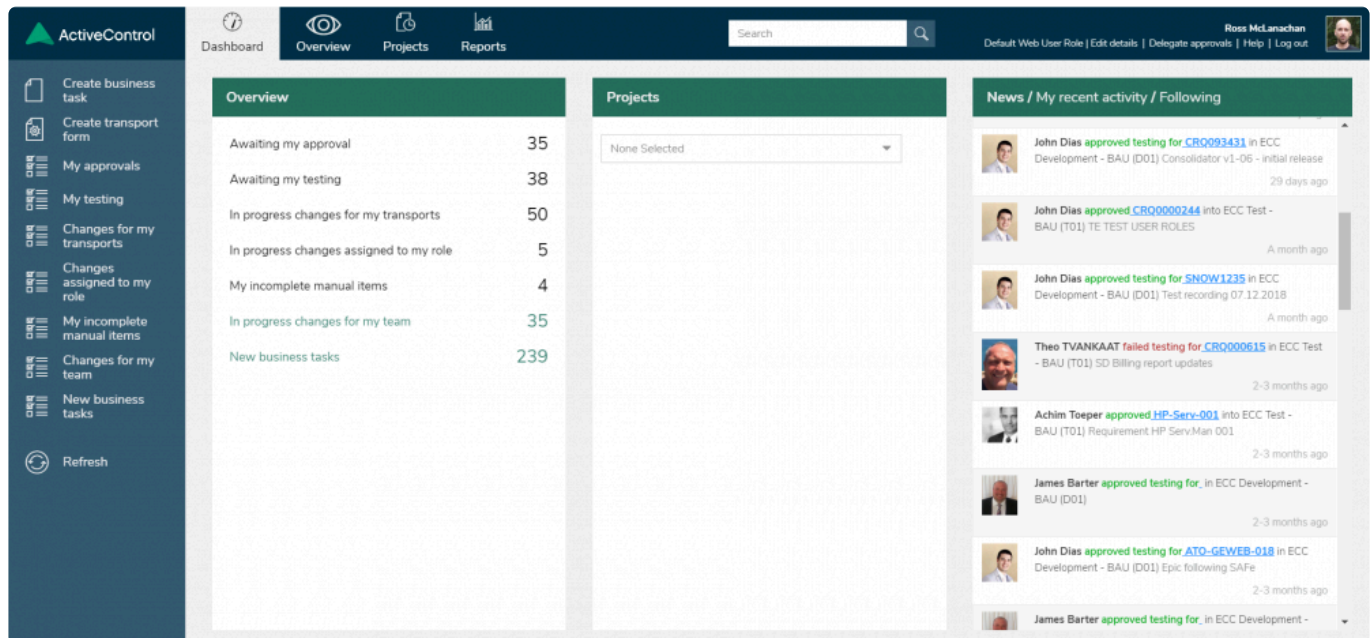


Figure: The ActiveControl WebUI main screen

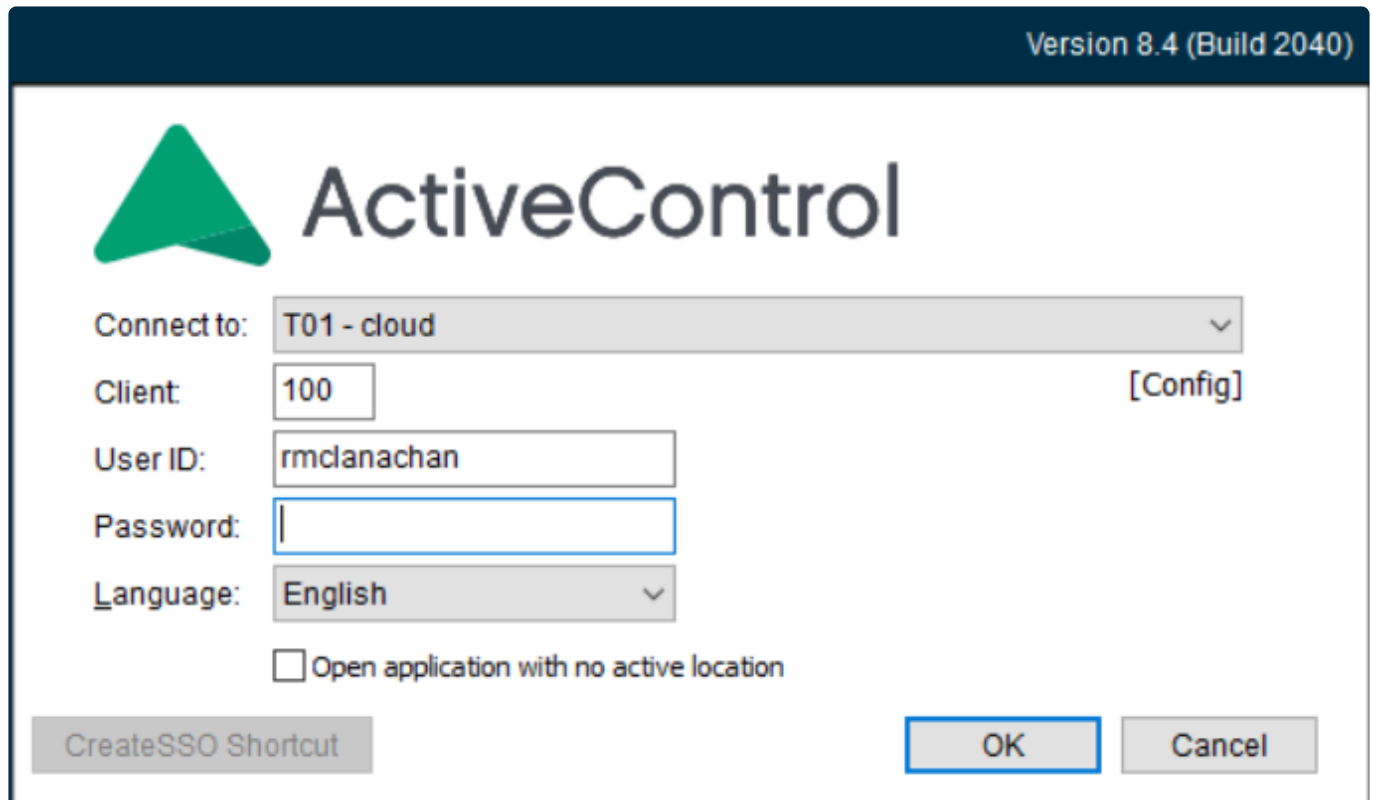
## 3.3. Windows GUI

The ActiveControl front-end thick client 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:



The image shows the ActiveControl login window. At the top right, it says 'Version 8.4 (Build 2040)'. On the left is a green triangle logo. To its right is the text 'ActiveControl'. Below the logo, there are several input fields: 'Connect to:' with a dropdown menu showing 'T01 - cloud'; 'Client:' with a text box containing '100' and a '[Config]' link; 'User ID:' with a text box containing 'rmclanachan'; 'Password:' with an empty text box; and 'Language:' with a dropdown menu showing 'English'. Below these fields is a checkbox labeled 'Open application with no active location'. At the bottom left is a button labeled 'CreateSSO Shortcut'. At the bottom right are two buttons: 'OK' and '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 [this](#) 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 [this](#) 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.
Type	Types are used for reporting purposes, use the dropdown to select the appropriate type for your transport.
Group	Transport form Groups are used to determine the users that will give approvals for the transport to progress through the control points on the Transport Path. It is important to ensure that the correct selection is made 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 re-created 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]	<a href="#">Dependencies</a> between transports can be manually set. Default <a href="#">Umodes</a> transports can also maintained.
[Manual Steps]	Non-transportable <a href="#">Manual Steps</a> to be performed before or after the Transport can 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.

ActiveControl: Properties of request D01K942968

General | Advanced Options | Manual Steps | Attachments

Request Details

D01K942968 CRQ09303934 - New Work Schedule Rule

Description of the changes made

Backout Strategy

Type Customizing

Group HR

Transport Path ECC BAU / Production Support

New Business Task Look for Business Tasks... CRQ023923999 CRQ3KMC290 CRQ09303934

Task	Reference	Group	Project
New WSR	CRQ09303934	HR	BAU - Weekly Release (Week ...

Check for Conflicts

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 [this](#) FAQ article.

## 4.2. Web UI

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

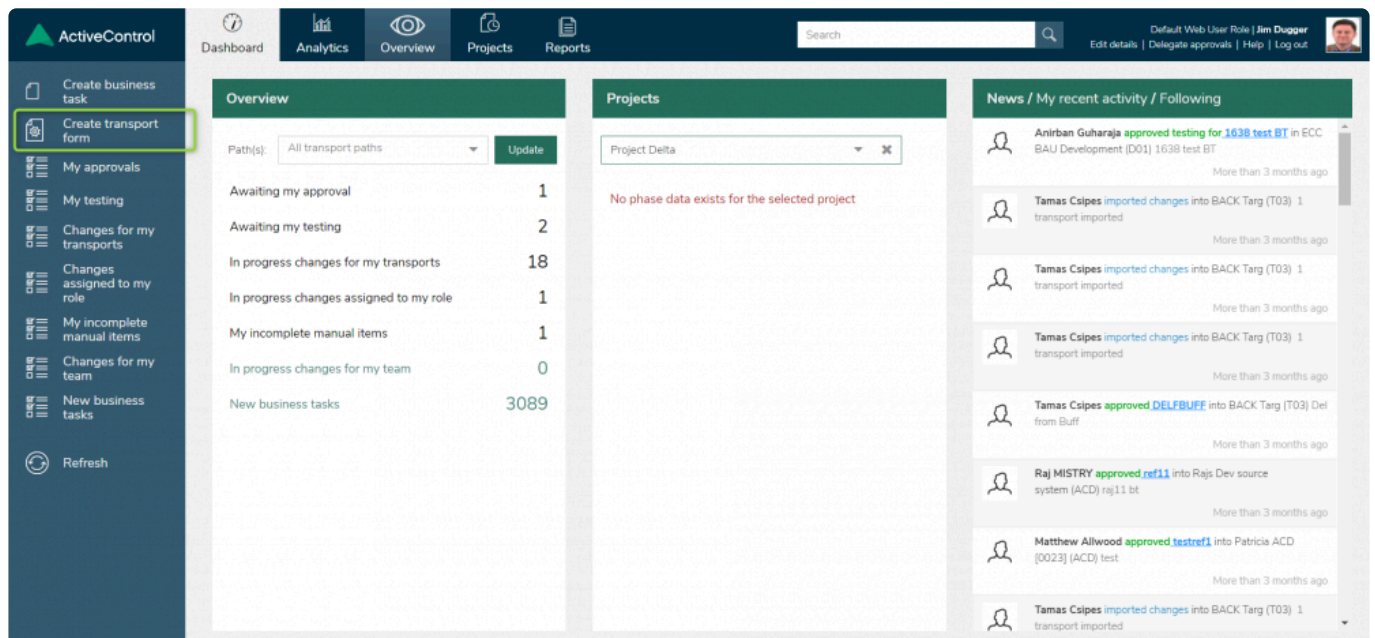


Figure: Creating a Transport Form in the Web UI

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

The screenshot shows the 'ActiveControl' web interface. The top navigation bar includes 'Dashboard', 'Overview', 'Projects', and 'Reports'. A search bar is on the right, and the user 'Ross McLanahan' is logged in. The left sidebar has 'Save' and 'Cancel' buttons. The main content area is titled 'Properties of request: D01K928978'. It features a tabbed interface with 'General' selected. The form fields include: 'Change type: Existing Transport Request', 'D01K928978: CRQ00000034 - Program Changes', 'Description of the changes made: Program Changes to ZBILL\_DUNNING', 'Date to import: 19.03.2019', 'Developer Mail: [empty]', 'LowUsageImport: [empty]', 'Type: Customizing', 'Group: HR', and '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:



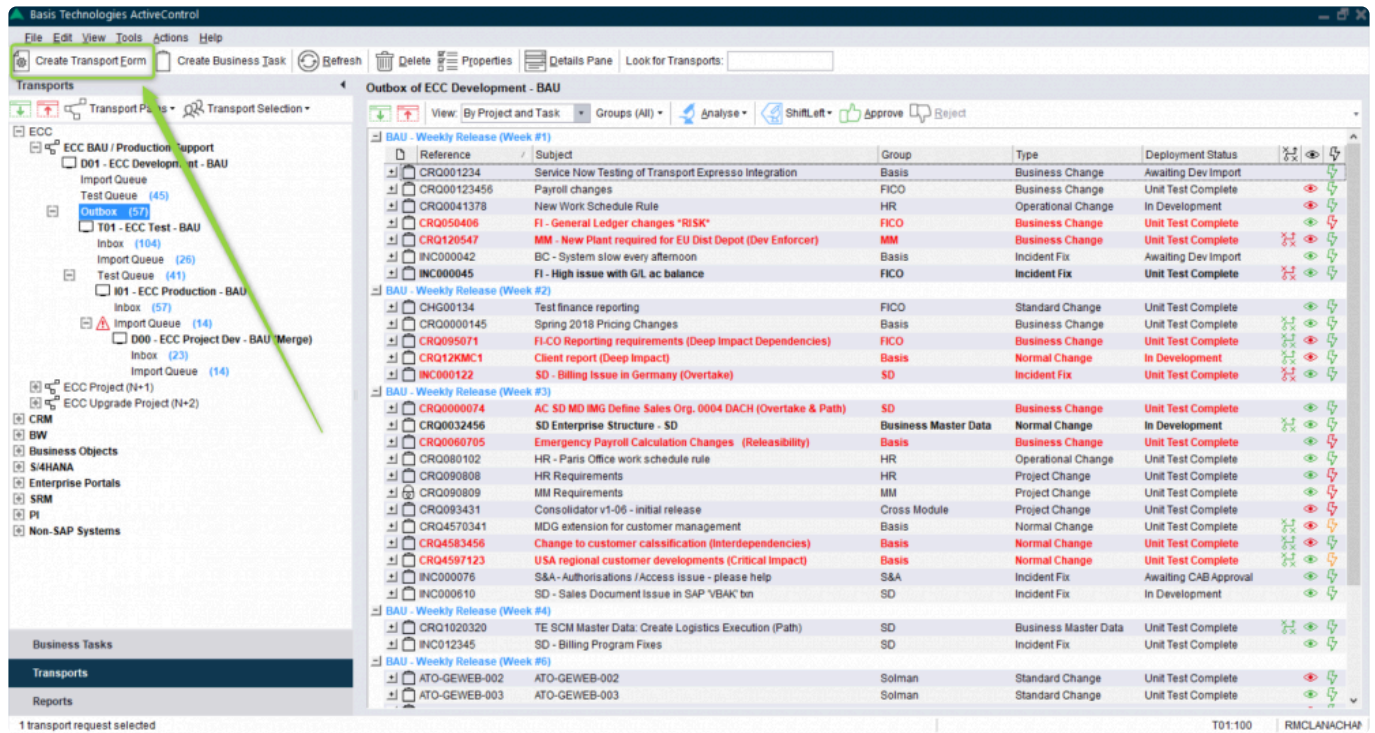


Figure: Creating a Transport Form via the Windows GUI

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

Figure: Transport Form screen in the Windows GUI

✿ In the Windows GUI, Mandatory fields are underlined.

✿ 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.
Type	Business Task types are used for reporting purposes, use the dropdown to select the appropriate type for your task.
Group	Business Task groups are used for reporting purposes, use the dropdown to select the appropriate type for your task.
Project	Select the relevant project. Only active projects are displayed in the list. Support Business Tasks also need to be assigned to a project so in this case choose a support related one.
Deployment Status	This is the current deployment status for the Business Task. This is automatically calculated by 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 <a href="#">Comments</a> 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.

ActiveControl: Business Task

General Testers Key Stakeholders

Identification

Subject: New WSR

Reference: CRQ09303934

Project: BAU - Weekly Release (Week #1)

Classification

Priority: Normal

Type: Standard Change

Group: HR

Deployment Status: In UAT

Planning Status:

Requirements Description

New WSR for Budapest office

Don't Import Before:

APSE Approval:

Tenants:

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

Check for Conflicts

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

Dashboard Analytics Overview Projects Reports

Create business task

Create transport form

My approvals

My testing

Changes for my transports

Changes assigned to my role

My incomplete manual items

Changes for my team

New business tasks

Refresh

Overview

Path(s): All transport paths Update

Awaiting my approval 1

Awaiting my testing 2

In progress changes for my transports 18

In progress changes assigned to my role 1

My incomplete manual items 1

In progress changes for my team 0

New business tasks 3090

Projects

Project Delta

No phase data exists for the selected project

News / My recent activity / Following

Anirban Guharaja approved testing for 1638 test BT in ECC BAU Development (D01) 1638 test BT More than 3 months ago

Tamas Csipes imported changes into BACK Targ (T03) 1 transport imported More than 3 months ago

Tamas Csipes imported changes into BACK Targ (T03) 1 transport imported More than 3 months ago

Tamas Csipes imported changes into BACK Targ (T03) 1 transport imported More than 3 months ago

Tamas Csipes approved DELFBUFF into BACK Targ (T03) Del from Buff More than 3 months ago

Raj MISTRY approved ref11 into Rajs Dev source system (ACD) raj11 bit More than 3 months ago

Matthew Allwood approved testref1 into Patricia ACD [0023] (ACD) test More than 3 months ago

Tamas Csipes imported changes into BACK Targ (T03) 1 transport imported



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.

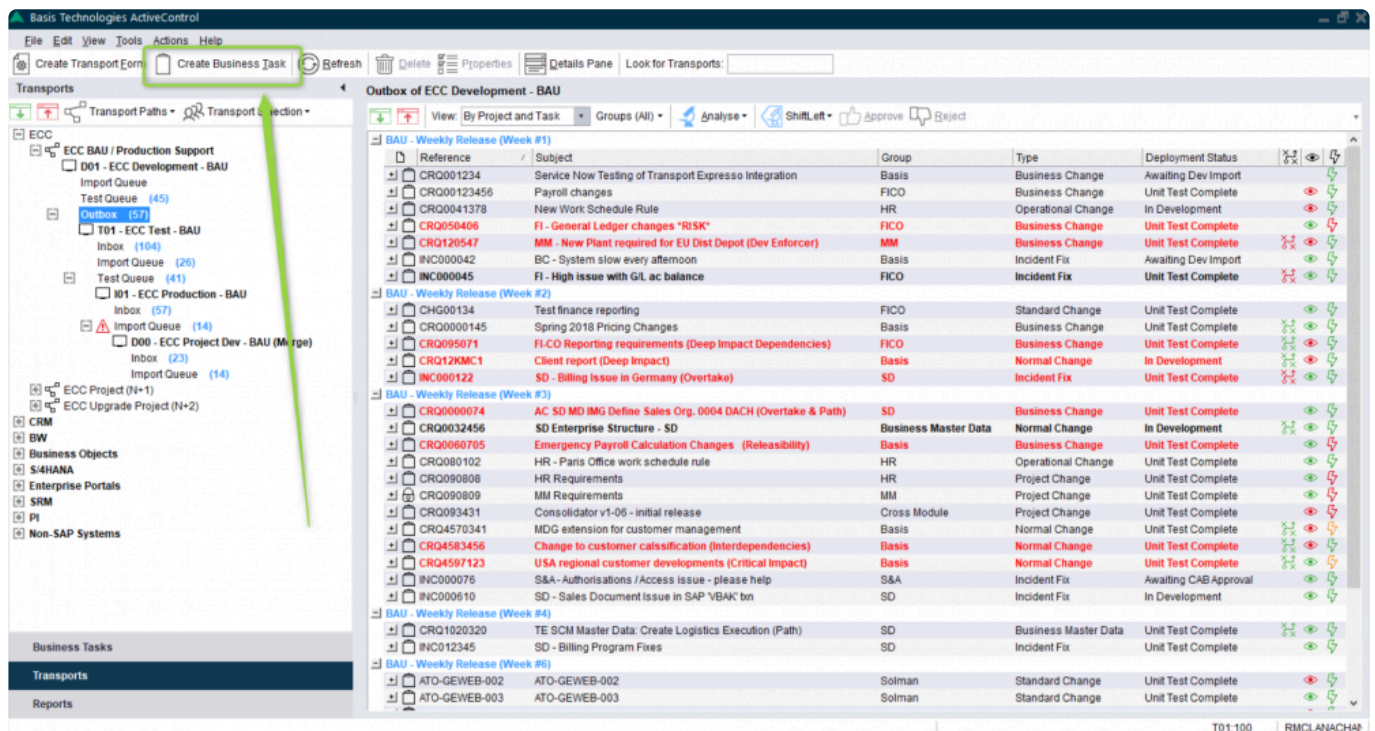


Figure: Creating a Business Task in the Windows GUI

- ✿ 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.

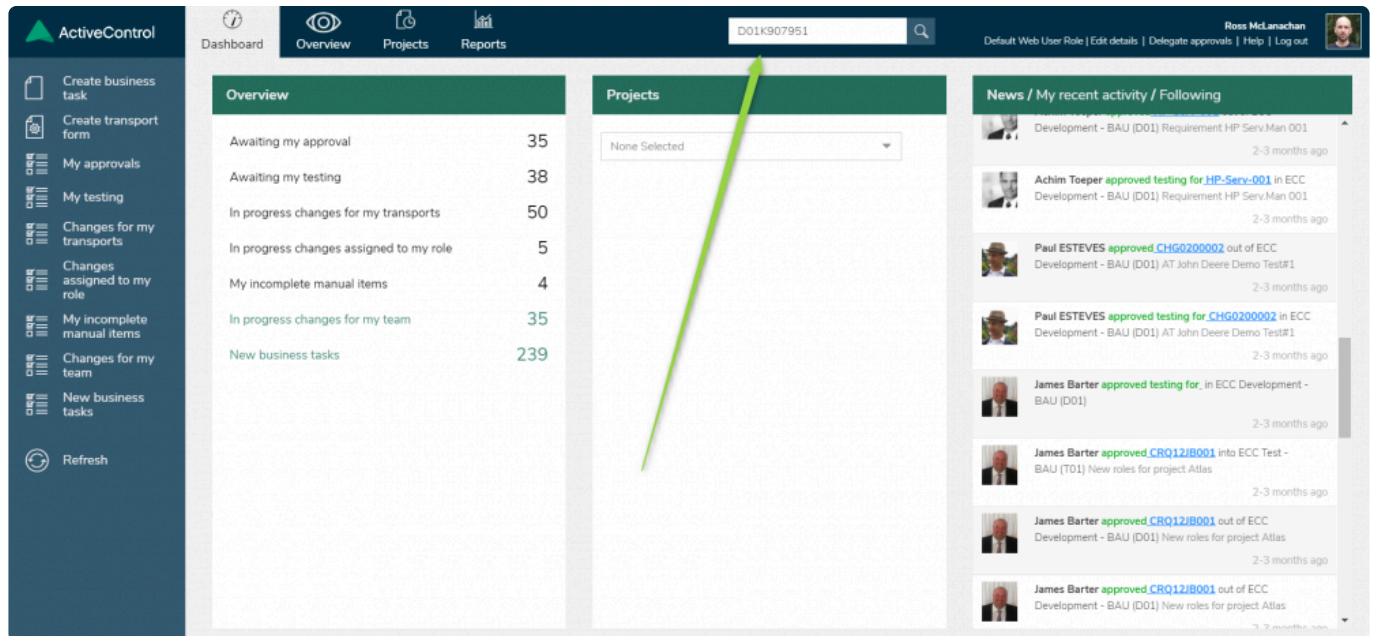


Figure: Searching in the Web UI

✿ It is also possible to search for Business Tasks 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.

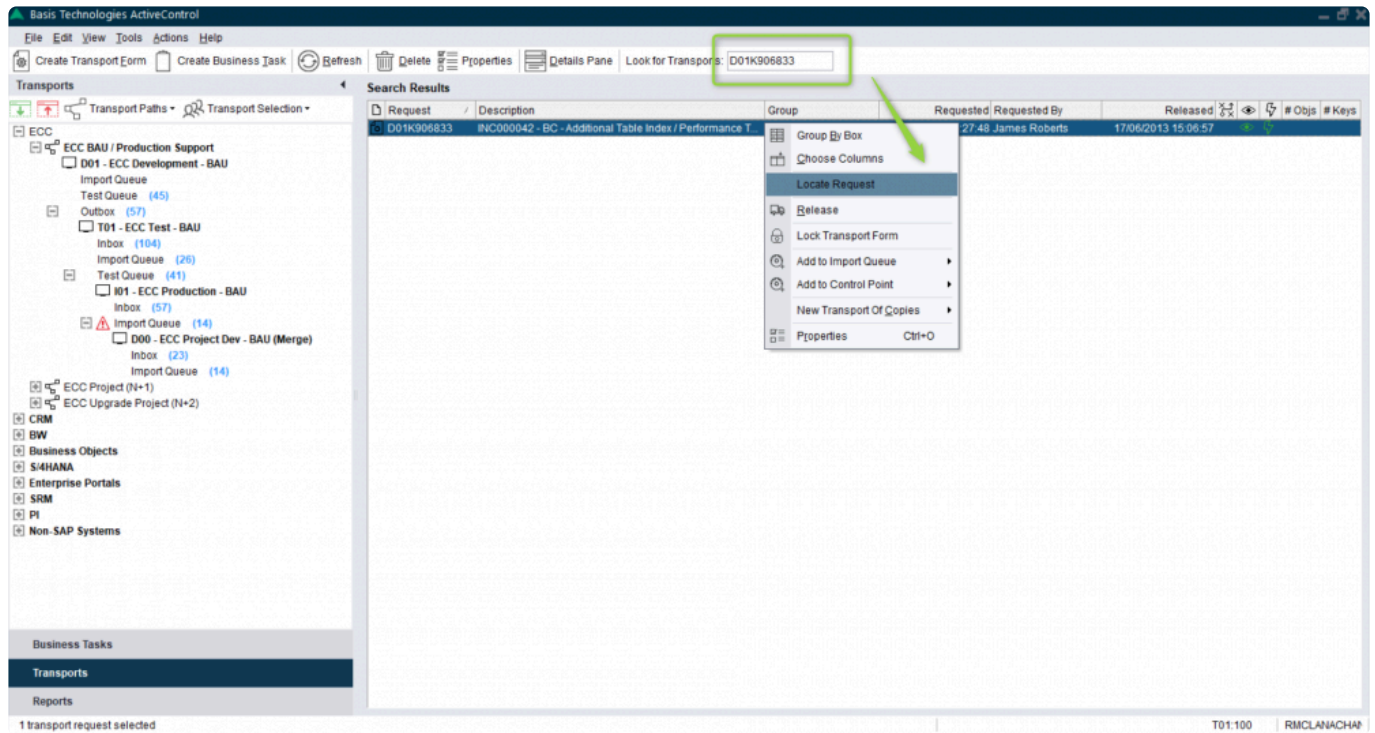


Figure: Searching for a Transport in the Windows GUI

- ✿ 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:



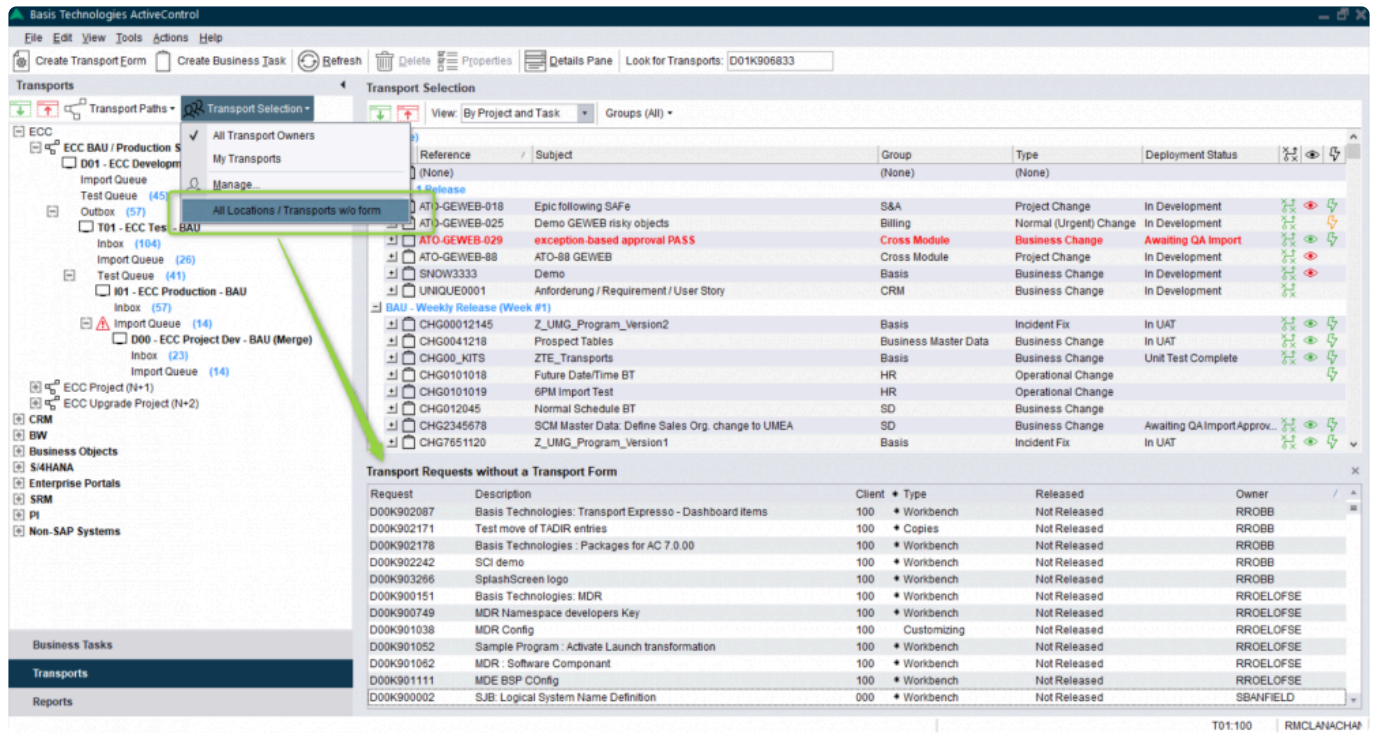


Figure: Transports without a Transport Form

## 6.3. Deleting Transport Forms

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

When deleting a Transport Form, there are two options.

- 1) Permanently delete the selected transport form.
- 2) Just remove the transport form from [Location]

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 from the Location will delete the transport form from the control point in the workflow but still retain the form and history in ActiveControl. In most cases, the latter is the recommended course of action when wanting to delete a Transport Form.

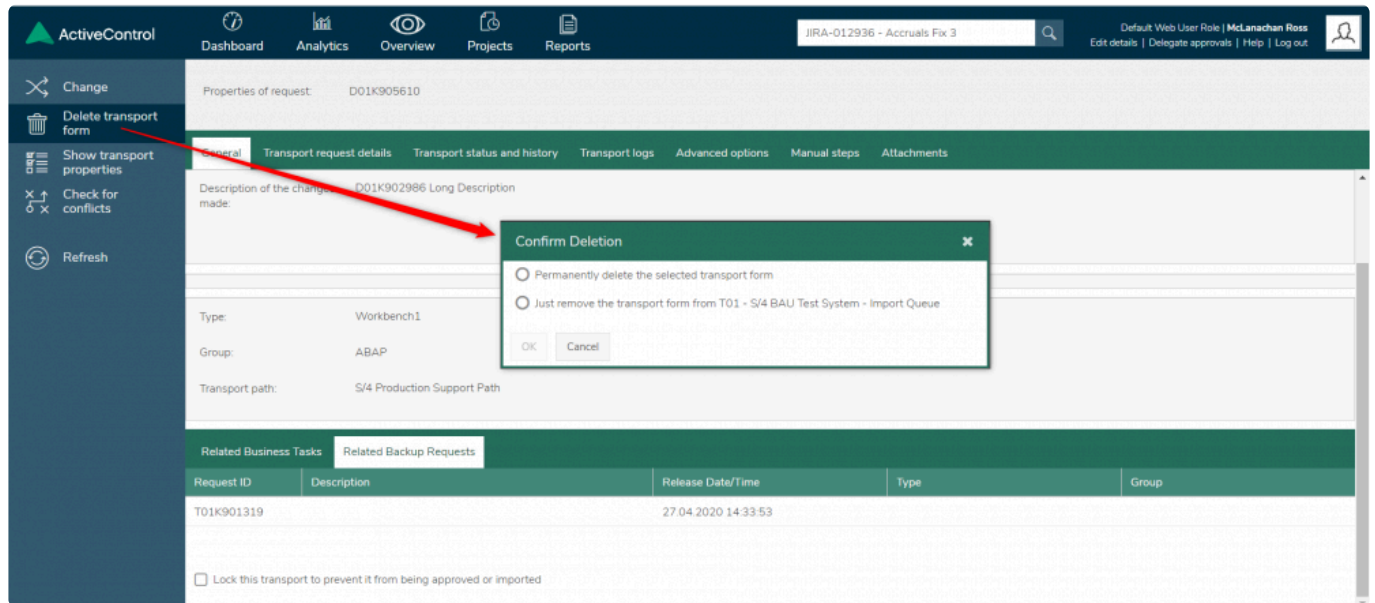


Figure: Deleting a Transport Form in the Web UI

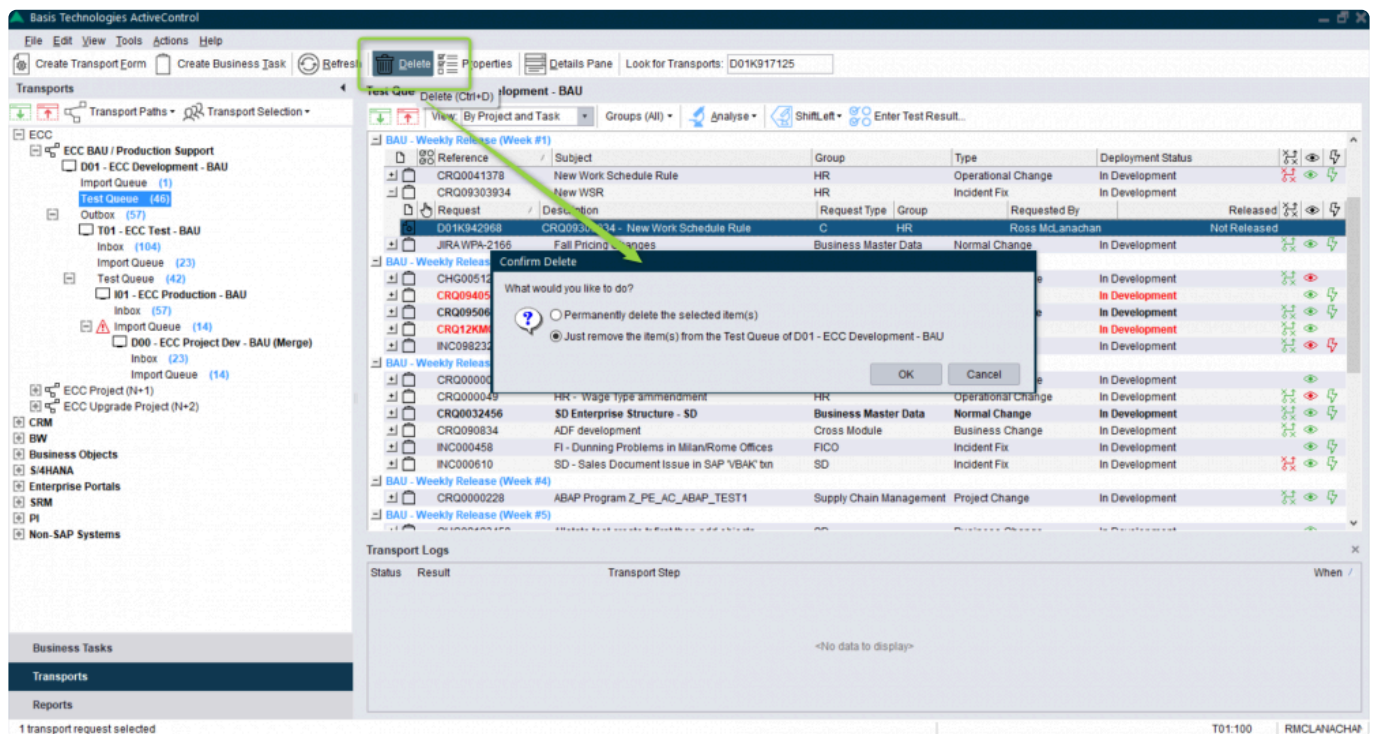


Figure: Deleting a Transport Form in the Windows GUI

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

✿ The deletion of Transport Forms has been made more flexible and granular from ActiveControl 8.30 onwards, via more granular Authorisation activities.

## 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  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":

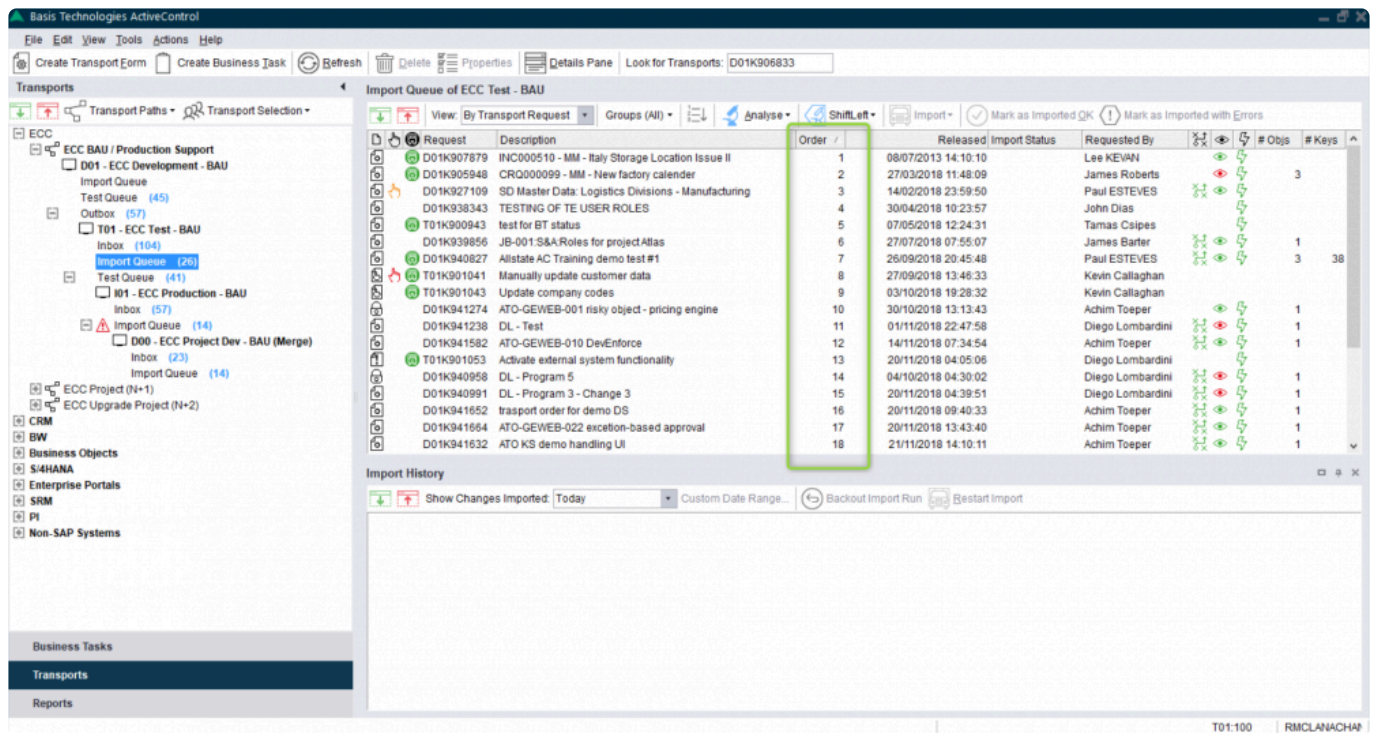


Figure: Sequencing in the Windows GUI, via [Order] column

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 pre-sorts the transports prior to import
- **Fast Import (Import All) – 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.



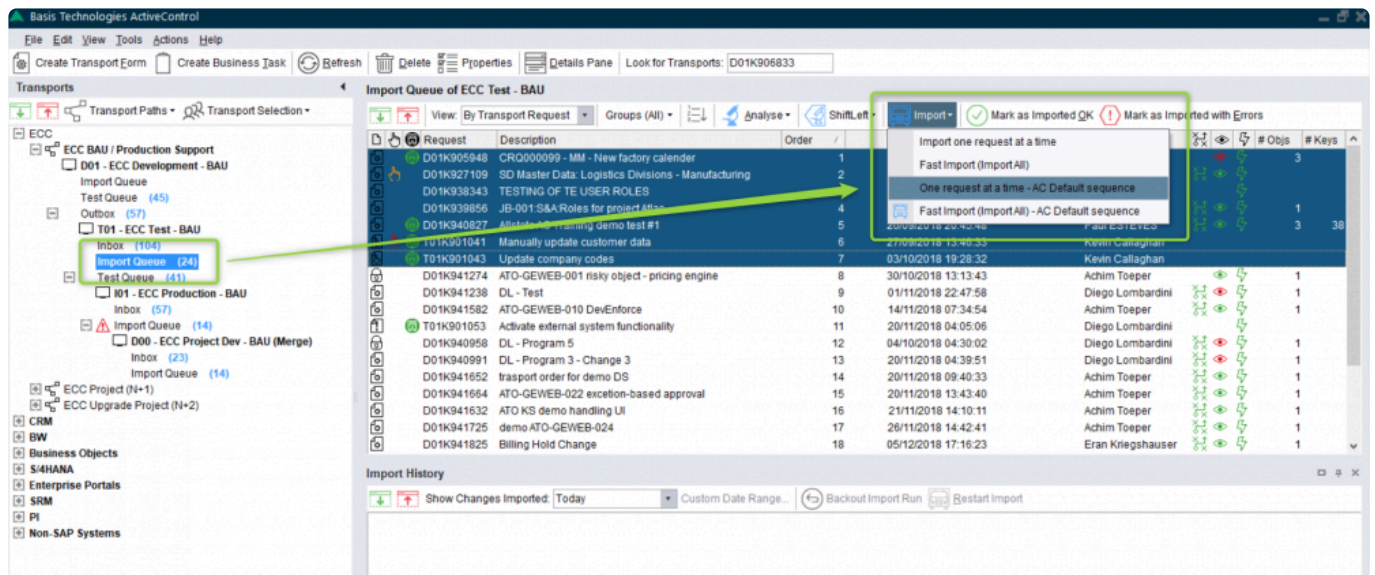


Figure: Import Methods within ActiveControl

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:

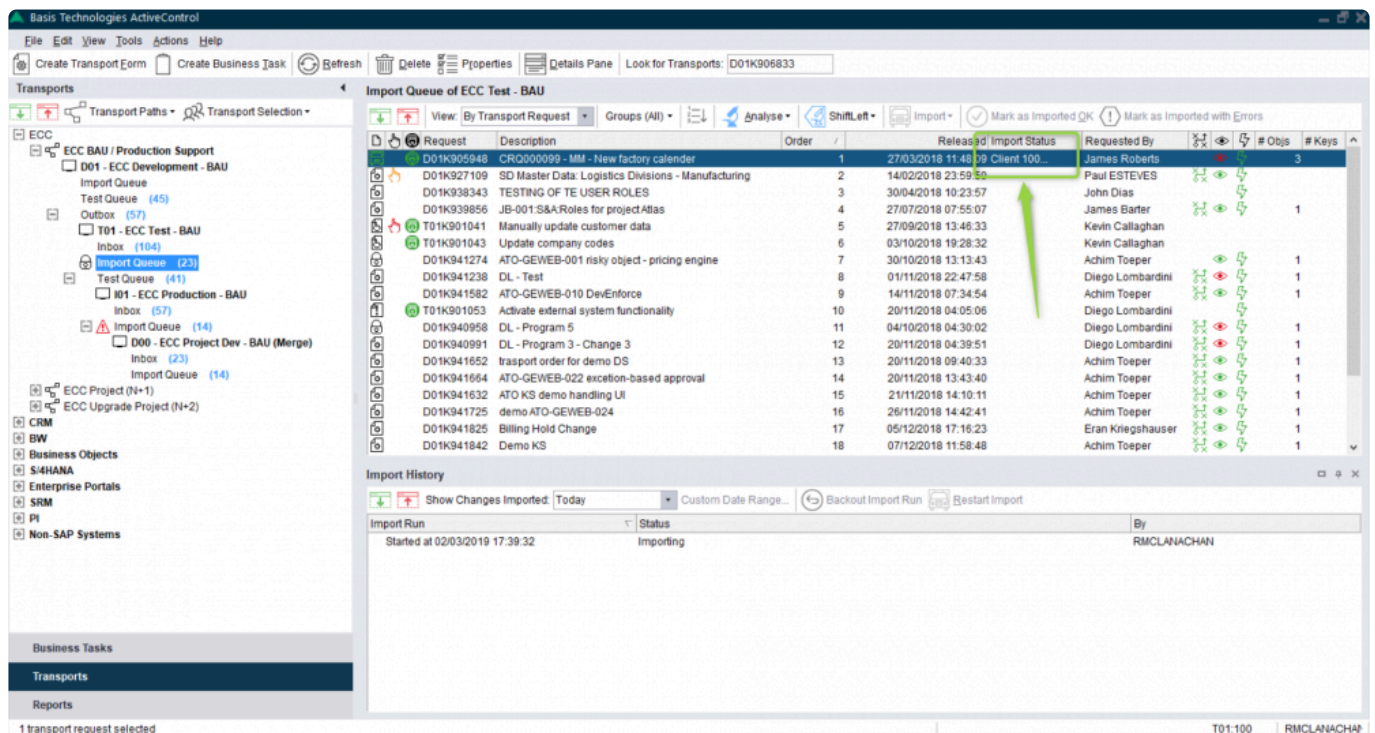


Figure: Transport being imported in the Windows GUI

## 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.

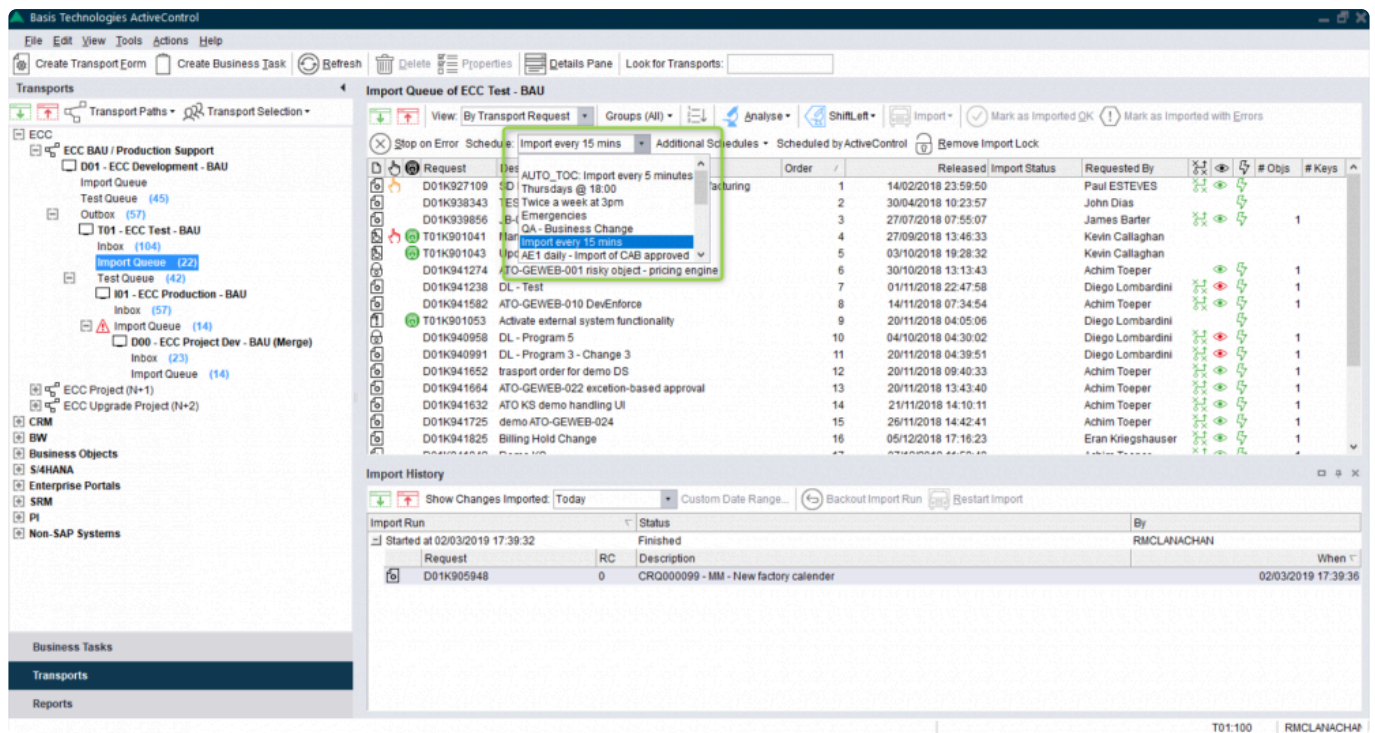


Figure: Adding a Transport Schedules in the Windows GUI

## 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.

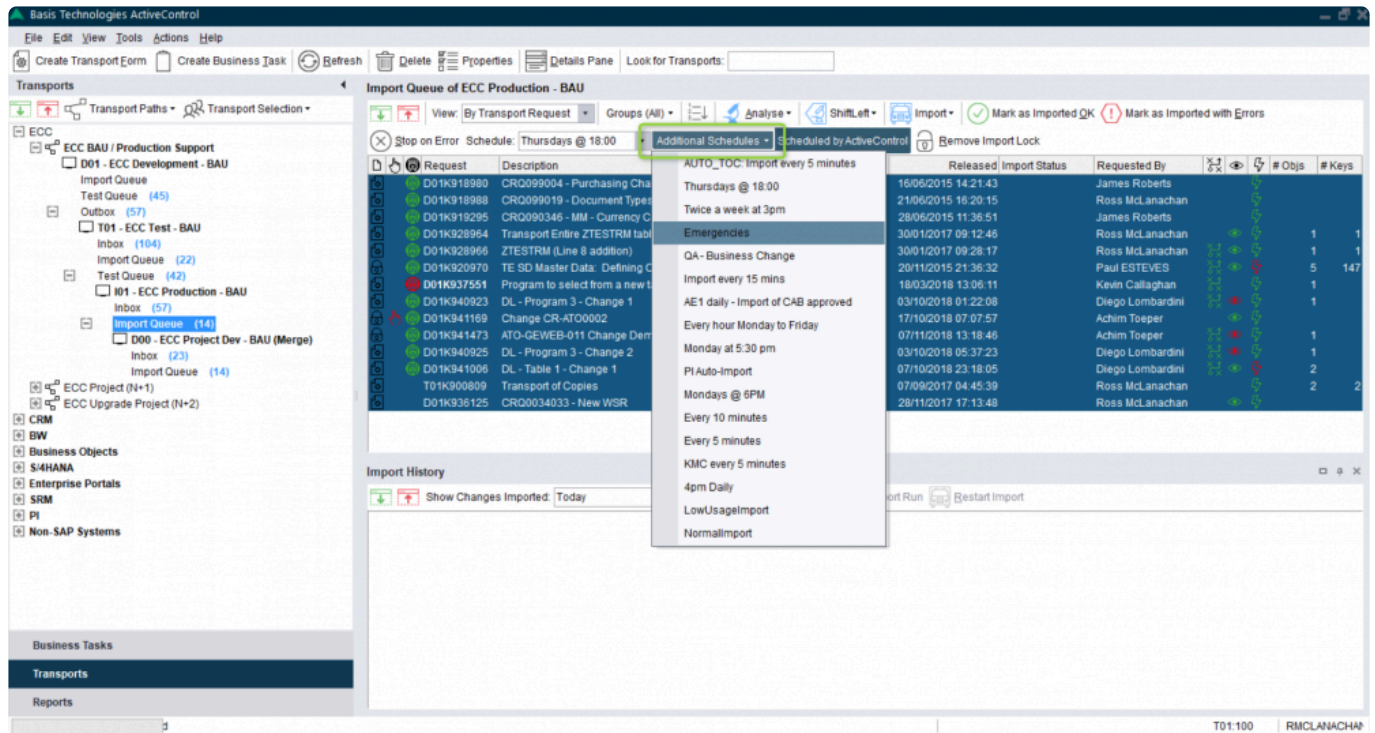


Figure: Adding Additional Schedules in the Windows GUI

## 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.



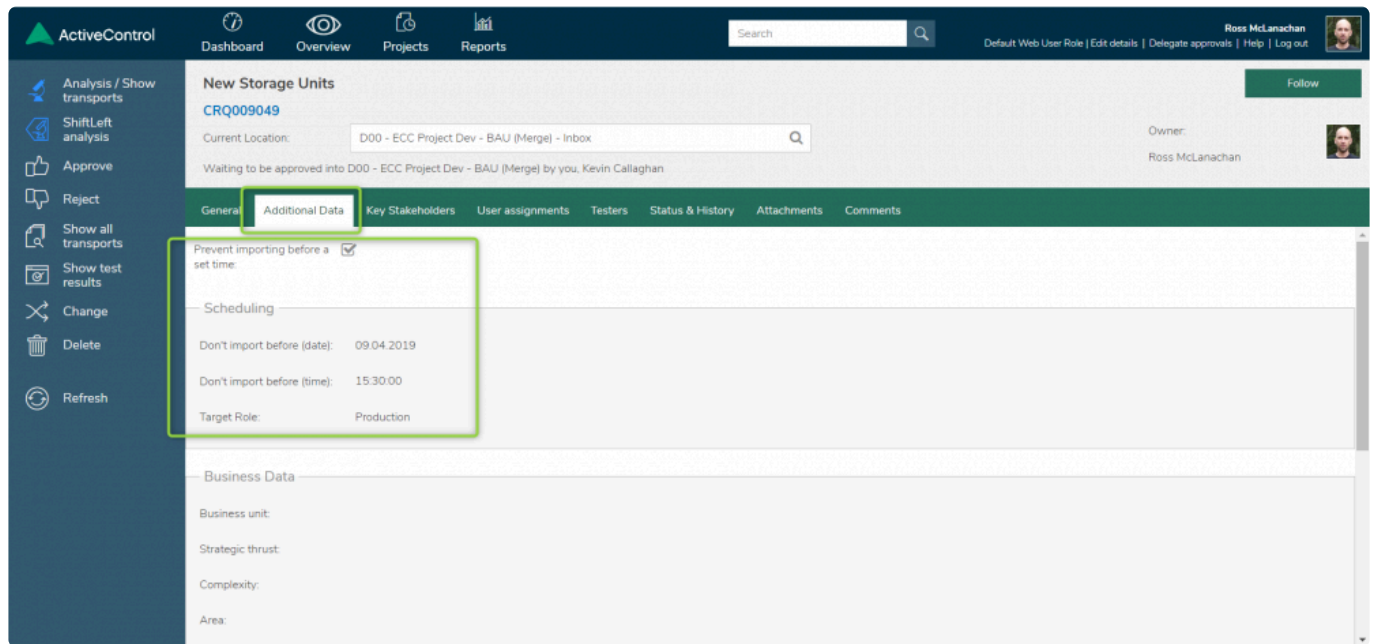


Figure: Future Import Schedule in the Web UI

- ✿ 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:

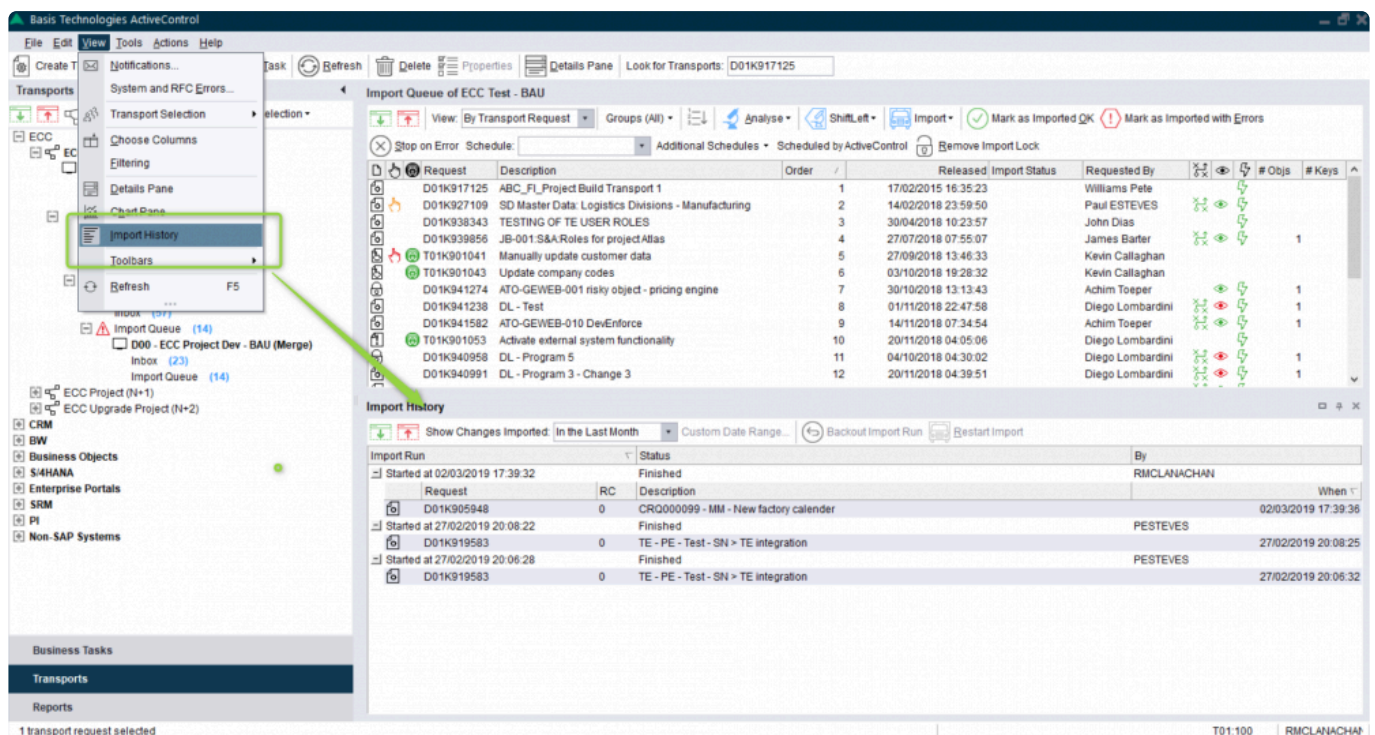



Figure: Import History in the Windows GUI



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  icon.

p(banner tip). As of ActiveControl 8.3, it is only possible to reset the Import Status via the Windows GUI.

## 6.7. Transport Logs

The transport logs can be viewed for imports into all systems, in both the Web UI and Windows GUI.

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.

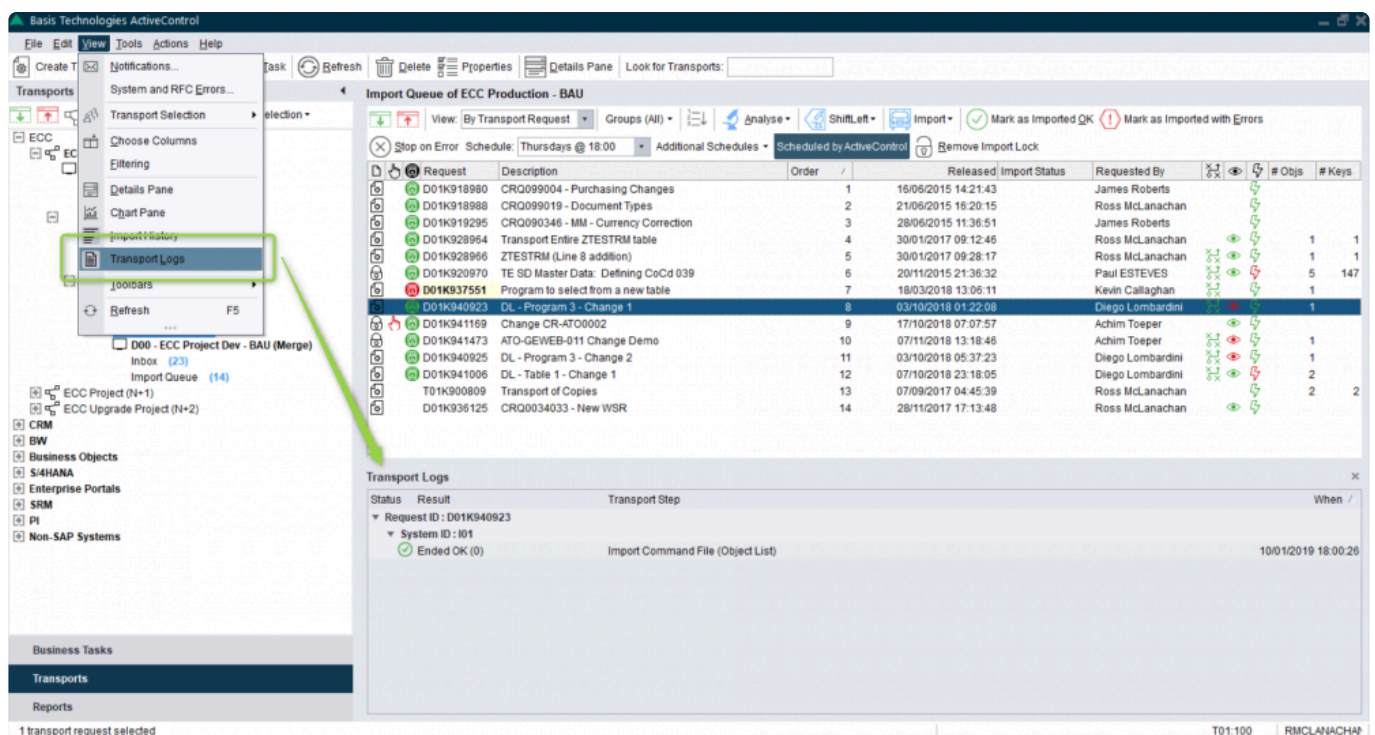


Figure: Transport Logs pane in the Windows GUI

Opening a Transport Form and choosing the **Transport Logs** tab will also show the logs, in both the Web UI and Windows GUI:

Status	Result	Transport Step	Date	Time
<b>System: D00</b>				
✓	Ended OK (0)	Deleted from Import Buffer	04.05.2018	07:45:38
⚠	Ended with warnings (4)	Deleted from Import Buffer	04.05.2018	07:45:38
✖	Ended with errors (8)	Main Import (client=100)	04.05.2018	07:45:22
✓	Ended OK (0)	Check Versions	04.05.2018	07:45:22
✓	Ended OK (0)	Added to Import Buffer	04.05.2018	07:45:19
<b>System: D01</b>				
✓	Ended OK (0)	Export	27.01.2017	16:48:14
✓	Ended OK (0)	Pre-export Methods	27.01.2017	16:48:05
✓	Ended OK (0)	Operating System Checks	27.01.2017	16:48:02
<b>System: T01</b>				
⚠	Ended with warnings (4)	Deleted from Import Buffer	20.04.2017	08:31:23
✓	Ended OK (0)	Deleted from Import Buffer	20.04.2017	08:31:23

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.


Date	Time
04.05.2018	07:45:38
04.05.2018	07:45:38
04.05.2018	07:45:22
04.05.2018	07:45:22
04.05.2018	07:45:19
27.01.2017	16:48:14
27.01.2017	16:48:05
27.01.2017	16:48:02
20.04.2017	08:31:23
20.04.2017	08:31:23

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 remediation can be carried out.

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

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

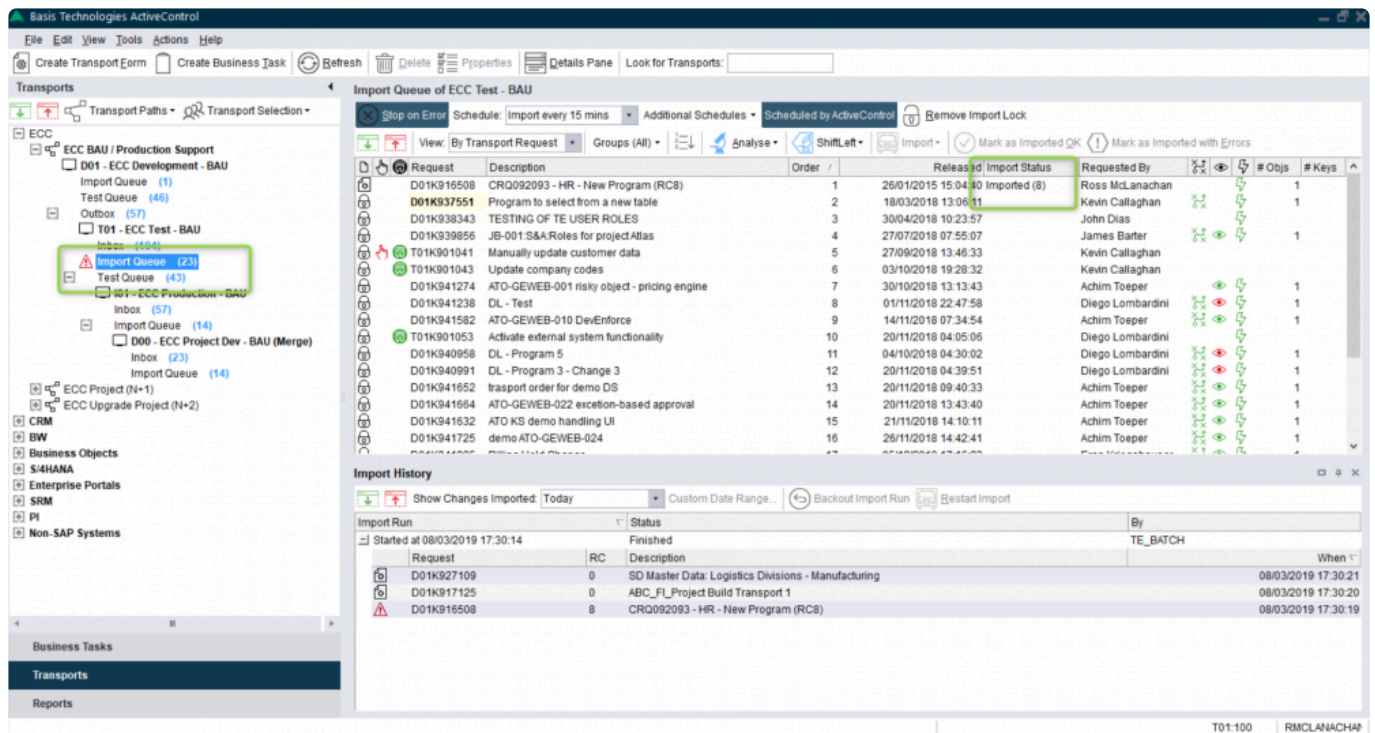


Figure: RC8 Import Error in the Windows GUI (depends on configuration)

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

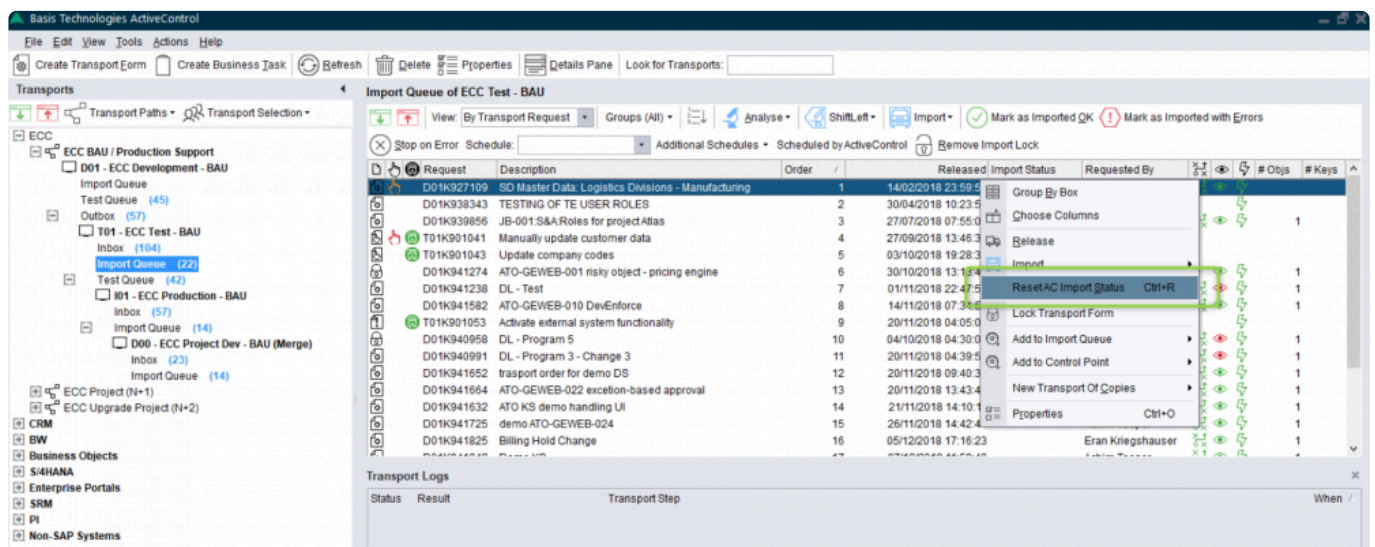


Figure: Resetting the Import Status after an import or System Error

p(banner tip). As of ActiveControl 8.3, it is only possible to Reset the Import Status of an Import Queue via the Windows GUI.

✳ Authorisation activity (Y\_TEIMPORT) RESETIMPORTSTATUS is required to be able to perform a Mark as Manually applied. As part of the out-of-the-box ActiveControl roles, only the Basis roles has this authorisation.

## 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.

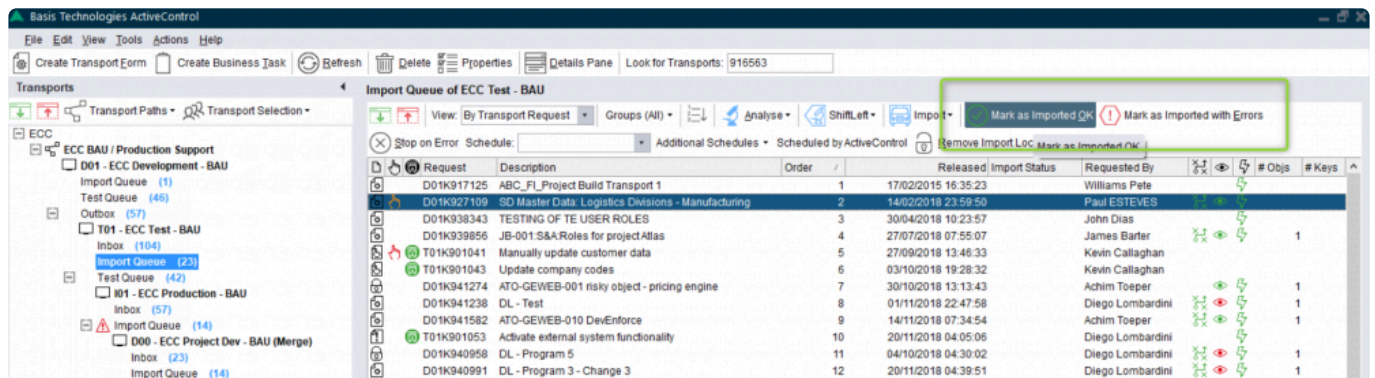


Figure: Mark as Imported

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

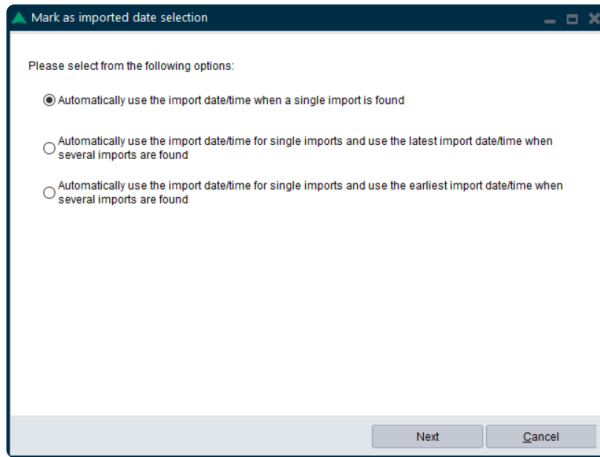


Figure: Mark as Imported

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.

p(banner tip). As of ActiveControl 8.3, it is only possible to perform a Mark as Imported via the Windows GUI.

\* Authorisation activity (Y\_TEIMPORT) MARKASIMPORTED is required to be able to perform a Mark as Manually applied. As part of the out-of-the-box ActiveControl roles, only the Basis roles has this authorisation.

## 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

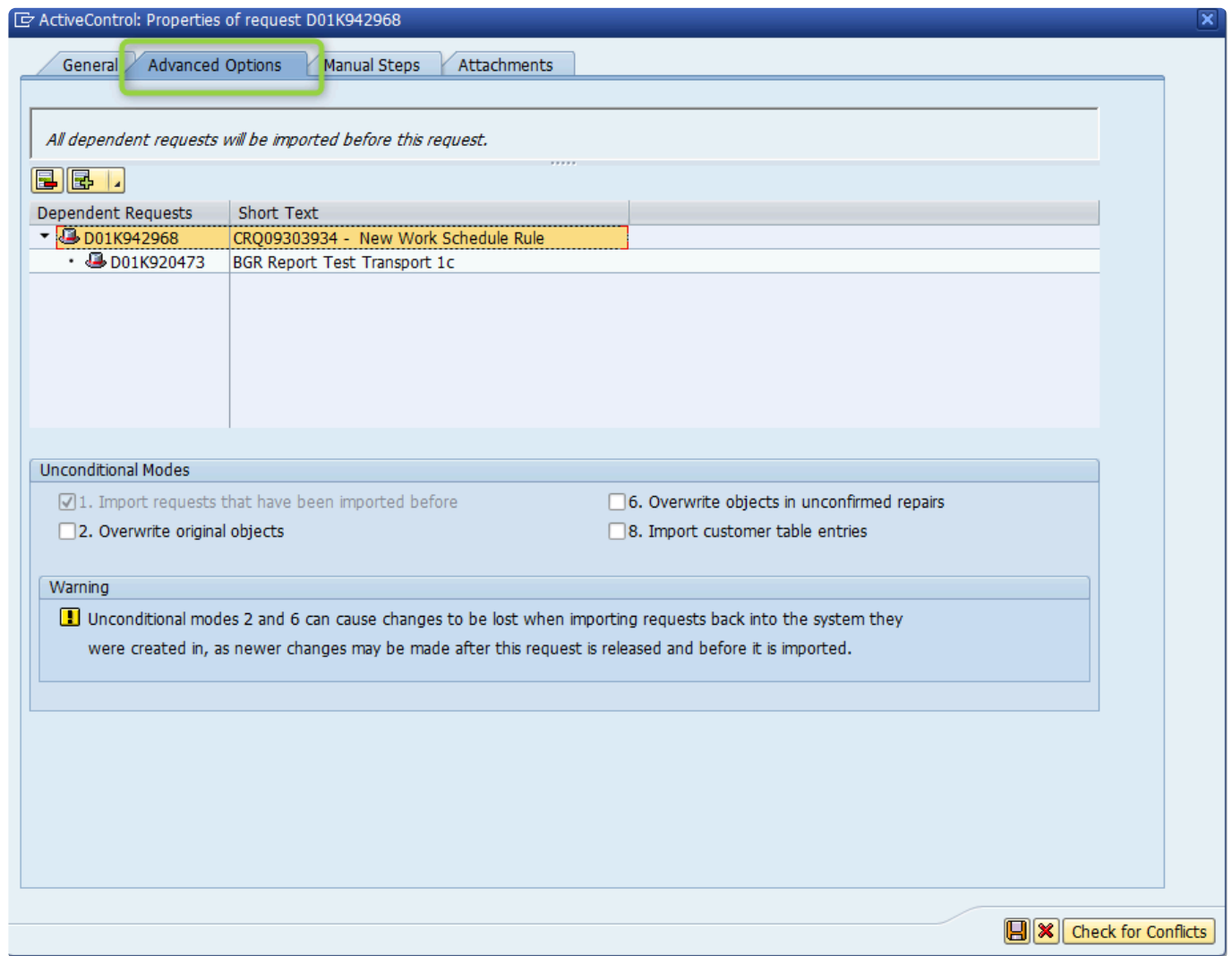


Figure: Setting a transport Dependency in the SAP GUI

## Web UI

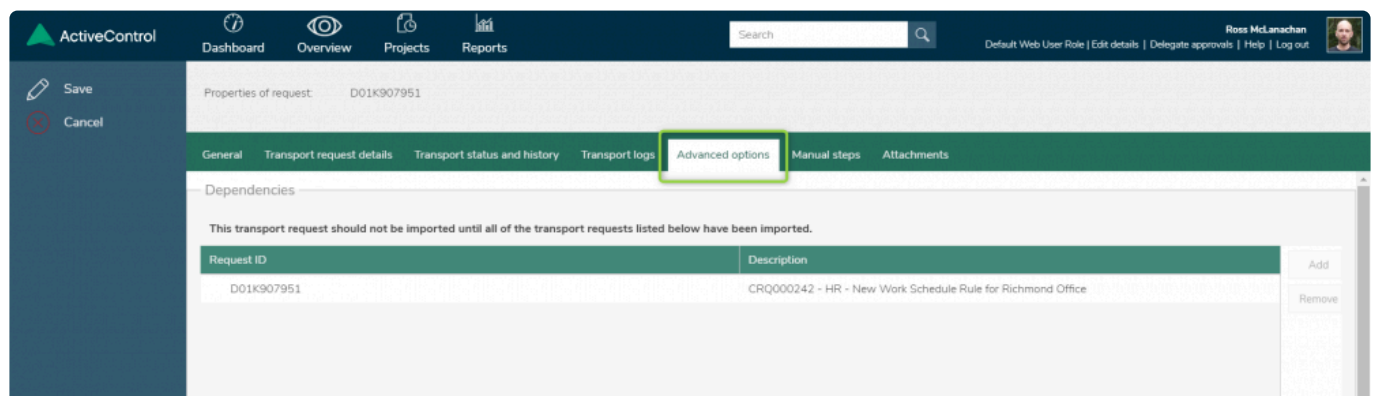


Figure: Setting a transport Dependency in the Web UI



## Windows GUI

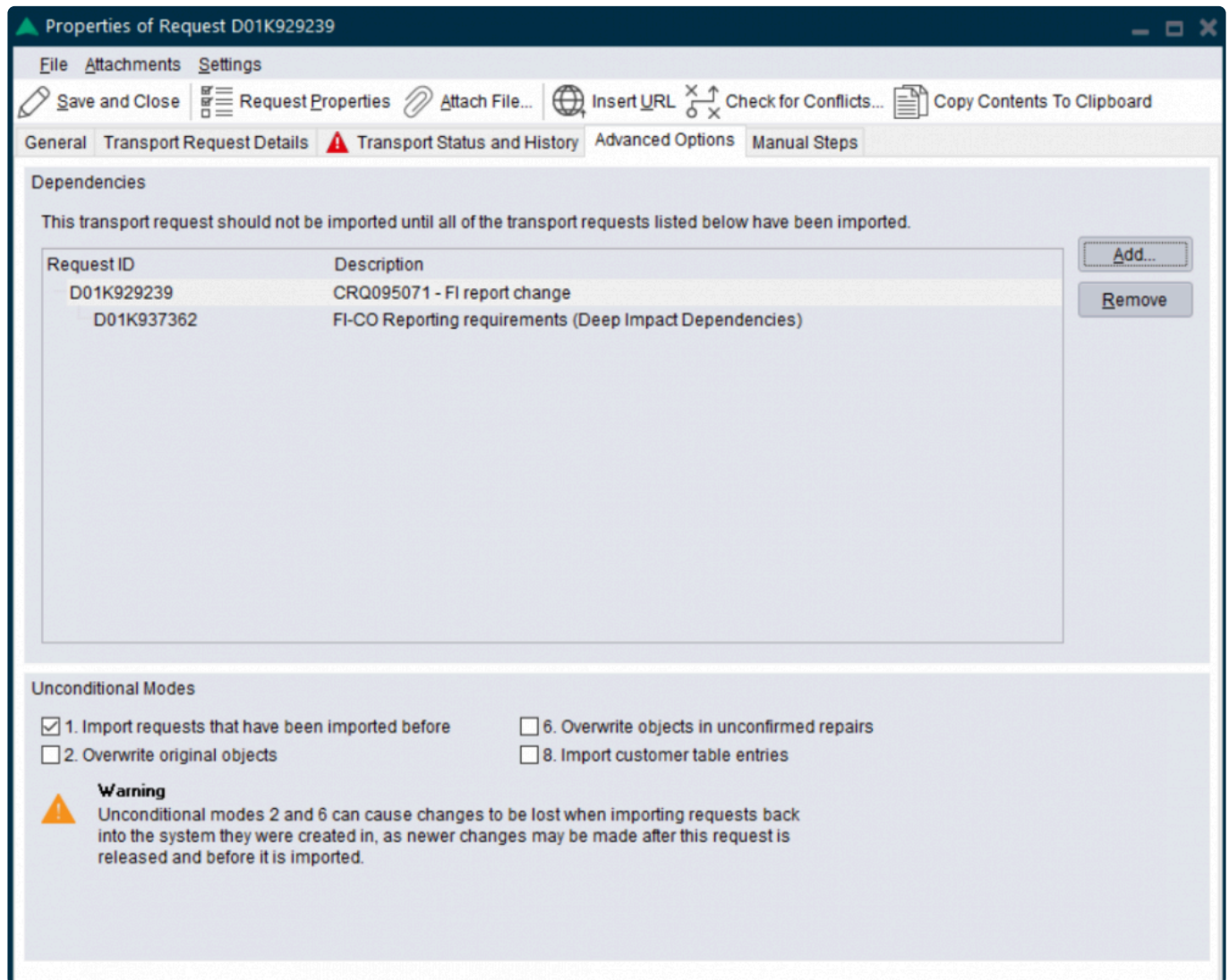


Figure: Setting a transport Dependency in the Windows GUI

- ✿ 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

The screenshot shows the 'ActiveControl: Properties of request D01K942978' window in SAP GUI. The 'Advanced Options' tab is selected. A message at the top states: 'All dependent requests will be imported before this request.' Below this is a table of dependent requests:

Dependent Requests	Short Text
• D01K942978	CRQ0290291 - New Billing Codes

A green arrow points from the 'Unconditional Modes' section to the 'Dependent Requests' table. The 'Unconditional Modes' section contains four checkboxes:

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

A warning message is displayed below the checkboxes:

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

At the bottom right, there is a 'Check for Conflicts' button.

Figure: Setting UModes in the SAP GUI Transport Form

## Web UI

The screenshot shows the 'ActiveControl' web interface. The 'Advanced options' tab is selected. The 'Unconditional modes' section contains four checkboxes:

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

A warning message is displayed below the checkboxes:

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

Figure: Setting UModes in the Web UI Transport Form

## Windows GUI

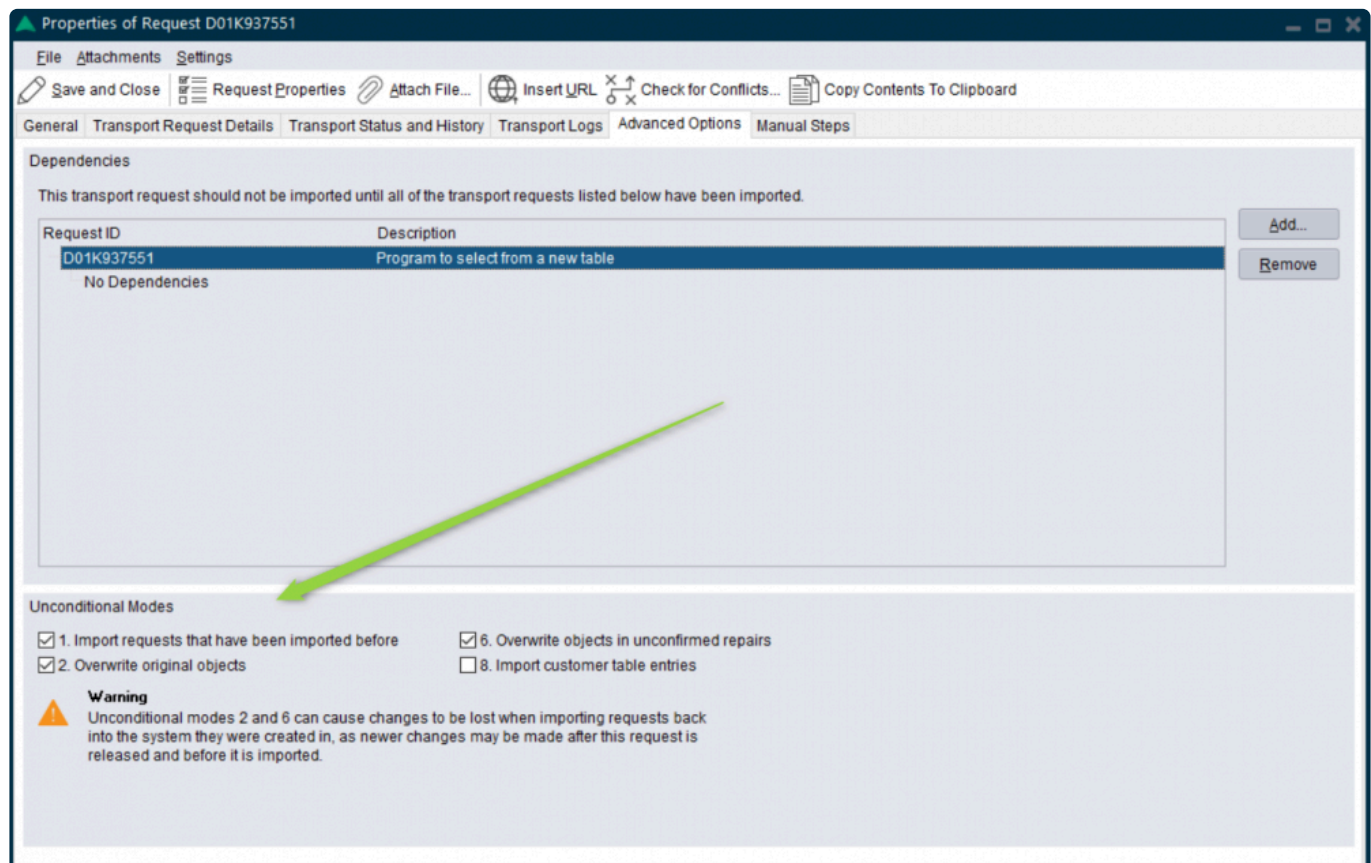


Figure: Setting UModes in the Windows GUI Transport Form

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.

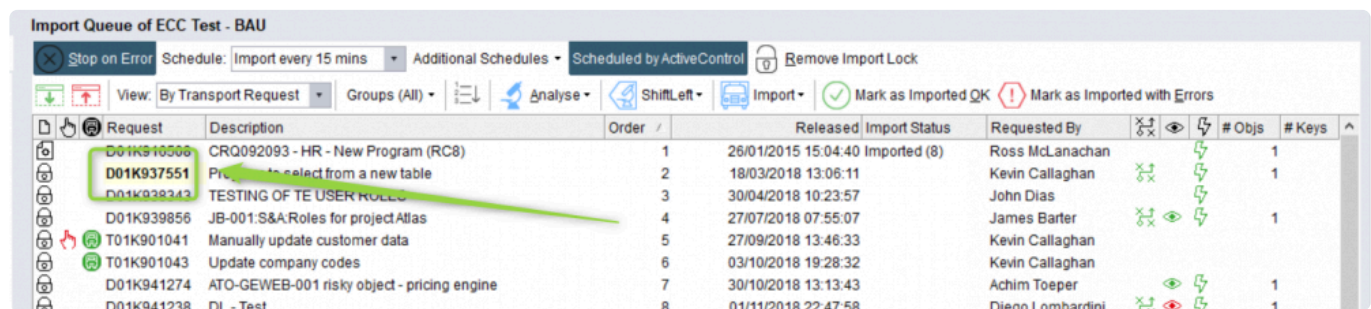


Figure: Setting uModes in the Windows GUI

- ✿ Authorisation activity (Y\_TEADMIN) SETUMODES is required to be able to change the unconditional modes on a transport. As part of the out-of-the-box ActiveControl roles, only the Basis roles has this authorisation.

## 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 of request D01K942870

General Advanced Options **Manual Steps** Attachments

Steps

Title	Status
<<New Step>>	Incomplete

Step Details

Step Details Systems Users

Title Refresh BW datasource

Description Max 255 Chars

Run Manual Step After Import Status Incomplete Allow Progress When Incomplete ☒

User Role Est. Effort (Mins)

Check for Conflicts

Figure: Manual Step tab in the SAP GUI



Web UI

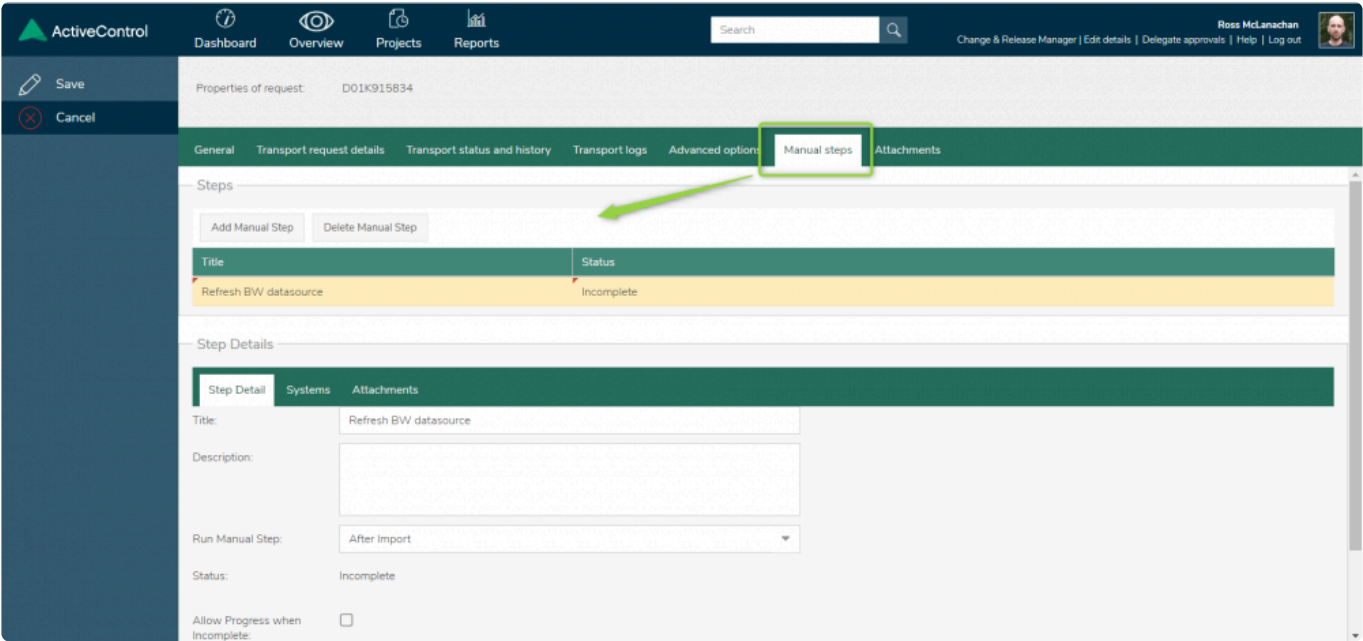


Figure: Manual Step tab in the Web UI

Windows GUI

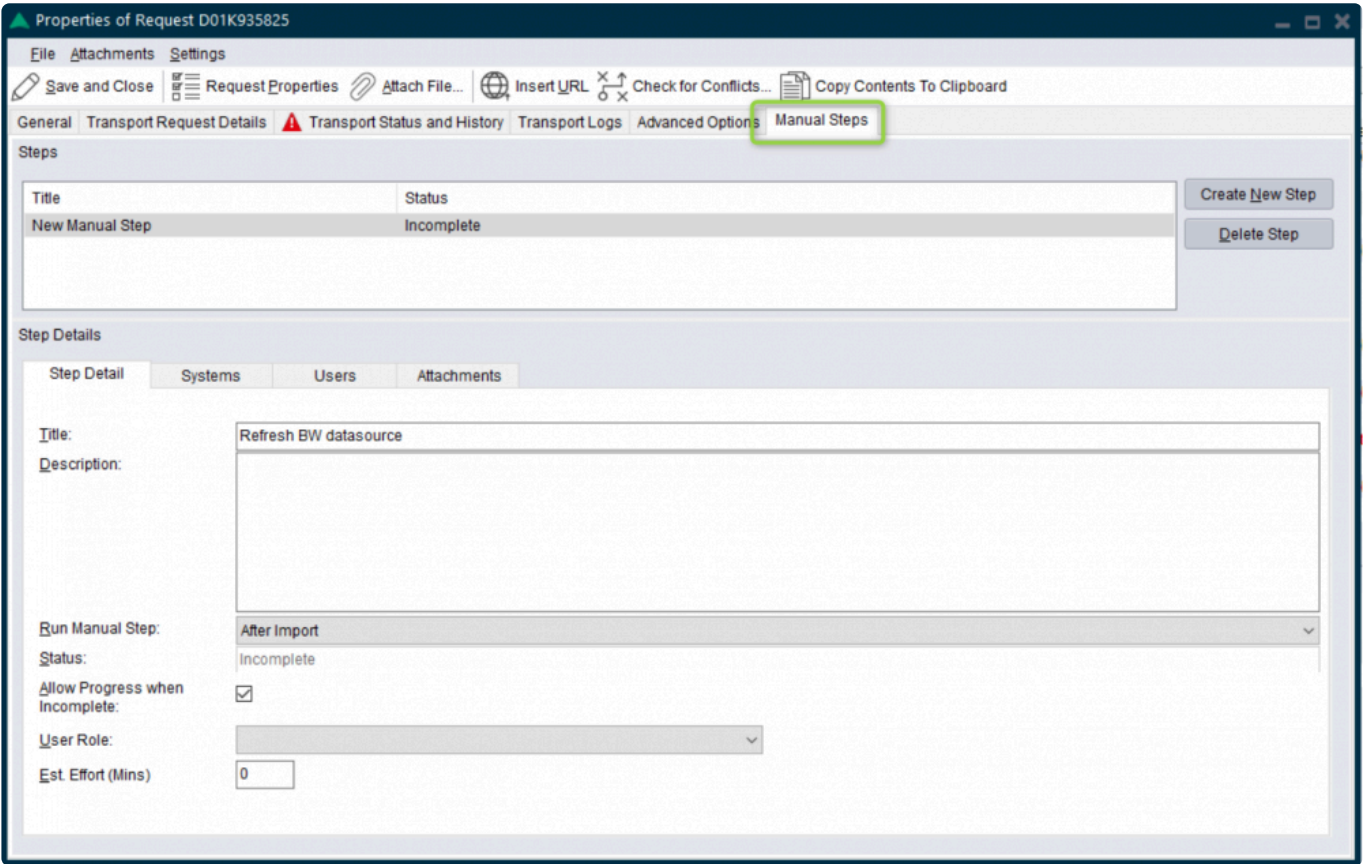


Figure: Manual Step tab in the Windows GUI

✿ 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.

Import Queue of ECC Test - BAU

Request	Description	Requested By	Order	Released	Import Status	# Objs	# Keys	
D01K907369	INC000599 - ABAP - Multitrack Development	Ross McLanachan	1	17/06/2013 11:31:04		1		
D01K907413	CRQ000555 - SD - German Billing Program Enhancement f...	Ross McLanachan	2	18/06/2013 12:05:10		1		
D01K907919	INC000611 - FI - UK Controlling areas Query/Issue	James Barter	3	08/07/2013 14:52:59				
D01K907421	CRQ000666 - FI - Dunning Enhancement	Marcello URBANI	4	18/06/2013 13:19:32				
D01K907923	INC000611 - FI - UK Control Area - Additional Config Fix	Craig Oliver	5	08/07/2013 14:54:19				
D01K907942	INC000419 - MM - Condition Item Correction	Marcello URBANI	6	08/07/2013 15:24:35				
D01K907969	CRQ000678 - FI - Company Code currency changes	Ross McLanachan	7	09/07/2013 15:46:01		3	44	
D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts	8	01/12/2014 10:10:40		1		
D01K915724	CRQ009803 - FI - Vendor Balances report	James Roberts	9	01/12/2014 10:13:33		1		
D01K915742	CRQ123045 - BW Backend Table updates	Warren Farr	10	01/12/2014 10:59:34		1		
D01K916733	CRQ090909 - HR - New Payroll fix	Ross McLanachan	11	03/02/2015 10:53:45				

## 6.14. Manual Activities and Non-Transport Deployments

**Manual Activities** and **Non-SAP changes** can be used within ActiveControl to manage non-transportable 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.

The screenshot shows the ActiveControl Web UI. On the left sidebar, the 'Create transport form' option is highlighted. A 'New Transport Form' dialog box is open in the center. The 'Transport Form source' dropdown is set to 'Manual Activity (SAP or non-SAP system)'. The text area for 'Please enter a description for the change:' contains the text 'Lock users'. The background shows the 'Overview' and 'Projects' sections of the dashboard.

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. In the Web UI, it is available via “Create Transport of Copies” option.

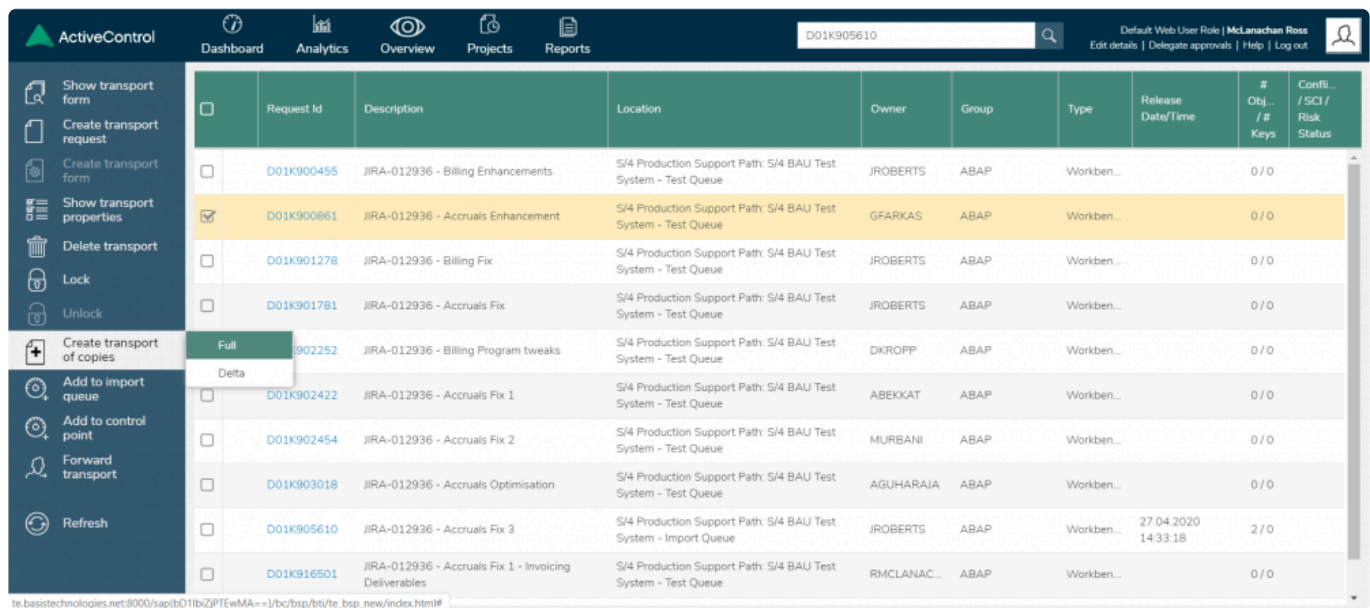


Figure: Transport of Copies in the Web UI

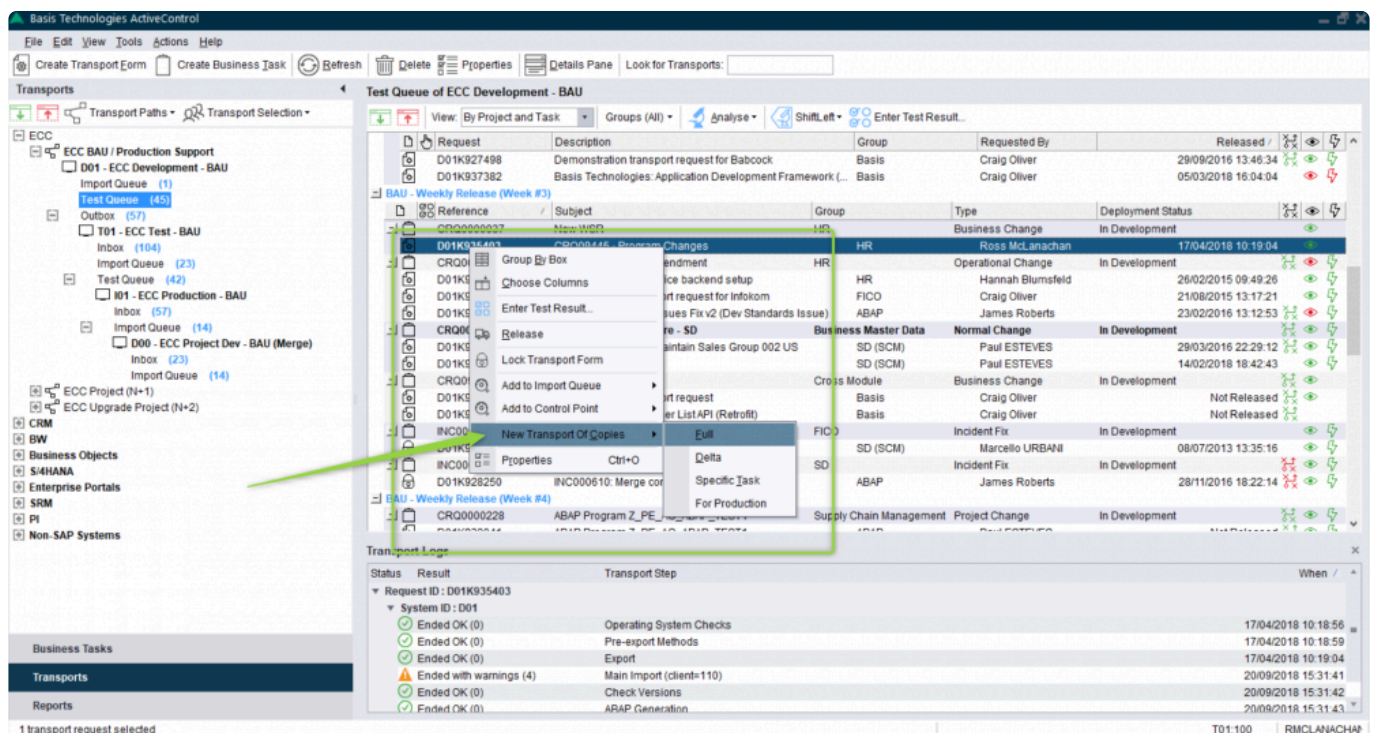


Figure: Transport of Copies in the Windows GUI

**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. This option is only available in the Windows GUI.

**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. This option is only available in the Windows GUI.

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.

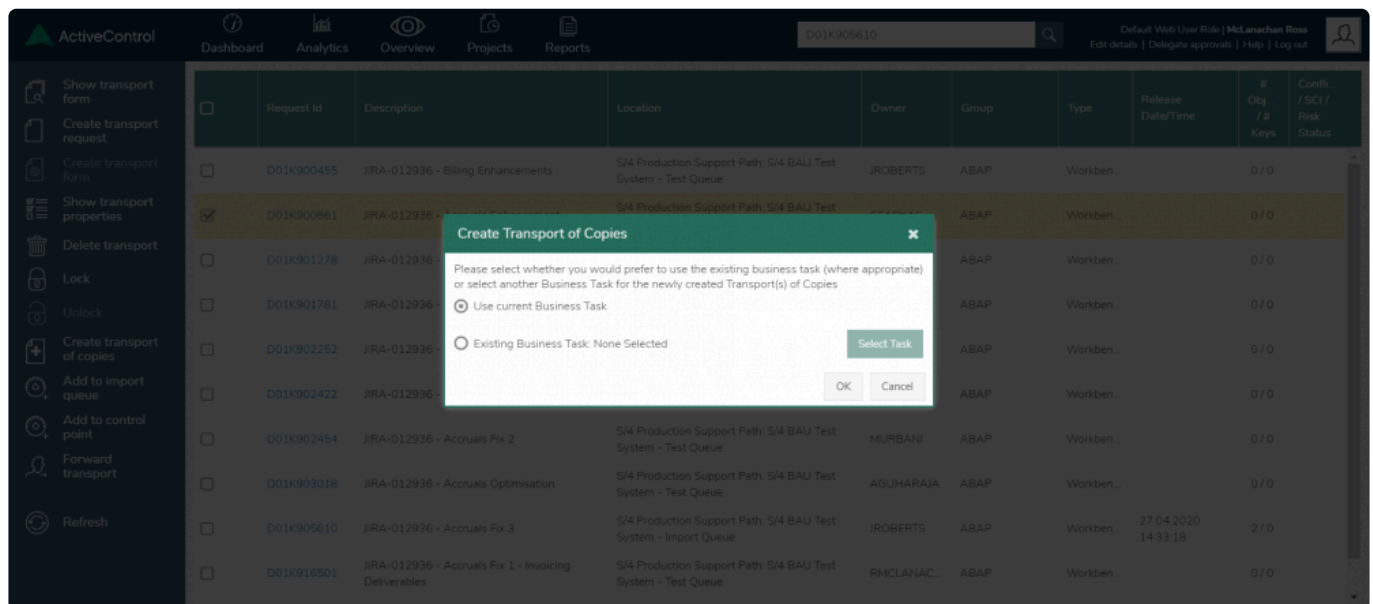


Figure: Creating a TOC in the Web UI

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

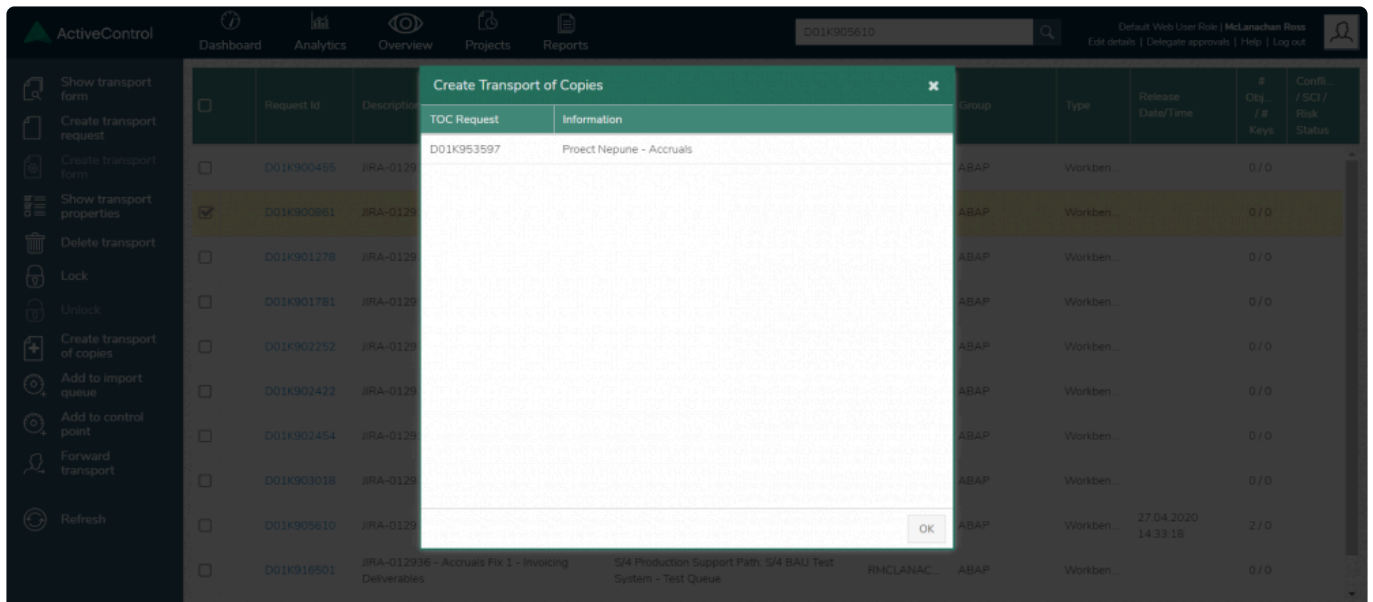


Figure: A TOC created in the ActiveControl Web UI

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

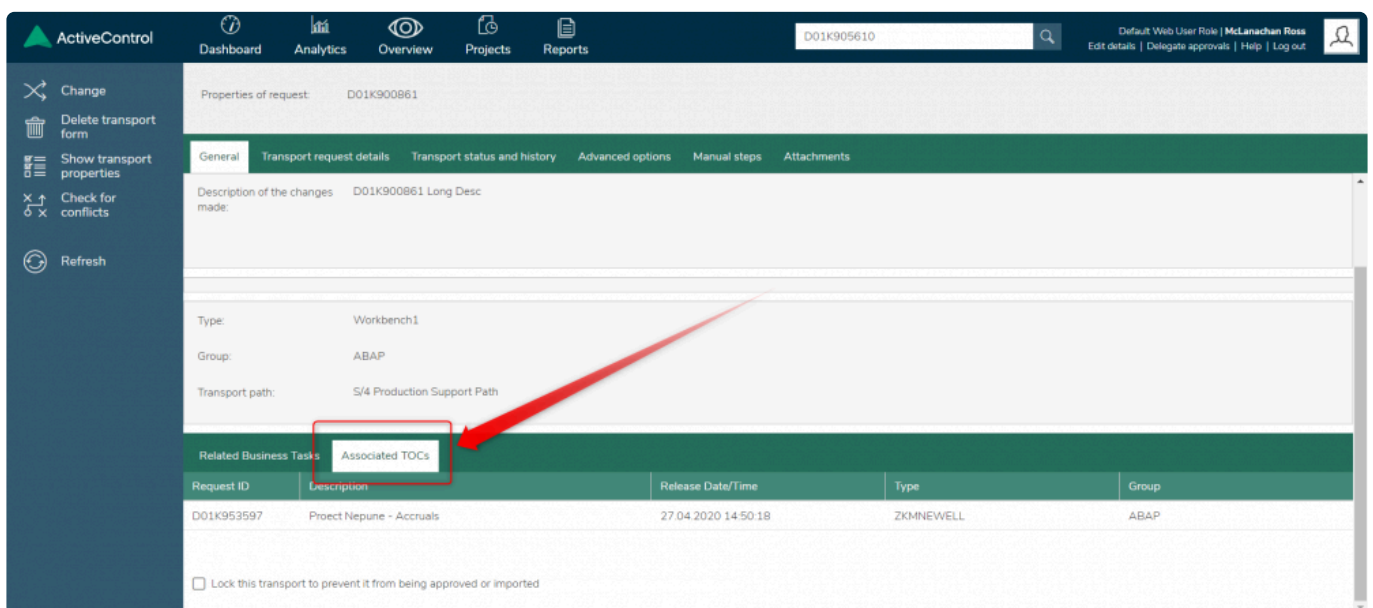


Figure: the 'Associated TOCs' tab indicates TOCs created against the main source transport

✿ The ability to create a TOC within ActiveControl is dependent on the user having the relevant (Y\_TEUSER) authorisations CREATETOCFULL, CREATETOCDELTA or CREATETOCTASK

✿ As of ActiveControl 8.30, a Transport Form is not automatically created for the TOC as part of the standard out-of-the-box ActiveControl TOC process. 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.

- ✿ In the Dev > QA TOC scenario, the TOC will disappear from ActiveControl when the original transport is released and 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.

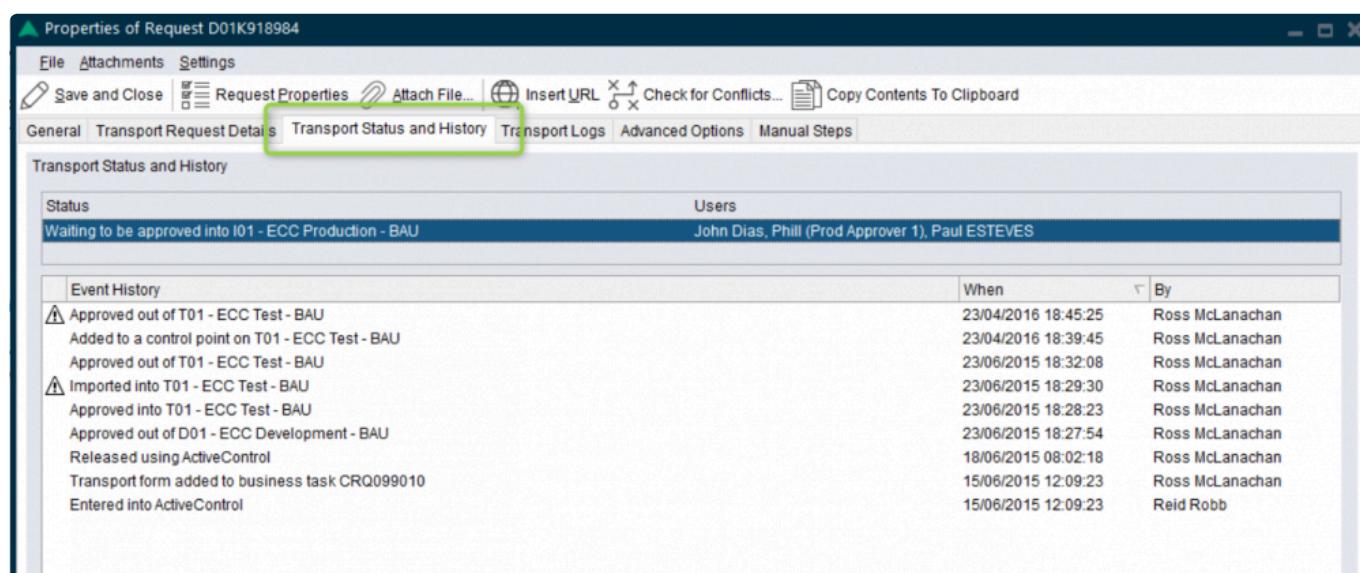


Figure: Transport Status and History tab in the Windows GUI

## 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 [this](#) 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.

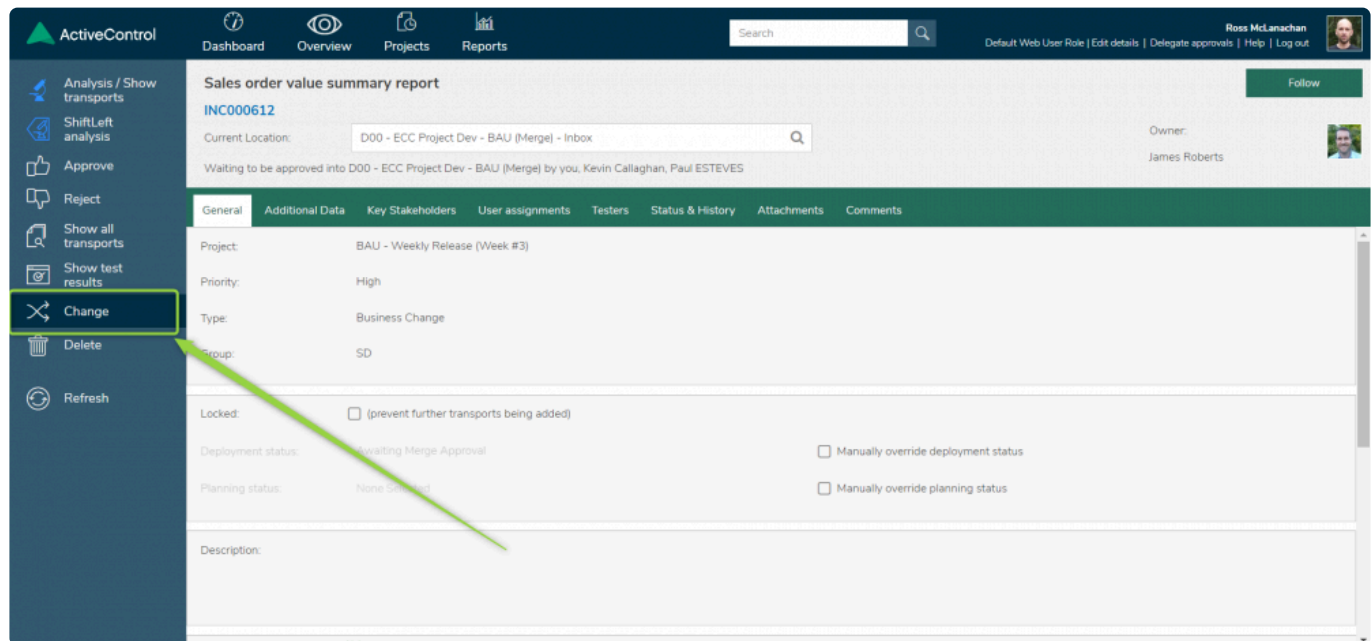


Figure: Making Changes to a Business Task

### 7.2. Windows GUI

Similar to 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.



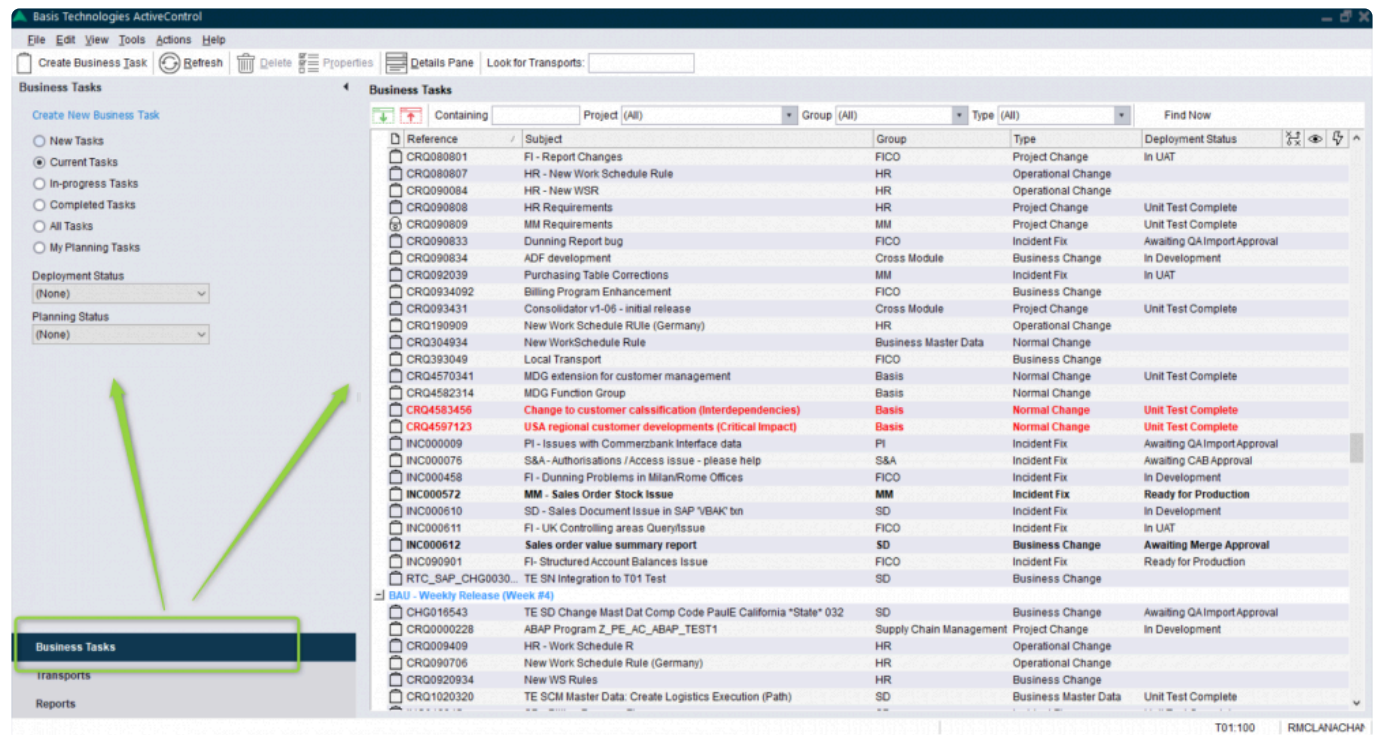


Figure: Business Task shelf in the Windows GUI



Over time, the performance of the Windows GUI – and in particular this Business Task shelf – can slow down due to historical data. This can be mitigated by performing Archiving of older ActiveControl data on an infrequent periodic basis.

## 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.

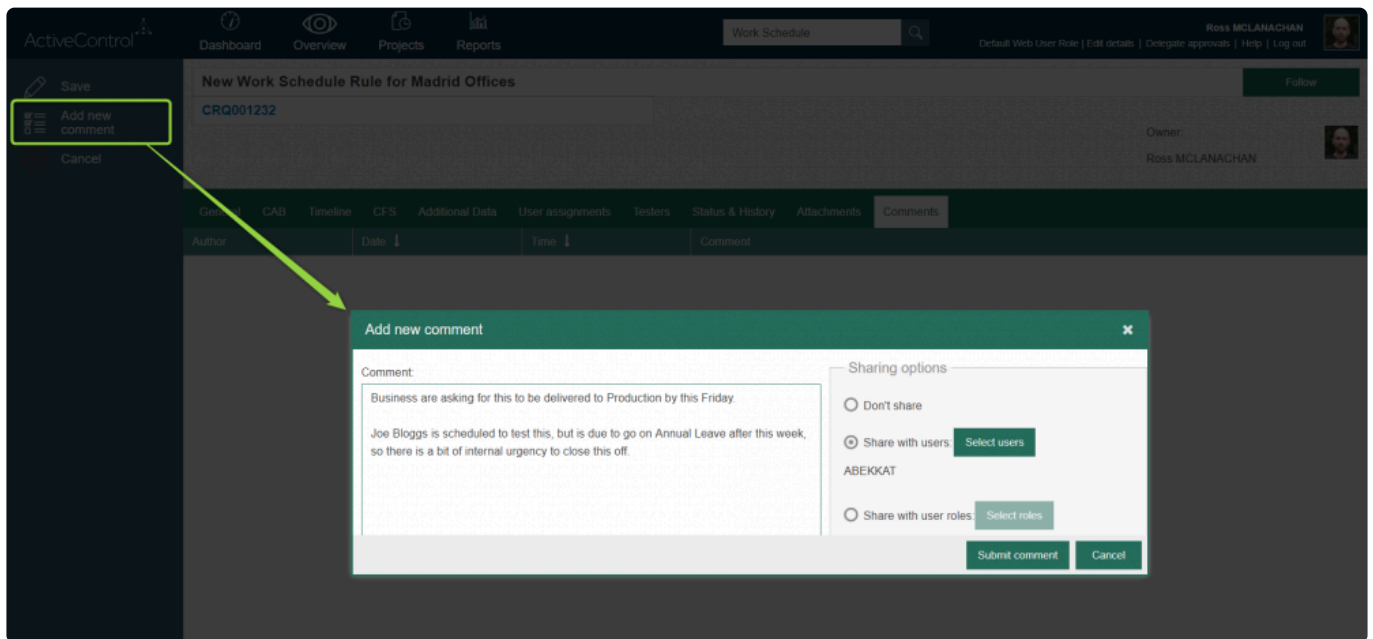


Figure: Collaborate via Comments in the Web UI

### 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 **Following** option will present a list of any Tasks, Transports and SAP Objects that you have chosen to follow within ActiveControl.

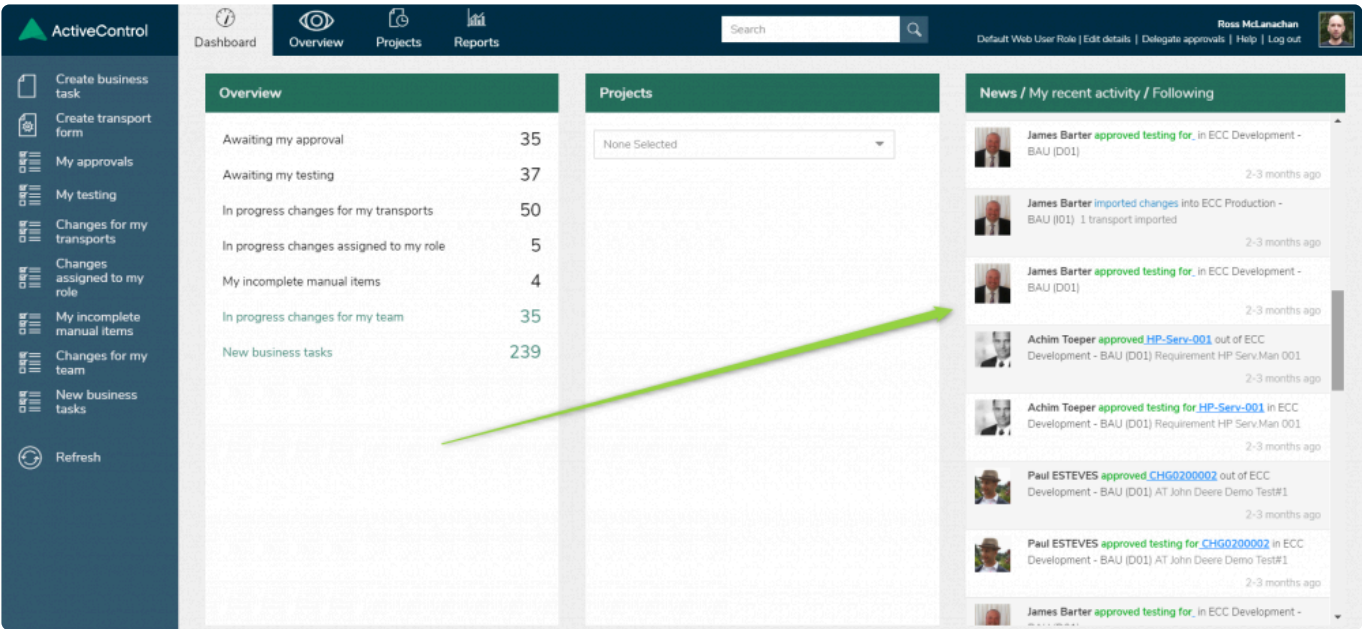


Figure: Newsfeed in the Web UI

## 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.

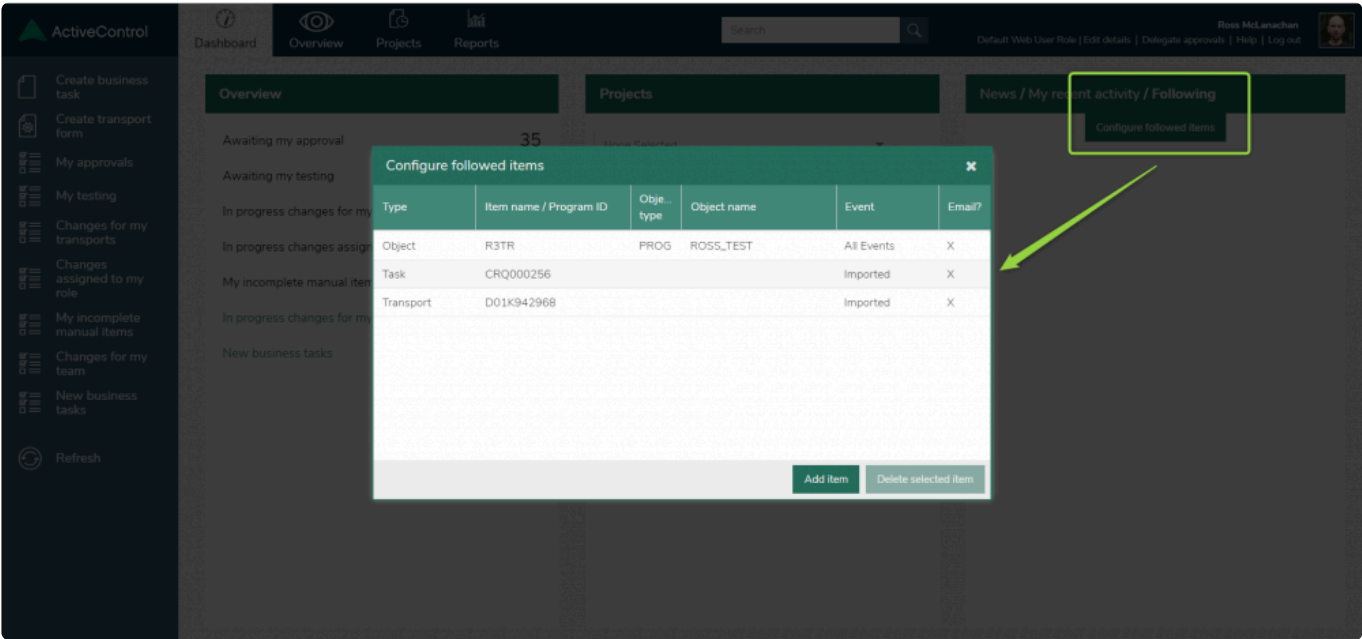


Figure: Following in the Web UI

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.

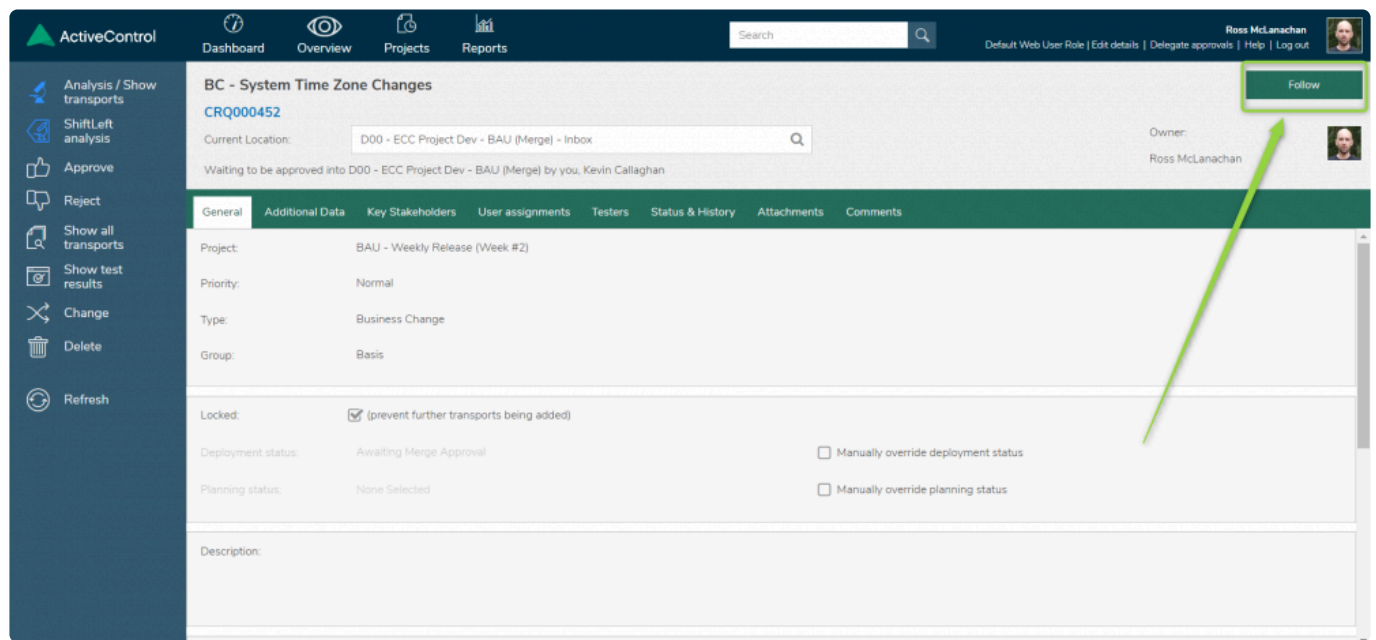


Figure: Following via the Business Task screen in the Web UI

## 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.

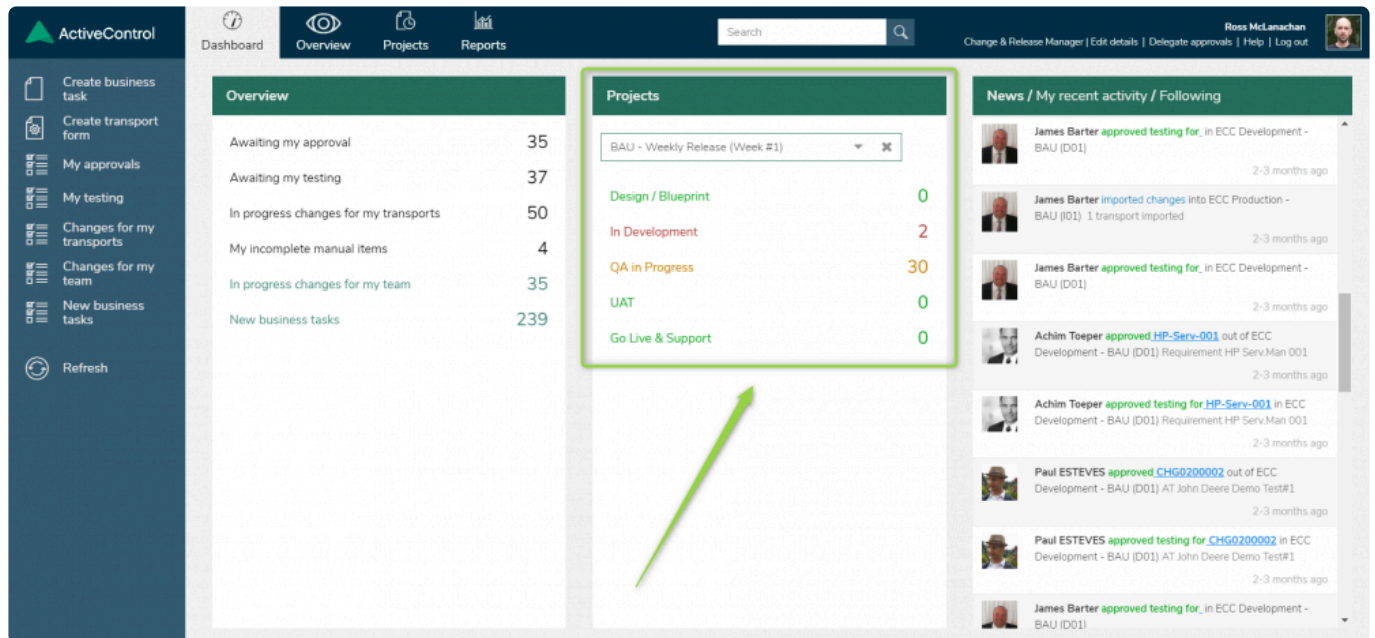


Figure: Project Milestones RAG in the Web UI



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:

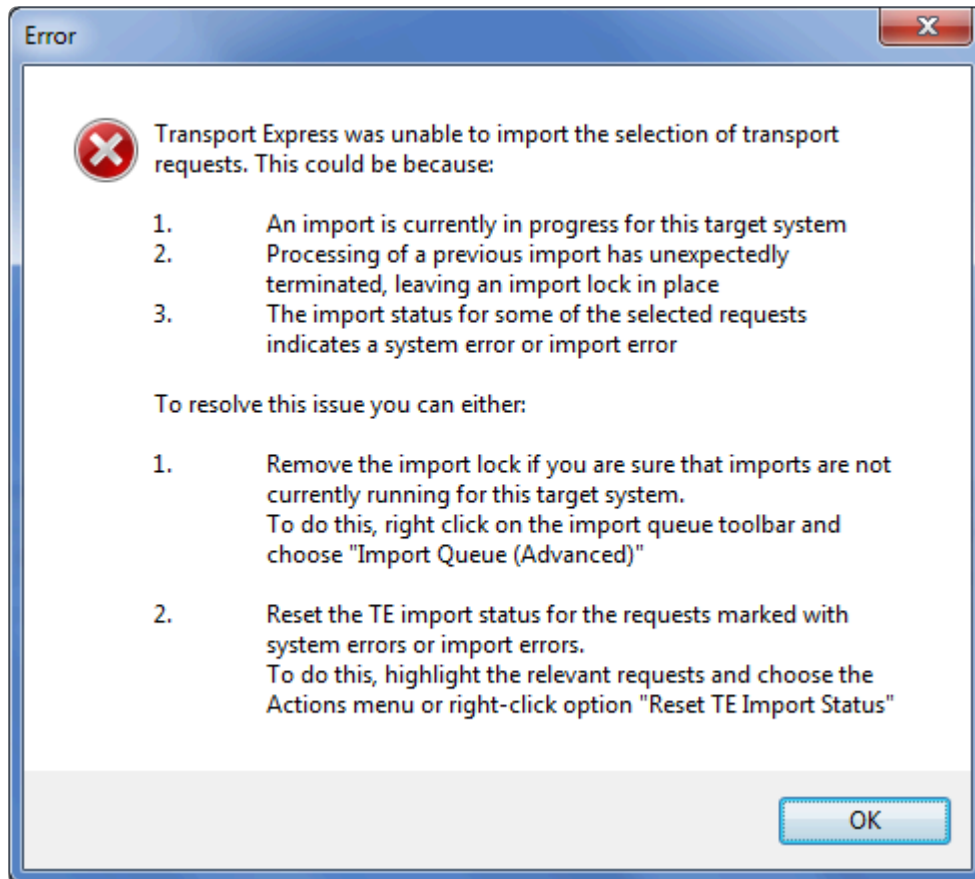


Figure: Transport Error in the Windows GUI

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

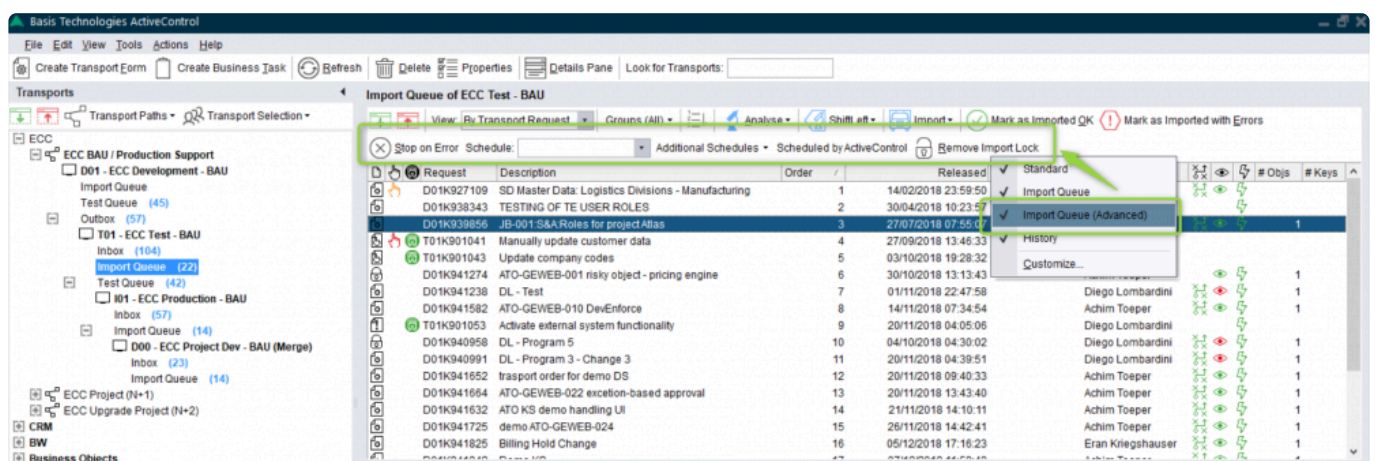




Figure: Import Queue Advanced toolbar

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 not move the transports from their current location but will copy them to the selected location in the transport path.

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

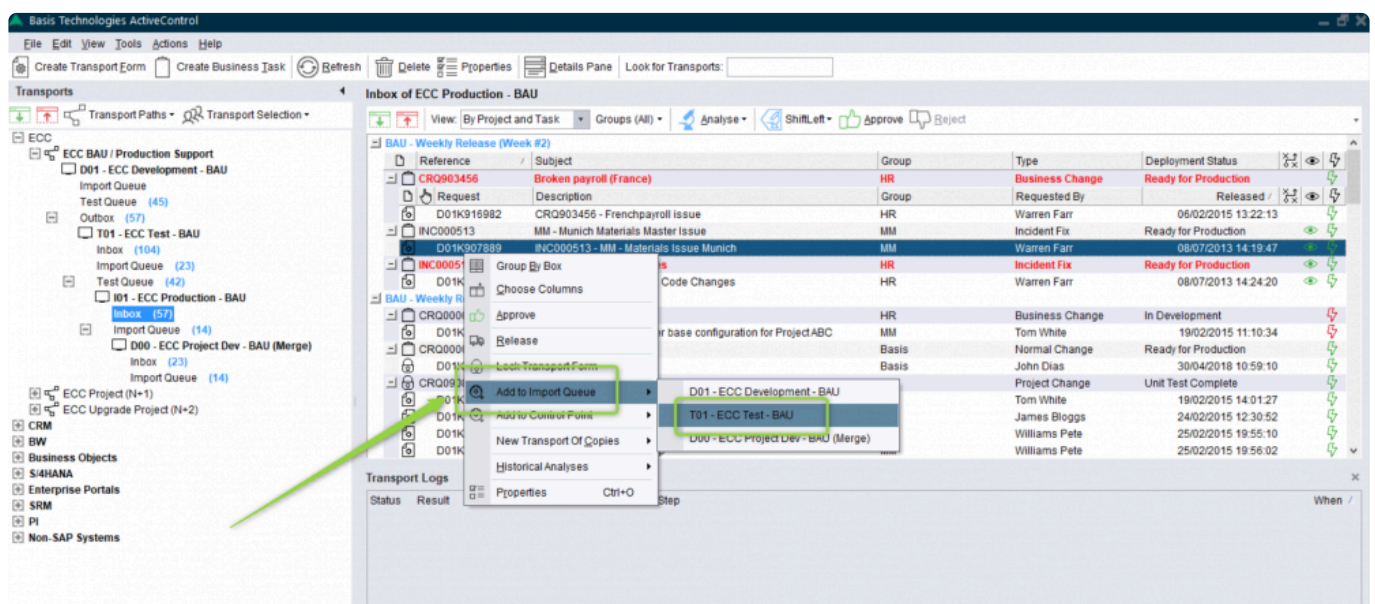


Figure: Add to Import Queue in the Windows GUI

## 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.

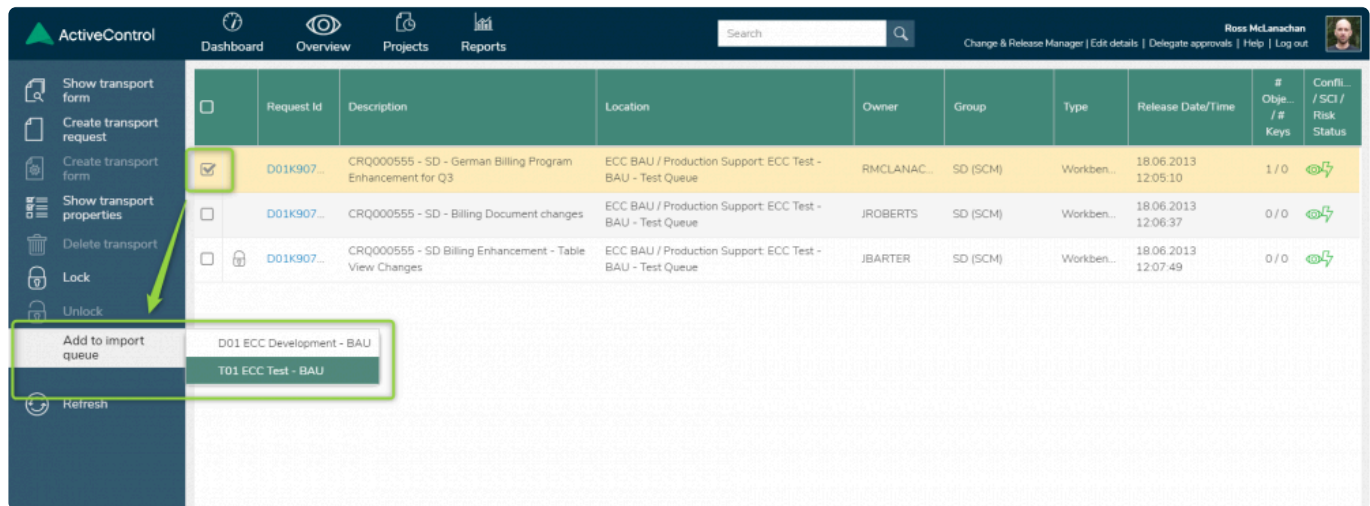


Figure: Add to Import Queue in the Web UI



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 or Web UI. This will move the Transport Form from its current location to the selected location in the transport path.

### Windows GUI

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

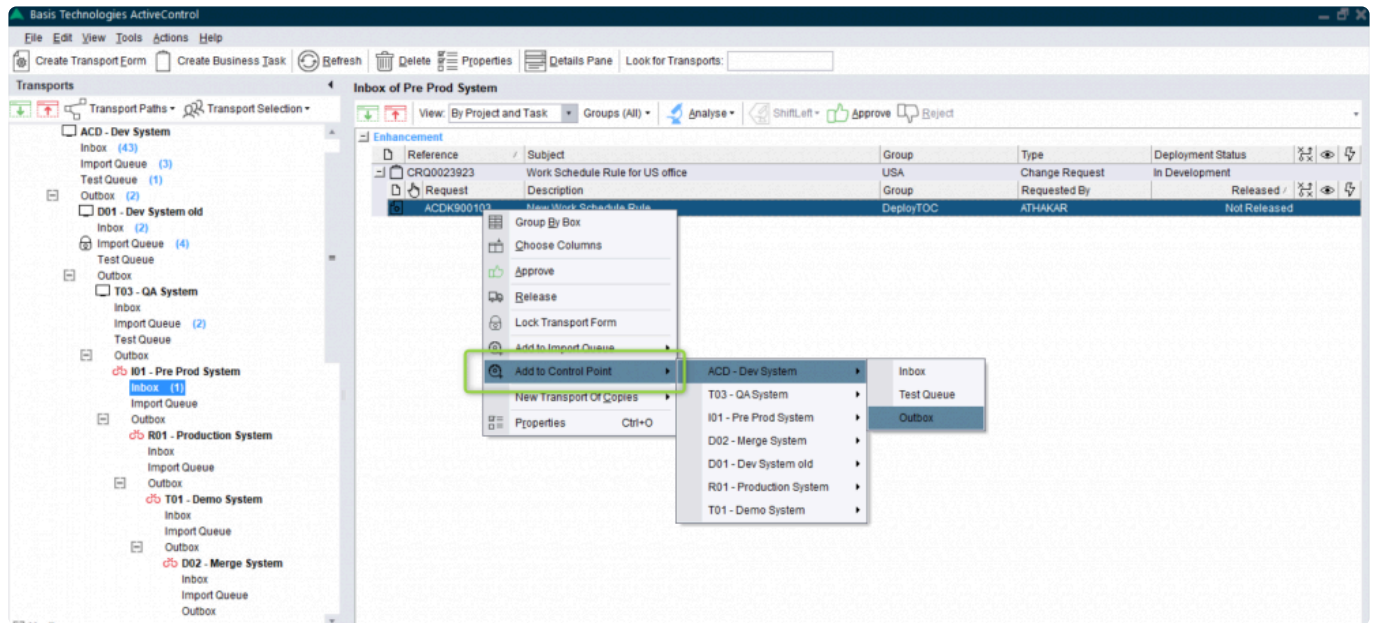


Figure: Add to Control Point in the Windows GUI

## Web UI

Add to Control Point is performed in the Web UI by selecting the required transports and then choosing the 'Add to Control Point' option in the left-hand bar

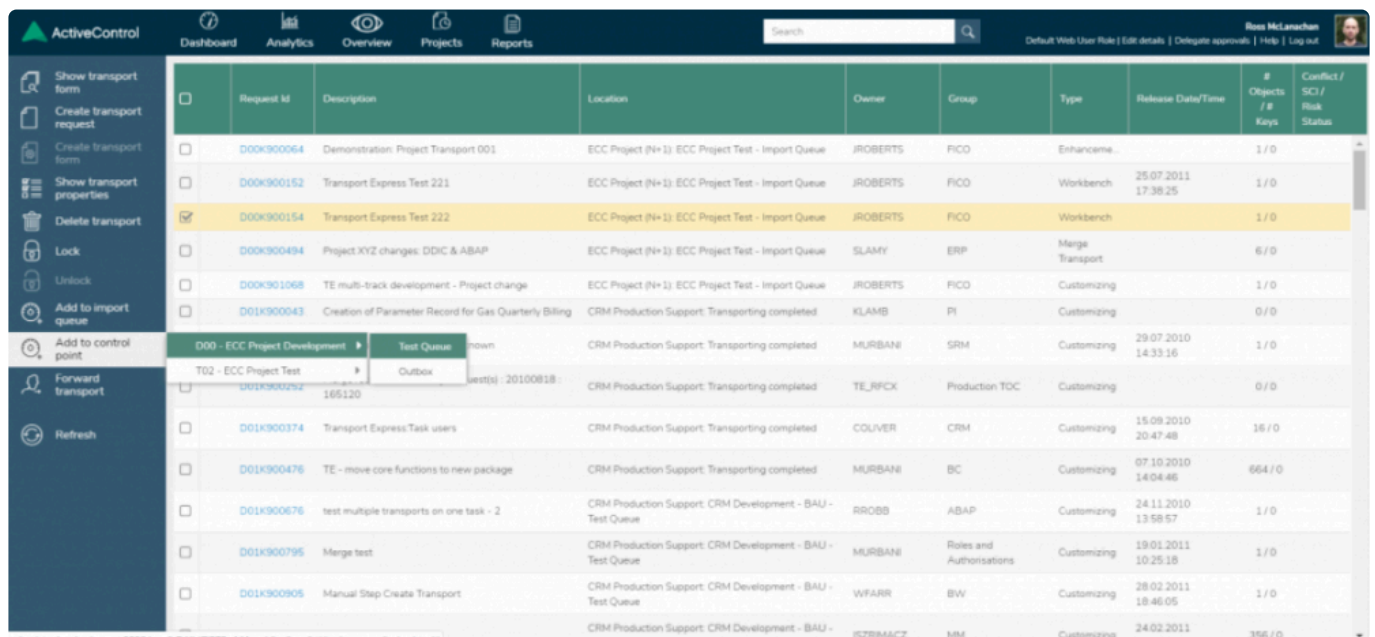


Figure: Add to Control Point in the Web UI

✿ 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 Overview Projects Reports

ACDK900121

McLanahan Ross

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

Properties of request: ACDK900121

General TestTabTF Avengers Transport request details Transport status and history Advanced options Manual steps Attachments

Radio\_No.

TIME:

NVG custom field: N

Type: Workbench1

Group: ABAP

Transport path: Development

Related business tasks

Add Task Remove Task

Subject	Reference	Project	Group
New Work Schedule Rule	CRQ0302302	BAU	HUNGARY

☐ Lock this transport to prevent 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.

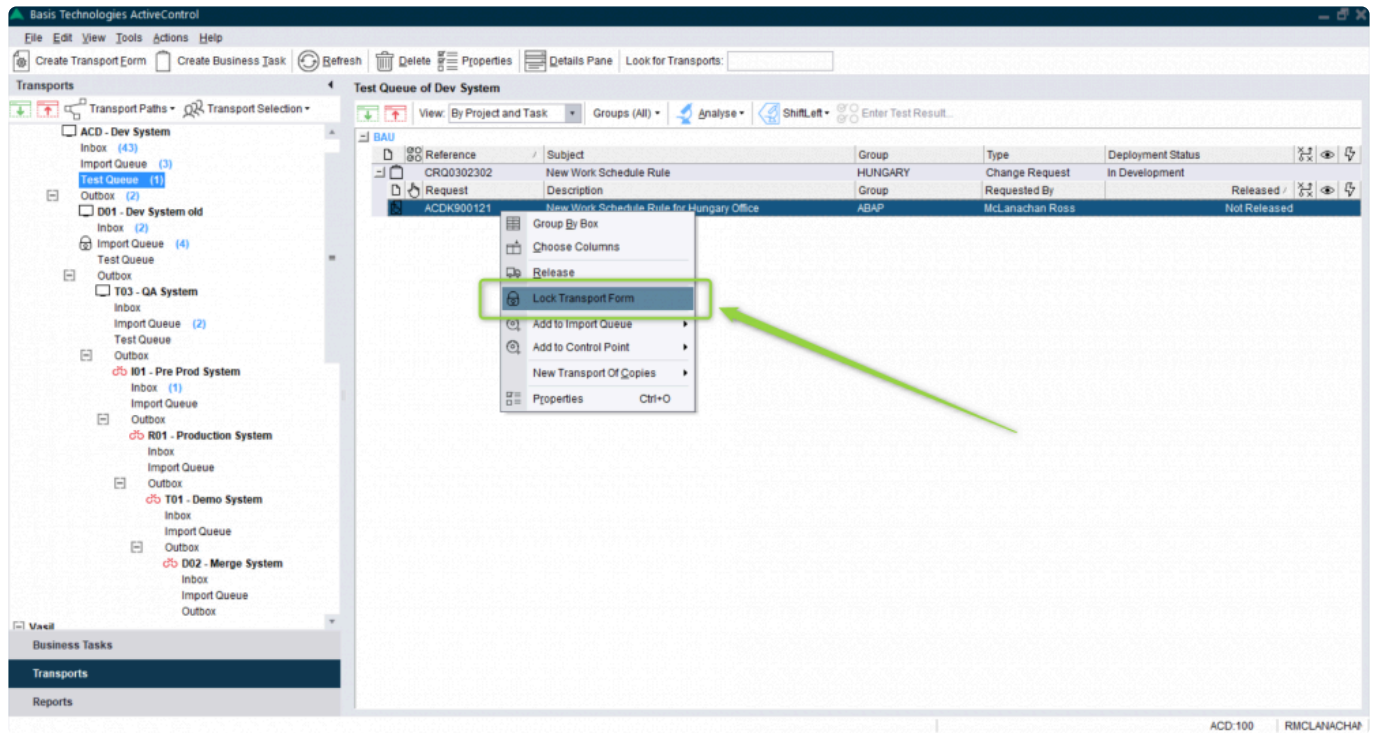



Figure: Locking a Transport via right mouse-click in the Windows GUI



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

## 8.9. Locking Business Tasks

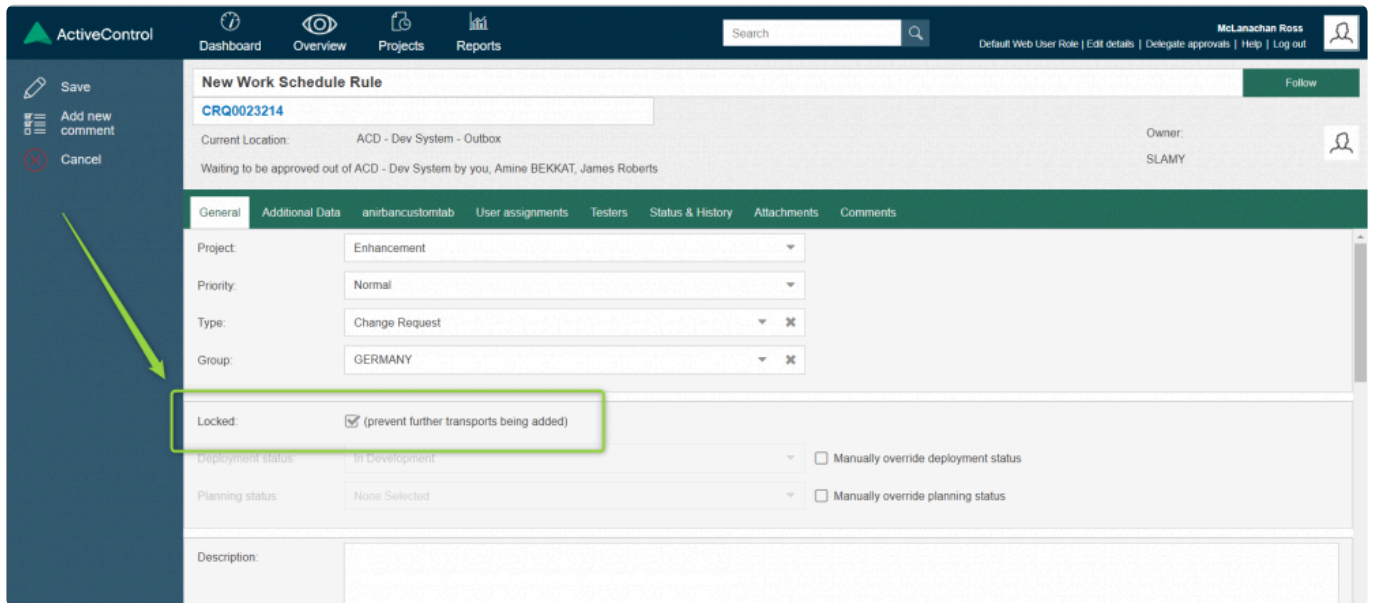
Business Tasks can be manually or automatically locked in ActiveControl to prevent more transport forms from being attached to them. One common use case of Business Task locking is when the SAP change is ready for production, so that no further transports can be attached to it at the last minute.

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.



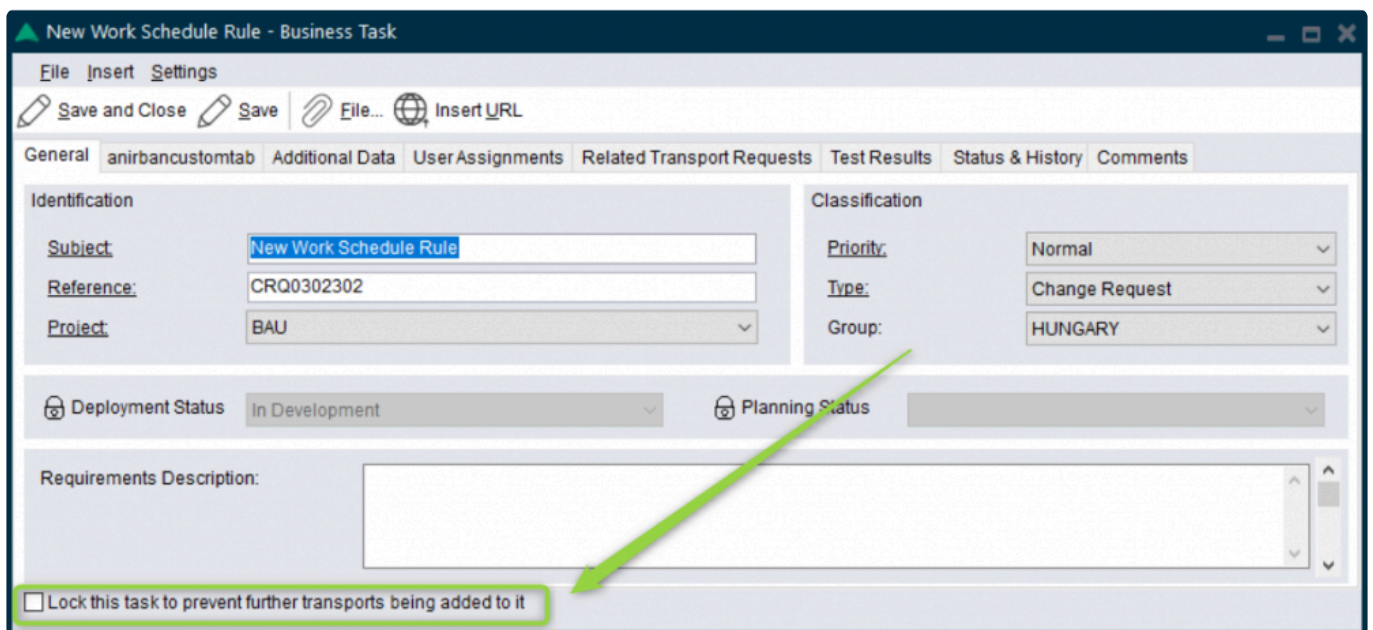


The screenshot shows the 'New Work Schedule Rule' form in the ActiveControl web UI. The form is titled 'New Work Schedule Rule' and has a search bar at the top. The form is divided into several tabs: General, Additional Data, anirbancustomtab, User assignments, Testers, Status & History, Attachments, and Comments. The 'General' tab is selected. The form contains fields for Project (Enhancement), Priority (Normal), Type (Change Request), and Group (GERMANY). A green box highlights the 'Locked' checkbox, which is checked, with the text '(prevent further transports being added)' next to it. A green arrow points to this checkbox from the left sidebar.

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



The screenshot shows the 'New Work Schedule Rule - Business Task' window in the Windows GUI. The window has a menu bar with 'File', 'Insert', and 'Settings'. Below the menu bar are icons for 'Save and Close', 'Save', 'File...', and 'Insert URL'. The window is divided into several tabs: General, anirbancustomtab, Additional Data, User Assignments, Related Transport Requests, Test Results, Status & History, and Comments. The 'General' tab is selected. The form contains fields for Identification (Subject: New Work Schedule Rule, Reference: CRQ0302302, Project: BAU) and Classification (Priority: Normal, Type: Change Request, Group: HUNGARY). Below these fields are 'Deployment Status' (In Development) and 'Planning Status' (None Selected). A green box highlights the checkbox 'Lock this task to prevent further transports being added to it' at the bottom left, which is currently unchecked. A green arrow points to this checkbox from the right side of the window.

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	1	01/12/2014 10:10:40		1	
D01K915724	CRQ009803 - FI - Vendor Balances eport	James Roberts	2	01/12/2014 10:13:33		1	
D01K915739	CRQ070808 - Material Masters Report changes	Reid Robb	3	01/12/2014 10:51:04		3	44
D01K915742	CRQ123045 - BW Backend Table updates	Warren Farr	4	01/12/2014 10:59:34		1	
D01K915744	INC080703 - Materials Master fix	James Barter	5	01/12/2014 11:03:43		3	38
D01K915745	INC090903 - MM - Stock Report fix	Ross McLanachan	6	01/12/2014 11:07:07		1	
D01K918508	CRQ092093 - HR - New Program (RC8)	Ross McLanachan	7	26/01/2015 15:04:40		1	

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

Icon	Request	Description	Requested By	Requested	Released	Source System	Client	Client Independent	Group	Reference	Path	Export Status	Import Status	Order	RC	Request Type	UModes	Transport Type	Manual Step Status	Last Import
	D01K915727	CRQ001798 - FI - Chart of Accounts calculation issue	James Roberts	01/12/2014 10:10:25	01/12/2014 10:10:40	D01,100,True,FICO	ECC BAU / Production Support	OK,1,W,C,Configuration,0,0,1,1,1												
	D01K915724	CRQ009803 - FI - Vendor Balances eport	James Roberts	01/12/2014 10:13:20	01/12/2014 10:13:33	D01,100,True,PI	ECC BAU / Production Support	OK,2,W,C,Configuration,0,0,1,1,1												
	D01K915739	CRQ070808 - Material Masters Report changes	Reid Robb	01/12/2014 10:48:45	01/12/2014 10:51:04	D01,100,False,MM	ECC BAU / Production Support	OK,3,C,C,Configuration,-1,0,1,1,3,44												
	D01K915742	CRQ123045 - BW Backend Table updates	Warren Farr	01/12/2014 10:59:21	01/12/2014 10:59:34	D01,100,True,BW	ECC BAU / Production Support	OK,4,W,268,Configuration,-1,0,1,1,1												
	D01K915744	INC080703 - Materials Master fix	James Barter	01/12/2014 11:03:29	01/12/2014 11:03:43	D01,100,False,MM	ECC BAU / Production Support	OK,5,C,C,Incident Fix,3,-1,0,1,1,3,38												
	D01K915745	INC090903 - MM - Stock Report fix	Ross McLanachan	01/12/2014 11:04:59	01/12/2014 11:07:07	D01,100,True,MM	ECC BAU / Production Support	OK,6,W,268,Configuration,-1,1,1,1,1												
	D01K918508	CRQ092093 - HR - New Program (RC8)	Ross McLanachan	26/01/2015 15:02:47	26/01/2015 15:04:40	D01,100,True,HR	ECC BAU / Production Support	OK,7,C,C,Incident Fix,-1,0,0,1,1,1												

Figure: Pasting ActiveControl data into Excel using CTRL+V

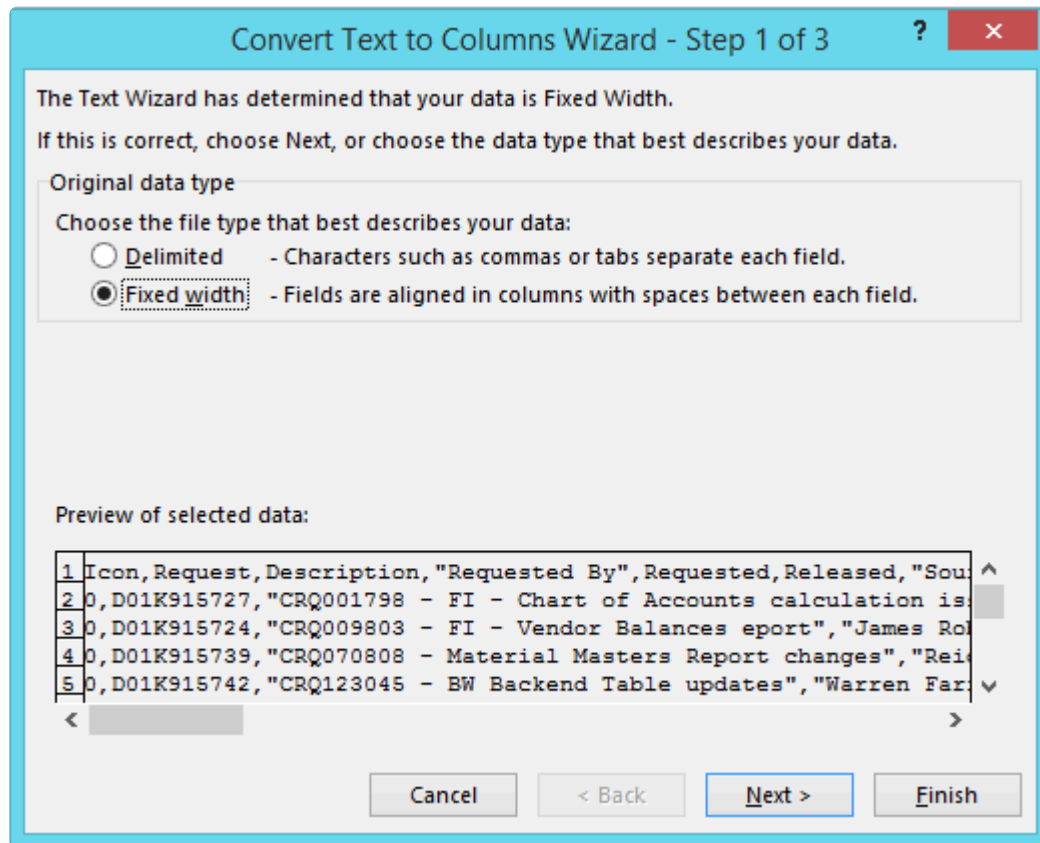


Figure: Using Text to Columns to convert CSV data in Excel

## 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.

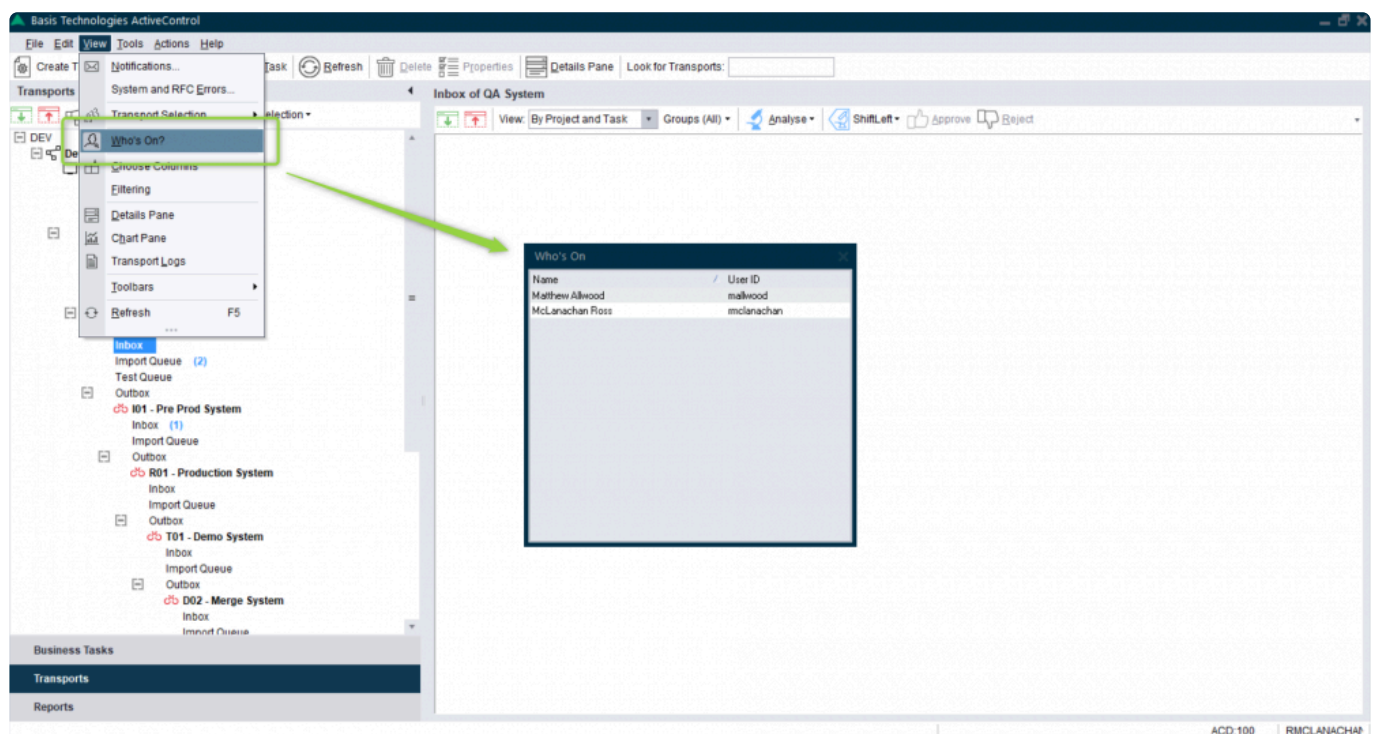


Figure: 'Who's On?' can be used to find out who else is logged into the Windows GUI

! '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. Forwarding Transport Forms

It is possible to Forward a Transport Form to a new owner. This can be useful in the scenario where a particular Developer or Functional consultant leaves the organisation, and you want to reassign all their inflight Transports to somebody else within ActiveControl, so that the replacement user receives all notifications (such as Import Errors) going forward

Forwarding can be performed in the Windows GUI or Web UI.

### Windows GUI

In the Windows GUI, is performed via the [Actions] dropdown.

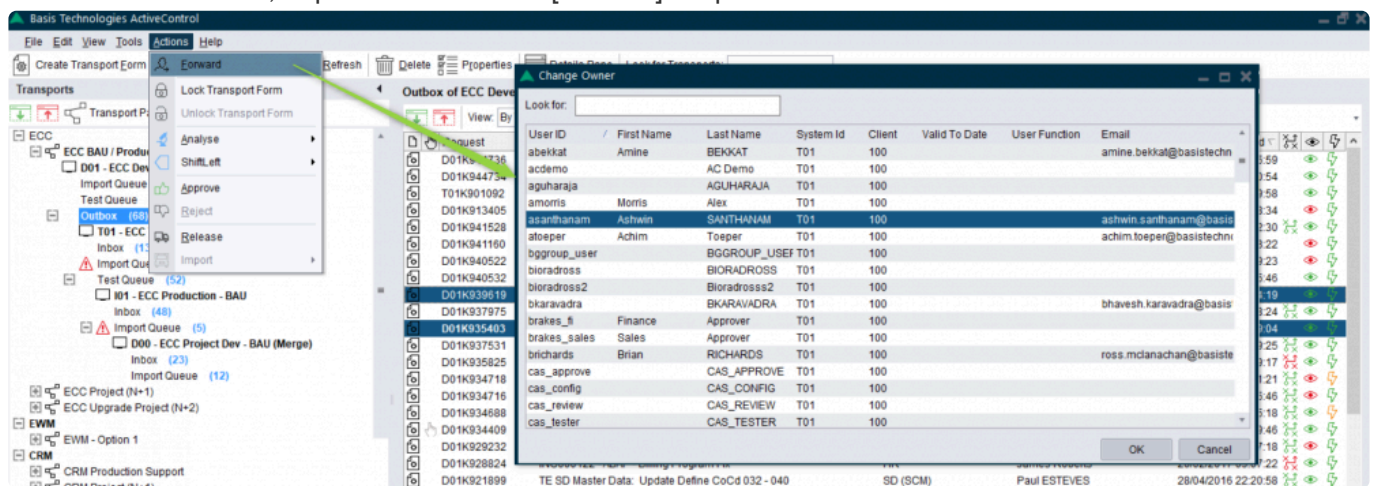


Figure: Forwarding in the Windows GUI

### Web UI

In the Web UI, Forwarding is performed on a Transport Selection screen, via the [Forward Transport] option in the left hand panel.

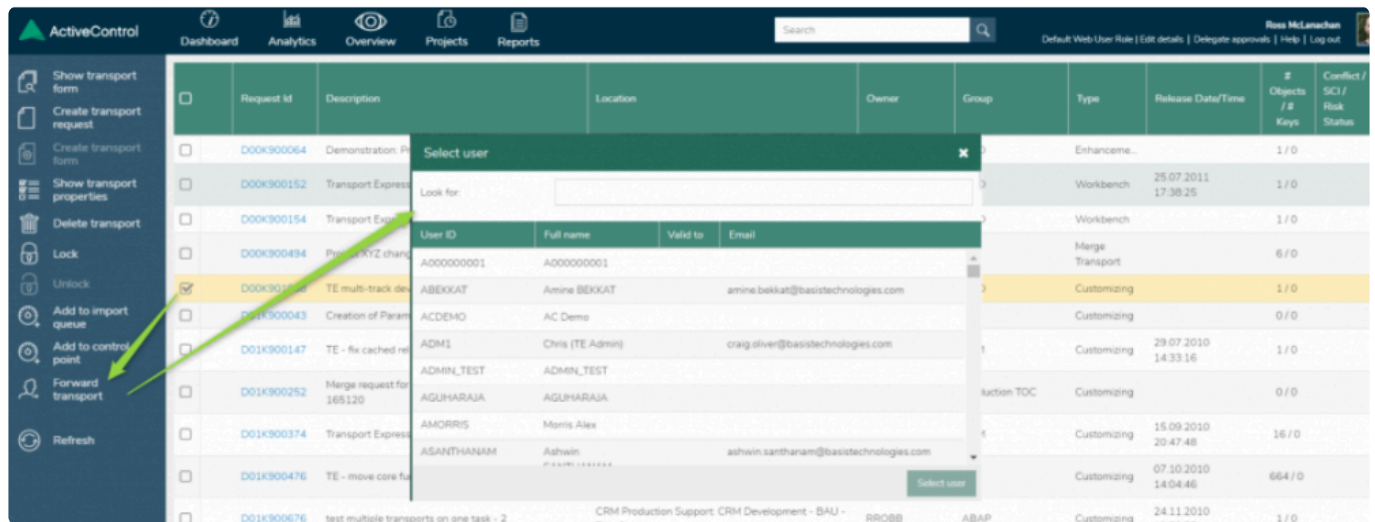


Figure: Forwarding in the Web UI

## 8.13. Licence Keys

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

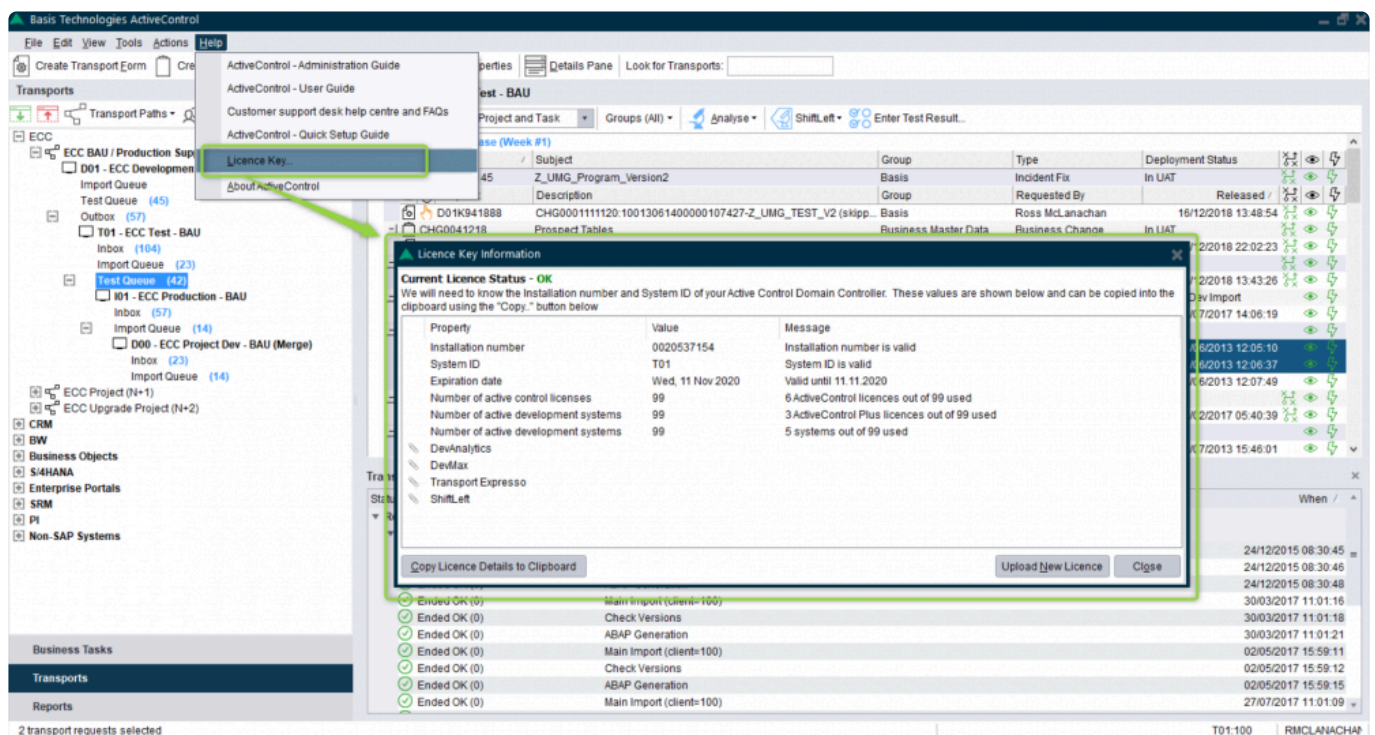


Figure: The ActiveControl Windows License Key screen

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.



## 8.14. 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.

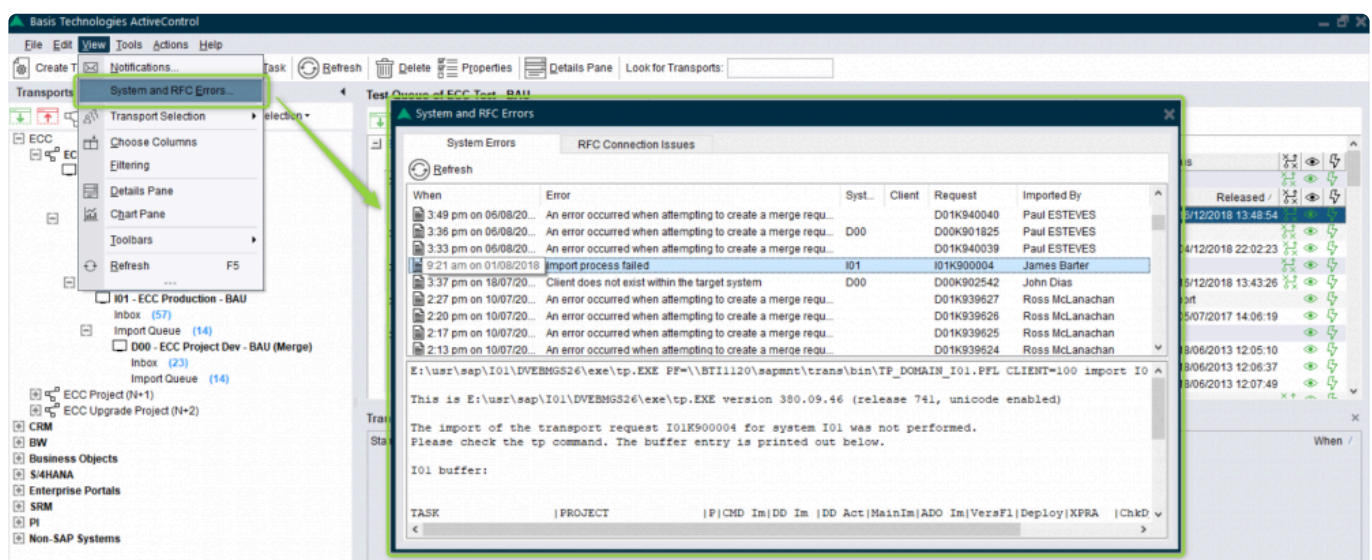


Figure: System and RFC Errors in the Windows GUI

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.

## 8.15. 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.

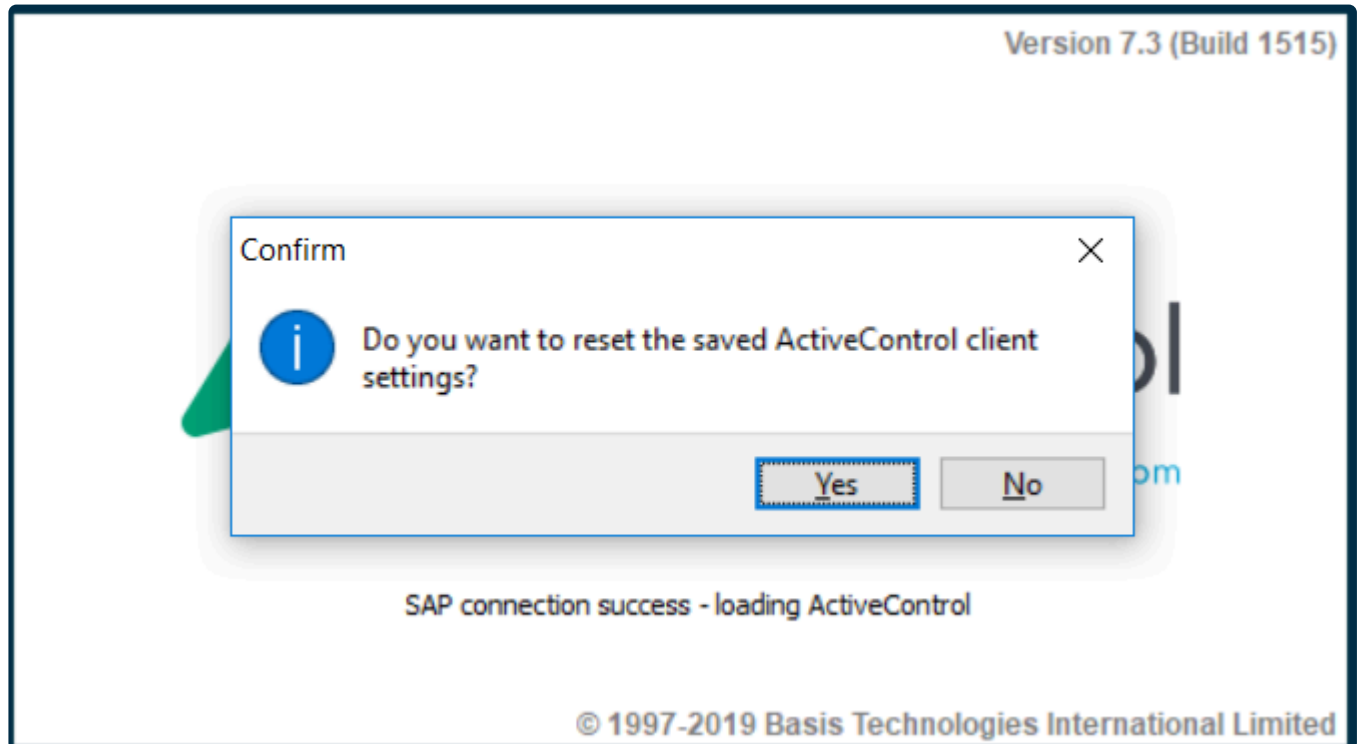


Figure: Resetting the Windows GUI



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

## 8.16. 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.



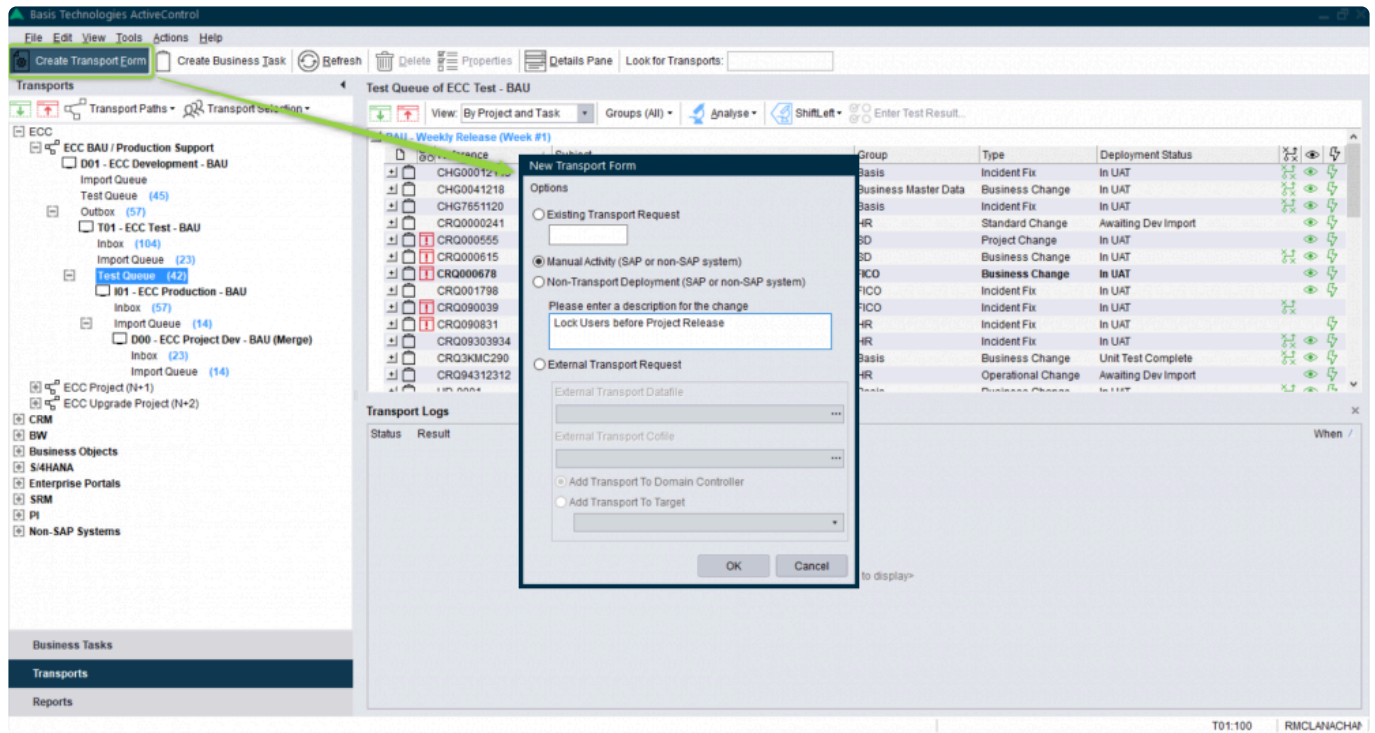


Figure: Adding Manual Activities and Non-Transportable Deployments via the Windows GUI

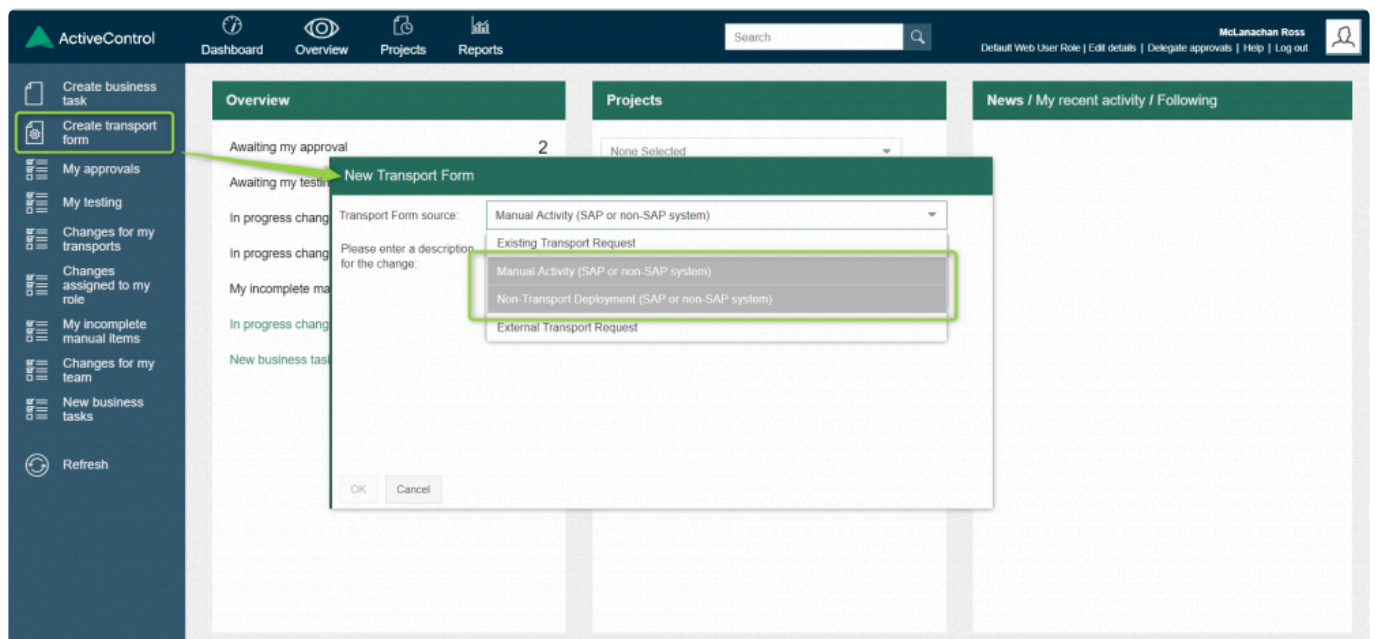


Figure: Adding Manual Activities and Non-Transportable Deployments via the Web UI

- ✿ 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.

## 8.17. 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](#)

### 8.17.1. 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.

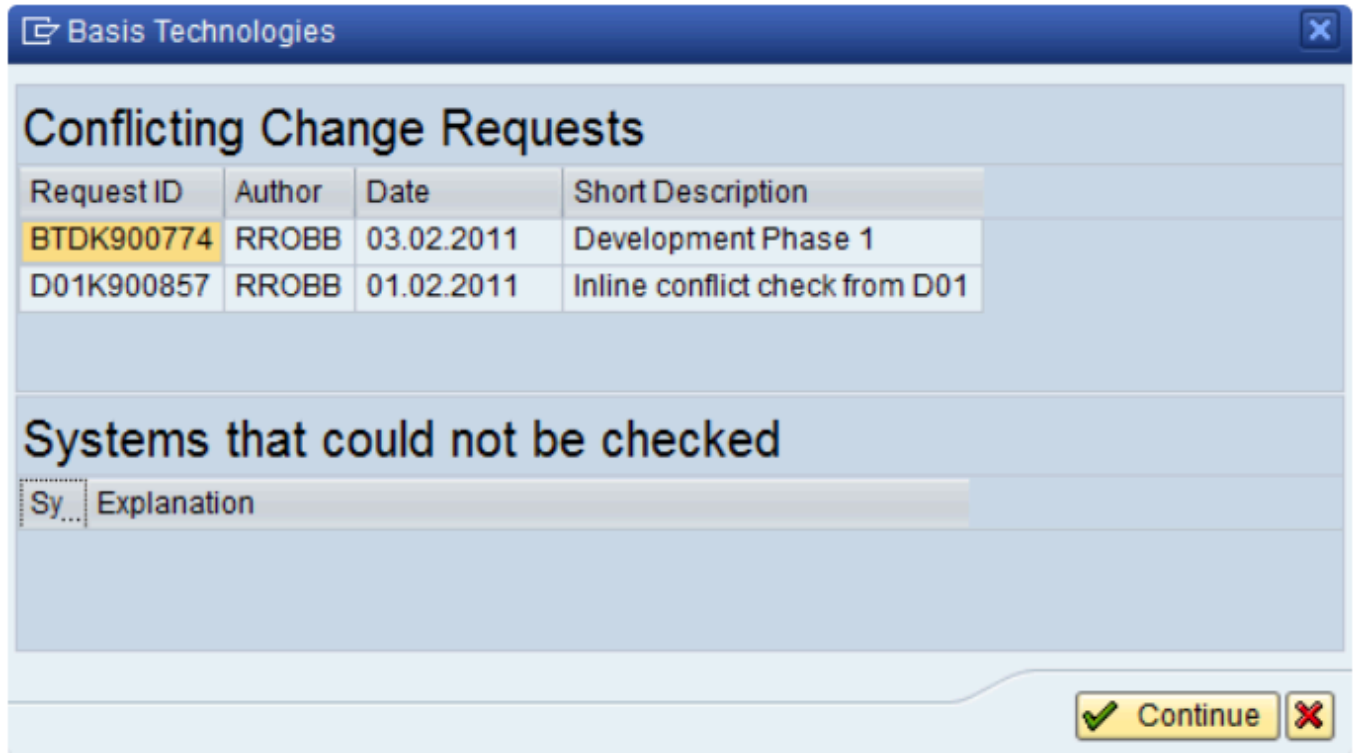


Figure: Example of Inline Conflict Analysis finding conflict in two Development systems



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.

## 8.17.2. Conflict Analysis

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

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

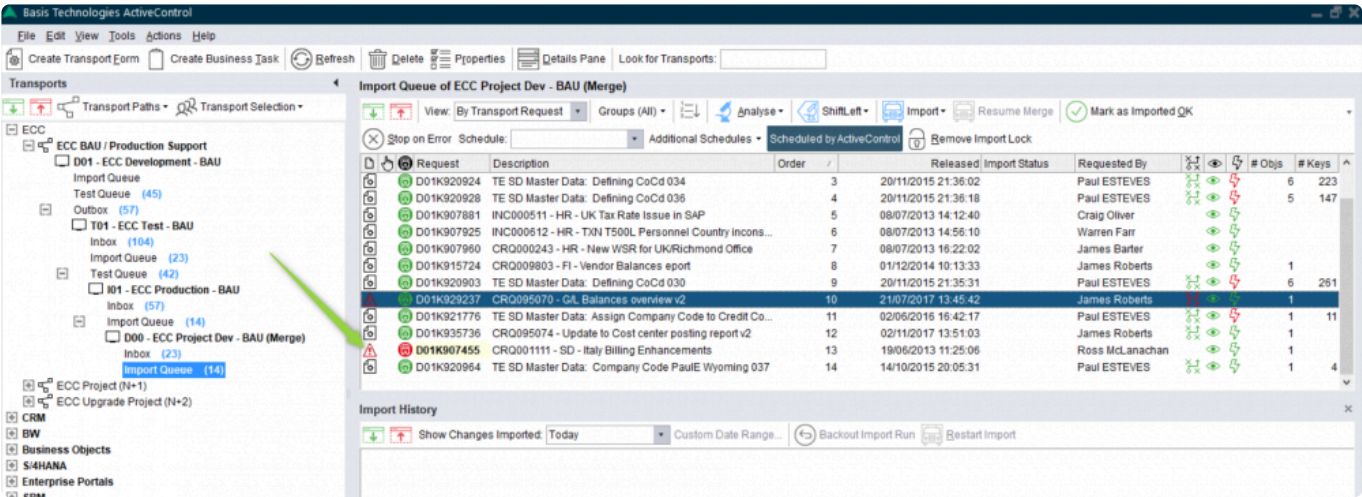


Figure: Conflicts in the Windows GUI

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

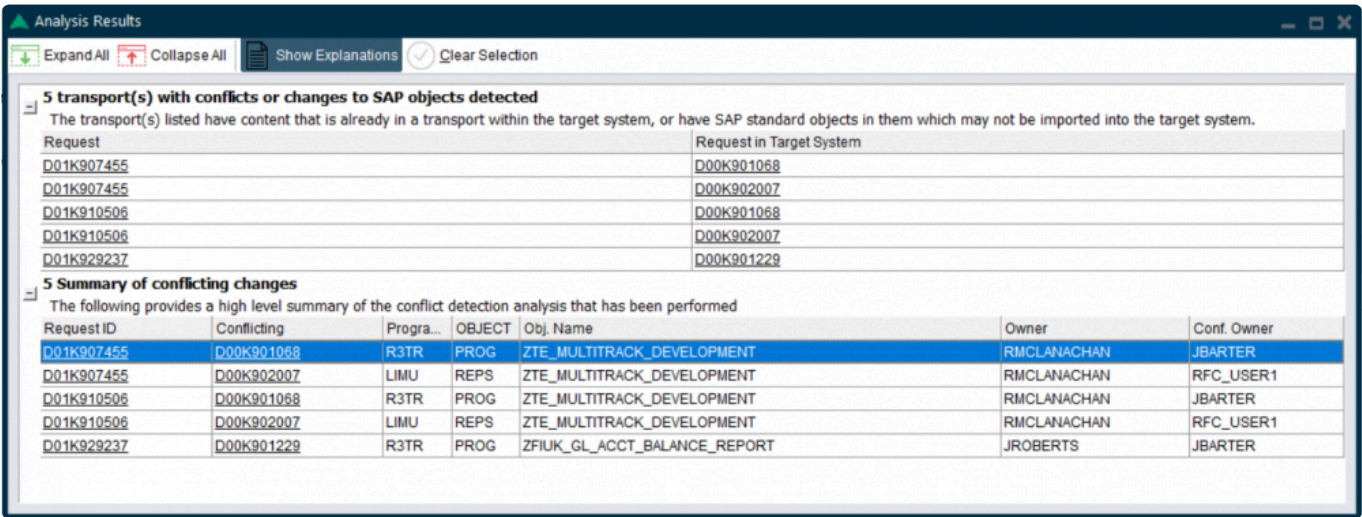


Figure: Conflict Analysis in the Windows GUI

### 8.17.3. 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.	<p>1:1 Merge TOCs are named as follows:</p> <p>SID1KNNNNNN ABCDE (where SID1KNNNNNN is the source transport number, and ABCDE is the source transport description).</p>
Consolidated Merge	If multiple source transports are merged at the same time, a single TOC will be created in the target Development system, and contain all the objects of the multiple source transports. The TOC will be left unreleased, and so the objects of any subsequent transports will also be merged into the same TOC.	<p>Consolidated Merge transports are named as follows:</p> <p>Merge request for 5 request(s) : 20181105: 185204</p>

**!** 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.



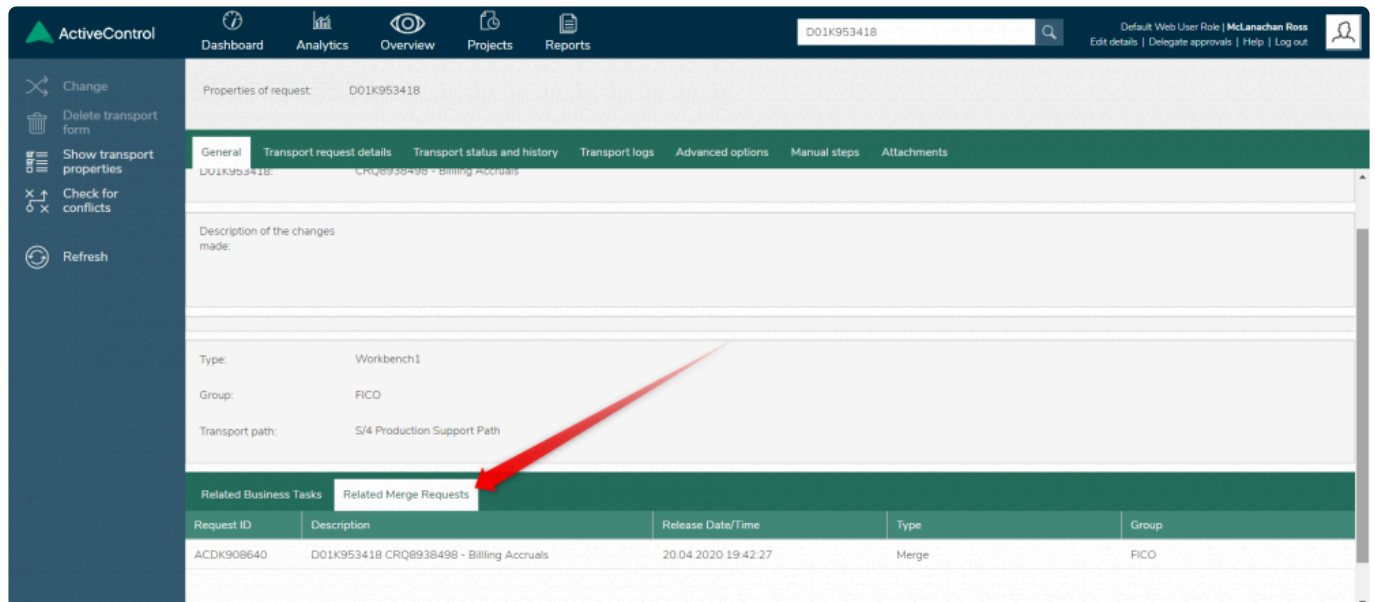


Figure: Related Merge Requests tab in the Transport Form, can be seen in the Web UI (and also the Windows GUI)

## 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 or in the WebUI on the Transport List screen.

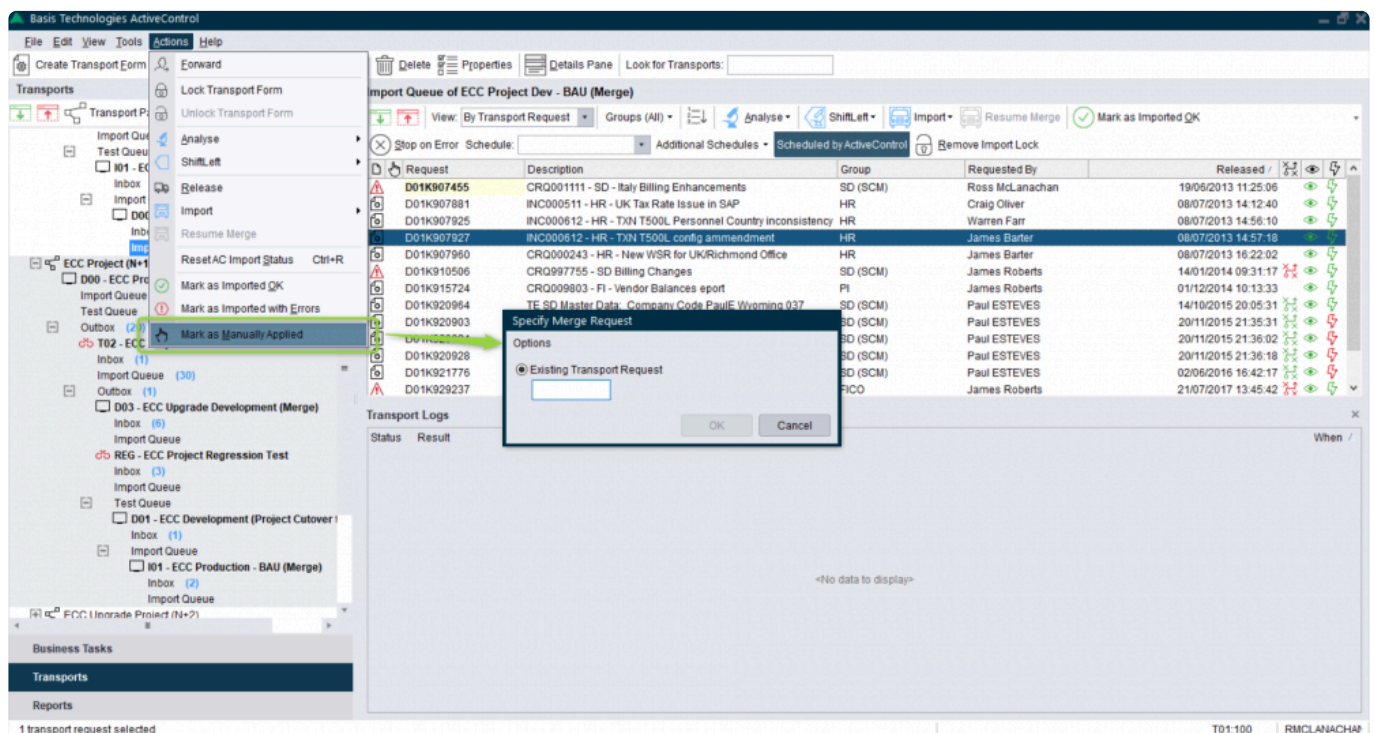


Figure: Mark as Manually Applied in the Windows GUI



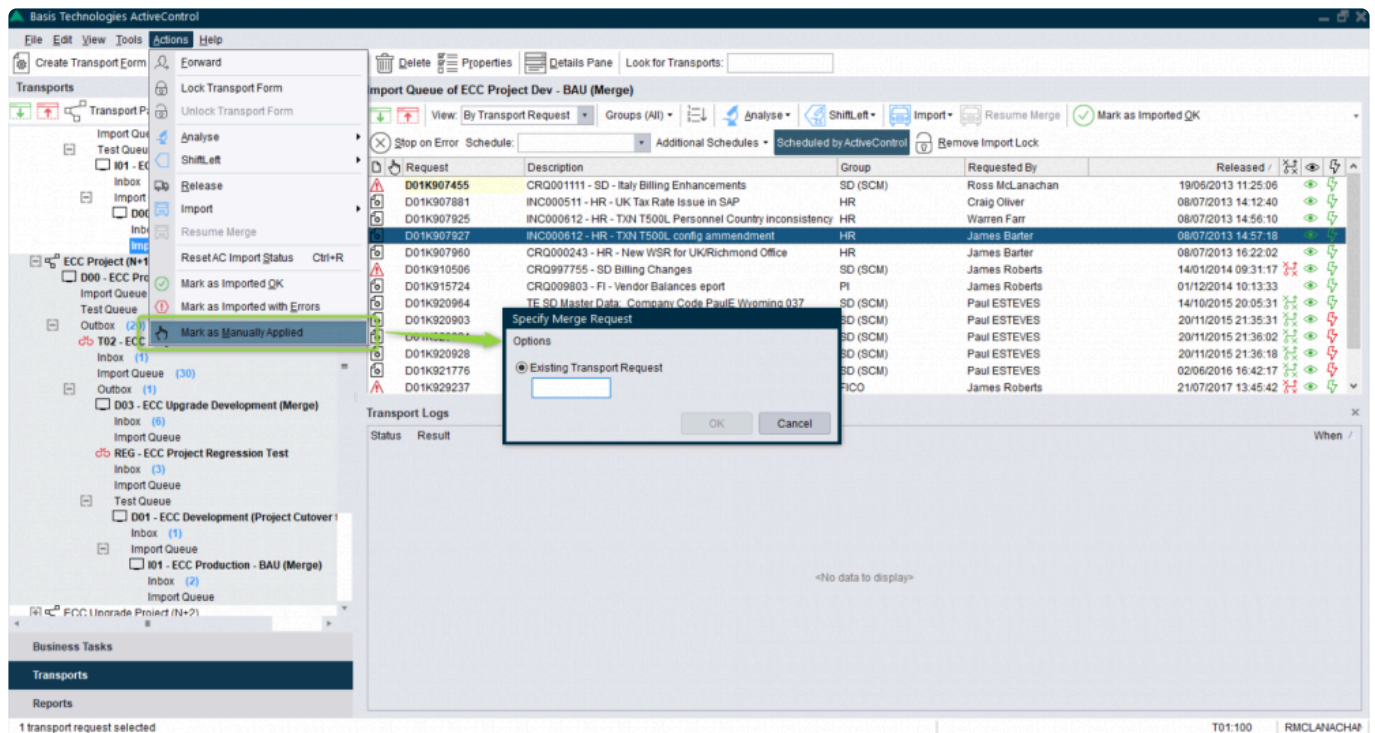


Figure: Mark as Manually Applied in the WebUI

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

## 8.17.4. Mark as Manually Applied

Mark as Manually Applied can be used in the Windows GUI and WebUI to reflect when the automatic Merging of a transport should not happen. (eg in the scenario where a conflict exists with the target landscape, so manual rekeying of a change will be done instead of Merge).

Mark as Manually Applied is possible in an Inbox and Import Queue of a Merge target.

When performed, the user will be prompted to enter the Transport number of the manual rekey that was created in the Target Development system, to ensure an Audit history within ActiveControl of the relationship between the source transport and manual rekey.

Once entered, the Transport Form will automatically move past the Inbox and Import Queue of the Merge Target (and off the end of the Path if there are no subsequent locations or Targets)

## Mark as Manually Applied in the Windows GUI

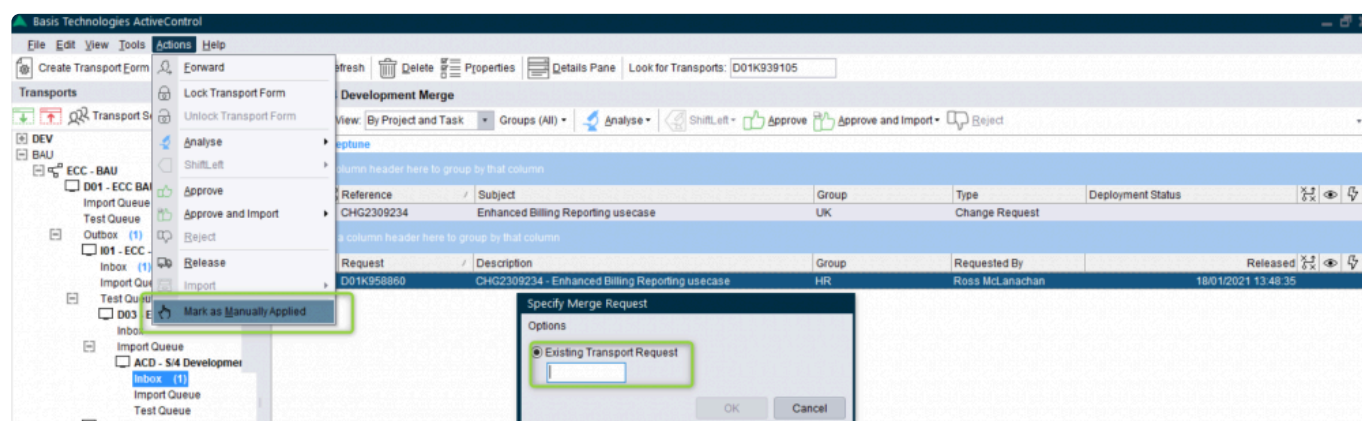


Figure: Mark as Manually Applied in the Windows GUI

## Mark as Manually Applied in the Web UI

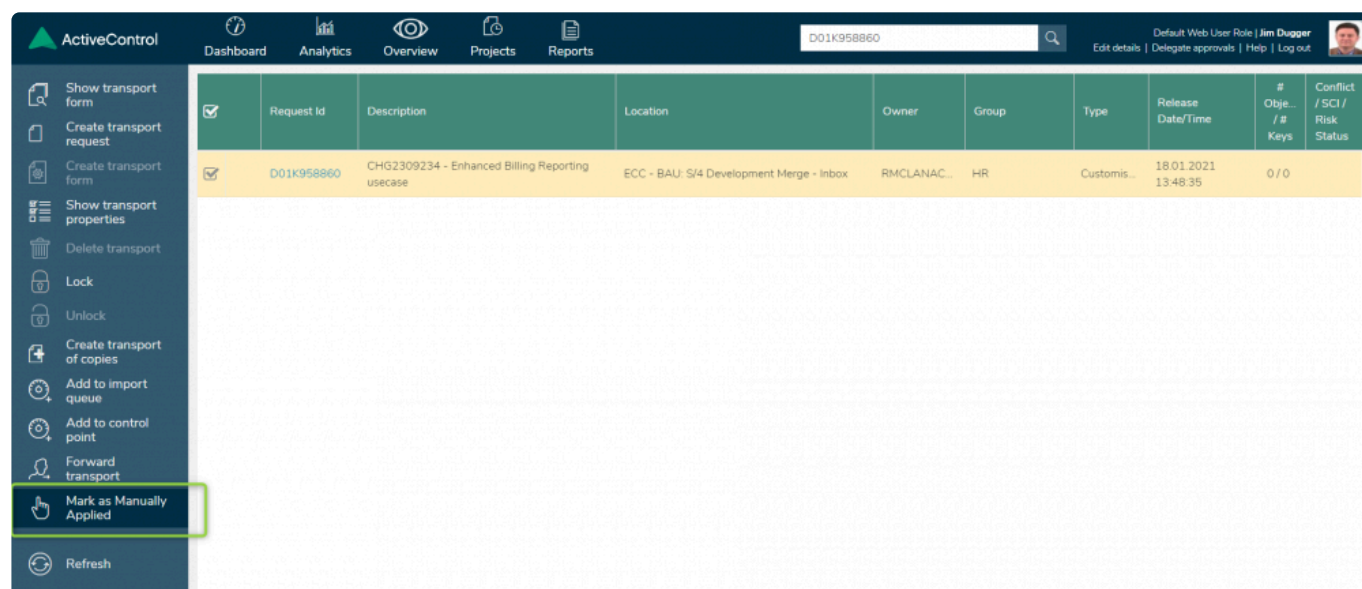


Figure: Mark as Manually Applied in the Web UI

## 9. Analysis, Approvals and Rejections

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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 email is sent automatically to the defined approver(s). The change will not move out of the associated system until the Outbox approval is granted.

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/transporters 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.

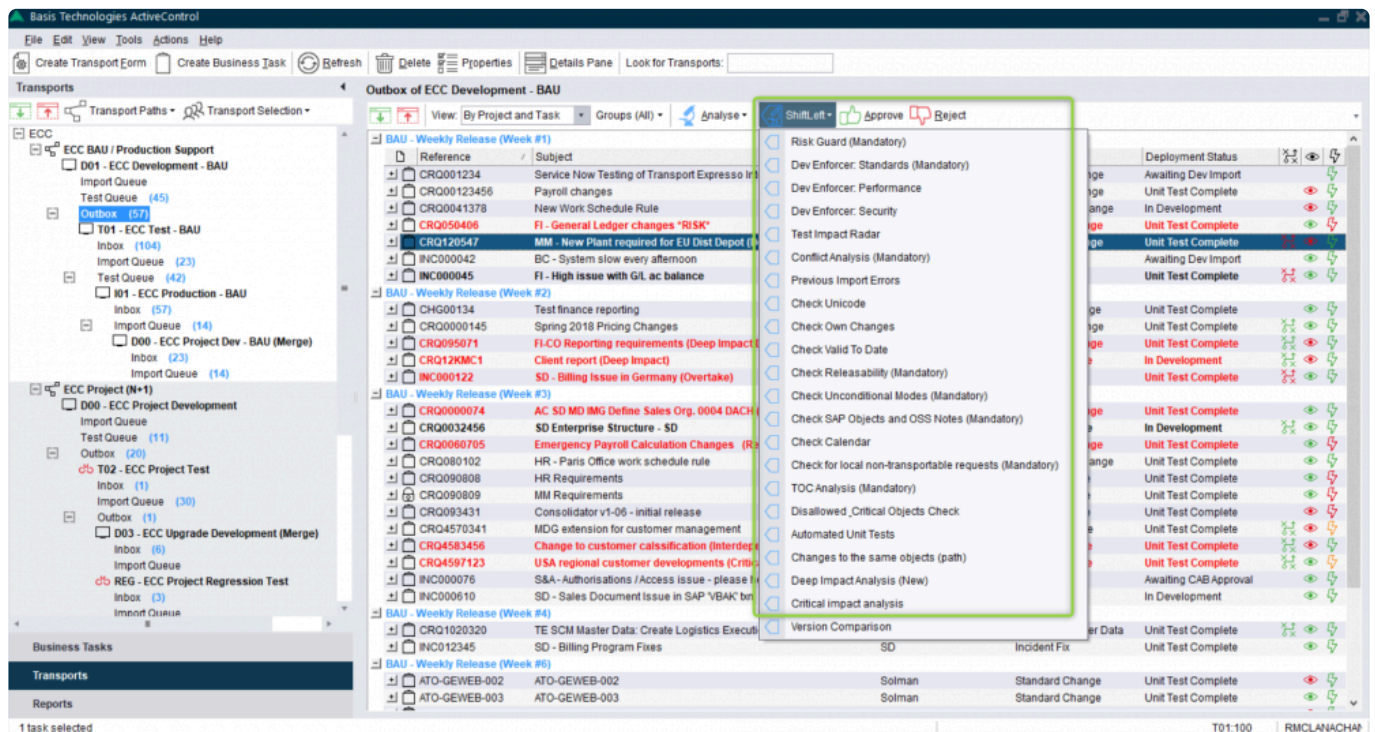


Figure: Running ShiftLeft analysers in the Windows GUI

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

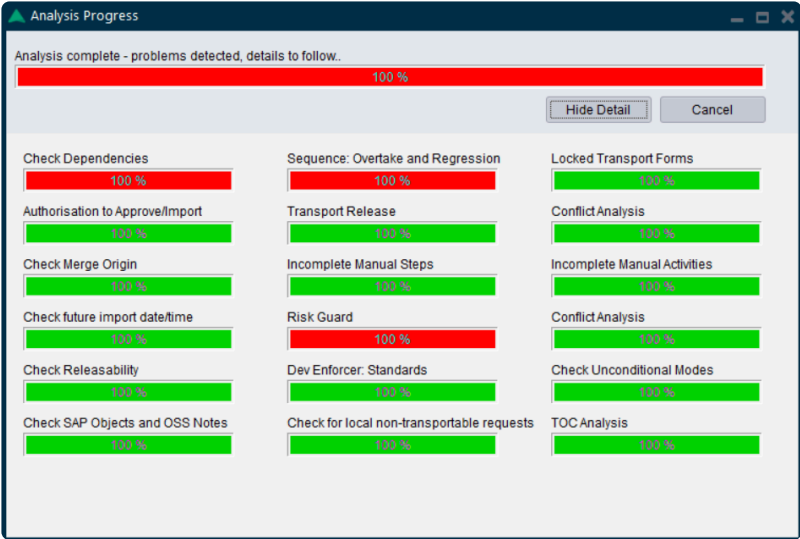


Figure: Running ShiftLeft analysers in the Windows GUI

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

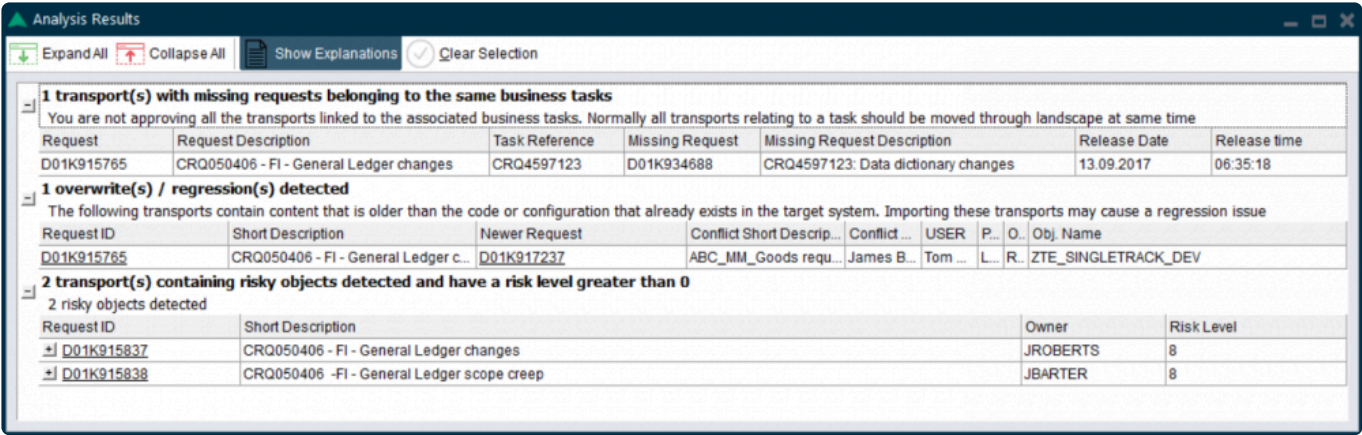




Figure: Example of ShiftLeft Analysis results in the Windows GUI

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

If a task is to be rejected the  **Reject** button can be used. A reason for rejection and comment can be added, and if required, the transports associated with the 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**

Reason for Rejection: Unexpected change

Comments: This has not yet been approved. No Development work should have started.

Move transports back to the following control point (optional): D01 - ECC Development - BAU - Test queue

OK Cancel

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.

\* It is possible for ActiveControl Administrators to customise the Rejection Reasons dropdown values on the Reject Task screen. More information of that is available [here](#).

## 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.



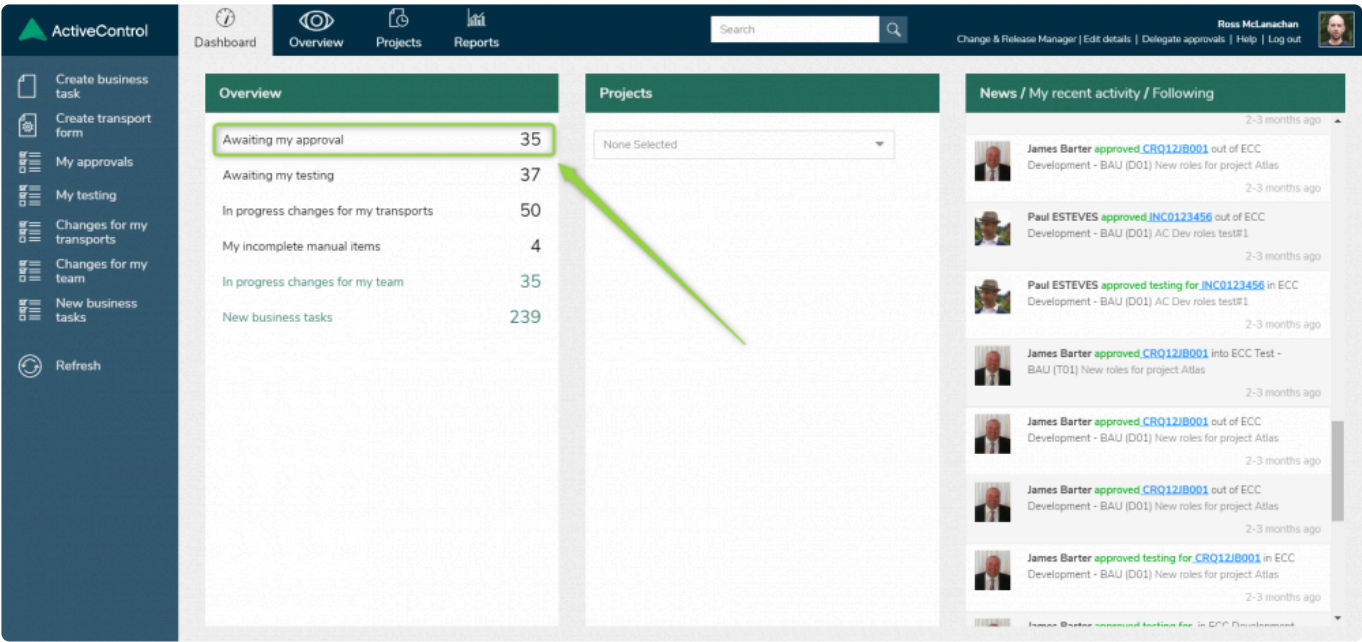


Figure: Approvals in the Web UI

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

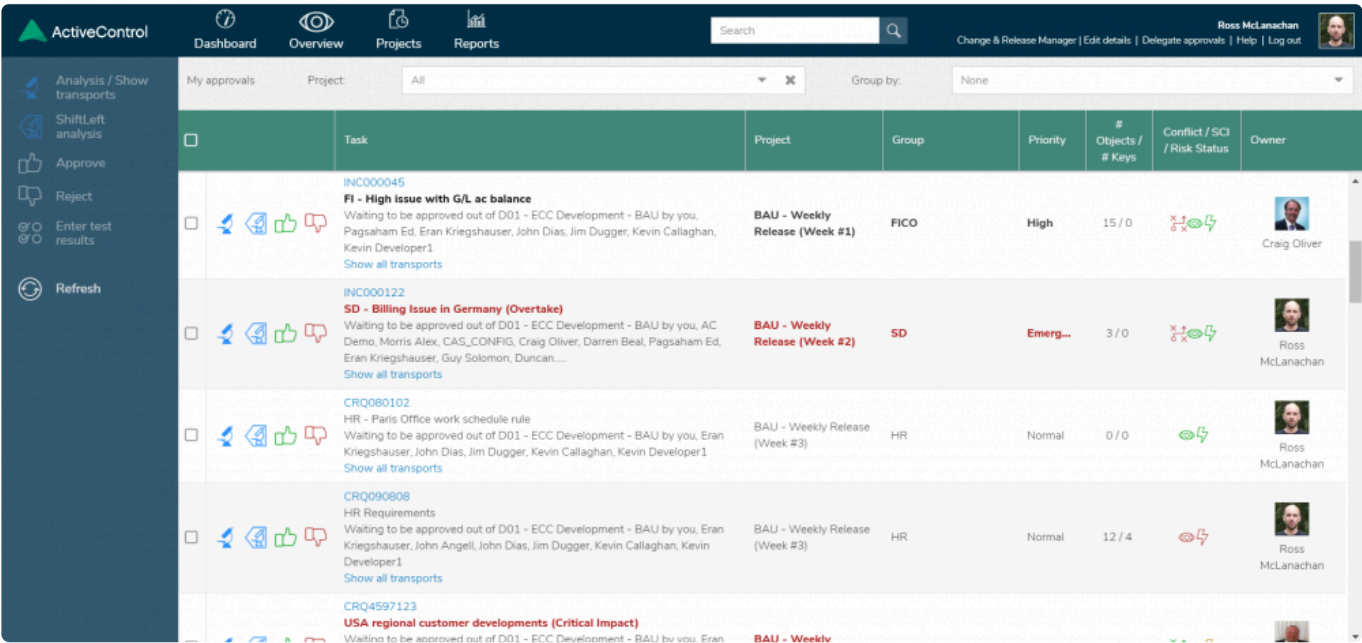


Figure: Changes awaiting your Approval in the Web UI



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



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



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

## 9.1.3. Parallel Imports (Approve and Import)

It is possible via optional configuration in ActiveControl for Parallel Imports to be performed in specific SAP systems. This functionality was added to address the scenario in S/4 whereby certain objects (eg CDS Views) can often take 1-2 hours to import into the target system, becoming a bottleneck for other – almost always unrelated – transports to be imported to the same SAP system. Parallel Imports allows customers to safely import other transports whilst an existing Import is still in progress.

When Parallel Imports are enabled for a Target, Approvers will see an additional ‘Approve and Import’ button alongside the Approve and Reject buttons in both the Windows GUI and WebUI.

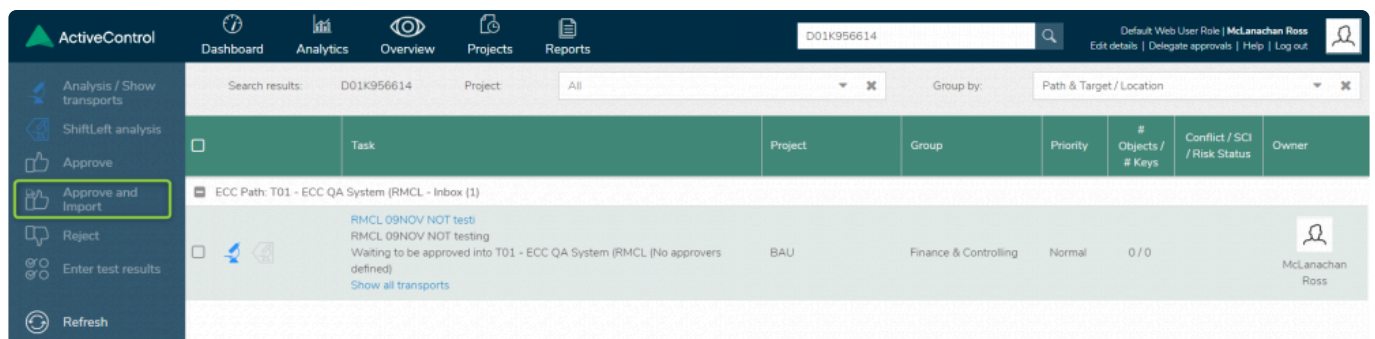


Figure: New ‘Approve and Import’ button in the Web UI

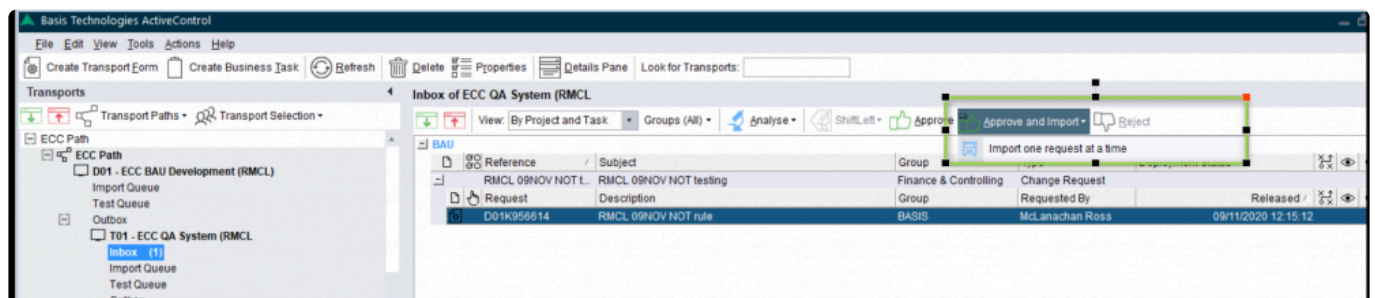


Figure: New ‘Approve and Import’ button in the Windows GUI

When an Approver performs an ‘Approve and Import’, the user will get to select the Import Method to be used in the Windows GUI. In the WebUI, the default target Import Method will be used.

Once the Import Method is chosen (Windows GUI only), some automated checks will validate that it is safe for the import to run. If everything is okay, the transport(s) will move to the Import Queue, and the user will be presented with a message ‘Approval completed – import started’ to indicate that the import has commenced.

If the automated analysis checks identify an issue which means that the transports should not be

imported in parallel to the existing import, the user will be presented with a message 'Approval completed – import can't be started due to failed analysis'. The transports will remain in the Import Queue until such point as the next automated Import Schedule or manual Import is triggered.



Details of all messages that might be experienced during the Parallel Import approval process can be found in this [online Knowledge Article](#).

## 9.2. Test Queues

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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.

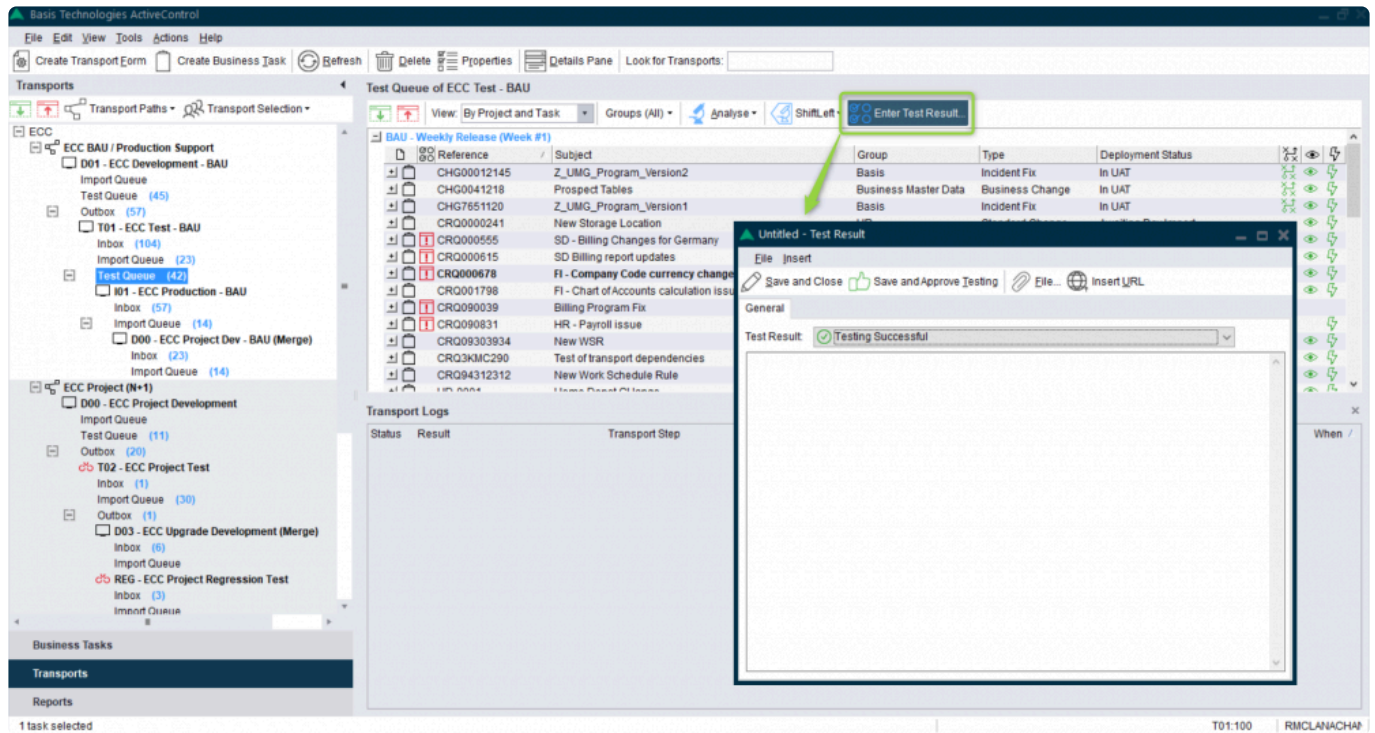


Figure: Entering Test Results in the Windows GUI



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.

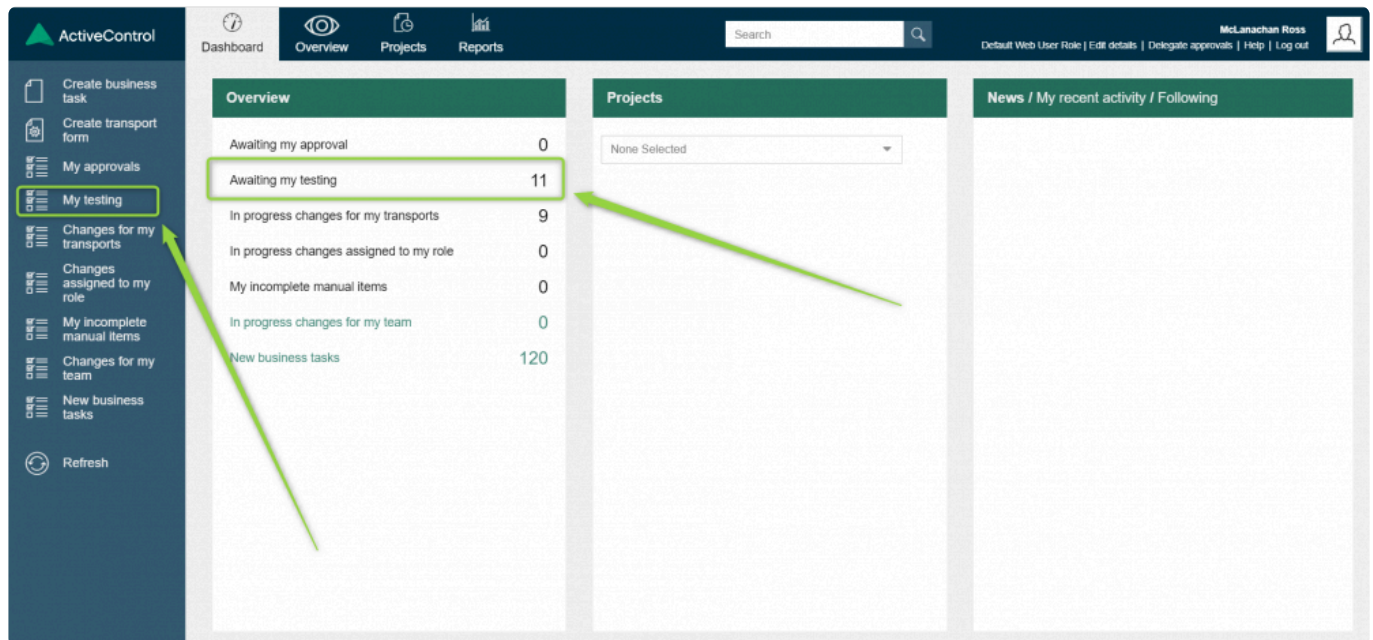



Figure: Testing in the Web UI

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.

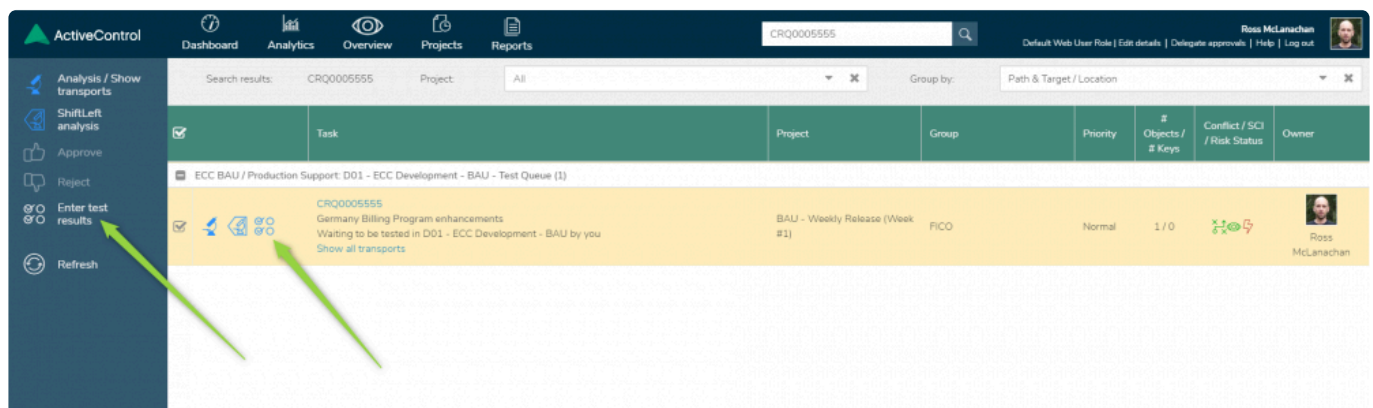


Figure: Entering Test Results in the Web UI

Using either option, the same options will become available to sign off the Testing.

Similar to in the Windows GUI, it is possible to add comments or upload/link to test evidence in the Test Results screen.

It is also possible to select the Transports that you want to sign-off testing on, using the 'Selected Transports for Approval' dropdown:

- For business task based testing all transports awaiting approval in the test queue will be pre-selected for review.



- For partial testing at transport level it is now possible to review and select the required transports before test approval.

Figure: Test Results screen in the Web UI

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.

\* 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.

\* It is possible via Configuration to prevent the use of 'Save & Approve' in a Test Queue, when the test results entered against "Waiting" or "Information". More information can be found in this [Change Note](#).

## 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 can be used by authorised users to set up delegations for existing other approvers.

## Delegation in the Windows GUI

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

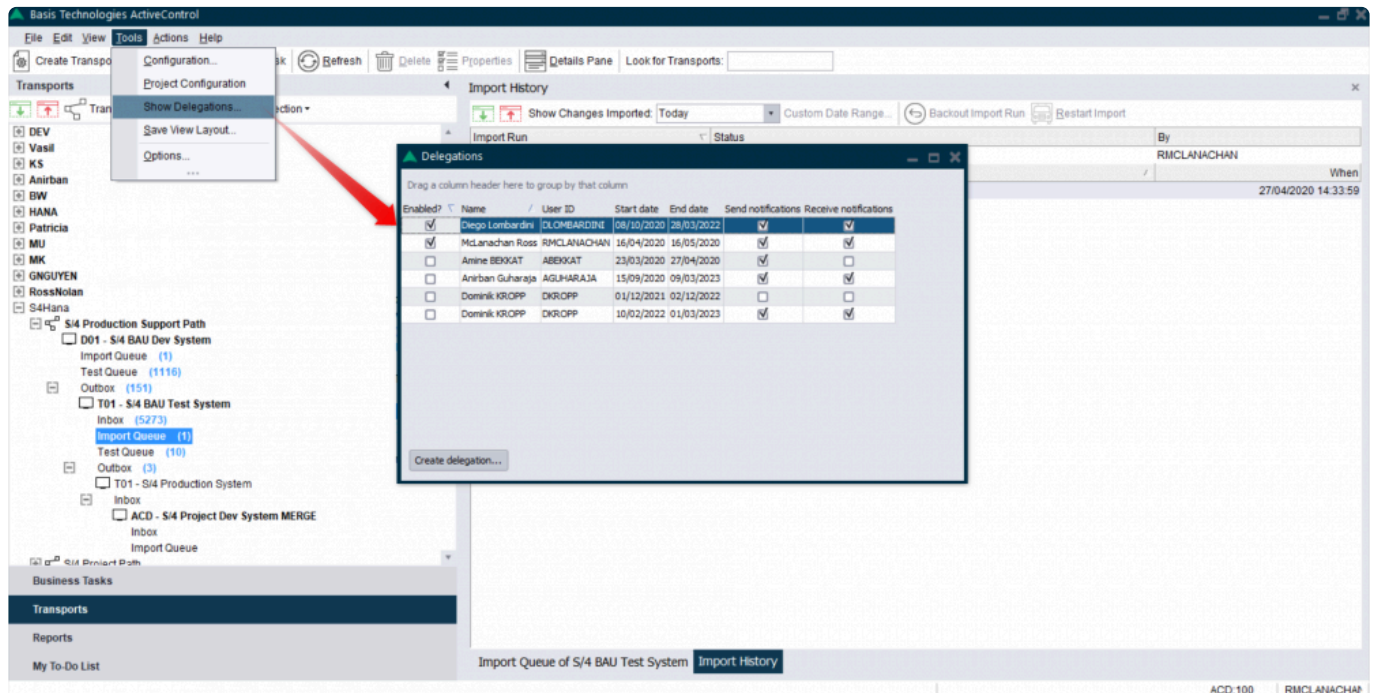


Figure: Delegation and Force Delegation functionality in the Windows GUI

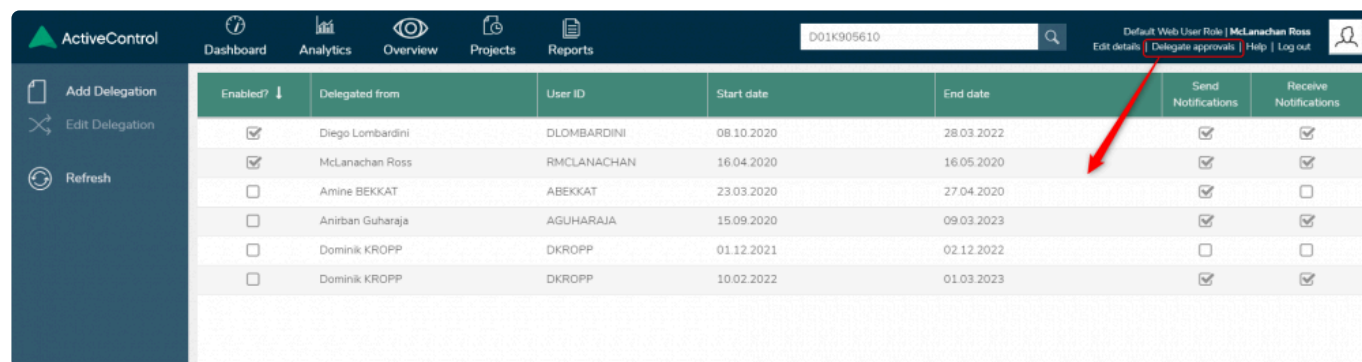
Select the user to receive the delegations. The start and end date for the delegation period also needs to be selected. Once the **Enable Delegation** flag is set the delegation is active. All emails will be sent to the delegated user for the selected period. If **Receive Notifications** is switched 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.

Note that it is the “Enable Delegation” option that actually makes the delegation active (for the time period defined). When Forcing Delegation, you also still have to check Enable 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.



Enabled? ↓	Delegated from	User ID	Start date	End date	Send Notifications	Receive Notifications
<input checked="" type="checkbox"/>	Diego Lombardini	DLOMBARDINI	08.10.2020	28.03.2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	McLanachan Ross	RMCLANACHAN	16.04.2020	16.05.2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Amine BEKKAT	ABEKKAT	23.03.2020	27.04.2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Anirban Guharaja	AGUHARAJA	15.09.2020	09.03.2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Dominik KROPP	DKROPP	01.12.2021	02.12.2022	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dominik KROPP	DKROPP	10.02.2022	01.03.2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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	<p>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.</p> <p>Some of the key data that can be reported upon is:</p> <ul style="list-style-type: none"> <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	<p>The Transport Location report displays all transport forms belonging to a particular Project or Transport path and where they currently “sit” within the landscape.</p>
Transport Locn by Date/Obj/Proj/Ownr	<p>This report provides transport and location information as follows:</p> <ul style="list-style-type: none"> <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	<p>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.</p> <p>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.</p>
Transport Import Status across Paths	<p>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</p>
Build List Report	<p>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</p>
Change Metrics Report	<p>This report will give totals transport imports (and associated tasks) into selected systems for a date / time range. It can be used to report metrics for systems and projects by priority, group, type, etc.</p>
Transport & Task Activity & Events Audit	<p>This report can be used to show an audit of ActiveControl activities and events. This includes Imports (including import errors), Inbox/Outbox approvals and rejections, Test Signoff approvals or rejections, Mark as Imported, Mark as Manually Applied, Added to Import Queue, Added to Control Point, etc.</p>

	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 comparison)	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. 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.
Transport Merge Report	The Transport Merge report should be run during and just prior to the release of a project (or upgrade project) that is currently using the "Merge" process.  During the merge process, Production Support transport requests are merged into the future release/project and this is either done manually or automatically. In either case, this report displays all Production Support transport requests and the corresponding merge request that they were merged into the project/release on.  This report should be run during and just prior to the project/release to ensure that the Production Support transports have all been fully merged and that no regression will occur when the project is set live.
Merge and Conflict Manager	The Merge and Conflict Manager report provides a summary overview of inflight merges/ conflicts, including an indication of how much time conflicts have been open.
Transport & Merge Recon. Report	The Transport and Merge Reconciliation report is used to provide reconciliation from the original transport to all related merge transports along with an import status to show which systems the transport has been imported into.



	It provides a linkage into all merged systems so the progress of the original transport can be fully tracked.
Transport Request Conflict Analysis	<p>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.</p> <p>Each transport can be double-clicked to view the object details.</p>
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. This includes config to (i) Targets , (ii) Approvers, (iii) Paths, (iv) Control points, (v) Groups, (vi) Admins, (vii) Analysers and (viii) User Roles.
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 [Activity Reports](#) 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.

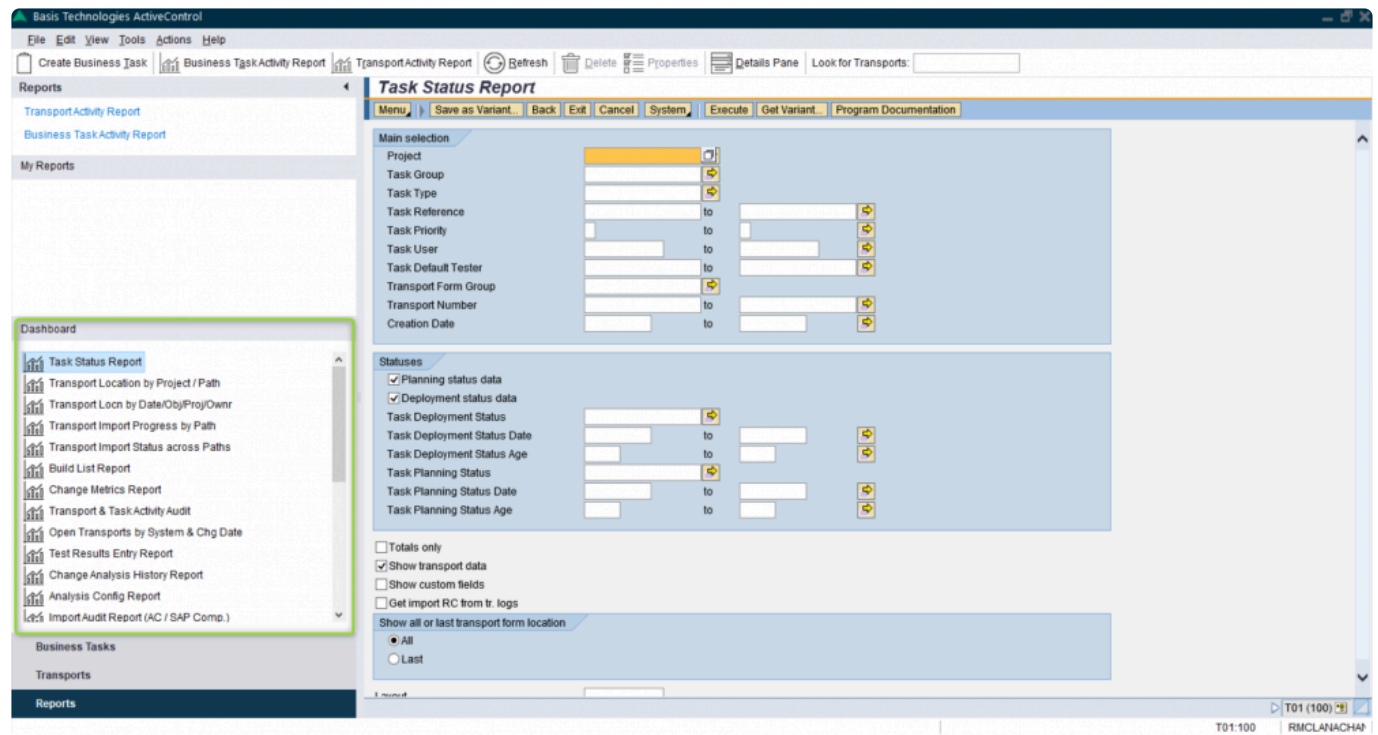


Figure: Reports are available via the Reports tray in the Windows GUI

## 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.

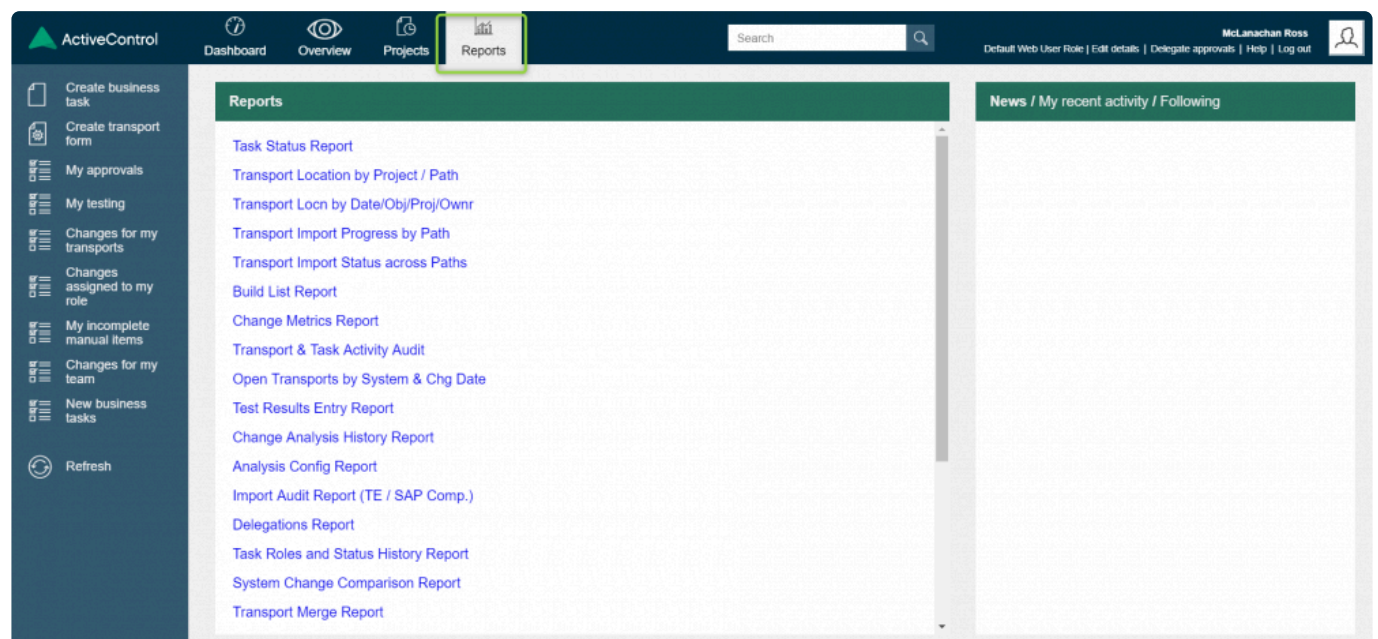


Figure: Reports in the Web UI

## 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
Task Roles and Status History Report	/BTI/TE_RTSK_STAT
System Change Comparison Report	/BTI/TE_RSYSTEM_COMPARISON
Transport Merge Report	/BTI/TE_RTR_MERGE
Merge / Conflict Manager	/BTI/TE_RMERGE_CONF
Transport & Merge Recon. Report	/BTI/TE_RMERGE_RECON
Transport Request Conflict Analysis	/BTI/TE_RCONFLCT_ANL
Change Path Step Analysis Report	/BTI/TE_RCP_STEP_ANL
Transport Objects Report	/BTI/TE_RTROBJ_REPORT
Manual Steps & Activities Report	/BTI/TE_RMAN_STP
Approvers By Target & Location	/BTI/TE_RAPPROVERS_LIST
Display Change Documents	/BTI/TE_RCHANGE_DOCUMENTS

## 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	Description
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Report	
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:

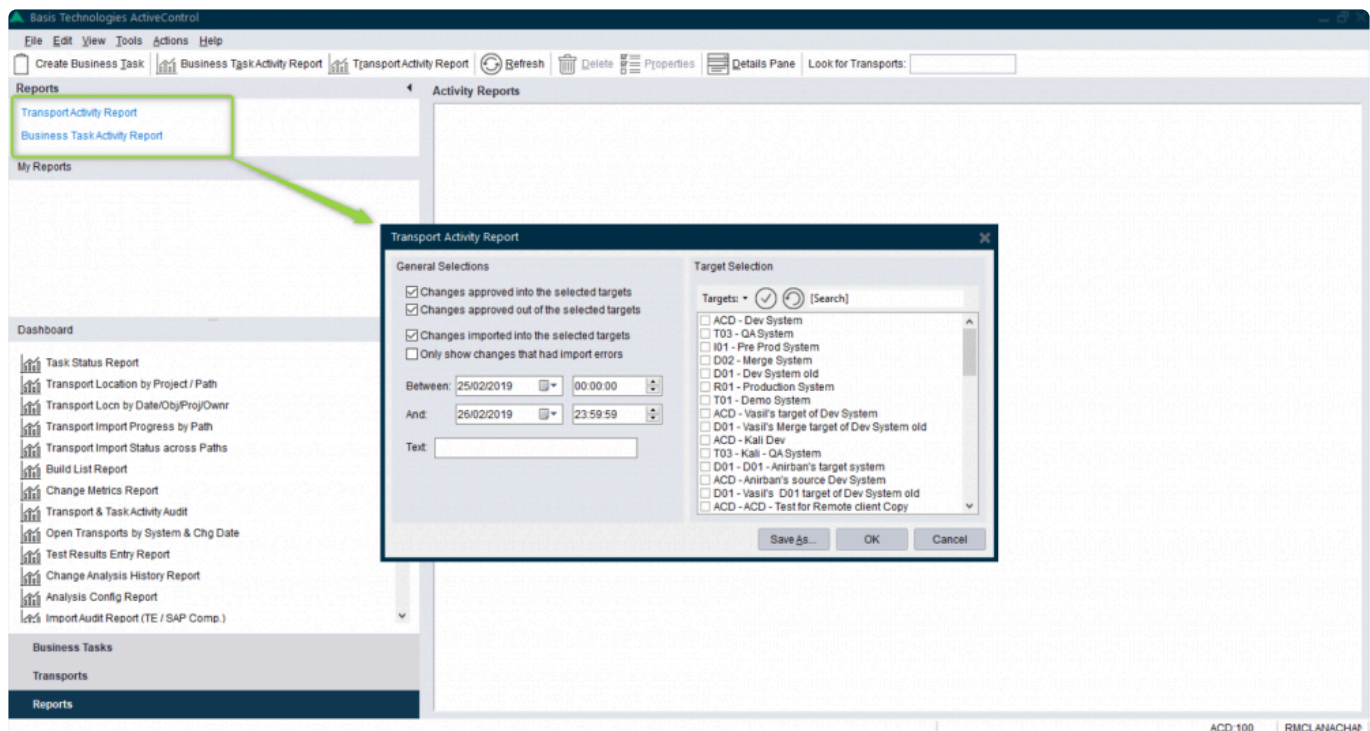


Figure: Activity Reports in the Windows GUI

- **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   buttons to select/de-select all viewed targets and use  to

allow the target list to be restricted based on a text search in the target System ID and Description.

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

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

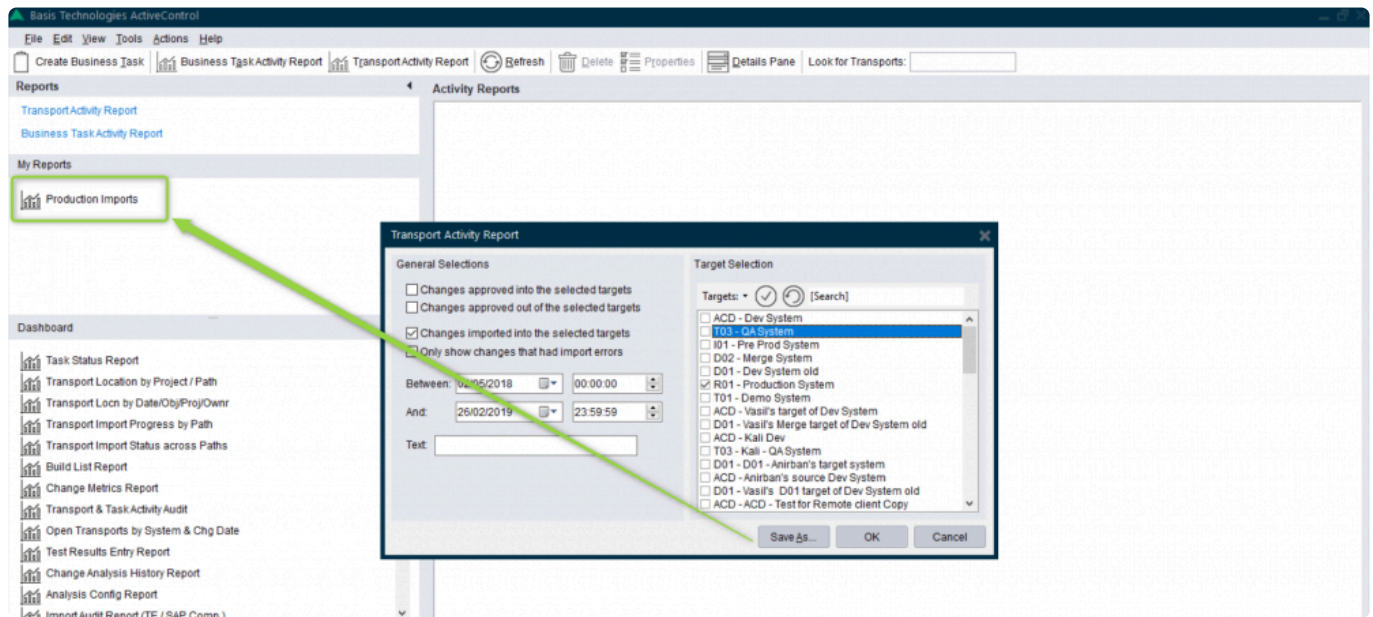


Figure: Saved Activity Reports are available to re-execute at any time under My Reports

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](#)



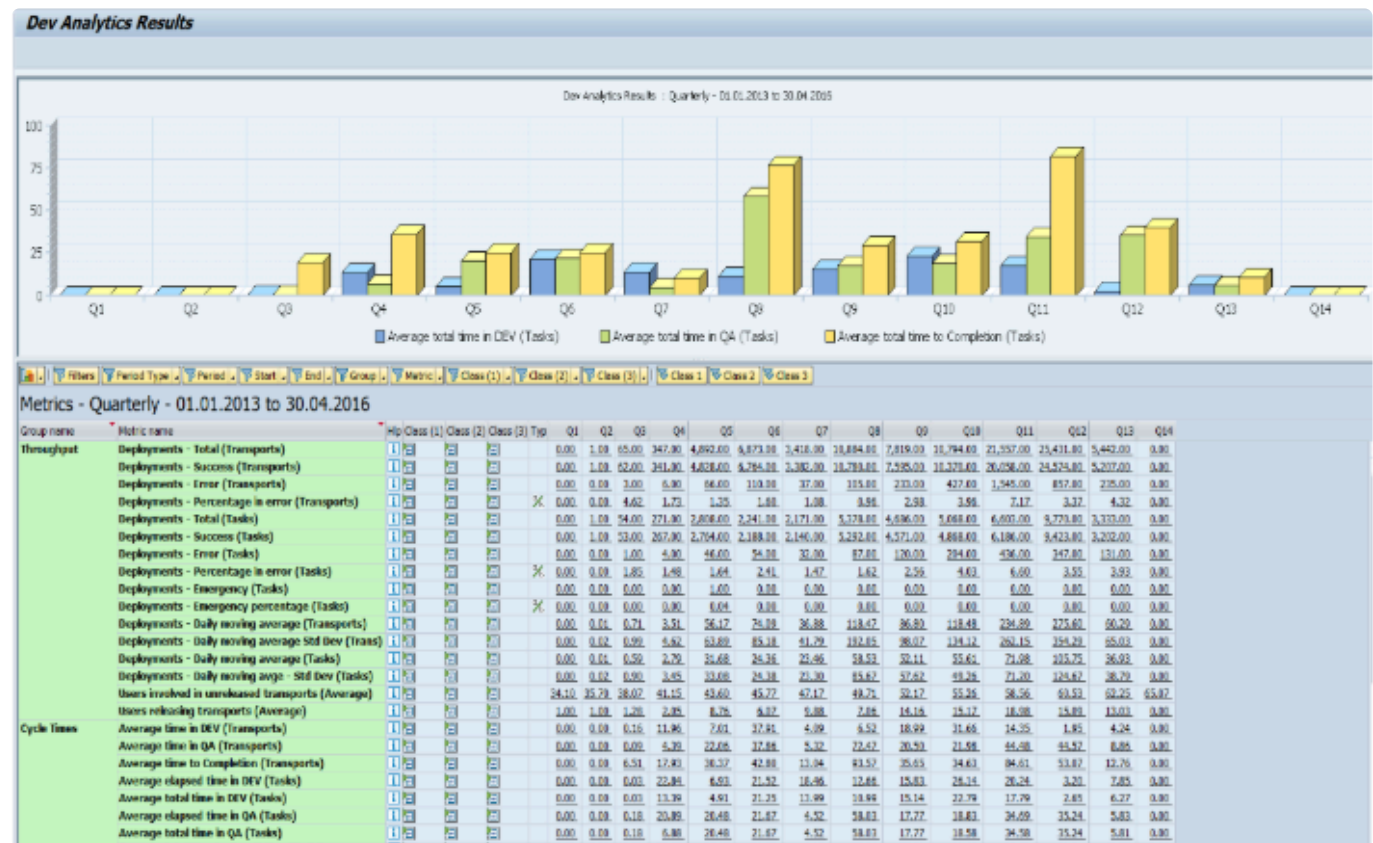


Figure: DevAnalytics reporting in the SAP GUI.

# 11. Software Support

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## 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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