



ActiveControl - User Guide

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Basis Technologies

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1. Introduction

Document Purpose

The purpose of this User Guide is to provide a guide for the usage of the ActiveControl Web Platform by non-Administrator users of the product.

It is intended as a generic overview of the main capabilities of ActiveControl and not as a detailed description of an individual customer's own installation of the software, nor indeed of some of the less-common functionalities available within the product. For more specific information on your own organisation's own processes within ActiveControl, please refer to the Training collateral that would typically have been provided by Basis Technologies as part of the initial implementation of ActiveControl within your organisation.

Document Contents

This User Guide is divided into the following sections:

- [Key Concepts](#)
- [Accessing ActiveControl](#)
- [Managing Projects](#)
- [Managing Business Tasks](#)
- [Managing Transport Forms](#)
- [Managing SAP Transports](#)
- [Approvals and Rejections](#)
- [Testing Signoffs](#)
- [Transport Imports](#)
- [General Operations](#)
- [Reporting](#)
- [Software Support](#)
- [Legal Statement](#)

Document Disclaimer

Every SAP customer is different when it comes to delivering SAP change. They have different organisational structures, different processes and indeed often different SAP applications, landscapes and architectures. As a few simple examples of such differences:

- Some customers are already on S/4HANA, but many are still on ECC, or are mid-way through their S/4 migration.
- Some customers have single-track landscapes, and others have N+n multi-track landscapes
- Some customers have three system landscapes, but others have four system landscapes

- Some customers use Transport of Copies as part of their testing processes, but others do not.
- Some customers have less than 10 staff delivering SAP change. Other customers have more than 1000.

Along a similar vein, every ActiveControl customer is different. Amongst the hundreds of Basis Technologies customers, there are not even two that have identical implementations of ActiveControl. One of the benefits of ActiveControl is its flexibility in being able to manage SAP change in very different organisations.

This User Guide summarises the typical setup and use of ActiveControl, however the reality is that within your own organisation, it is unlikely you will be using all of the features and capabilities detailed within this Guide.

1.1. Introduction to ActiveControl

ActiveControl has been helping SAP customers and their partners deliver SAP change safely, quickly and efficiently for more than 25 years.

ActiveControl helps SAP customers in several fundamental ways:

- Enforces process, control, automation and audit in SAP change & release processes.
- Manage SAP change and transformation to drive business innovation.
- Evolve to Agile, DevOps and Continuous Delivery within SAP, bringing together speed, quality and stability.

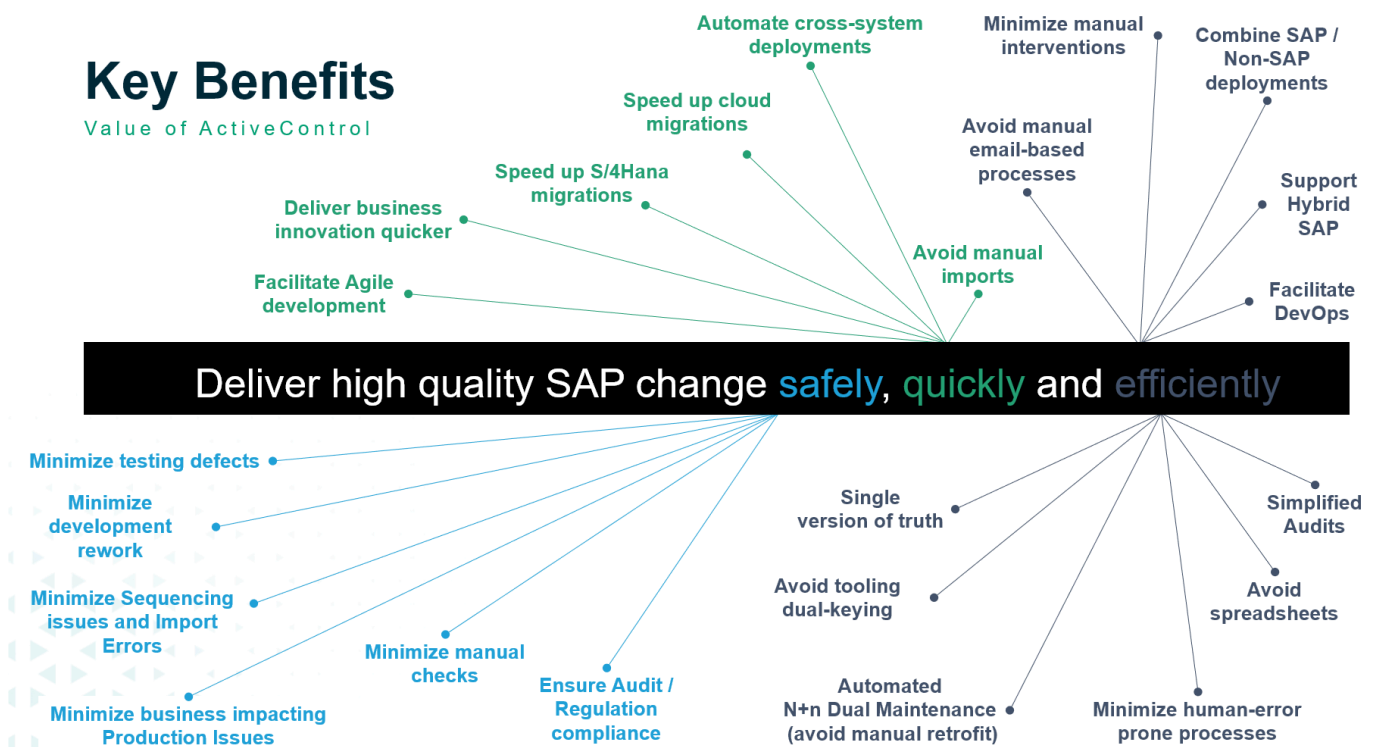


Figure: Key benefits of ActiveControl.

1.2. Components of ActiveControl

ActiveControl consists of five core components:

1. [ActiveControl](#), core product, including approvals and testing workflow, automated imports, audit, reporting, backout etc.
2. [ShiftLeft analysers](#)
3. [DevAnalytics](#)
4. [Merge](#)
5. [Integration Framework and APIs](#).

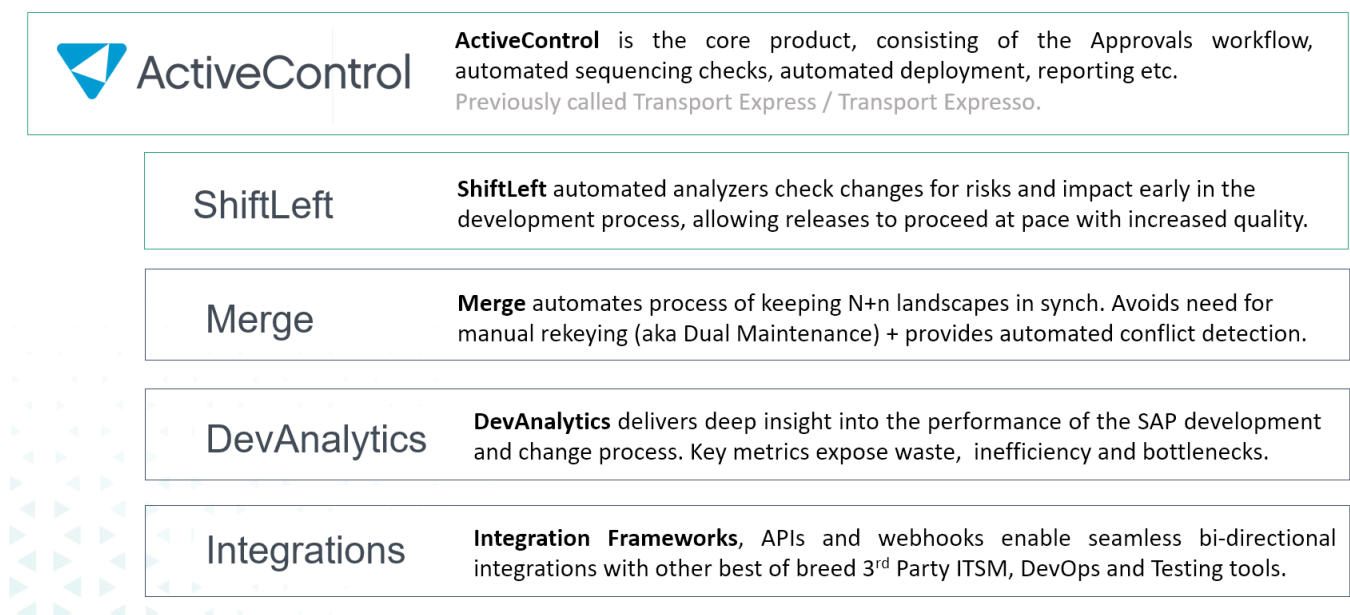


Figure: Core components of ActiveControl.

* ActiveControl and ShiftLeft components are used by all Basis Technologies customers, but the use of the other components will depend on your own organisations implementation of ActiveControl.

2. Key Concepts of ActiveControl

This section of the User Guide details some of the key concepts of ActiveControl that all users should be aware of:

1. [Architecture of ActiveControl](#)
2. [Transport Forms, Business Tasks and Projects](#)
3. [Inboxes, Outboxes and Test Queues](#)
4. [ShiftLeft Analysis Checks](#)
5. [Transport Sequencing & Dependencies](#)

2.1. Architecture of ActiveControl

The architecture of the ActiveControl Web Platform can be broken down into the following key areas:

1. [Domain Controller](#) system – this is the customer's SAP system in which ActiveControl is installed, and where most of the data/configuration of ActiveControl is stored. It is the SAP system that end-users of ActiveControl login to access the product.
2. [Web Platform front end](#) – the Web Platform front end UI is a docker image that needs to be hosted on SAP BTP or standalone Linux server.
3. [Satellite SAP systems](#) – these are the customer's SAP applications and landscapes being managed by ActiveControl.
4. [Access methods](#) – consists of Web Platform and SAPGUI screens for most users.
5. Integrations with other 3rd Party tools.

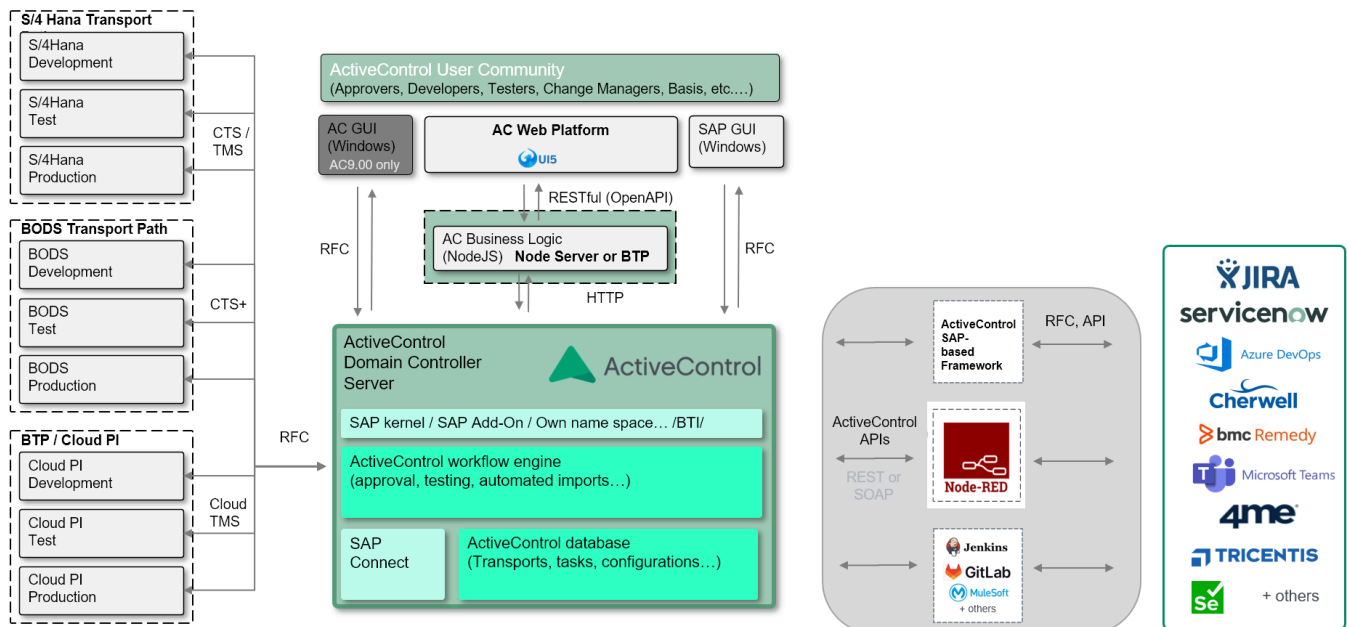


Figure: Architecture of ActiveControl.

2.1.1. Domain Controller

The ActiveControl Domain Controller is the SAP system in which the ActiveControl software is installed, and where the majority of ActiveControl configuration and application data is stored.

All ActiveControl users will require a user account in this Domain Controller system with a valid email address in order to receive email notifications. Each user must also be assigned with the relevant ActiveControl authorisation role(s) to reflect their job function and the access they need to the various functionality within ActiveControl. This user account will typically be provided by your local SAP Securities & Authorisations team.

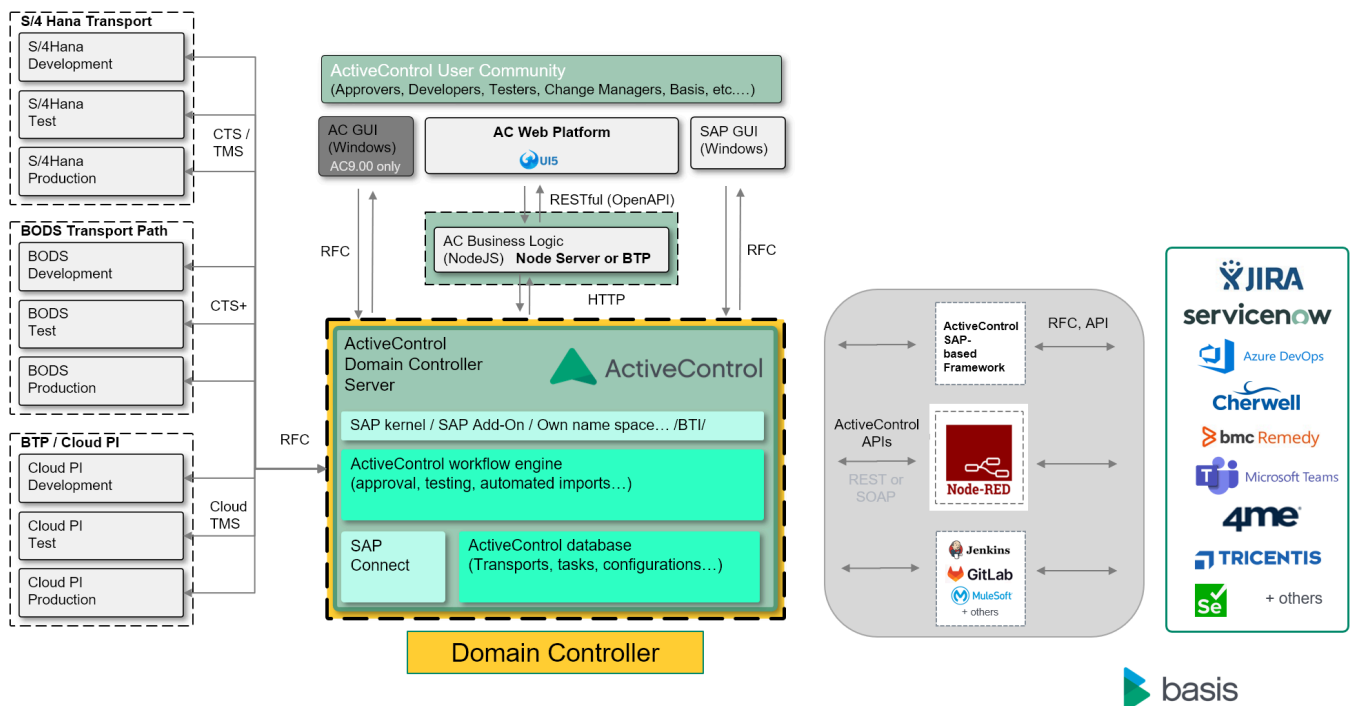


Figure: ActiveControl Domain Controller.



If you do not have access to ActiveControl, you should contact your local SAP Security Team to request a user account on the SAP system that is your organisation's ActiveControl Domain Controller.

2.1.2. Satellite SAP Systems

The Satellite systems are the Customer systems to be managed via ActiveControl. These typically fall into one of the following categories

- **ABAP SAP systems**, such as S/4HANA, ECC, APO or BW.
- **Non-ABAP SAP systems**, such as Enterprise Portal or PI Java.
- **Non-ABAP Cloud SAP systems on SAP BTP**, such as Cloud Platform Integration.
- **Non-SAP systems**.

Users of ActiveControl will be able to see all transports and changes being delivered in each of the Satellite SAP system applications being managed by ActiveControl via the ActiveControl Web Platform.

All approvals and test signoffs – as well as the actual import deployments of the changes – are typically performed directly via ActiveControl, or indirectly via integrations with 3rd Party tools such as Jira or ServiceNow.

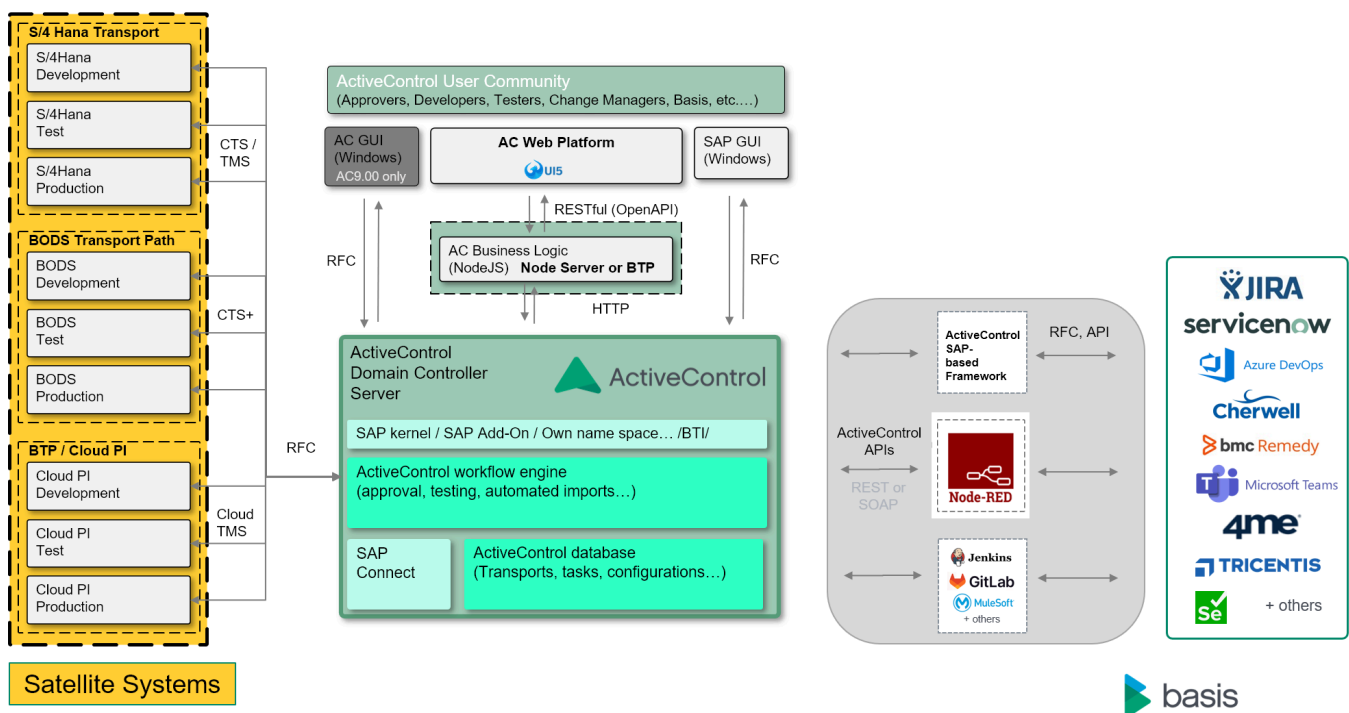


Figure: Satellite systems being managed by ActiveControl.

2.1.3. Integrations

ActiveControl offers various Integrations to allow easy bi-directional communication with other 3rd Party products such as ITSM, DevOps and Automated Testing tools.

Nowadays most Basis Technologies' customers choose to integrate ActiveControl with their other existing tools such as JIRA, ServiceNow or Azure DevOps. Doing this helps provide a more automated, seamless exchange of data between the various best-of-breed tools being used in the end-to-end process, and to avoid users having to maintain the same updates (eg status moves) in two places.

If an Integration has been setup as part of your organisation's implementation of ActiveControl, you will be made aware of this as part of your initial training on ActiveControl.

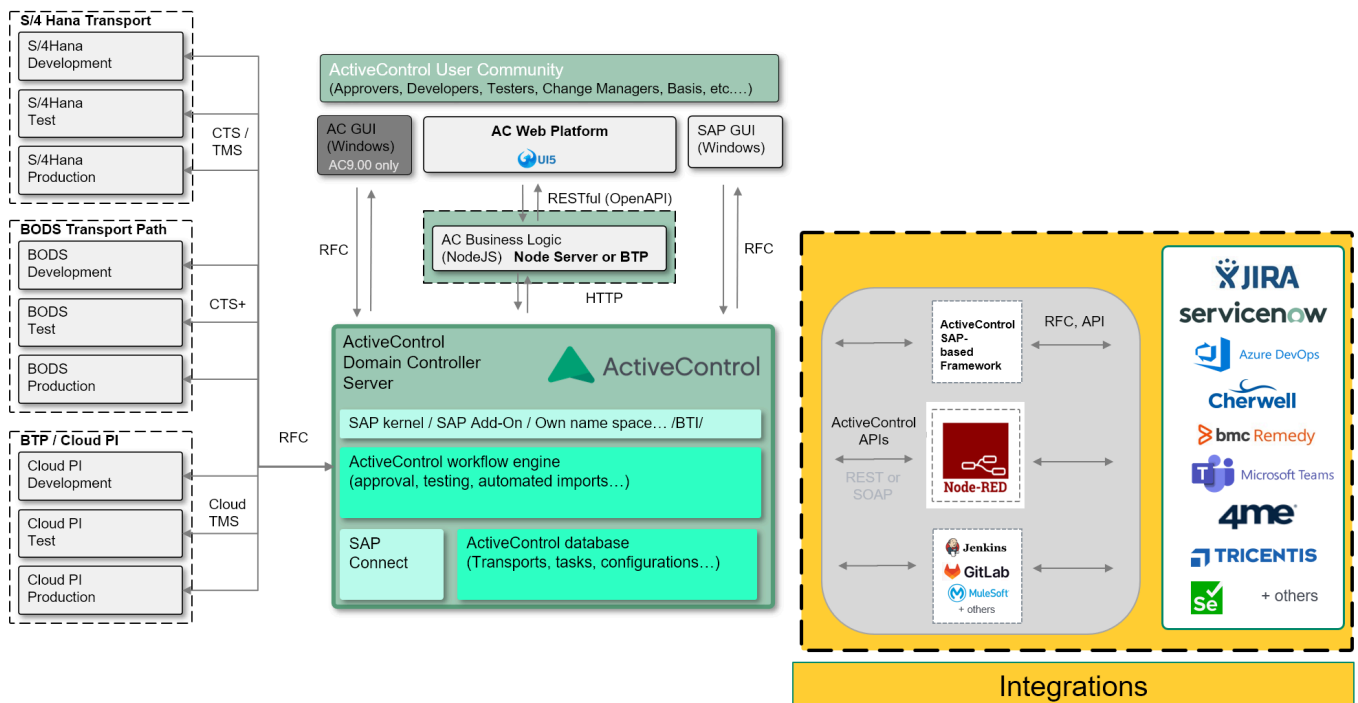


Figure: Integrating ActiveControl with other products.

2.2. Transport Forms, Business Tasks and Projects

ActiveControl has a 3-level hierarchy, consisting of [Transport Forms](#), [Business Tasks](#) and [Projects](#).

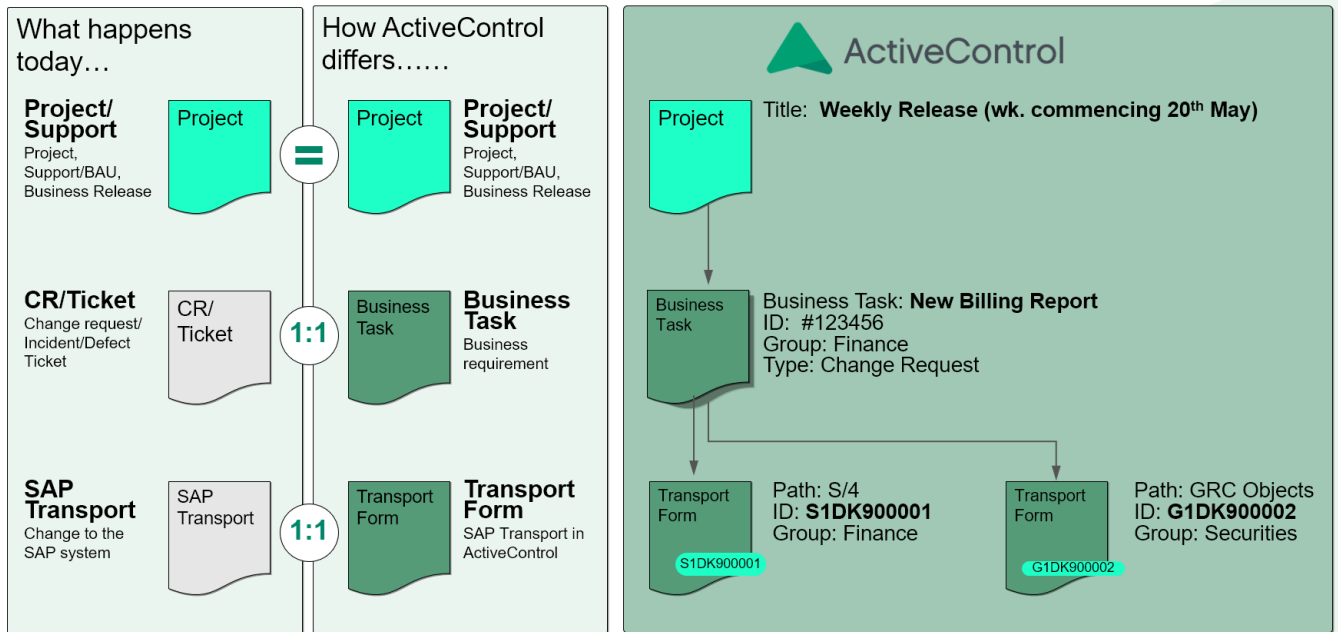


Figure: The ActiveControl 3-level hierarchy: Projects, Business Tasks and Transport Forms

Key Points of Hierarchy

- An ActiveControl Project can consist of one (or typically multiple) Business Tasks.
- A Business Task can consist of one or more Transport Forms.
- A Transport Form is a 1:1 relationship with an underlying SAP Transport. Every SAP Transport being managed by ActiveControl must have a corresponding Transport Form.

The rest of this section of the User Guide describes each of the three entities in more detail:

- [Transport Form](#)
- [Business Task](#)
- [Project](#)

2.2.1. Transport Form

Before an SAP transport request can be transported using ActiveControl, a **Transport Form** must be created for the transport request.

In most organisations, the SAP Transport Owner (ie Developer / Functional / Security team resource) is responsible for populating the Transport Form for their own transport.

The Transport Form is a simple screen consisting of a few text and dropdown fields. It can typically be completed in 10-15 seconds, most commonly in the SAPGUI, but alternatively also in the ActiveControl Web Platform.

The Transport Form is used to document and categorise the changes made, so that Approvers, Testers and Auditors can immediately understand what the Transport is for. It consists of several standard tabs, each containing various standard fields and other functionality. It is possible to add custom fields to the Transport Form via configuration. It is also possible to make most of the standard fields or custom fields optional or mandatory via configuration.

More detailed information on Transport Forms can be found in the [Managing Transport Forms](#) section later in this User Guide.

2.2.2. Business Task

The Transport Form can be used to associate the technically-oriented transport request with the corresponding ticket or requirement to which it relates. Within ActiveControl, this is referred to as a **Business Task**.

Although it is optional, it is strongly recommended by Basis Technologies that all Transport Forms be associated with Business Tasks from the very start of the lifecycle of the SAP Transport, as this achieves several benefits:

- Groups together technically separate but functionally-related transport requests that collectively implement the changes necessary to add the business requirement or ticket.
- 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).

Similar to the Transport Form screen, the Business Task screen is a simple screen that can typically be completed in 10-15 seconds in either the SAPGUI or in the Web Platform, or alternatively, automatically via integrations with tools such as Jira or ServiceNow. The Business Task screen consists of several standard tabs, each containing various standard fields and other functionality. Again it is possible to add custom fields to the Business Task via configuration, and also additional custom tabs if required. It is also possible to make most of the standard fields or custom fields optional or mandatory via configuration.

More information on the process for creating a Business Task can be found in the [Managing Business Tasks](#) section of this User Guide.



It is possible to associate Transport Forms for different SAP applications with the same Business Task. This ensures that the overall SAP Change is delivered together through the different SAP application landscapes.

2.2.3. Project

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 entities such as:

- 1) Releases
- 2) Sprints
- 3) SAP Projects
- 4) Upgrade Projects

As with the Transport Form and Business Task screens, the Project screen is a simple screen that can be populated very quickly. This can only be done in the Web Platform, not in the SAPGUI. The Project screen does not contain a lot of standard fields, but it is possible to add custom fields via configuration if required.

More information on ActiveControl Projects can be found in the [Managing Projects](#) section of this User Guide.

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.

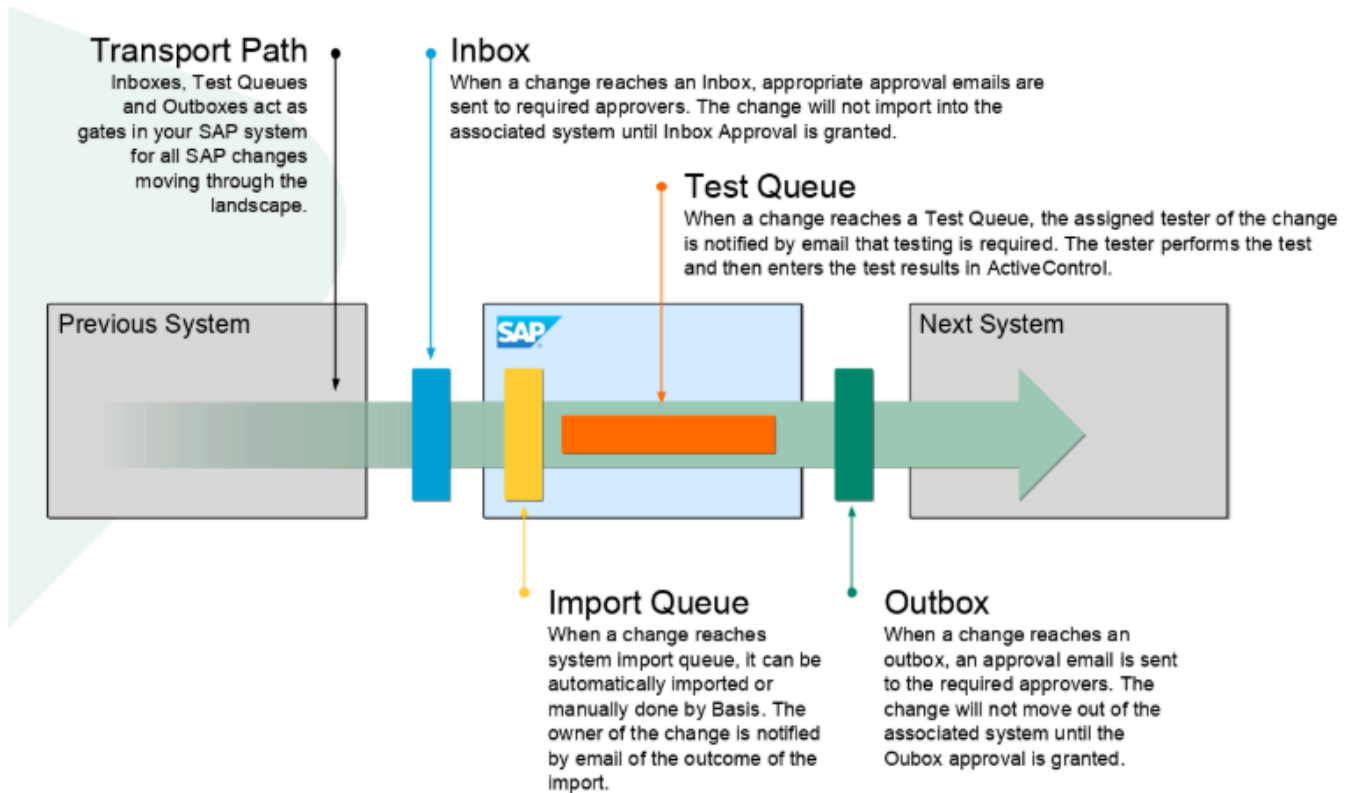


Figure: The ActiveControl workflow: Inboxes, Outboxes and Test Queues.

* Inbox and Outbox approvers are maintained by Administrators and are typically driven by configuration. Test Queue testers on the other hand, are typically governed by assignments on individual Business Tasks.

! Within the Web Platform, it is possible for your local ActiveControl Administrators to create labels for the Inboxes, Outboxes and Test Queues to rename the standard terminology into your own organisational process. Therefore the control points might be called something else within your own organisations implementation of ActiveControl.

2.4. ShiftLeft Analysis Checks

ActiveControl includes a suite of 70+ automated **ShiftLeft** analysis checks that can be configured to run automatically as part of an Inbox, Outbox or Test Queue approval – or as part of an Import Queue deployment. These checks can also be run manually if required.

The ActiveControl Shiftleft checks are aimed at providing early warning of potential issues in the SAP changes being delivered, and improving the quality of the transports and changes leaving your development system – and subsequently as they are deployed further through the SAP landscape. By making use of these automated checks, ActiveControl customers can expect to see a significant reduction in the amount of test defects, development rework and ultimately RC8 import errors typically experienced when deploying SAP change to test and production systems.

Not all ActiveControl customers need to use all of the ShiftLeft analysers. Some of the more commonly implemented ShiftLeft analyser checks include the following:

ID	Analyser Name	Summary of Analyser
0030	Check Dependencies	Identifies if there is any dependency on another transport that has yet to be imported. It can also identify if a partial change is being deployed (eg if there are two transports against a particular Business Task, but the user is only trying to approve one of them).
0031	Overtake and Regression Checks	Identifies if transports are being approved or imported out of sequence. An overtake is when you try to move a newer version of an object ahead of an older version. A Regression is when you try to move an older version ahead of a newer version, therefore causing newer changes to be overwritten.
0034	Check Transport Release	Identifies if the transport is released (as otherwise it cannot be imported).
0001	Risk Guard	Identifies if the transport contains objects that have been deemed risky/critical within your organisation.
Various	Dev Enforcer	Identifies if the transport contains changes that fall outside of standard SAP coding, security and performance check expectations.
0009	Check Releasability	Identifies if there are problems in an modifiable transport that will prevent it from being released. Eg if a program change is still inactive.
0005	Conflict Analysis	Identifies if a transport being deployed to a Development system conflicts with changes done to the same object in that system.
0028	Check Own Changes	Identifies (and potentially prevents) a user from approving, testing or importing their own transport at a particular point in the process.
0051	Check Documentation	Identifies if any documentation has not been added at a particular point in the process. Eg if a Developer tries to sign off their Unit Testing without first adding some unit test evidence.

0055	Changes to Same Objects in Path	Identifies if the objects within a Transport are also contained within other Transports that are forward/backward in the same Transport Path.
0057	Check Custom Field entered	Identifies if a custom field on a Business Task or Transport Form has not been populated.
0060	Deep Impact Analysis (New)	Identifies if a lower-level dependent object is not yet deployed to the target system into which you are about to import an object.
0063	Approver SOD Check	Identifies if a user is attempting to do two specific approvals in the same workflow that are supposed to be done by different users.
0071	SAP Level Checks	Identifies some common SAP-level issues such as if a Transport has been deleted at SAP level, or if the Transport contains no objects.

A full list of the ShiftLeft analysis checks is available from Basis Technologies – or from your internal Customer ActiveControl Administrator(s) – on request.

Analysis Results

>

2 Business Task(s) have dependencies
The following business task(s) are dependent on another task(s) that has not been imported yet

0030

>

19 transport(s) with missing requests belonging to the same business tasks
You are not approving all the transports linked to the associated business tasks. Normally all transports relating to a task should be moved through landscape at same time

0000

>

7 overwrite(s) / regression(s) detected
The following transports contain content that is older than the code or configuration that already exists in the target system. Importing these transports may cause a regression issue

0031

>

42 overtake(s) detected
The following transports contain the same objects as older transports that have not yet been approved/imported. Importing these transports may cause an overtake issue

0000

>

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

0032

>

The Documentation Check has found that some documents are currently not attached to this SAP Change

0051

Task reference	Task Description	Missing Document Category
AC-00003	Urgent UK Revenue Report fix	UAT Test Evidence
AC-00011	Project Alpha Core Build (Many Transports linked to BT)	UAT Test Evidence
AC-00453	New Cost Centre	UAT Test Evidence

>

Custom fields entered check results
The following transports/tasks has custom fields that are not entered or does not match analyser parameter.

0057

Transport request/Business task	Field ID	Custom field	Information
New Cost Centre - AC-00453	500	Production SNow #	Please enter ServiceNow Prod CHG#
Project Alpha Core Build (Many Transports linked to BT) - AC-00011	500	Production SNow #	Please enter ServiceNow Prod CHG#

Export to CSV OK

Figure: Example of some ShiftLeft: Analysis Check results within the ActiveControl Web Platform.

The unique NNNN identifier of the ActiveControl analyser is shown in the Analysis Results screen. This is to make it easier for Customer AC Administrators and the Basis Technologies Support Team to identify which Analyser the results relate to. It is also possible to export individual (or all) Analysis Results to CSV file via the 'Export to CSV' option on the Analysis Results screen. This can be useful when the number of analyser results are large, or when you need to share with other stakeholders.



When using ActiveControl, it is strongly recommended that users do not ignore any ShiftLeft analysis checks that are presented. In many cases, ignoring the warnings will

result in technical or process issues later. If unsure about what an Analyser warning is telling you, please check with the Transport or Change owners, or your local ActiveControl Administrator(s).

2.5. Transport Sequencing

The default sequencing of transports for import 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 2022, and transport B is released at 16:00 on 1st January 2022, 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 transport sequencing by hardcoding **Dependencies** between transports.

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 or Web Platform.

Technically, when ActiveControl checks a dependency where transport A is dependent on the 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.

Business Task Relationships

Within ActiveControl, it is also possible to create relationships between Business Tasks. This can be useful in the scenario where there are no technical dependencies between Transports that necessitate two changes being imported at the same time or in a particular order, but where the user wants to ensure two Business Tasks get deployed through the landscape at the same time for other business reasons.

Business Task Relationships are set via the [Dependencies subscreen on the Business Task](#).

Business Task Dependencies

Within ActiveControl, it is also possible to create dependencies between Business Tasks. This can be used by customers that prefer to manage transport sequencing based on change (ie Business Task)

sequence. Business Task Dependencies is functionality that most SAP customers will likely not use as in most situations it makes more sense for the sequencing to be driven by the individual transports and their object contents, but for those that want to utilise this optional capability, Business Task Dependencies are also set via the [Dependencies subscreen on the Business Task](#).

3. Accessing ActiveControl

Accessing ActiveControl is only possible by users that have been assigned specific ActiveControl authorisations roles. These roles are assigned within the ActiveControl Domain Controller system by your own local organisation's SAP Securities & Authorisation Team.

Out of the box single and composite roles are available with ActiveControl for the following user personas typically involved in the delivery of SAP change.

- Developer
- Team Lead
- Tester
- Change Team
- Project Manager
- Basis
- Administrator
- Planner
- View

You will need to have at least one of the above roles assigned to your user account in the ActiveControl Domain Controller to be able to use the product.

No ActiveControl authorisations are required by end users in the satellite SAP systems being managed by ActiveControl.



Please contact your local SAP Securities Team if you are facing issues accessing ActiveControl, or if you think you are missing tiles, screens or buttons that other users can see and that you believe you need as part of your work.

3.1. SAPGUI

ActiveControl screens – most notably the [Transport Form](#) and [Business Task](#) screens – are presented within the SAPGUI of any ABAP development satellite systems being managed by the product.

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.

This is based on local configuration setup performed by your local ActiveControl Administrators.

In the SAPGUI, the Transport Form popup screen will be seen initially. Depending on your organisation's ActiveControl setup, you will probably also then need to link your Transport Form to a new (or existing) Business Task.

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 ActiveControl Transport Form popup screen in the SAPGUI

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: The ActiveControl Business Task screen in the SAPGUI

* If you are working on a non-ABAP SAP system (E.g. SAP Portal), you must maintain Transport Forms from within the Web Platform UI. There are no ActiveControl screens within any non-ABAP development systems.

* The Transport Form popup screen is not seen in the SAPGUI when creating a transport via SE09/SE10. Similarly, it is not seen when adding an object manually via SE09/SE10.

3.2. Web Platform

The ActiveControl Web Platform is accessed via a UI5-based web front end.

The Home screen presents various tile-based apps, with each tile allowing access into a particular part of the overall ActiveControl product.

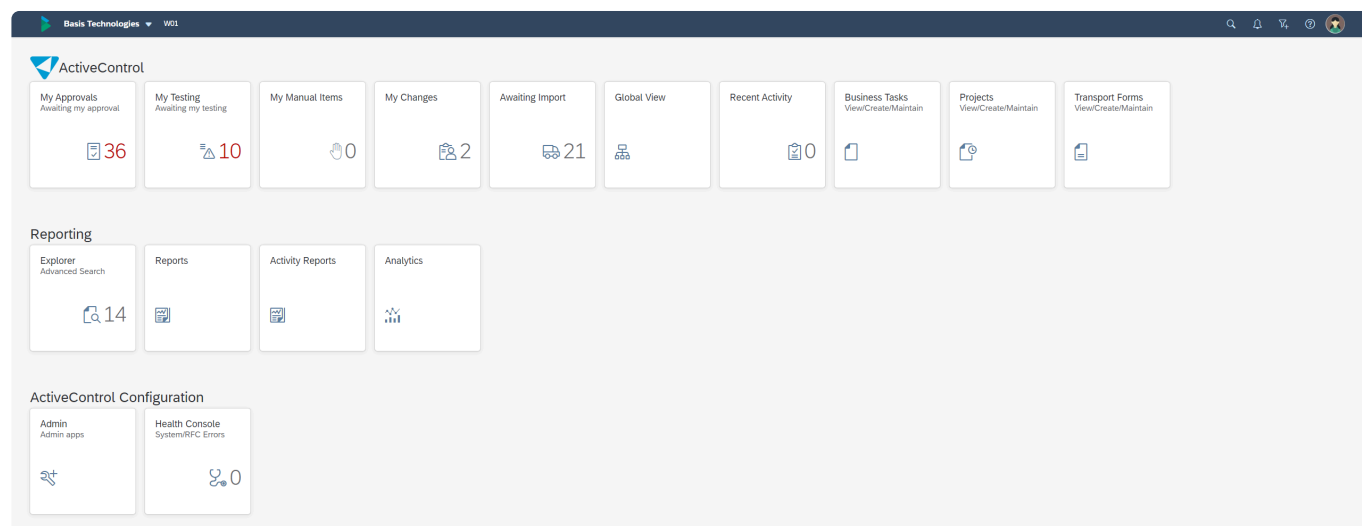


Figure: The ActiveControl Web Platform home screen

✿ Users will only see specific app tiles on their home screen, depending on the ActiveControl authorisations that they have been assigned by their local SAP Security Team. For example, Administrators will see certain tiles and be able to access certain screens that the majority of users will not see.

3.2.1. Available App Tiles

The following table summarises the app tiles available via the ActiveControl Web Platform.

App Tile	Summary	User Guide Section
My Approvals	Used to view/approve items within ActiveControl that the user is defined as an Approver for.	Approvals and Rejections
My Testing	Used to view/approve items within ActiveControl that the user is defined as a Tester for.	Test Signoffs
My Manual Items	Used to view and complete Manual Items (eg Manual Steps) that the user is assigned to perform.	Manual Steps Manual Activities and Non-Transport Deployments
My Changes	Used to view open inflight changes.	My Changes
Awaiting Import	Used to view Transports currently sitting in Import Queues.	Awaiting Import
Global View	Holistic 'umbrella view' of all SAP landscapes being managed by ActiveControl.	Global View
Recent Activity	Used to view recent activity within ActiveControl.	Recent Activity
Business Tasks	Used to view/create/maintain Business Tasks within ActiveControl.	Managing Business Tasks
Projects	Used to view/create/maintain Projects within ActiveControl.	Managing Projects
Transport Forms	Used to view/create/maintain Transport Forms within ActiveControl.	Managing Transport Forms
Explorer	Advanced Search capability for Business Tasks.	Explorer
Reports	Access to the suite of 20+ ALV Reports within ActiveControl.	ALV Reports
Activity Reports	Access to the interactive Transport Activity Report and Business Task Activity Report.	Activity Reports
Analytics	Access to your organisation's DevAnalytics dashboard if created.	DevAnalytics
Admin	Used by ActiveControl administrators and other authorised users to view/create/maintain the majority of the configuration of ActiveControl.	Please refer to separate Administration Guide.
Health Console	Used by ActiveControl administrators to track System and RFC Errors that can be impacting operational usage of ActiveControl.	Health Console



Security authorisations – as well as Administrator configuration – determines which tiles are seen by individual end users. If you do not see some of the app tiles detailed above, it is likely you do not have the required ActiveControl authorisations assigned to you.

Tile Counts

Some of the ActiveControl app tiles include a numerical count.

The count numbers highlighted in **Red** are to indicate that a specific Action is required by the User. The numbers highlighted in **Grey** are to indicate more informational Information, where a specific Action is not required.

In all cases, the Tiles count everything once per location – so if a particular Transport Form is sitting in two locations – it counts as 2.

3.2.1.1. Tile Count Filtering

It is possible to filter on specific ActiveControl Paths, so that the Tile counts seen on the home screen only reflect those Path(s).

This can be useful if a user is only currently interested in the Approvals, Testing etc that they need to do in a specific SAP Application etc.

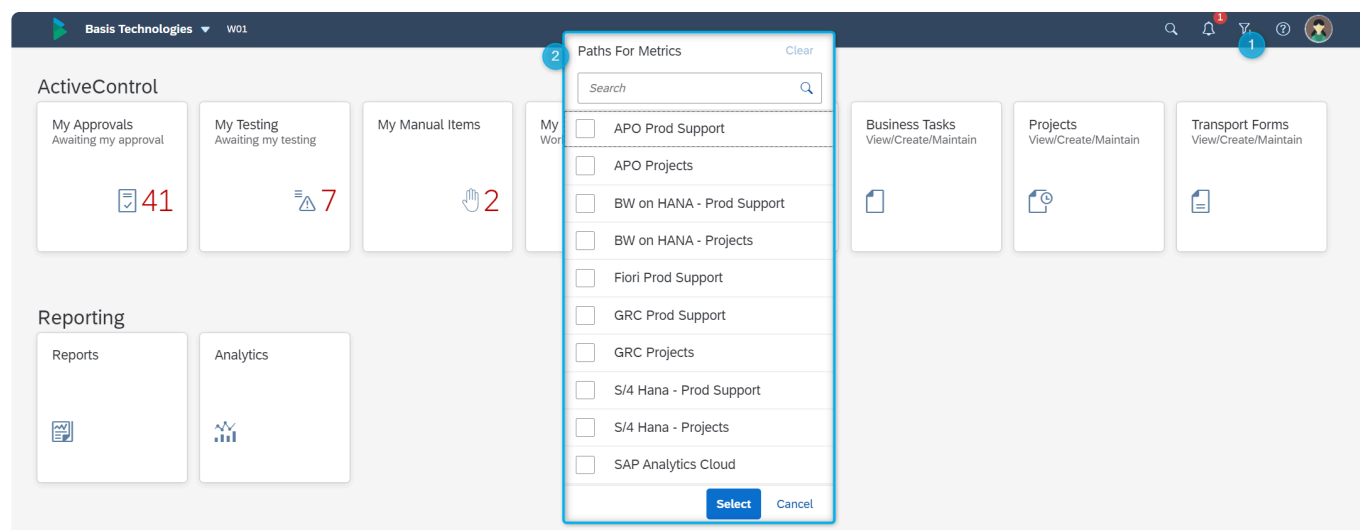


Figure: Filtering on the ActiveControl Web Platform home screen.

Filtering will be reflected in the following App Tile counts:

- My Approvals
- My Testing
- My Changes

Filtering will not be reflected in the following App Tile counts:

- My Manual Items
- Recent Activity

3.2.2. Accessing Web Platform via Mobile Device

In addition to being able to access ActiveControl via a PC or laptop computer, it is also possible to access ActiveControl Web Platform via mobile devices such as tablets and mobile phones.

This will only be feasible if your local organisation has enabled such access via mobile devices. As long as you can access your organisations' SAP system (specifically the SAP system that is being used as the ActiveControl Domain Controller, which you access via the Web Platform) via your mobile device, you should typically be able to access the ActiveControl Web Platform as well. In most instances, this may also require you to be connected to your company VPN.

Available Functionality

The majority of ActiveControl is available via mobile devices. This includes all key screens such as:

- 1) Search
- 2) My Approvals
- 3) My Testing
- 4) My Manual Items
- 5) My Changes
- 6) Recent Activity
- 7) Projects
- 8) Business Task
- 9) Transport Form. (see underneath for certain unavailable subscreens)
- 10) Delegations
- 11) Admin Homescreeen (limited to certain tiles)

In most cases, simplified screens are seen on mobile device, with less fields visible depending on the size of the screen. Viewing in landscape rather than portrait is recommended.

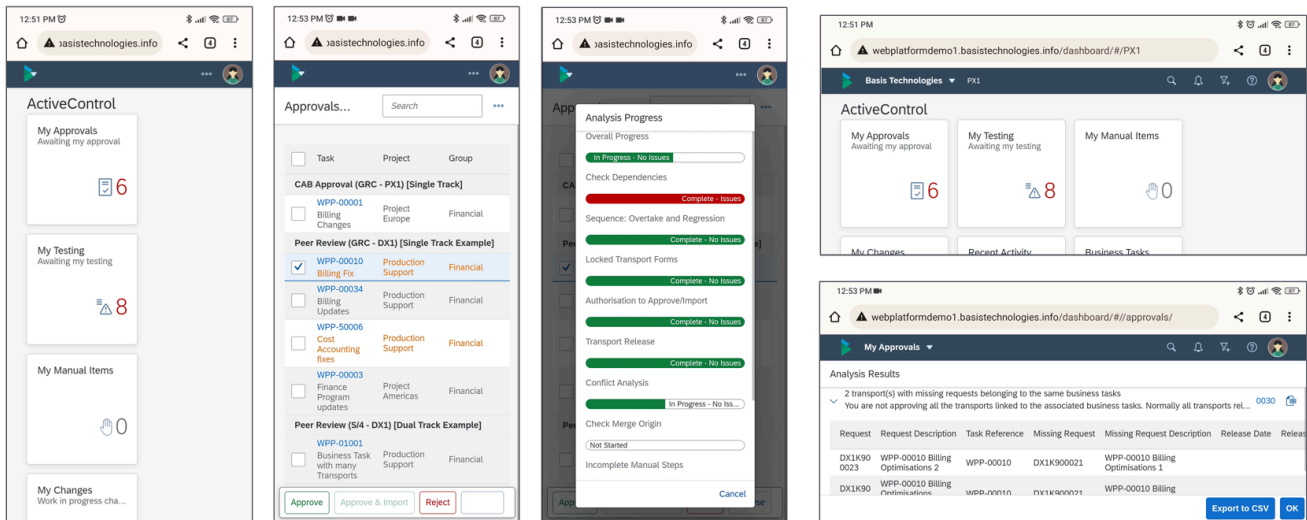


Figure: Example screenshots of the ActiveControl Web Platform from a Mobile device.

Unavailable Functionality on Mobile Devices

The following ActiveControl capabilities are only available on PC. They will not be seen via mobile devices due to the complexity / volume of information resulting in them not translating well to smaller screens.

- 1) Transport Form – [Manual Step] tab
- 2) Transport Form – [Advanced Options] tab
- 3) Activity Reports
- 4) DevAnalytics
- 5) Most Administration tiles

3.2.3. Accessing Web Platform from the SAPGUI

It is possible to access the Web Platform from within the SAPGUI of the Domain Controller.

This is done by using transaction **/n/BTI/WP_LAUNCH** in the SAPGUI.



If you are not able to launch the Web Platform via this method, it is likely that your local ActiveControl Administrator has not performed some prerequisite configuration.

3.2.4. Logging Off

A user can log out of the Web Platform via the **Sign Out** option available via the User Actions menu in the top-right of the screen.

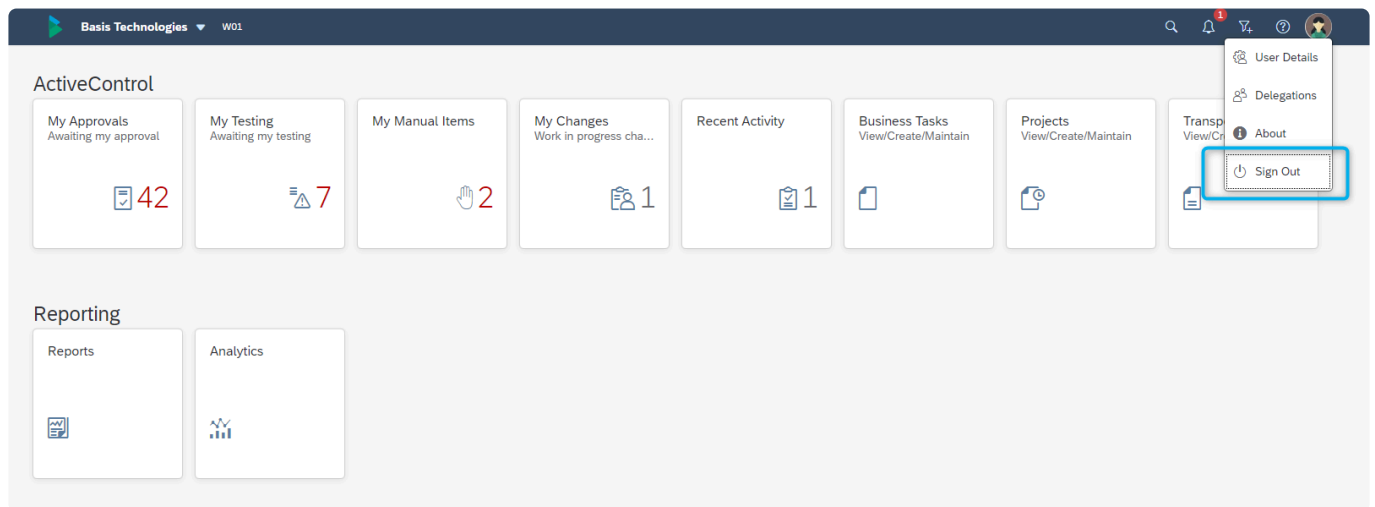


Figure: Logging out of the ActiveControl Web Platform.

3.3. General Information

This section of the User Guide summarises some general topics of the Web Platform that will be of interest to many users of ActiveControl

- [Accessibility](#)
- [Feature Deactivation](#)
- [Themes](#)
- [RAG statuses](#)
- [Dates/Times within ActiveControl](#)

3.3.1. Accessibility

Accessibility refers to the possibility for everyone, including and especially people with disabilities, to access and use information and communication technology.

ActiveControl Web Platform is built using UI5 and SAP Fiori design system; Accessibility is an integral part of both of those. ActiveControl offers various capabilities to ensure Accessibility for Basis Technologies customers and all end-users.

Visualization	Keyboard Support
<ul style="list-style-type: none">• Themes• Layout adaptation for different devices• RAG statuses: text/icon combination• Support for text resizing	<ul style="list-style-type: none">• Tab order of controls
	Understanding
	<ul style="list-style-type: none">• Status updates, messages, error handling• Labels

Figure: Accessibility capabilities within ActiveControl.

The rest of this section summarises some of these Accessibility capabilities in turn.

Themes

Different themes can be used to view the Web Platform by individual end users. Please refer to [Themes](#) section for full details of what is available, and how to change your local Theme.

- * Themes can also be useful for users within the organisation that need to access multiple ActiveControl Domain Controllers (eg in a Dual Domain Controller or Airgap scenario, or indeed where you need to test something in a non-Production ActiveControl Domain Controller. By setting different themes against each system, it will become more obvious to you on which system you are currently accessing, and hopefully reduce any risk of human error.

Responsiveness

ActiveControl comes with a responsive layout that adapts to the display resolution parameters of the individual device. Most core AC capabilities can be accessed on both PC and [Mobile](#) devices.

Support for Text Resizing

ActiveControl Web Platform can be accessed via all internet browsers supported by SAP:

- Google Chrome
- Microsoft Edge (Chromium)
- Mozilla Firefox
- Apple Safari

Users can adjust the font size themselves using inbuilt internet browser zoom function. The responsive layout adapts to these manual adjustments automatically.



For a user with scrolling wheel mouse, scrolling with the CTRL key held down will typically perform the zoom function in most browsers.

Tab Order for Support

Navigation between fields on a screen in the Web Platform is done using the Tab key. [Tab] moves the focus from one control to the next. [Shift]+ [Tab] does the reverse. Tab Ordering is possible on all screens of the Web Platform where a User may be maintaining information:

- Business Task
- Transport Form
- Project

Understanding

Clear status updates, messages and error handling is seen throughout the Web Platform. Labels and tooltips are used in the Web Platform to provide more information where appropriate.

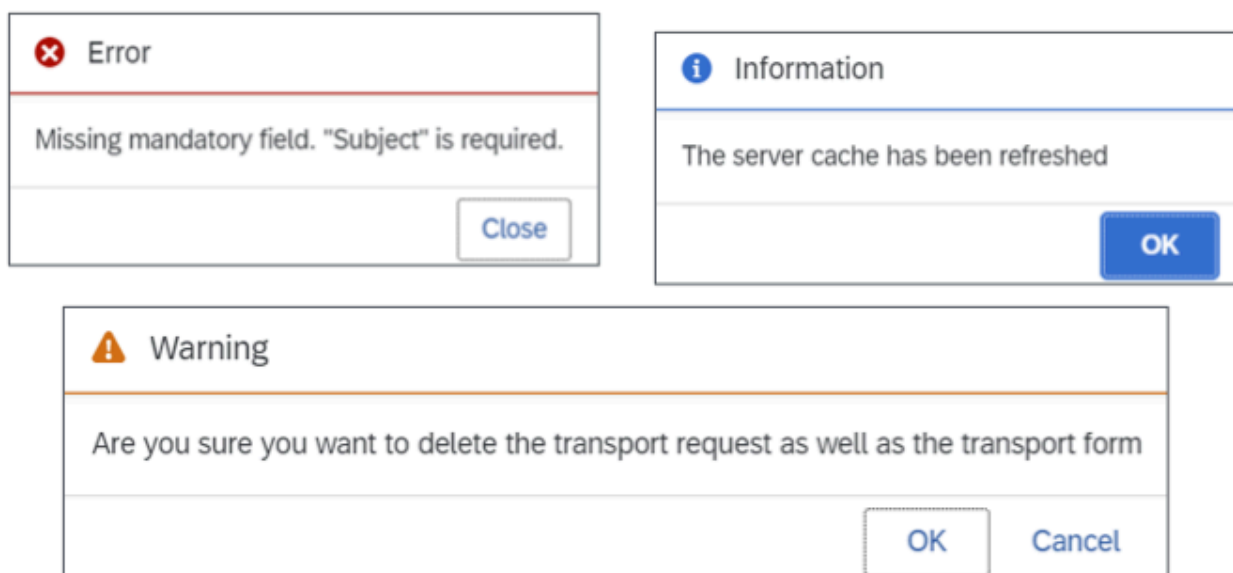


Figure: Example messages within ActiveControl.

! As with all aspects of the product, Basis Technologies welcome customer feedback on the existing accessibility capabilities of ActiveControl. Please reach out to our Support team or Customer Success Team if you have comments or suggestions on how we can improve the accessibility of ActiveControl for your user community.

3.3.2. Feature Deactivation

As was mentioned in the disclaimer section in the [Introduction](#) of this User Guide, every SAP customer is slightly different in their processes, organisational structure and use of different SAP applications.

Similarly, no two Basis Technologies' customers have the exact same setup of ActiveControl. For example, some are single track whilst others are N+1, some use Transport of Copies as part of their processes but others do not etc.

Since no two ActiveControl customers uses all the functionality available within the product, Feature Deactivation capability within ActiveControl can be used by your local Administrators to hidden individual features, screens and buttons, ultimately to simplify the UX for end users, and avoid time being spent trying to click on buttons or filling in screens that are not used as part of your own ActiveControl processes.

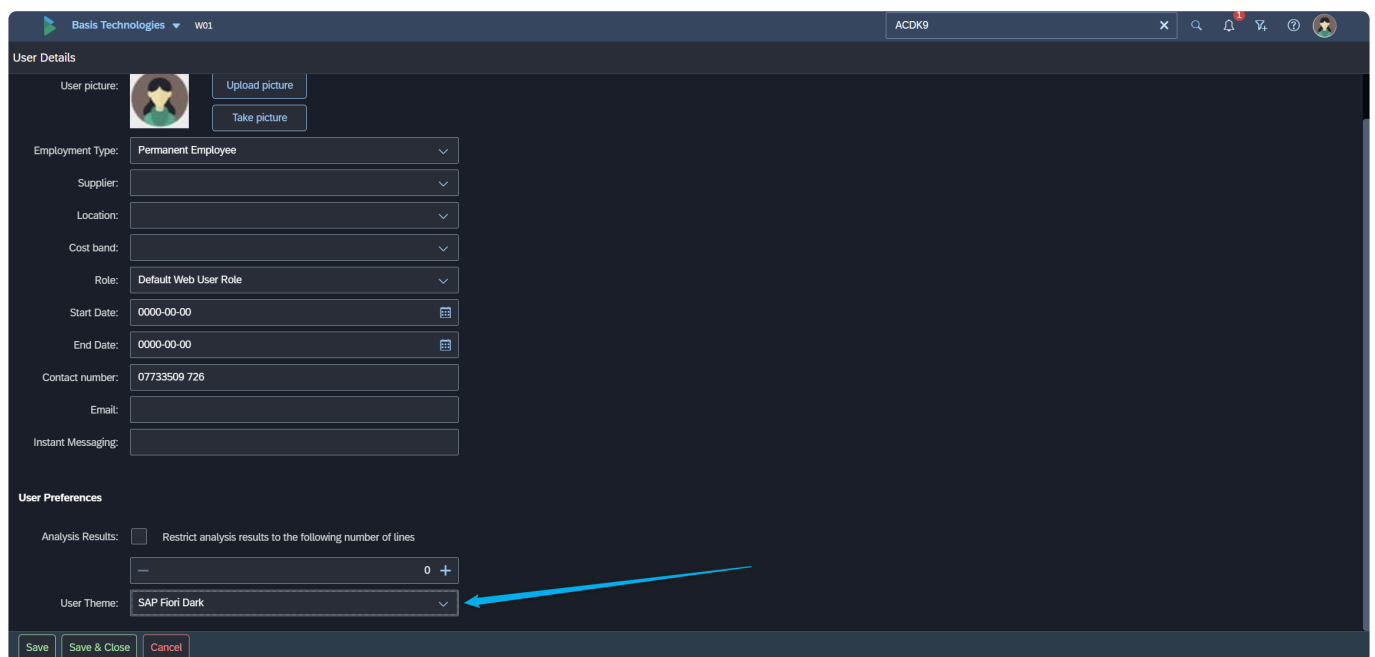
As a result of this, some of the information presented in this User Guide may not be relevant within your own organisation, either because a specific feature is not configured, or because it has been completely hidden via feature deactivation. If in doubt, please contact your local ActiveControl Administrator if you think you are missing something mentioned in this User Guide that is relevant to your job.

3.3.3. Themes

Individual end-users can choose from one of eleven Themes by which the Web Platform is seen, via [User Details] screen:

- SAP Fiori
- SAP Fiori Dark
- SAP Fiori High Contrast Black
- SAP Fiori High Contrast White
- SAP Belize
- SAP Belize High Contrast Black
- SAP Belize High Contrast White
- SAP Horizon
- SAP Horizon Dark
- SAP Horizon High Contrast Black
- SAP Horizon High Contrast White

The default Theme for a new ActiveControl user is 'SAP Fiori'. This was designed by SAP to meet the minimum colour contrast requirements of the international Web Content Accessibility Guidelines (WCAG 2.1).



The screenshot displays the 'User Details' screen in the ActiveControl web platform. The interface is dark-themed. At the top, there's a header bar with 'Basis Technologies' and 'W01' on the left, and 'ACDK9' on the right. Below the header, the 'User Details' section is visible. It includes a 'User picture' field with a placeholder image and buttons for 'Upload picture' and 'Take picture'. Below this are several dropdown menus for 'Employment Type' (set to 'Permanent Employee'), 'Supplier', 'Location', 'Cost band', and 'Role' (set to 'Default Web User Role'). There are also date pickers for 'Start Date' and 'End Date', both set to '0000-00-00'. Text input fields are provided for 'Contact number' (07733509 726), 'Email', and 'Instant Messaging'. Below these fields is the 'User Preferences' section. It contains a checkbox for 'Analysis Results' with the label 'Restrict analysis results to the following number of lines' and a numeric input field set to '0'. At the bottom of the preferences section is the 'User Theme' dropdown menu, which is currently set to 'SAP Fiori Dark'. A blue arrow points to this dropdown menu. At the very bottom of the screen, there are three buttons: 'Save', 'Save & Close', and 'Cancel'.

Figure: End users can choose their Theme via the [User Details] screen.







The screens seen within [Analytics] tile come from a 3rd Party tool and will therefore not be seen in the chosen Theme.








3.3.4. RAG statuses

Numerous RAG (Red, Amber, Green) status icons are seen throughout the ActiveControl Web Platform – to help identify issues and potential problems within individual SAP changes and transports.




Red or Amber typically indicates something that requires your attention.

Where the icon is indicating something informational that is not necessarily an issue that requires intervention, it is shown in Blue, Purple or Green for easier differentiation.

RAG Icon	Icon	Description	Configuration Details	Feature Deactivation possible?	Seen at TF or BT level?
Risk	 	Indicates if a Transport contains SAP objects defined as risky/critical within the Customer organisation.	Please refer to this online Knowledge Article for details on configuring the 0001 Risk Guard analyser which is used for the RAG status calculation.	Yes	Both
Conflict		Indicates if a Transport contains objects that are also being changed in parallel track, via the 0005 Conflict Analysis ShiftLeft analyser.	Please refer to this online Knowledge Article for details on configuring Merge and the 0005 Conflict Analysis analyser which is used for the RAG status calculation.	Yes	Both
DevEnforcer		Indicates if a Transport has coding, security or performance	Please refer to these online Knowledge Articles for details on	Yes	Both

		issues, as defined in the checks against the corresponding DevEnforcer analysers (0004, 0006, 0016)	setting up 0004 , 0006 , and 0016 analysers which are used as part of the RAG status calculation.		
Aged Transport	 Aged Transport  Aged Transport	Indicates if a Transport Form is older than a certain (configurable) number of days.	Please refer to this online Knowledge Article for details of the configuration.	Yes	Both
Dormant Transport	 Dormant Transport  Dormant Transport	Indicates if a Transport Form has been sitting in a particular control point location for more than a certain (configurable) number of days.	Please refer to this online Knowledge Article for details of the configuration.	Yes	Both
Manual Step	 Manual Step  Manual Step  Manual Step	Indicates if a Transport has an incomplete Manual Step against it. Red means the Manual Step is incomplete and is holding up an import. Amber means the Manual Step is incomplete but is not holding up an	No configuration required. Please refer to this online Knowledge Article for further information on this RAG icon.	No	Both

		Import. Green means that the Manual Step is complete (for the current system).			
Testing	 Testing - Problem  Testing - Information  Testing - Bypass  Testing - Waiting	<p>Indicates if a Business Task has had test results other than “Successfully Tested” logged, and the Business Task left in the Test Queue using “Save and Close”.</p> <p>“Testing – Problem” – should be RED</p> <p>“Testing – Information” should be BLUE</p> <p>“Testing – Waiting” – should be PURPLE</p> <p>“Testing – Bypass” – should be GREEN</p>	No configuration required.	No	Business Task only.
UModes	 UModes	Indicates if a Transport Form default umodes have been changed on the “Advanced Options”	No configuration required.	No	Transport Form only

		subscreen of the Transport Form.			
Automated Approval	 	Indicates if a Transport Form is awaiting automated-approval (or if it failed).	No configuration required for the RAG status. Please refer to this online Knowledge Article for further information on configuring automated approvals.	No	Transport Form only
RC8		Indicates if latest import of a Transport ended in RC8. Note this is only seen in Import Queue when the import into the previous Target was an RC8. If you will not see the icon if you re-add the transport to the Import Queue of the system where it previously had an RC8 import error.	No configuration required.	No	Transport Form only

✿ Some of the RAG status are calculated at Transport / Transport Form level – but also roll up to Business Task level. If there are two Transport Forms against a Business Task, and one of the Transport Forms has a red icon and the other Transport Form has a

corresponding amber icon, then the Business Task would be represented as red.

- Many of the RAG status icons will only show if they are Amber or Red – but they will not show if they are Green. This has by Basis Technologies design, to avoid the situation in the legacy ActiveControl UIs whereby non-issues tended to dominate the screen. In addition, it should be noted that some of the individual RAG status icons can be completely switched off by the ActiveControl Administrator via [Feature Deactivation](#).

Business Tasks ▾ W01

AC-00011
Project Alpha Core Build (Many Transports linked to BT)

Jane Peters

Status
12 Objects
17 Keys
DevEnforcer
Aged Transport
Dormant Transport
Manual Step

Phases

Phase	Count
Development	20
QA	2
Regression	0
Production	0
Merge Process	0

Tabs: GENERAL | CUSTOM DATA ▾ | STATUS & HISTORY | TRANSPORTS | TESTING | DEPENDENCIES | USER ASSIGNMENTS | ATTACHMENTS | COMMENTS

Project: Project Alpha
Type: * Project Requirement
Group: Finance

Priority: * Normal
Deployment Status: Awaiting Unit Testing

Figure: RAG statuses seen in the header section of a Business Task.

My Approvals ▾ W01 29065

Approvals (49)

Task	Project	Group	Type	Status	Actions
APO - Peer Review					
<input type="checkbox"/> AC-00031 APO backend changes	Production Support	Basis	Change Request	Aged Transport Dormant Transport	Analyse ▾
<input type="checkbox"/> AC-00044 APO work	Production Support	Security	Incident Fix	Dormant Transport	Analyse ▾
<input type="checkbox"/> AC-00045 New Billing Program	Production Support	Networks	Change Request	Risk Conflict Aged Transport Dormant Transport	Analyse ▾
<input type="checkbox"/> AC-00465 Invoice Documents update	Production Support	Logistics	Change Request	Risk Aged Transport Dormant Transport Manual Step	Analyse ▾
APO - Peer Review (Projects)					
<input type="checkbox"/> AC-00667 New Work Schedule Rules (North Americas)	Production Support	HCM	Change Request	Dormant Transport	Analyse ▾
<input type="checkbox"/> AC-00675 Payment Details - Updates	Production Support	Logistics	Change Request	Risk Aged Transport Dormant Transport	Analyse ▾
<input type="checkbox"/> AC-01006 Security Roles for Fixes	Production Support	Security	Change Request	Aged Transport Dormant Transport Manual Step	Analyse ▾
<input type="checkbox"/> AC-00394 New Report Structure (APO)	Project Test	Logistics	Change Request	Dormant Transport	Analyse ▾
BW - Peer Review (Projects)					
<input type="checkbox"/> AC-00119 BW Changes - Snapshot reporting	Production Support	Reporting	Change Request	Dormant Transport	Analyse ▾
<input type="checkbox"/> AC-00112 Warehouse Changes	Project Alpha	Logistics	Change Request	Dormant Transport	Analyse ▾

Figure: RAG statuses seen in the My Approvals list screen

3.3.5. Dates/Times in ActiveControl

Date/time fields are seen in many screens across the ActiveControl Web Platform.

Unless otherwise indicated in the UI – dates/times will be presented to the user in their local time.

4. Managing Projects

ActiveControl [Projects](#) are used to create logical groups of Business Tasks and Transport Forms.

Most Basis Technologies' customers create AC Projects for their weekly/monthly releases, and for any SAP projects that are being delivered.

This section of the User Guide details some of the key capabilities relating to Projects within ActiveControl:

- [Creating Projects](#)
- [Project Subscreens](#)
- [Searching for a Project](#)
- [Locking a Project](#)
- [Deleting a Project](#)

4.1. Creating Projects

ActiveControl Projects are created by authorised users in the Web Platform via the **Projects** tile on the homescreen.

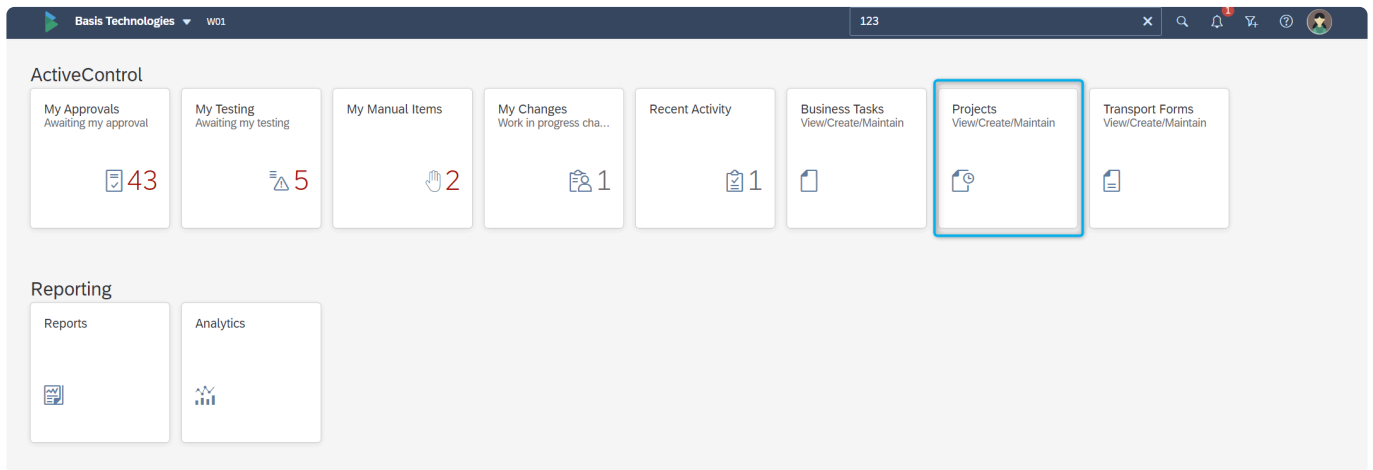


Figure: The ActiveControl Project Tile

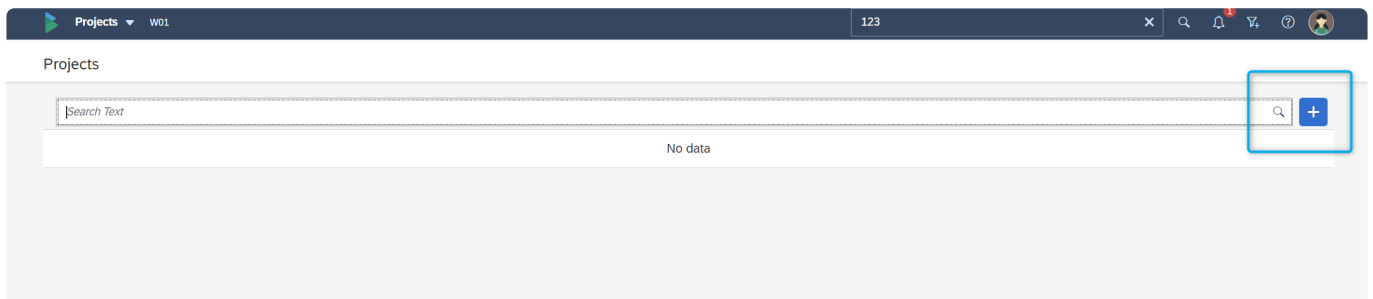


Figure: The ActiveControl Project Create button

Clicking on the Create button will bring the user into the ActiveControl Project screen.

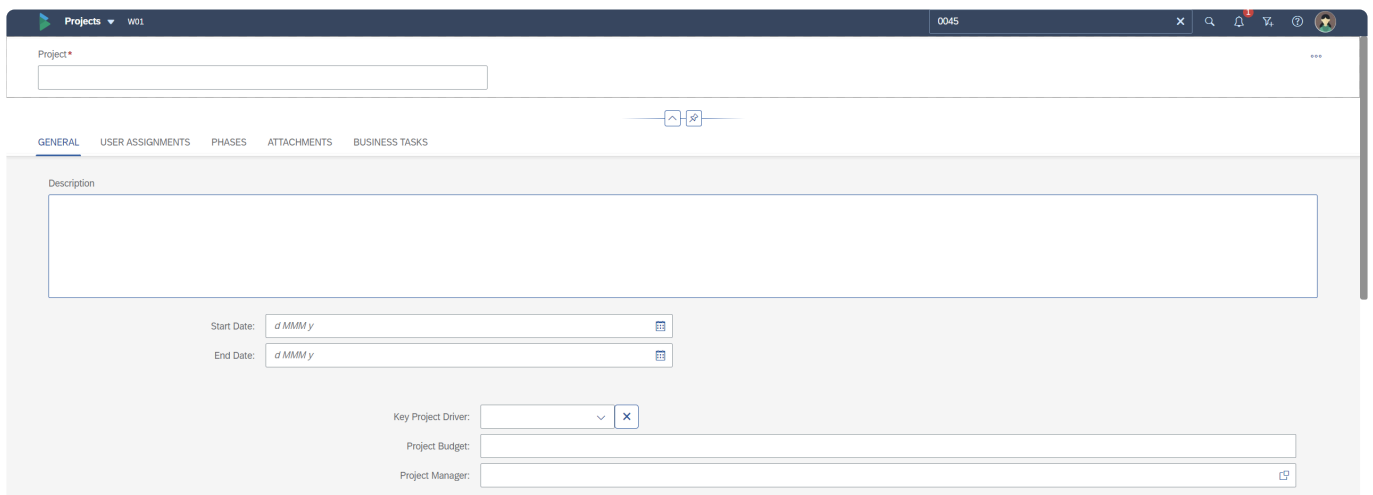


Figure: The ActiveControl Project Screen General Tab

The new Project must be given a Project Name, via the field in the header portion of the screen. This is a mandatory field, and is indicated by a red asterisk.

All other fields and subscreens can also be populated based on your own organisational processes and requirements within ActiveControl.

4.2. Phases progress bar

A Phases progress bar is seen as part of the header information on the Project screen.

This bar shows the progress of the Project in the overall process workflow, based on a count of Transport Forms associated with Business Tasks linked to the Project. This count is calculated based on the Project Phases, and location of the Transport Forms in the ActiveControl workflow against these Phases.

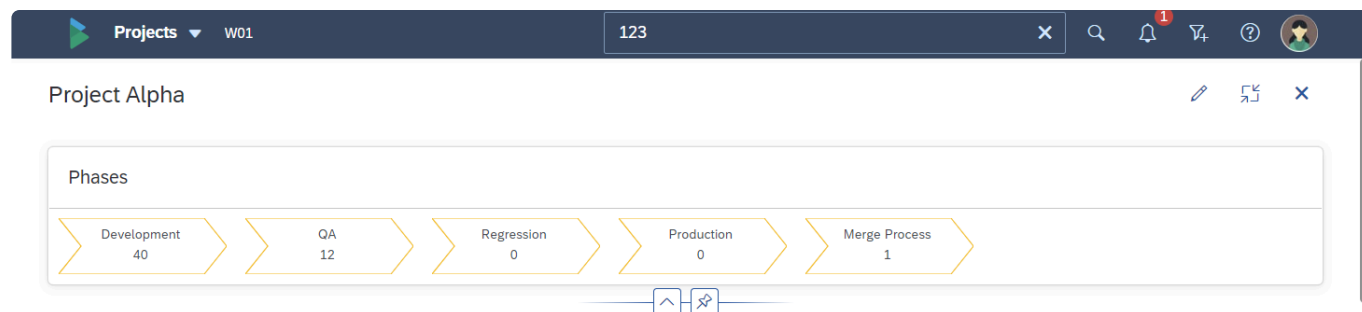


Figure: Phases progress bar on the Project screen



The Phases progress bar is linked to the phases defined on the Phases subscreen. If Phases are not defined against a Project, then the Phases progress bar will not be seen.

4.3. Subscreens

The following subscreens are seen as part of the Project screen:

Subscreen	Description
General	Core standard ActiveControl Project fields, plus any custom fields configured by the customer.
User Assignments	Screen to assign Users to user roles at Project level; this might be used elsewhere in ActiveControl as part of Rules Engine approvers or custom notifications.
Attachments	Attachments such as Project Plans or WRICEF lists can be uploaded at Project level via this screen.
Business Tasks	Screen showing the Business Tasks associated to the Project.
Project Items	Screen showing the inflight Business Tasks, in terms of their current location. Also allows authorised users to perform any associated action such as Approval or Test Signoff.
Project Overview	Screen showing the inflight Business Tasks against the Project against the core ActiveControl metrics.
Project Status	Screen showing progress of the Business Tasks (and Transport Forms) against the Project, based on their location and the associated milestone Phase dates.
Phases	Screen where authorised users can define the Milestone start/end dates against each Phase of the Project. This information is used elsewhere in the product, including the Project Status subscreen, and also the Project progress bar and Business Task phases progress bar .

4.3.1. General

A **General** subscreen is seen on the Project screen.

With the exception of the Project caption (name), all fields on the General subscreen are non-mandatory, and are only required depending on an individual customer’s own processes within ActiveControl.

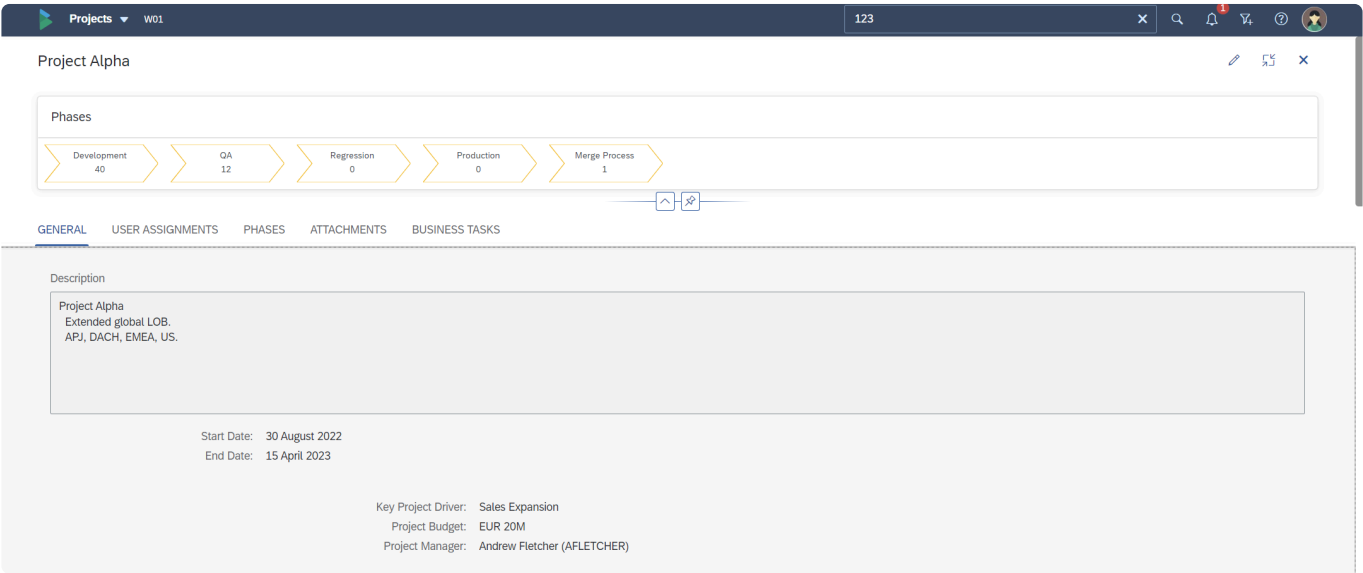


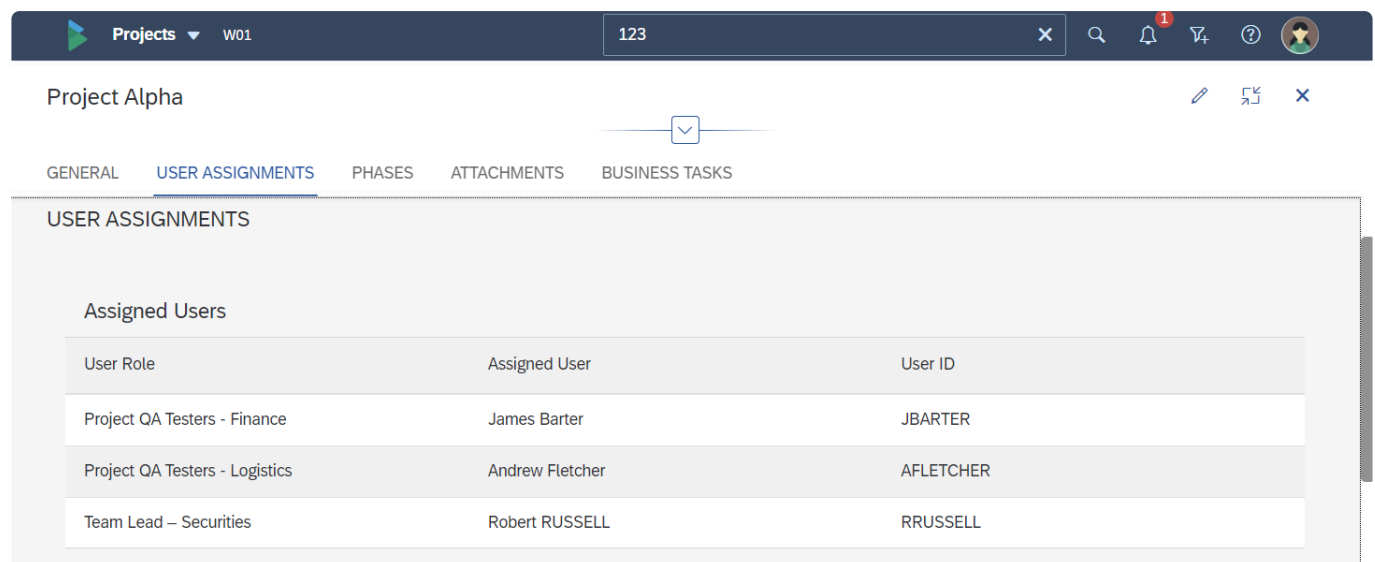
Figure: General subscreen on the Project screen

4.3.2. User Assignments

A **User Assignments** subscreen is seen on the Project screen

This optional screen can be used by Customers that are using the Rules Engine Approvals consumer and want to have Project-level User Assignments driving some of the Approvals workflow within ActiveControl.

Depending on your organisations installation of ActiveControl, the User Assignments subscreen may not be visible. If you do not see it, it likely means that your ActiveControl Administrator has hidden it via Feature Deactivation, probably because User Assignments are not added at Project level as part of your ActiveControl process.



Project Alpha

GENERAL USER ASSIGNMENTS PHASES ATTACHMENTS BUSINESS TASKS

USER ASSIGNMENTS

Assigned Users

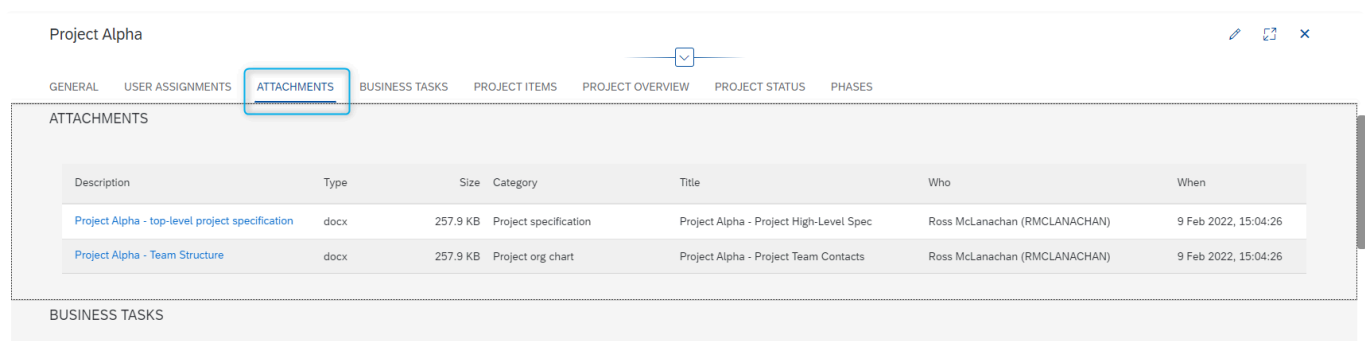
User Role	Assigned User	User ID
Project QA Testers - Finance	James Barter	JBARTER
Project QA Testers - Logistics	Andrew Fletcher	AFLETCHER
Team Lead – Securities	Robert RUSSELL	RRUSSELL

Figure: User Assignments subscreen on the Project screen

4.3.3. Attachments

An **Attachment** subscreen can be seen on the Project screen.

This optional screen is aimed at Customers that want to be able to upload or URL-link project-level documentation (eg Project Plans, Project Charters etc) in ActiveControl. Depending on your organisations installation of ActiveControl, the Attachments subscreen may not be visible. If you do not see it, it likely means that your ActiveControl Administrator has hidden it via [Feature Deactivation](#), probably because documents do not need to be added at Project level as part of your processes within ActiveControl.



Project Alpha						
<div>GENERAL USER ASSIGNMENTS ATTACHMENTS BUSINESS TASKS PROJECT ITEMS PROJECT OVERVIEW PROJECT STATUS PHASES</div>						
ATTACHMENTS						
Description	Type	Size	Category	Title	Who	When
Project Alpha - top-level project specification	docx	257.9 KB	Project specification	Project Alpha - Project High-Level Spec	Ross McLanachan (RMCLANACHAN)	9 Feb 2022, 15:04:26
Project Alpha - Team Structure	docx	257.9 KB	Project org chart	Project Alpha - Project Team Contacts	Ross McLanachan (RMCLANACHAN)	9 Feb 2022, 15:04:26
BUSINESS TASKS						

Figure: Attachments subscreen on the Project screen



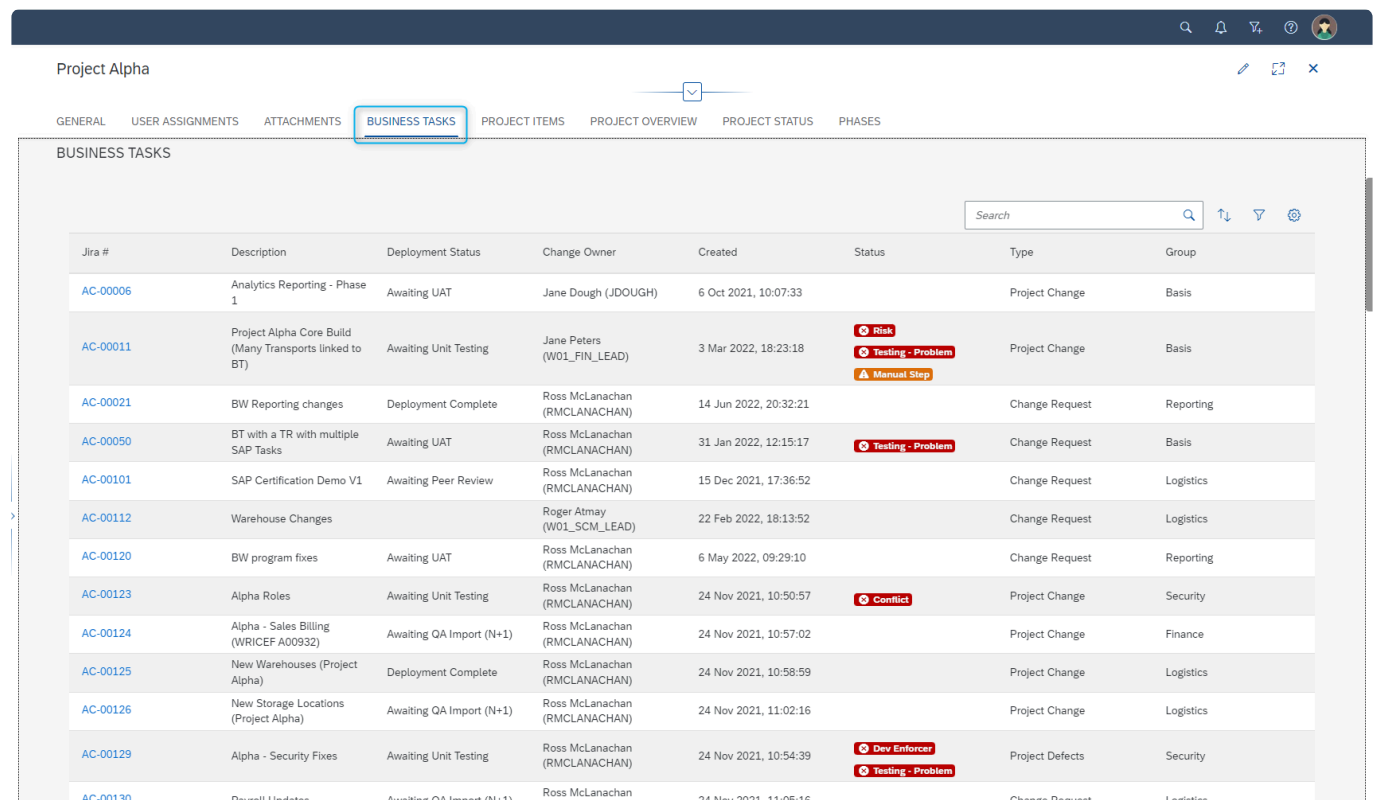
The Attachment categories that you see are defined by your local ActiveControl Administrator(s).

4.3.4. Business Tasks

A **Business Tasks** subscreen is seen on the Project screen.

This read-only screen indicates the Business Tasks associated with the Project and is intended to give a quick view of all the SAP changes being delivered as part of an ActiveControl Project.

It is possible to sort and filter on this subscreen, and also to add/remove both standard and custom Business Task fields to personalise the view of what you see onscreen.



Jira #	Description	Deployment Status	Change Owner	Created	Status	Type	Group
AC-00006	Analytics Reporting - Phase 1	Awaiting UAT	Jane Dough (JDOUGH)	6 Oct 2021, 10:07:33		Project Change	Basis
AC-00011	Project Alpha Core Build (Many Transports linked to BT)	Awaiting Unit Testing	Jane Peters (W01_FIN_LEAD)	3 Mar 2022, 18:23:18	Risk Testing - Problem Manual Step	Project Change	Basis
AC-00021	BW Reporting changes	Deployment Complete	Ross McLanachan (RMCLANACHAN)	14 Jun 2022, 20:32:21		Change Request	Reporting
AC-00050	BT with a TR with multiple SAP Tasks	Awaiting UAT	Ross McLanachan (RMCLANACHAN)	31 Jan 2022, 12:15:17	Testing - Problem	Change Request	Basis
AC-00101	SAP Certification Demo V1	Awaiting Peer Review	Ross McLanachan (RMCLANACHAN)	15 Dec 2021, 17:36:52		Change Request	Logistics
AC-00112	Warehouse Changes		Roger Atmay (W01_SCM_LEAD)	22 Feb 2022, 18:13:52		Change Request	Logistics
AC-00120	BW program fixes	Awaiting UAT	Ross McLanachan (RMCLANACHAN)	6 May 2022, 09:29:10		Change Request	Reporting
AC-00123	Alpha Roles	Awaiting Unit Testing	Ross McLanachan (RMCLANACHAN)	24 Nov 2021, 10:50:57	Conflict	Project Change	Security
AC-00124	Alpha - Sales Billing (WRICEF A00932)	Awaiting QA Import (N+1)	Ross McLanachan (RMCLANACHAN)	24 Nov 2021, 10:57:02		Project Change	Finance
AC-00125	New Warehouses (Project Alpha)	Deployment Complete	Ross McLanachan (RMCLANACHAN)	24 Nov 2021, 10:58:59		Project Change	Logistics
AC-00126	New Storage Locations (Project Alpha)	Awaiting QA Import (N+1)	Ross McLanachan (RMCLANACHAN)	24 Nov 2021, 11:02:16		Project Change	Logistics
AC-00129	Alpha - Security Fixes	Awaiting Unit Testing	Ross McLanachan (RMCLANACHAN)	24 Nov 2021, 10:54:39	Dev Enforces Testing - Problem	Project Defects	Security
AC-00130	Duall Update	Awaiting QA Import (N+1)	Ross McLanachan	24 Nov 2021 11:05:16		Change Request	Logistics

Figure: Business Task subscreen on the Project screen

4.3.5. Project Items

A **Project Items** subscreen is seen on the Project screen.

This screen shows all the in-progress Business Tasks against the Project, and also allows users with the appropriate authorisations/responsibility to be able to perform the corresponding Actions for the changes sitting in particular control point locations.

It is possible to sort and filter on this subscreen, and also to add/remove both standard and custom Business Task fields to personalise the view of what you see onscreen.

Project Alpha

GENERAL USER ASSIGNMENTS ATTACHMENTS BUSINESS TASKS **PROJECT ITEMS** PROJECT OVERVIEW PROJECT STATUS PHASES

PROJECT ITEMS

Milestone Phase: All phases

Search

Task	Group	Type	Status	Owner	Deployment Status	Milestone Phase	Actions
ACD - SI4HANA Project Merge: Inbox							
<input type="checkbox"/> AC-00434 Finance Optimisation - Project Alpha	Finance	Change Request		James Barter (JBARTER)	Awaiting Merge Approval	Merge Process	Analyse
APO - Peer Review							
<input type="checkbox"/> AC-01007 Basis Changes - OSS Note 123455	Basis	Incident Fix		Ross McLanachan (RMCLANACHAN)	Awaiting Peer Review	Development	Analyse
APO - Peer Review (Projects)							
<input type="checkbox"/> AC-01004 Sales Reporting enhancements - Project Alpha	Logistics	Project Requirement		Ross McLanachan (RMCLANACHAN)	Awaiting Peer Review (N+1)	Development	Analyse
<input type="checkbox"/> AC-00011 Project Alpha Core Build (Many Transports linked to BT)	Finance	Project Requirement	Risk Manual Step	Jane Peters (W01_FIN_LEAD)	Awaiting Unit Testing	Development	Analyse

Figure: Project Items subscreen on the Project screen

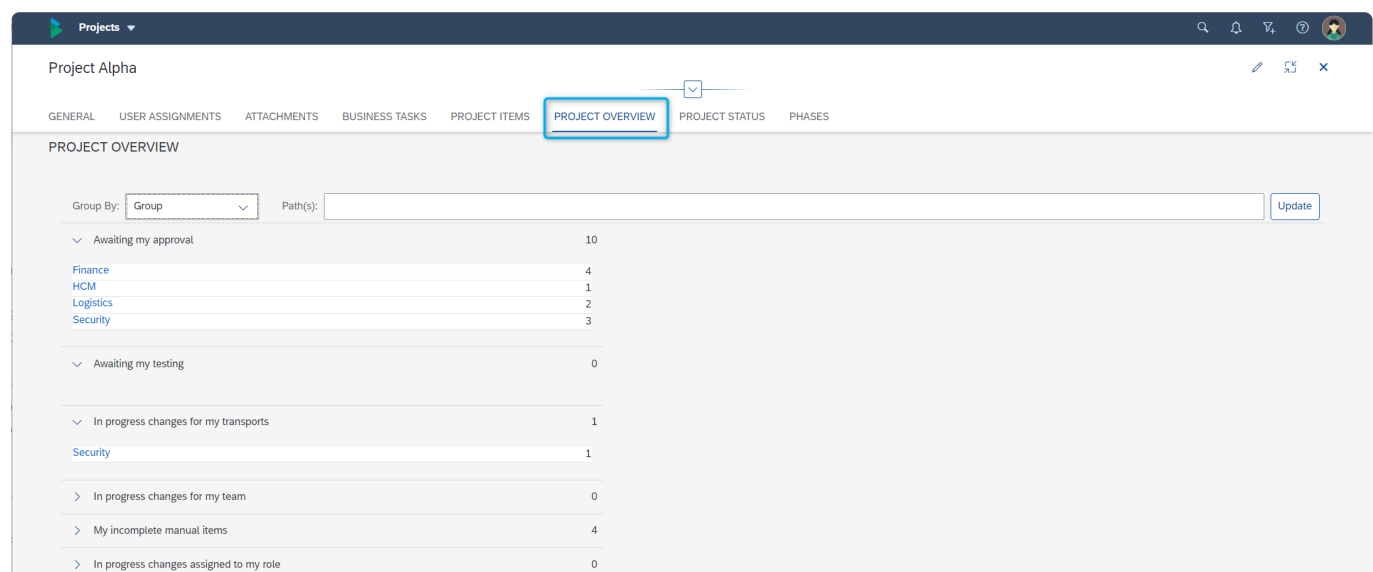
4.3.6. Project Overview

A **Project Overview** subscreen is seen on the Project screen.

This screen shows the inflight Business Tasks against the Project against the core ActiveControl metrics:

- Awaiting my Approvals [this should match what is seen in “My Approvals” app tile]
- Awaiting Testing [this should match what is seen in “My Testing” app tile]
- In Progress Changes for my Transports [this should match what is seen in “My Changes” app tile – My Changes subscreen.]
- In Progress Changes for my Team [this should match what is seen in “My Changes” app tile – My Teams subscreen.]
- My Incomplete Manual Items [this should match what is seen in “My Manual Items” app tile]
- In Progress Changes assigned to my Role [this should match what is seen in “My Changes” app tile – My Roles subscreen.]

Clicking on one of the links will take user to screen where they can see the details of the Business Tasks (and perform Actions if allowed)



Business Task	Count
▼ Awaiting my approval	10
Finance	4
HCM	1
Logistics	2
Security	3
▼ Awaiting my testing	0
▼ In progress changes for my transports	1
Security	1
> In progress changes for my team	0
> My incomplete manual items	4
> In progress changes assigned to my role	0

Figure: Project Overview subscreen on the Project screen

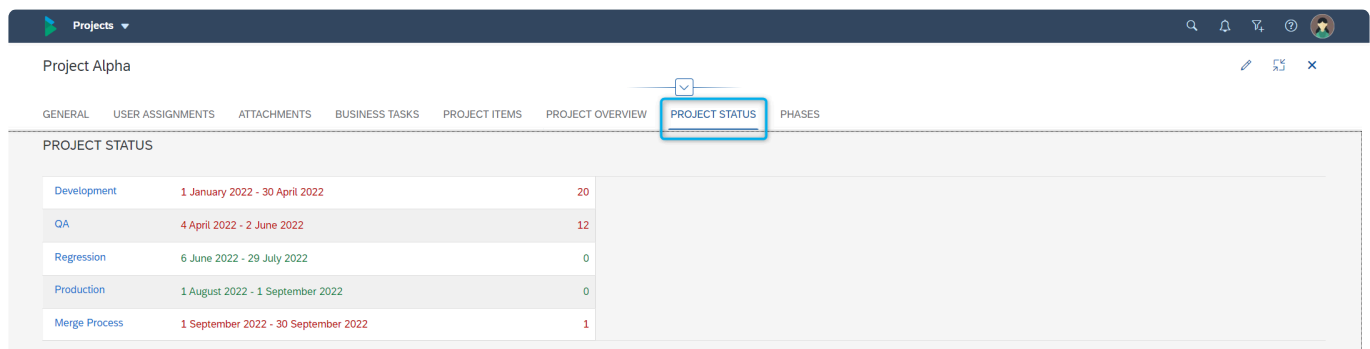
4.3.7. Project Status

A **Project Status** subscreen is seen on the Project screen, to show progress of the underlying Business Tasks and Transport Forms based on their location, against the defined milestone Phase dates.

The project status Phases will show in different colours:

Colour	When it will be shown
Green	Default
Red	If the Project Phase end date is greater than today's date (and the count of items against that Phase is >0).
Amber/Orange	If the phase is active (start date is <= current date and end date >= current date), and there is an earlier phase where count > 0 & RAG status == red.

Clicking on one of the Milestone Phases will take user to screen where they can see the details of the Business Tasks (and perform Actions if allowed) sitting against a particular Phase.



PROJECT STATUS		
Development	1 January 2022 - 30 April 2022	20
QA	4 April 2022 - 2 June 2022	12
Regression	6 June 2022 - 29 July 2022	0
Production	1 August 2022 - 1 September 2022	0
Merge Process	1 September 2022 - 30 September 2022	1

Figure: Project Status subscreen on the Project screen



Project Status screen relies on Milestone Phases start/end dates being defined against the Project, this can be done via the [Phases](#) subscreen on the Project.

4.3.8. Phases

A **Phases** subscreen is seen on the Project screen

This optional screen can be used by Customers that want to define start/end dates against each Phase of a particular Project being delivered in ActiveControl.

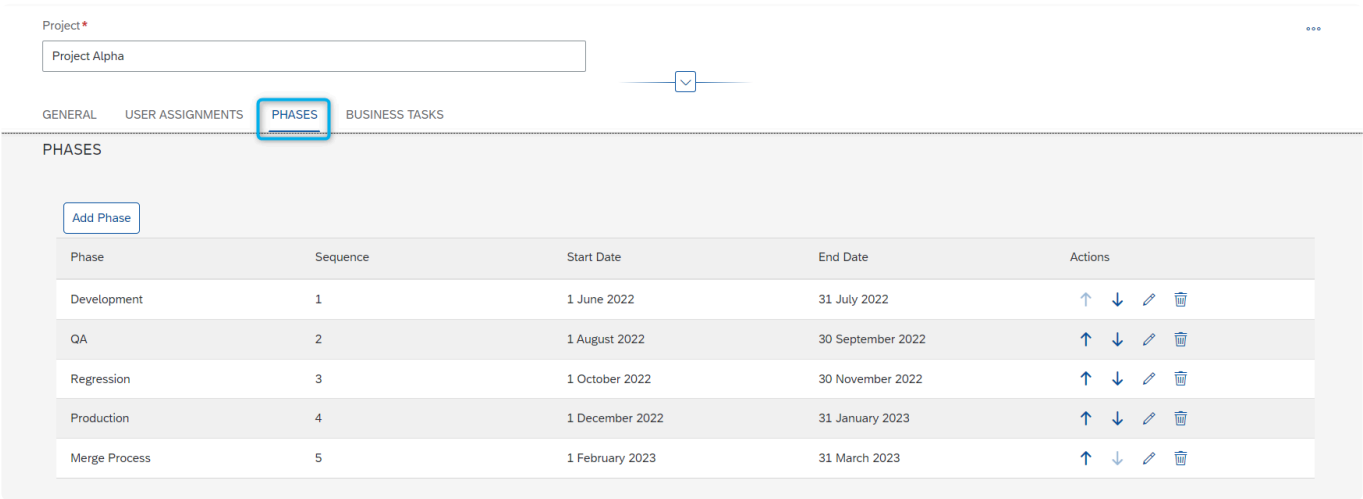


Figure: Phases on the Project screen

! The Phases progress bar is linked to the phases defined on the Phases subscreen. If Phases are not defined against a Project, then the Phases progress bar will not be seen.

4.4. Searching a Project

It is possible to search for Projects via the Project search screen, accessed via the Projects tile.

It is currently possible to search for a Project based on its Project name only.

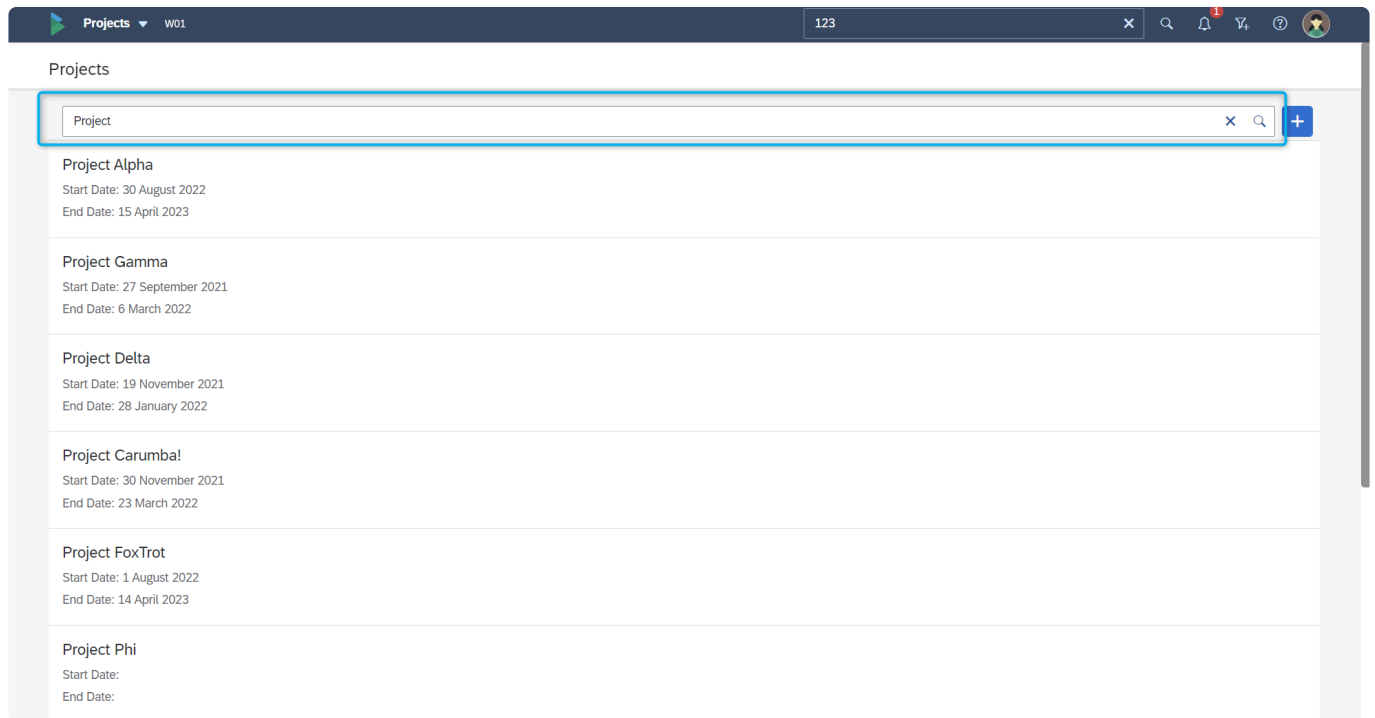


Figure: Searching for a Project via the Project search screen.

4.5. Locking a Project

Projects can be manually locked in ActiveControl to prevent more Business Tasks from being attached to them.

Locking a project makes it inactive within ActiveControl. It will no longer be seen via the Projects Dropdown in the Business Task screen.

Manual locking of Projects is performed by authorised users via the Lock Task option available via the 'Three Dots' dropdown in an individual Project.

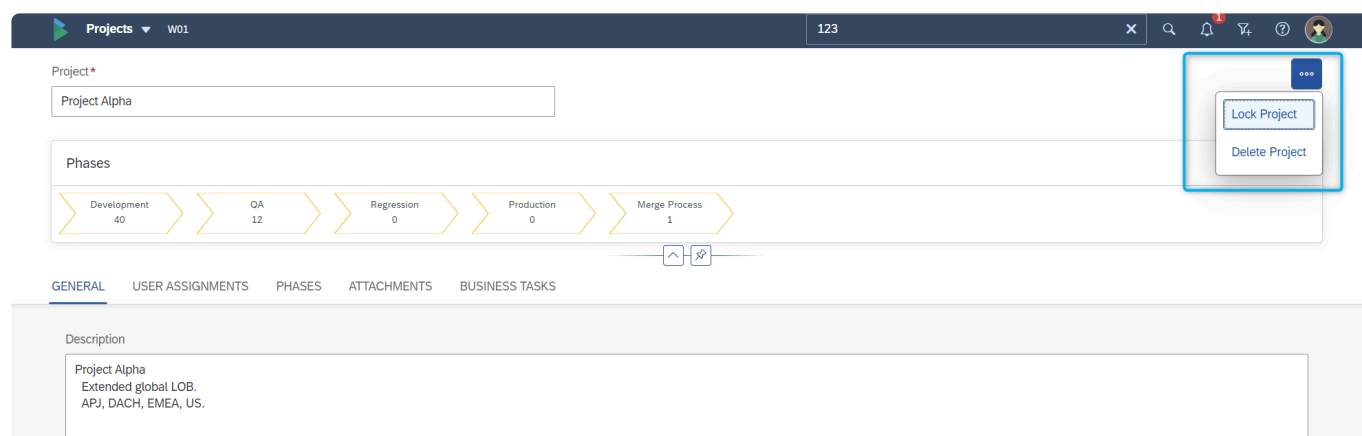


Figure: Locking a Project in the Web Platform

4.6. Deleting a Project

It is possible to **Delete** a Project within ActiveControl.

Deletion can be performed by authorised users via the 'Delete Project' option available via the 'Three Dots' dropdown in an individual Project

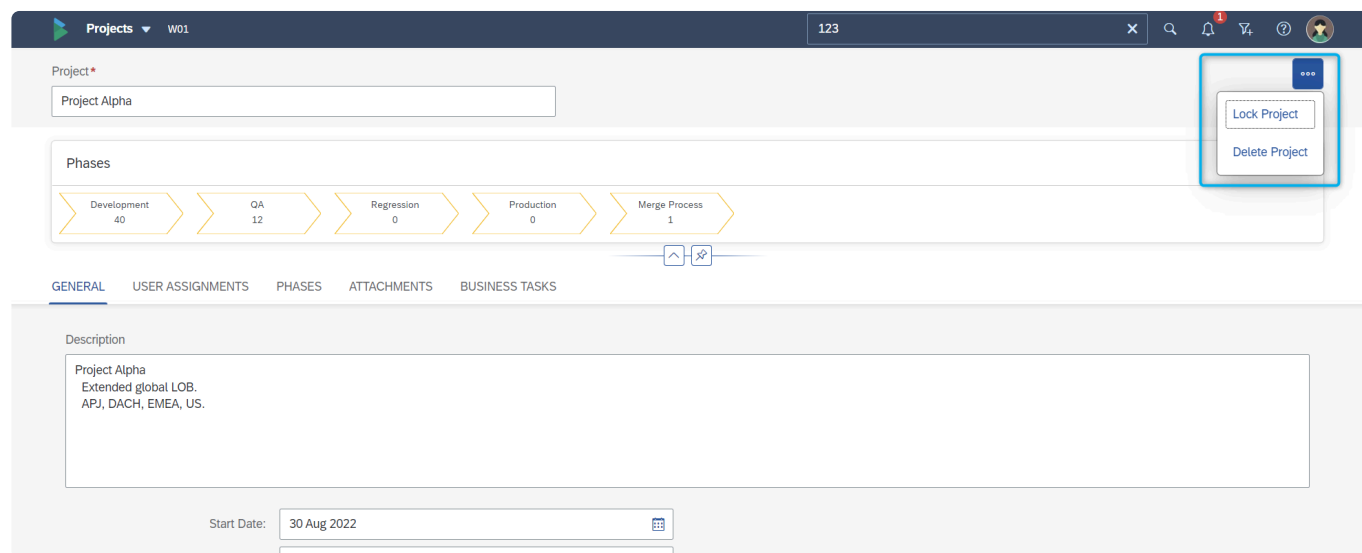


Figure: Deleting a Project in the Web Platform

- ✿ It is only possible to delete a Project with no Business Tasks associated to it. To delete an active Project with associated Business Tasks, you must first re-allocate those Business Tasks to another ActiveControl Project.

5. Managing Business Tasks

ActiveControl Business Tasks are used to represent each SAP ticket (ie Incident, Change, Project Warranty Fix etc) that is being delivered by an SAP customer.

This section of the User Guide details some of the key capabilities relating to Business Tasks within ActiveControl:

- [Creating Business Tasks](#)
- [Business Task Subscreens](#)
- [Locking a Project](#)
- [Deleting a Project](#)
- [Searching a Business Task](#)

5.1. Creating Business Tasks

ActiveControl Business Tasks are created by authorised users in the Web Platform, via the Business Task tile.

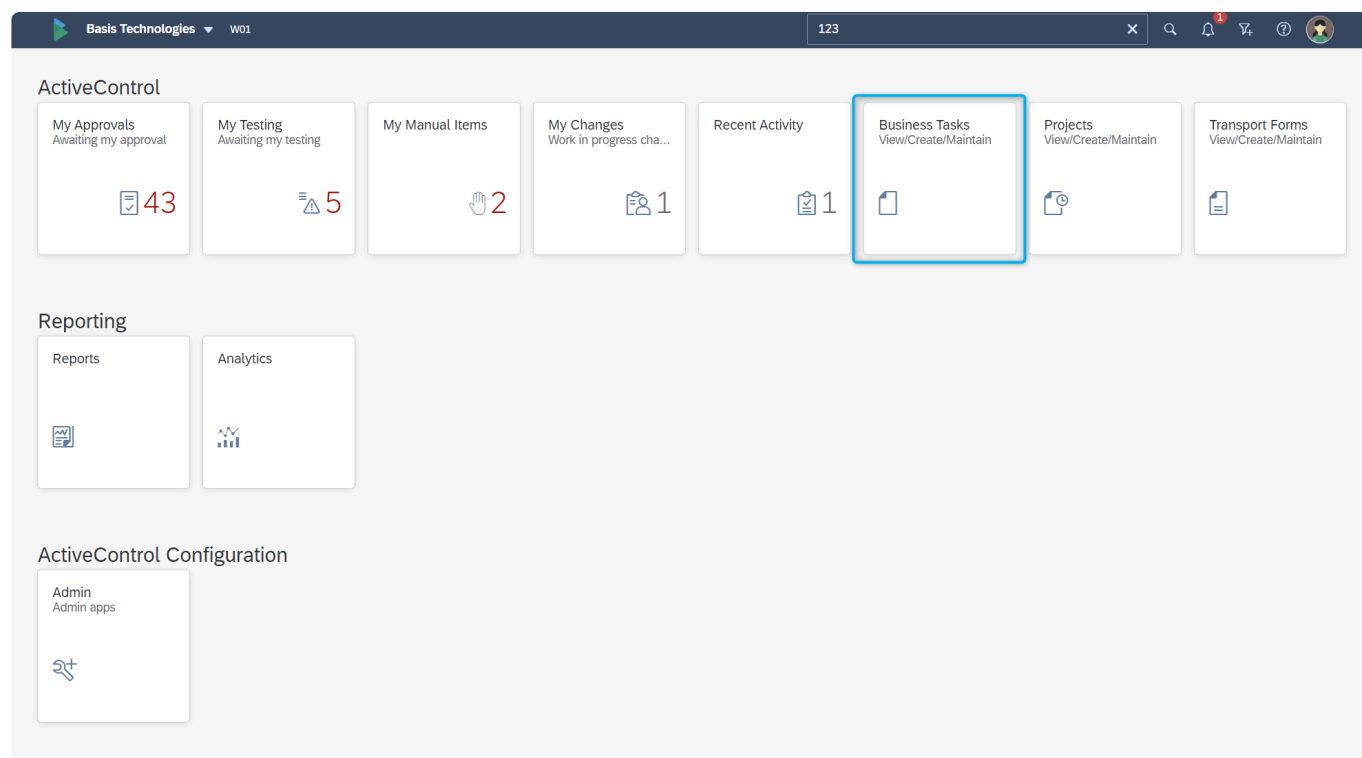


Figure: The ActiveControl Business Task tile

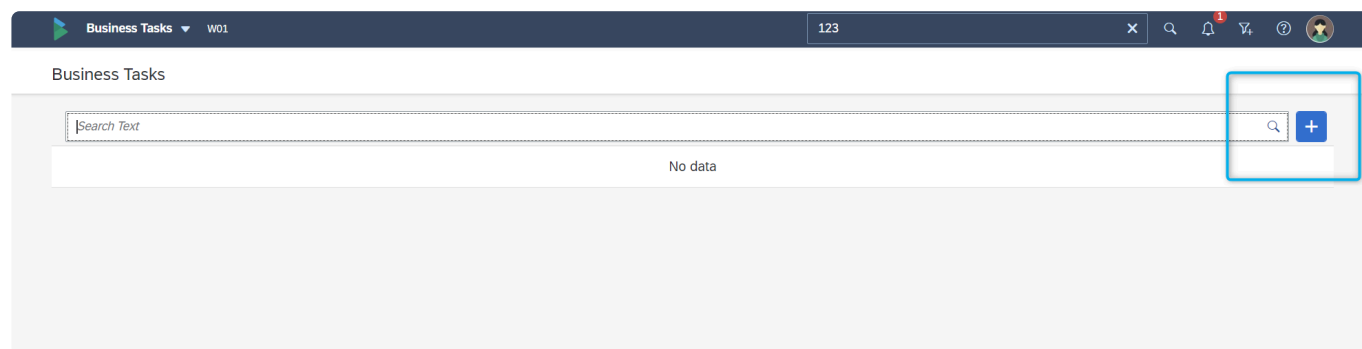


Figure: The ActiveControl Business Task Create button

Clicking on the Create button will bring the user into the ActiveControl Business Task screen.

Business Tasks

W01

123

Reference*

Subject*

Created: 26 Aug 2022, 08:10:03

Joe Admin

Status

0 Objects

0 Keys

GENERAL

CUSTOM DATA

ADDITIONAL DATA

STATUS & HISTORY

TESTING

DEPENDENCIES

USER ASSIGNMENTS

ATTACHMENTS

COMMENTS

Project:

Type:

Group:

Priority:

Normal

Deployment Status:

Planning Status:

Description

Save

Save & Close

Cancel

Figure: The ActiveControl Business Task screen

5.2. Phases progress bar

A Phases progress bar is seen as part of the header information on the Business Task screen. This bar shows the progress of the Business Task in the overall process workflow, based on a count of Transport Forms associated with the Business Task. This count is calculated based on the Project Phases, and location of the Transport Forms in the ActiveControl workflow against these Phases.

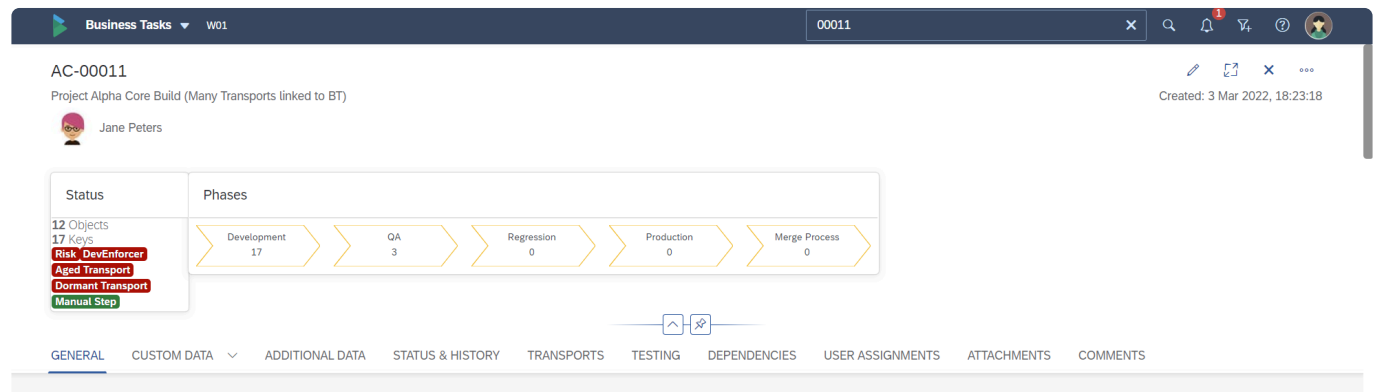


Figure: Phases progress bar on the Business Task screen



The Phases progress bar on the Business Task is linked to the phases defined against the Project linked to the Business Task. If Phases are not defined against the Project, then the Phases progress bar will not be seen on the Business Task.

5.3. Subscreens

The following subscreens are seen as part of the Business Task screen:

Subscreen	Description
General	Core standard ActiveControl Business Task fields, plus any custom fields configured by the customer.
Custom Data	Any custom tabs configured by the customer (to show custom fields not on the General screen).
Additional Data	(optional screen) Business information field tab. Many customers do not use these fields (and the subscreen can be hidden).
Status & History	(View-only) Top section shows the current status of the Business Task. Bottom section shows the Event History of the Business Task. Both sections will be empty during initial Business Task creation.
Transports	Screen showing the Transport Forms (and Transports without Transport Forms) that have been added to the Business Task.
Testing	Top section shows the Testing History of the Business Task. Bottom section allows Testers to be added at 'All System', 'Specific Role' or 'Specific Target' level.
Dependencies	(optional screen) Allows customers to relate Business Tasks together (eg functional dependencies where two changes should be deployed at same time, even where there are no specific technical dependencies).
User Assignments	(optional screen) Predominantly used by Customers using the Rules Engine approval consumer, where User Assignments can be used to drive Approvers within the ActiveControl workflow. Also can be used to drive Custom Notifications within ActiveControl.
Attachments	(optional screen) Can be used to either upload or url link Attachments at a Business Task level.
Scheduling	(optional screen) Can be used to forward schedule a Business Task to only be imported to production at a certain date/time in the future, even if it reaches the Import Queue before that date/time.
Comments	Can be used during the delivery of an SAP change, to collaborate with other stakeholders involved in the Business Task.

5.3.1. General

The General subscreen is where many of the most important standard fields on a Business Task are maintained.

Some of these values that you populate in these fields may drive some of the workflow and processes within your organisation's ActiveControl setup.

Figure: General subscreen in the Business Task

Field	Description
Reference	Unique identifier for the Business Task, in most Customers it will be the ticket number (eg Jira or ServiceNow etc).
Subject	Summary description of the Business Task.
Project	The Project to which a particular Business Task is linked.
Type	Typically used to present values such as "Incident", "Change Request", "Project Change" etc.
Group	Typically used to reflect the SAP Modules or similar business groupings within an Organisation.
Priority	Typically used to indicate its urgency (eg Critical, High, Normal, Low).
Deployment Status	Automatically calculated for a Business Task, based on the location of the underlying Transport Forms in the workflow.

Planning Status	Optional field. Can be used to present a pre-Development status of a particular Business Task (eg Approved versus Not Approved). This field may be hidden in your local installation of ActiveControl.
Requirement Description	Long description of the Business Task.
Custom Fields	Optional fields configured within your local installation of ActiveControl, to allow other data not available as part of the standard fields to be stored.

Mandatory field are indicated by a red asterisk * on the screen.

Some of the fields are dropdown fields, the meta-data behind these is defined and configured for your own organisation by your local ActiveControl Administrator



It is possible to manually change the Deployment status and/or Planning Status fields, by going into Edit mode on the Business Task and then selecting the padlock icon (to unlock). In most situations, Users should not need to do this as it is better to automatically calculate the Deployment Status.

5.3.2. Custom Data

It is possible for Customers to create custom tabs on an ActiveControl Business Task. This is useful for customers with many customer fields, as it enables them put different fields onto different tabs to keep them separated.

If custom tabs have been created within your organisation, they will be accessible via the Custom Data subscreen. If no custom tabs have been configured, the Custom Data subscreen will not be seen.

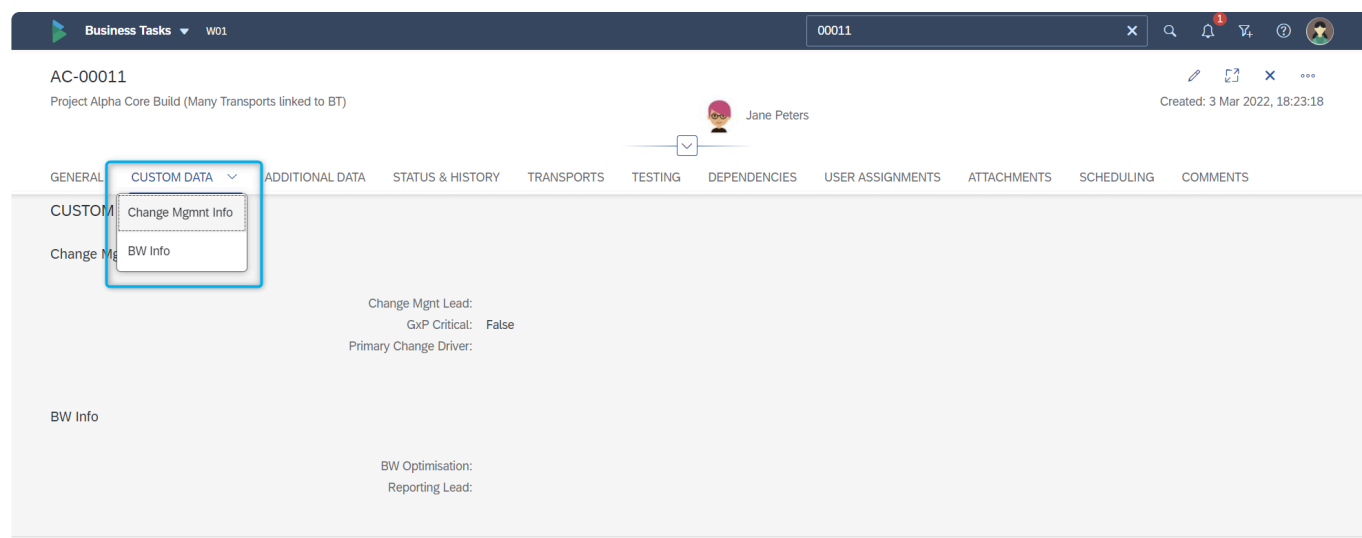


Figure: Custom Data subscreen in the Business Task

5.3.3. Additional Data

The Additional Data tab contains various standard business-orientated fields. These fields are not mandatory. This information is typically not used as part of the workflow process within ActiveControl, and many customers choose not to use some or all of these fields. If you do not see it, it likely means that your ActiveControl Administrator has hidden it via [Feature Deactivation](#) because this information is not required as part of your ActiveControl process.

The screenshot shows the 'Additional Data' tab for a Business Task. The header bar includes 'Business Tasks', 'W01', and a search bar with '00011'. The main content area displays the following fields:

Business Unit:	Global - All Operating Companies
Strategic Thrust:	Cost Reduction
Complexity:	Medium (5-8 Story Points)
Area:	
Benefits Statement:	
Benefit Realisation Date:	15 September 2022
Benefit Owner:	Achim Toeper (ATOEPER)
Benefits Value:	100000
Estimated Effort (Days):	10
Estimated Cost:	12000
Actual Effort (Days):	0
Actual Cost:	0

The interface also shows a user profile for Jane Peters and a creation timestamp of 3 Mar 2022, 18:23:18.

Figure: Additional Data subscreen in the Business Task

5.3.4. Status & History

The Status & History subscreen within a Business Task shows two pieces of read-only information.

1. Current Status
2. History

The Current Status section will show the current pending Approvals or Imports – based on the location of the underlying Transport Forms in the ActiveControl workflow.

The History section underneath shows a record of historical Events (ie actions) that have been performed on the Business Task. It is possible to search and filter on this Event information.

The screenshot displays the 'Status & History' subscreen for Business Task 'AC-00011'. The header bar shows 'Business Tasks' with a dropdown, 'W01', and the task ID '00011'. Below the header, the task name 'AC-00011' and description 'Project Alpha Core Build (Many Transports linked to BT)' are visible. A user profile for 'Jane Peters' is shown with a 'Created: 3 Mar 2022, 18:23:18' timestamp. The main navigation bar includes tabs: GENERAL, CUSTOM DATA, ADDITIONAL DATA, STATUS & HISTORY (selected), TRANSPORTS, TESTING, DEPENDENCIES, USER ASSIGNMENTS, ATTACHMENTS, SCHEDULING, and COMMENTS. The 'STATUS & HISTORY' section is expanded, showing a 'Current Status' table with three columns: Location, Responsible, and Since.

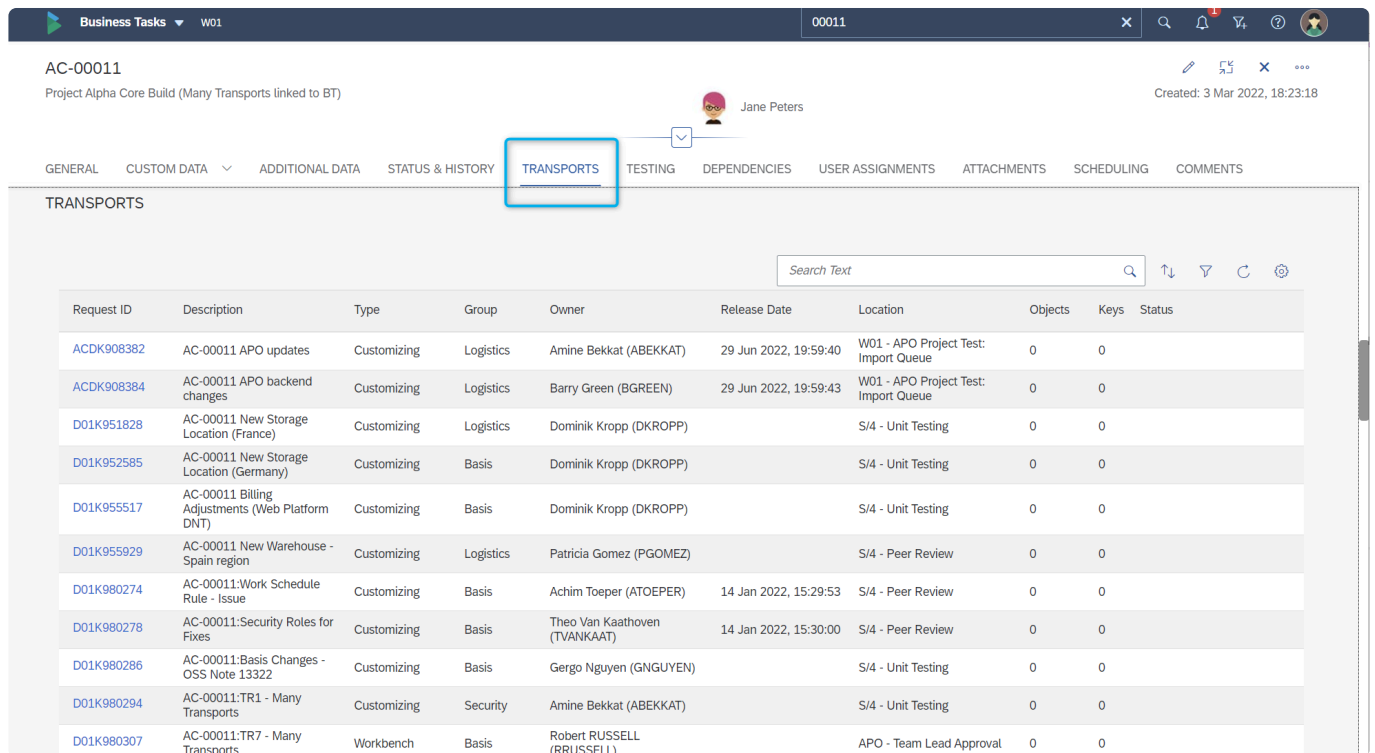
Location	Responsible	Since
Waiting to be tested in S/4HANA QA (I01)	TMIAH (TMIAH), Jane Peters (W01_FIN_LEAD)	28 Jul 2022, 06:27:18
Waiting to be approved into APO - Virtual System (VIR)	Barry Green (BGREEN), Mary Robbins (MROBBINS), Ross McLanachan (RMCLANACHAN), TMIAH (TMIAH), Samantha Basis (W01_BASIS), Sam Demo (WPP_DEMO)	29 Jun 2022, 19:59:36
Waiting to be imported into APO Project Test (W01)		29 Jun 2022, 19:59:35
Waiting to be approved out of S/4HANA Development (D01)	Kalidass Solaimuthu (KSOLAIMUTHU), Mary Robbins (MROBBINS), Ross McLanachan (RMCLANACHAN), TMIAH (TMIAH), Joe Admin (W01_ADMIN), Samantha Basis (W01_BASIS), Sam Demo (WPP_DEMO)	1 Jun 2022, 17:52:20
Waiting to be tested in S/4HANA Development (D01)	TMIAH (TMIAH), Jane Peters (W01_FIN_LEAD)	30 May 2022, 20:49:34

Figure: Status & History subscreen in the Business Task

5.3.5. Transports

The **Transports** subscreen shows the SAP Transports that have been associated with the Business Task.

It is possible to create new SAP Transports and add / create Transport Forms for the SAP Transports from this subscreen.



Business Tasks W01 00011

AC-00011
Project Alpha Core Build (Many Transports linked to BT)

Jane Peters
Created: 3 Mar 2022, 18:23:18

GENERAL CUSTOM DATA ADDITIONAL DATA STATUS & HISTORY **TRANSPORTS** TESTING DEPENDENCIES USER ASSIGNMENTS ATTACHMENTS SCHEDULING COMMENTS

TRANSPORTS

Search Text

Request ID	Description	Type	Group	Owner	Release Date	Location	Objects	Keys	Status
ACDK908382	AC-00011 APO updates	Customizing	Logistics	Amine Bekkat (ABEKKAT)	29 Jun 2022, 19:59:40	W01 - APO Project Test: Import Queue	0	0	
ACDK908384	AC-00011 APO backend changes	Customizing	Logistics	Barry Green (BGREEN)	29 Jun 2022, 19:59:43	W01 - APO Project Test: Import Queue	0	0	
D01K951828	AC-00011 New Storage Location (France)	Customizing	Logistics	Dominik Kropp (DKROPP)		S/4 - Unit Testing	0	0	
D01K952585	AC-00011 New Storage Location (Germany)	Customizing	Basis	Dominik Kropp (DKROPP)		S/4 - Unit Testing	0	0	
D01K955517	AC-00011 Billing Adjustments (Web Platform DNT)	Customizing	Basis	Dominik Kropp (DKROPP)		S/4 - Unit Testing	0	0	
D01K955929	AC-00011 New Warehouse - Spain region	Customizing	Logistics	Patricia Gomez (PGOMEZ)		S/4 - Peer Review	0	0	
D01K980274	AC-00011:Work Schedule Rule - Issue	Customizing	Basis	Achim Toeper (ATOEPER)	14 Jan 2022, 15:29:53	S/4 - Peer Review	0	0	
D01K980278	AC-00011:Security Roles for Fixes	Customizing	Basis	Theo Van Kaathoven (TVANKAAT)	14 Jan 2022, 15:30:00	S/4 - Peer Review	0	0	
D01K980286	AC-00011:Basis Changes - OSS Note 13322	Customizing	Basis	Gergo Nguyen (NGUYEN)		S/4 - Unit Testing	0	0	
D01K980294	AC-00011:TR1 - Many Transports	Customizing	Security	Amine Bekkat (ABEKKAT)		S/4 - Unit Testing	0	0	
D01K980307	AC-00011:TR7 - Many Transports	Workbench	Basis	Robert RUSSELL (RRUSSELL)		APO - Team Lead Approval	0	0	

Figure: Transports subscreen in the Business Task



In most ActiveControl Web Platform screens, clicking Cancel whilst in edit mode will result in your changes not being saved. The creation of SAP transports is one exception to this. When an SAP Transport is added to a Business Task, clicking cancel will result in the Transport still being created and added to the Business Task.

5.3.6. Testing

Testing within ActiveControl is typically done at a Business Task level. Testers are assigned via the [Testing] subscreen on the Business Task.

Business Tasks W01 00011

AC-00011
Project Alpha Core Build (Many Transports linked to BT)

Jane Peters
Created: 3 Mar 2022, 18:23:18

GENERAL CUSTOM DATA ADDITIONAL DATA STATUS & HISTORY TRANSPORTS **TESTING** DEPENDENCIES USER ASSIGNMENTS ATTACHMENTS SCHEDULING COMMENTS

TESTING

Testing History	Opened	Closed
> D01 S/4HANA Development	3 Mar 2022, 18:25:03	30 May 2022, 20:29:47
> I01 S/4HANA QA	3 Mar 2022, 18:25:50	
> ACD APO Project Dev	3 Mar 2022, 18:26:39	30 May 2022, 20:15:01
> D01 APO Dev	3 Mar 2022, 18:26:53	30 May 2022, 20:39:12
> D01 S/4HANA Development	30 May 2022, 20:30:00	1 Jun 2022, 17:52:20
> D01 APO Dev	30 May 2022, 20:39:36	13 Jun 2022, 19:18:17
> ACD APO Project Dev	13 Jun 2022, 11:18:31	13 Jun 2022, 11:22:27

All System Testers

Tester Role	Assigned User	User ID	Default Tester
All System Testers	Jane Peters	W01_FIN_LEAD	👤

Specific Role Tester

Tester Role	Assigned User	User ID
-------------	---------------	---------

Figure: Testing subscreen on the Business Task

The Testing subscreen within a Business Task is split into two sections:

1. Testing History
2. Testing Assignments

Testing History.

Testing History shows a read-only history of Testing that has been completed on a Business Task.

Any attachments (either uploads or URL linked) added during Test Signoff process is seen within the Testing History section of the Business Task, and not in the Attachments tab of the Business Task.

Testing Assignments

Testing Assignments is where Tester(s) can be assigned to individual Business Tasks. It is possible to assign a Tester at different levels:

- All System Tester – this enables the Tester to sign off any Test Queue
- Specific Role Tester – this enables the Tester to be assigned to sign off any Targets of a specific Target Role
- Specific Target Tester – this enables the Tester to be assigned against a specific Target.

It is a mandatory requirement within ActiveControl that at least one user is assigned as a default All System Tester. Depending on your implementation of ActiveControl, the default All System Tester is likely to either be the end-user creating the Business Task, or a batch user if the Business Task is being created automatically via an Integration with another 3rd Party tool such as Jira or ServiceNow.

5.3.7. Relationships and Dependencies

Related Business Tasks

It is possible to set [Dependencies at a Transport Form level](#) when you need to set technical dependencies between individual transports.

It is also possible to set **Relationships at a Business Task level**, for the scenario where there might not be a specific technical dependency, but where the Customer wanted to ensure that certain SAP changes moved at the same time. This was added as part of ActiveControl 8.50

Relating Business Tasks indicates that this particular Business Task is dependent on the Business Task that you add, ie that other related Business Task should be approved/imported before or at the same time as this particular Business Task.

The screenshot shows the 'Business Tasks' web platform interface. At the top, there's a header with 'Business Tasks' and 'W01'. Below this, the 'Reference' field contains 'AC-00011' and the 'Subject' field contains 'Project Alpha Core Build (Many Transports linked to BT)'. The user 'Jane Peters' is logged in, and the task was created on '3 Mar 2022, 18:23:18'. The 'DEPENDENCIES' tab is selected, showing a table of related tasks. The table has columns: 'Related Task', 'Related Task Description', 'Related Task Owner', and 'Actions'. One task is listed: 'AC-00003' with description 'Urgent UK Revenue Report fix' and owner 'Ross McLanachan (RMCLANACHAN)'. There is also an 'Add Dependency' button and a 'USER ASSIGNMENTS' section below the table.

Related Task	Related Task Description	Related Task Owner	Actions
AC-00003	Urgent UK Revenue Report fix	Ross McLanachan (RMCLANACHAN)	

Figure: Related Business Tasks in the Web Platform

Business Tasks Dependencies.

As of ActiveControl 9.10, it is also possible to add Business Task dependencies. Unlike related business tasks, dependencies will be factored into the calculated import sequence in an Import Queue.

If BT1 is made dependent on BT2, then ALL of the transports in BT2 will be calculated to be imported before any transports in BT2.

This functionality was added at the request of one of Basis Technologies' customers. For other customers that do not want to use this feature, it can be hidden by Administrators via [Feature Deactivation](#). When Business Task Dependencies is switched off via Feature Deactivation – any previously set BT dependencies will NOT be taken into account of the import sequencing.

Jira #
AC-00123

Subject*
Alpha Roles

Created: 24 Nov 2021, 10:50:57

Ross McLanachan

GENERALCUSTOM DATAADDITIONAL DATASTATUS & HISTORYTRANSPORTSTESTINGDEPENDENCIESUSER ASSIGNMENTSATTACHMENTSCHEDULINGCOMMENTS

DEPENDENCIES

Add Relationship

This business task is related to these tasks

Related Task	Related Task Description	Related Task Owner	Actions
No data			

Add Dependency

This business task should not be deployed until all transports in the following business tasks have been imported

Dependent Task	Dependent Task Description	Dependent Task Owner	Actions
AC-00124	Alpha - Sales Billing (WRICEF A00932)	Ross McLanachan (RMCLANACHAN)	

Figure: Business Task Dependencies in the Web Platform

5.3.8. User Assignments

User Roles within ActiveControl can be used to assign users to specific Business Tasks (and Projects). At Business Task level, User Roles are typically used to drive two behaviours within ActiveControl:

1. To drive Inbox/Outbox approvers as part of the Rules Engine approvals consumer.
2. To drive the intended audience for custom email notifications.

User Roles and underlying Users are assigned to individual Business Tasks via the 'User Assignments' subscreen.

Business Tasks W01 00011

Reference* AC-00011

Subject* Project Alpha Core Build (Many Transports linked to BT)

Created: 3 Mar 2022, 18:23:18

Jane Peters

GENERAL CUSTOM DATA ADDITIONAL DATA STATUS & HISTORY TRANSPORTS TESTING DEPENDENCIES **USER ASSIGNMENTS** ATTACHMENTS SCHEDULING COMMENTS

USER ASSIGNMENTS

Add Role

User Role	Assigned User	User ID	Actions
Peer Reviewers - Logistics	Sam Demo	WPP_DEMO	

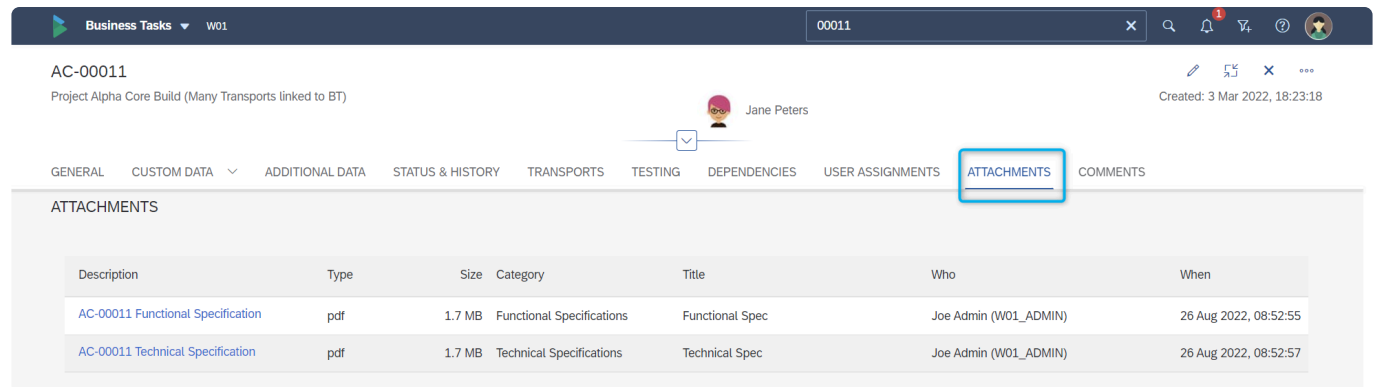
Figure: User Assignments on a Business Task in the Web Platform

! User Assignments is optional functionality within ActiveControl, and will depend on your own organisation's implementation of ActiveControl. If unsure if you need to use it, contact your local ActiveControl Administrator.

5.3.9. Attachments

Within ActiveControl, it is possible to upload attachments, or URL link them to their location stored on other document repositories.

This is possible at Business Task level via the Attachments subscreen. This might be where you upload documentation such as Functional or Technical Specifications, depending on your own organisation's processes within ActiveControl.



Description	Type	Size	Category	Title	Who	When
AC-00011 Functional Specification	pdf	1.7 MB	Functional Specifications	Functional Spec	Joe Admin (W01_ADMIN)	26 Aug 2022, 08:52:55
AC-00011 Technical Specification	pdf	1.7 MB	Technical Specifications	Technical Spec	Joe Admin (W01_ADMIN)	26 Aug 2022, 08:52:57

Figure: Attachments on a Business Task in the Web Platform

* The Attachment categories that you see are defined by your local ActiveControl Administrator(s).

* Any attachments (either uploads or URL linked) added during Test Signoff process is seen within the Testing History section of the Testing subscreen, and not in the Attachments subscreen of the Business Task.

5.3.10. Scheduling

Imports of SAP transports within ActiveControl is typically done via [Automated Import Schedules](#).

It is possible to set individual Business Tasks to not be imported before a particular date/time in the future via the Scheduling subscreen on an individual Business Task.

Using the 'Prevent Import before specified time' option, a user can ensure a particular SAP change does not get deployed to Production before a certain date/time, irrespective of any Automated Import Schedules that are running on the Production Import Queue(s).

The screenshot displays the 'Business Tasks' interface in the ActiveControl web platform. The top header shows 'Business Tasks' with a dropdown arrow, 'W01', and a search bar containing '00011'. The main content area is divided into two sections: 'Reference' and 'Subject'. The 'Reference' field contains 'AC-00011'. The 'Subject' field contains 'Project Alpha Core Build (Many Transports linked to BT)'. To the right of the subject field, there is a user profile for 'Jane Peters' and a creation timestamp 'Created: 3 Mar 2022, 18:23:18'. Below these fields is a horizontal tab bar with the following tabs: 'GENERAL', 'CUSTOM DATA', 'ADDITIONAL DATA', 'STATUS & HISTORY', 'TRANSPORTS', 'TESTING', 'DEPENDENCIES', 'USER ASSIGNMENTS', 'ATTACHMENTS', 'SCHEDULING', and 'COMMENTS'. The 'SCHEDULING' tab is currently selected and highlighted with a blue border. The 'SCHEDULING' subscreen contains a checkbox labeled 'Prevent Import before specified time', which is checked. Below this checkbox, there are two input fields: 'Date and Time' with the value '19 Oct 2022, 08:56:00' and a calendar icon, and 'Target Role' with the value 'Production' and a dropdown arrow.

Figure: Forward Scheduling on a Business Task in the Web Platform.

5.3.11. Comments

It is possible to leave Comments at a Business Task level, to facilitate easier collaboration between stakeholders on a particular SAP change.

Comments are added by authorised users via the Comments tab on the Business Task. It is possible to post comments to the Business Task, and also to post comments to individual users (so they receive an automated email notification, and to post comments to a specific User Role (so all users assigned to that User Role automatically receive an email notification).

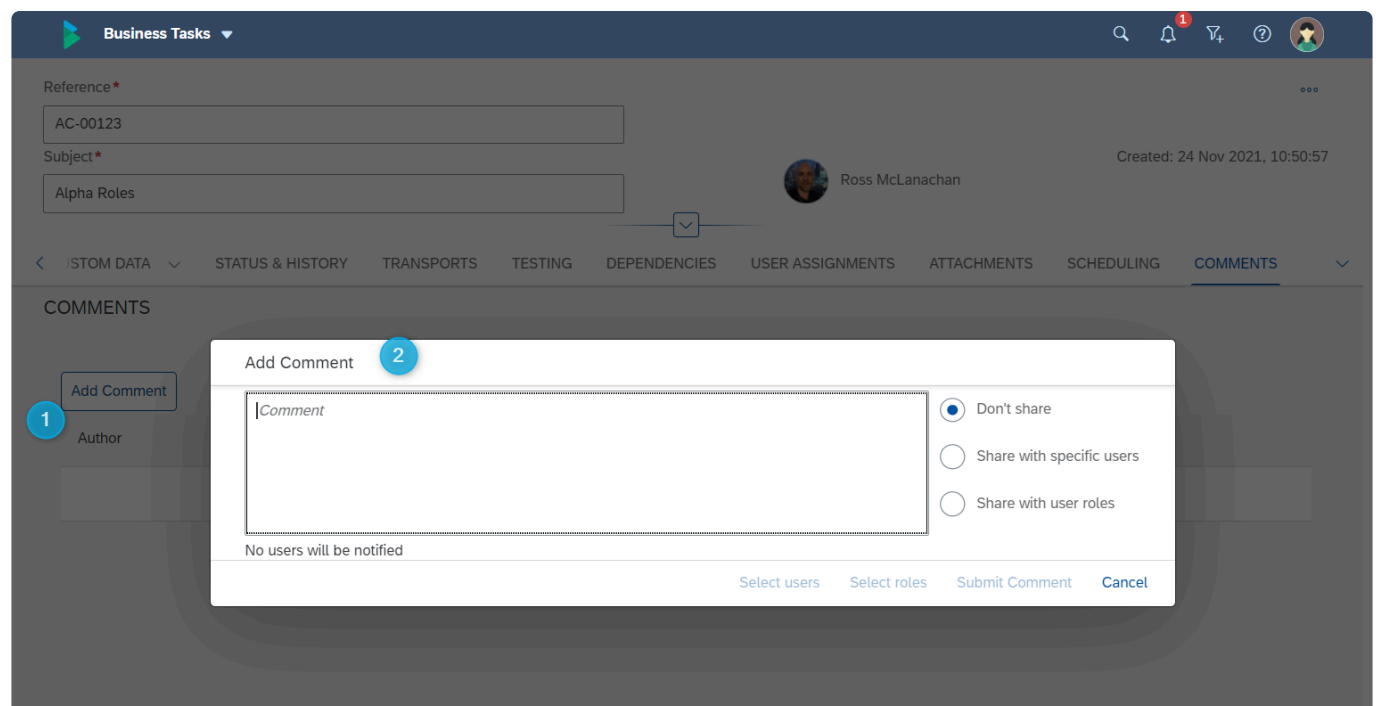


Figure: Adding a Comment in the Web Platform

5.4. Actions: Business Task

5.4.1. Locking a Business Task

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.

Manual locking of Business Tasks is performed by authorised users via the Lock Task option available via the 'Three Dots' dropdown in an individual Business Task.

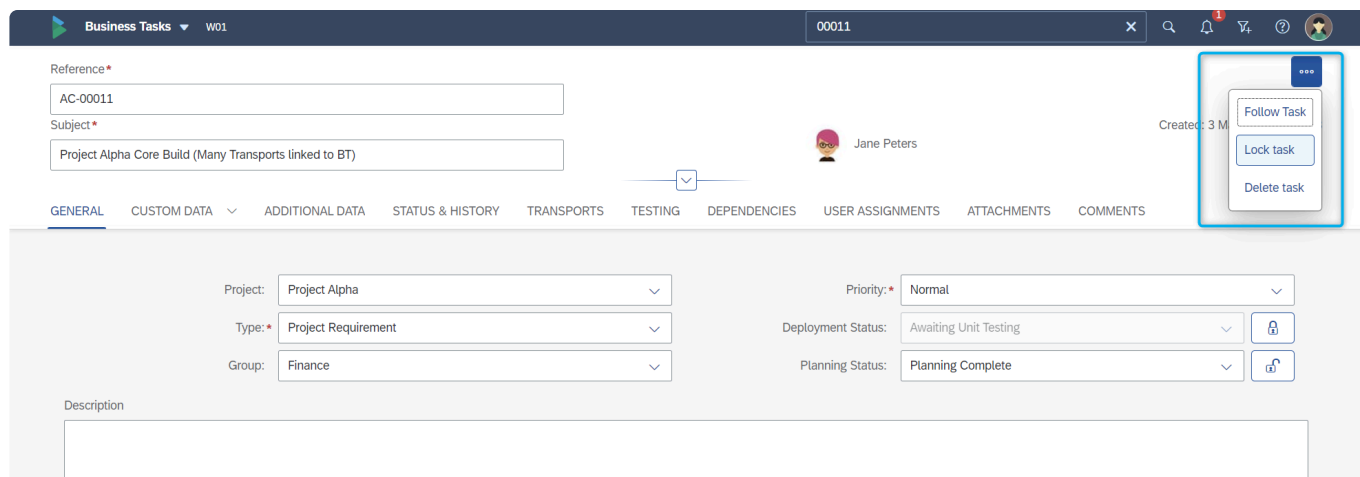


Figure: Locking a Business Task in the Web Platform

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

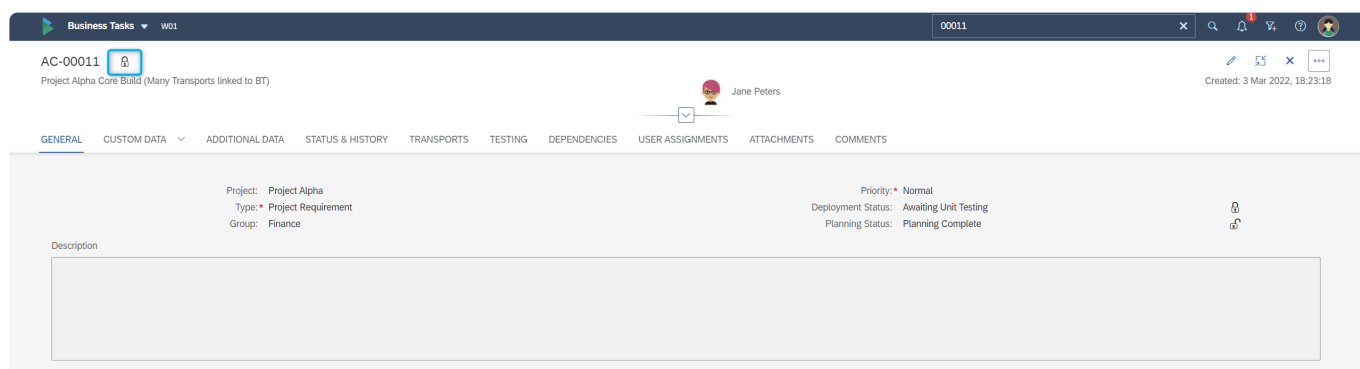


Figure: A locked Business Task in the Web Platform



Business Task locking can be done automatically by ActiveControl when a Business Task passes a specific control point for a target system. This is done via global configuration performed by your local ActiveControl Administrator.



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

5.4.2. Deleting a Business Task

It is possible to delete a Business Task within ActiveControl. It is only possible to delete Business Tasks that do not have any Transport Forms assigned to them.

Deleting via individual Business Task screen

Deletion can be performed by authorised users via the 'Delete Task' option available via the 'Three Dots' dropdown in an individual Business Task.

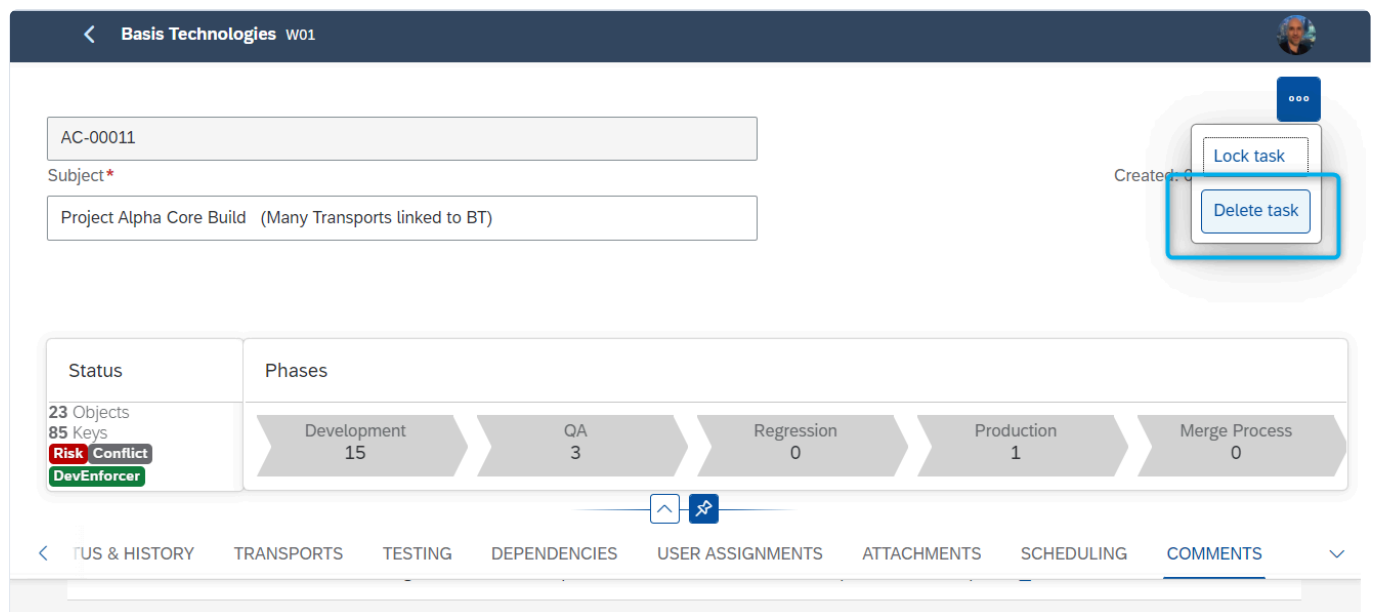


Figure: Deleting a Business Task in the Web Platform

* It is only possible to delete a Business Task with no Transport Forms associated to it.

Deleting via Explorer (Advanced Search) screen.

Deletion can be performed by authorised users via the 'Delete Business Task' button seen within the [Explorer](#) app tile. Given it is only possible to delete Business Tasks with no Transport Forms assigned to them, it is useful to filter on the 'New' Business Tasks within this screen, as this will indicate all Business Tasks that have nothing assigned to them.

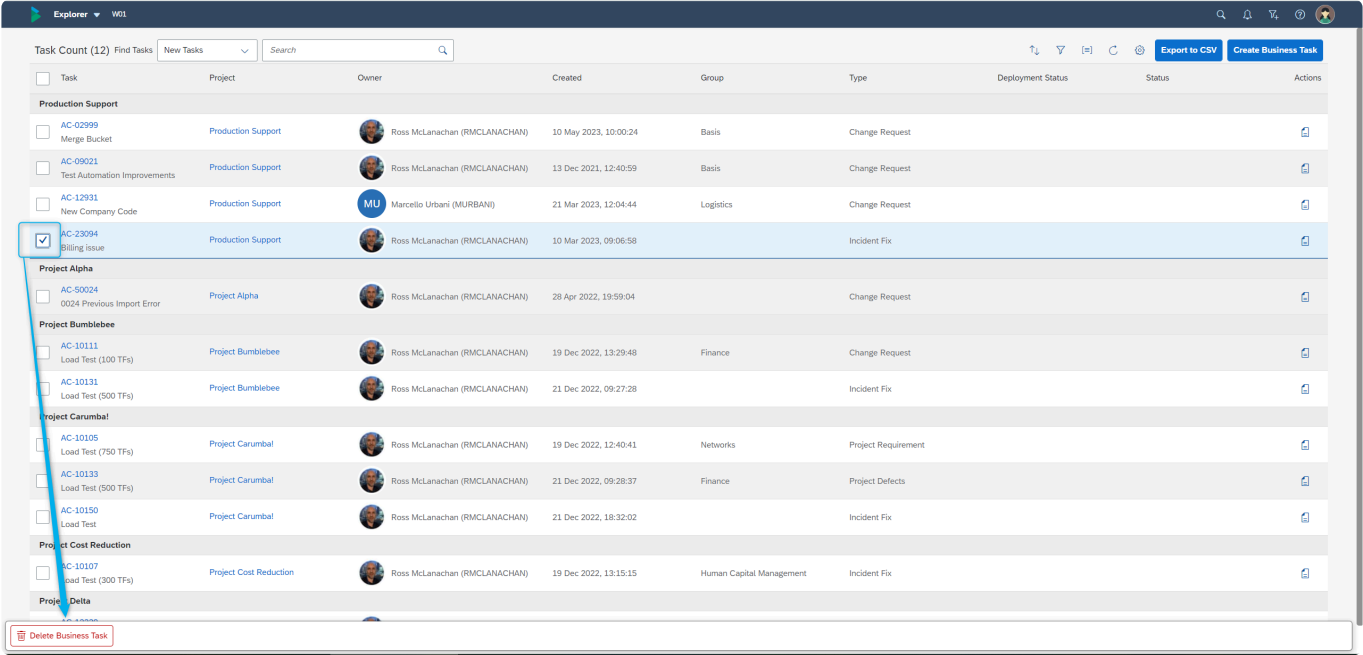


Figure: Deleting a Business Task via the Explorer app tile

5.5. Searching a Business Task

It is possible to search for Business Task via two main places

- [Business Task app](#)
- [Explorer](#)

5.5.1. Business Task screen

It is possible to search for Business Tasks via the Business Task tile.

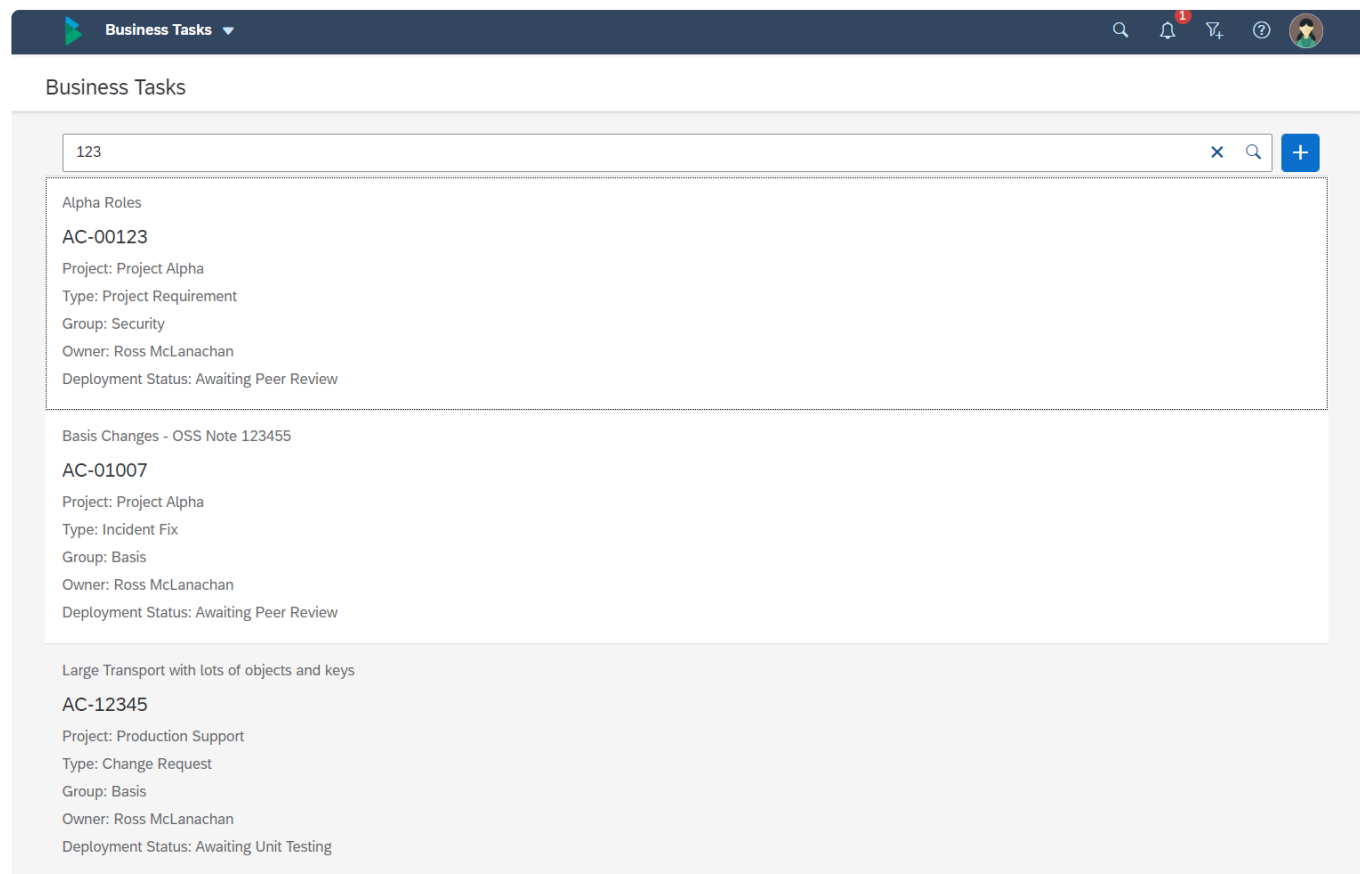


Figure: Searching for a Business Task via the Business Task tile

It is possible to search for a Business Task based on a string contained within the following Business Task fields:

1. Business Task 'Reference'
2. Business Task 'Subject'

5.5.2. Explorer (Advanced Search)

The **Explorer (Advanced Search)** app tile on the Home Screen can be used to search for Business Tasks.

The count on the tile reflects the number of 'New' Business Tasks.

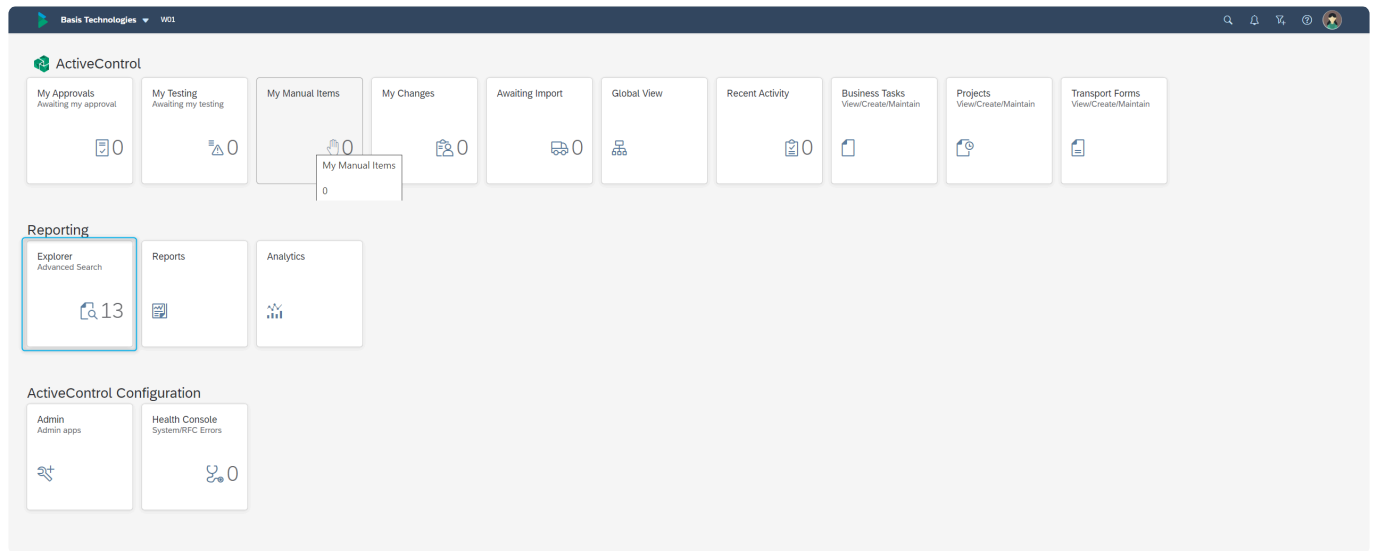


Figure: Explorer (Advanced Search) app tile on the Home Screen

Within the screen, it is possible to filter on the following via Dropdown option:

New Tasks: details all Tasks which do not have any Transport Forms allocated to them.

In-Progress Tasks: details all Tasks which have a Transport Form allocated to them.

Current Tasks: details a combination of New Tasks and In-Progress Tasks

Completed Tasks: details all Tasks in deployment status "Deployment Complete"

All Tasks: details all Tasks created in ActiveControl

Explorer

Task Count (13) Find Tasks Global Search New Tasks

Search

Create Business Task

Task	Project	Created	Group	Type	Deployment Status	Status	Actions
Production Support							
<input type="checkbox"/> AC-02999 Merge Bucket	Production Support	10 May 2023, 10:00:24	Basis	Change Request			
<input type="checkbox"/> AC-09021 Test Automation Improvements	Production Support	13 Dec 2021, 12:40:59	Basis	Change Request			
<input type="checkbox"/> AC-12931 New Company Code	Production Support	21 Mar 2023, 12:04:44	Logistics	Change Request			
<input checked="" type="checkbox"/> AC-23094 Billing Issue	Production Support	10 Mar 2023, 09:06:58	Logistics	Incident Fix			
<input type="checkbox"/> AC-23427 ZRMCL_SAC (VERSION 1)	Production Support	2 Aug 2022, 20:31:34	Finance	Change Request			
Project Bumblebee							
<input type="checkbox"/> AC-10111 Load Test (100 TFs)	Project Bumblebee	19 Dec 2022, 12:29:48	Finance	Change Request			
<input type="checkbox"/> AC-10131 Load Test (500 TFs)	Project Bumblebee	21 Dec 2022, 09:27:28	Finance	Incident Fix			
Project Carumbal							
<input type="checkbox"/> AC-10105 Load Test (750 TFs)	Project Carumbal	19 Dec 2022, 12:40:41	Networks	Project Change			
<input type="checkbox"/> AC-10133 Load Test (200 TFs)	Project Carumbal	21 Dec 2022, 09:28:37	Finance	Project Defects			
<input type="checkbox"/> AC-10150 Load Test	Project Carumbal	21 Dec 2022, 18:32:02		Incident Fix			
<input type="checkbox"/> AC-23432 ZRMCL_SAC (VERSION 2)	Project Carumbal	2 Aug 2022, 20:47:29	Basis	Change Request			
Project Cost Reduction							
<input type="checkbox"/> AC-10107 Load Test (300 TFs)	Project Cost Reduction	19 Dec 2022, 13:15:15	HCM	Incident Fix			
Project Delta							
<input type="checkbox"/> AC-12229 Load Test (250 TFs)	Project Delta	19 Dec 2022, 13:32:37	Logistics	Project Change			

Delete Business Task

Figure: Explorer screen

✿ When searching for 'All Tasks' – it is not possible to search with an empty string in the Search field for performance reasons.

Filter By

It is also possible to do a secondary search/filter on the results, via the Filter By option. This can be used to narrow down the results based on a filter of any standard or custom fields at Business Task level.

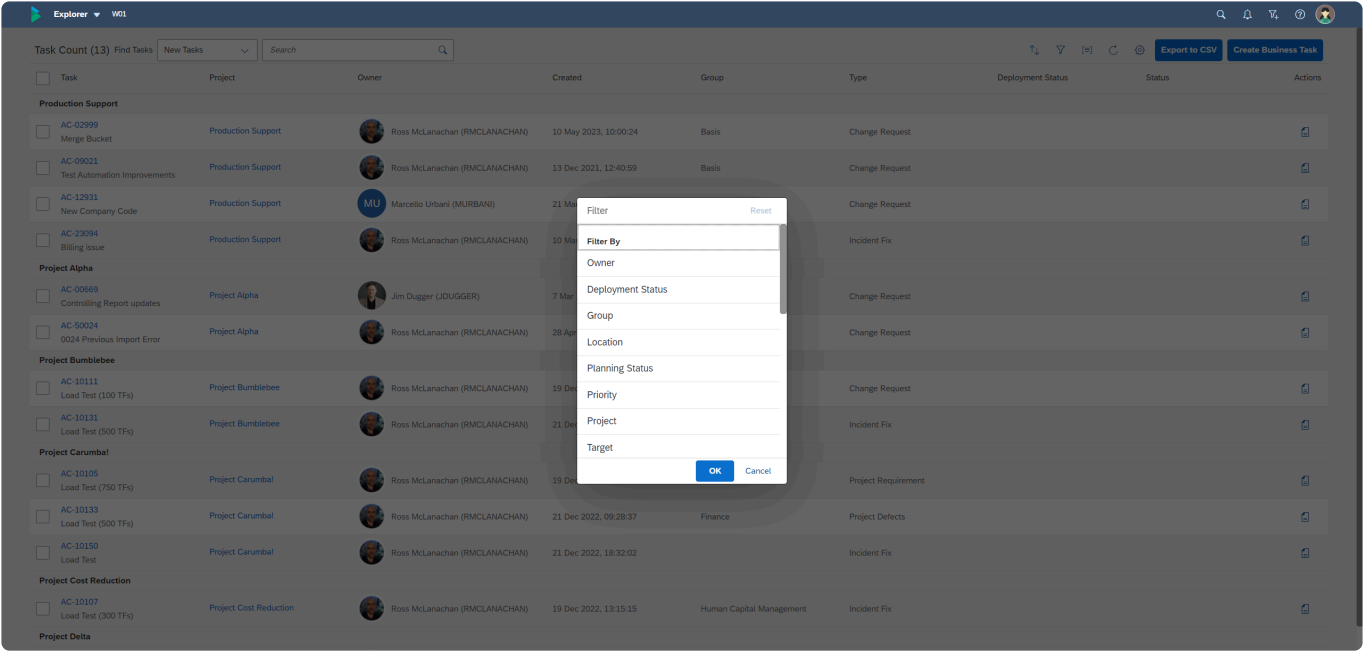


Figure: Filter By on the results screen allows filtering on all standard or custom Business Task fields.

5.6. Deployment Complete

When all the underlying Transport Forms associated with a Business Task have gone all the way through the ActiveControl Path and associated workflow, the status of the Business typically will be automatically set to ‘Deployment Complete’.

This can be seen within the ‘Deployment Status’ of the Business Task.

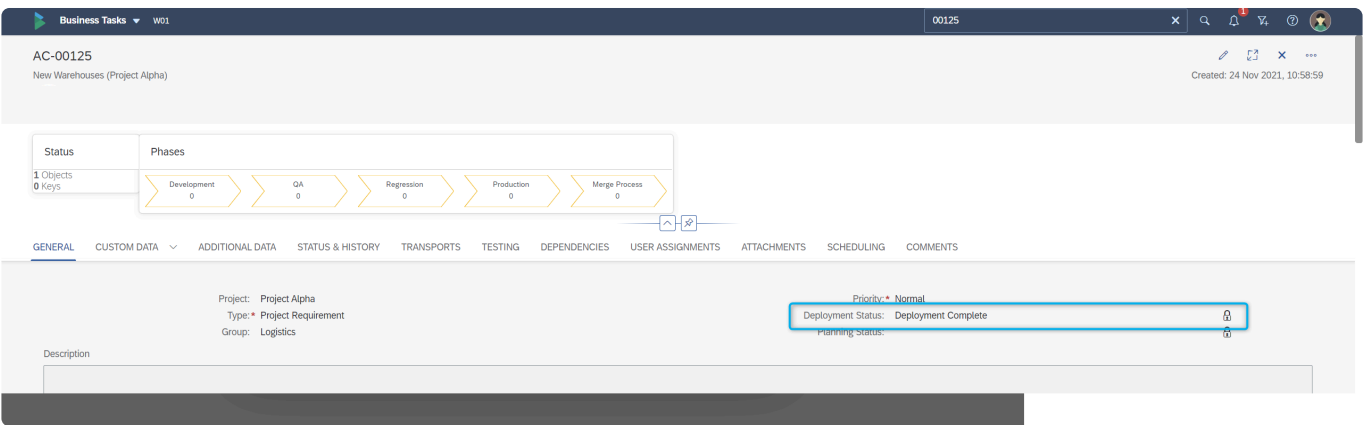


Figure: A Business Task in ‘Deployment Complete’ status.

6. Managing Transport Forms

As mentioned in the earlier [Transport Form](#) section, Transport Forms have a 1:1 relationship with every SAP transport (or Manual Activity) being managed by ActiveControl.

This section of the User Guide details some of the key capabilities relating to Transport Form within ActiveControl:

- [Creating Transport Forms](#)
- [Transport Form Subscreens](#)
- [Search Transports](#)
- [Forwarding a Transport Form](#)
- [Locking a Transport Form](#)
- [Deleting a Transport Form](#)
- [SCC1](#)
- [Transport of Copies](#)

6.1. Creating Transport Forms

At most Customers, ActiveControl Transport Forms will be created and populated by the Transport Owners in the SAPGUI of the Development satellite system in which the transport has been created.

However in the case of non-ABAP transports or external 3rd Party Vendor transports, the Transport Form will be created within the Web Platform instead. Similarly, this approach might also be the case at some Customers that prefer to centrally create their Transports and Transport Forms via certain users within ActiveControl.

ActiveControl Transport Forms are created by authorised users in the Web Platform, via the Transport Form tile.

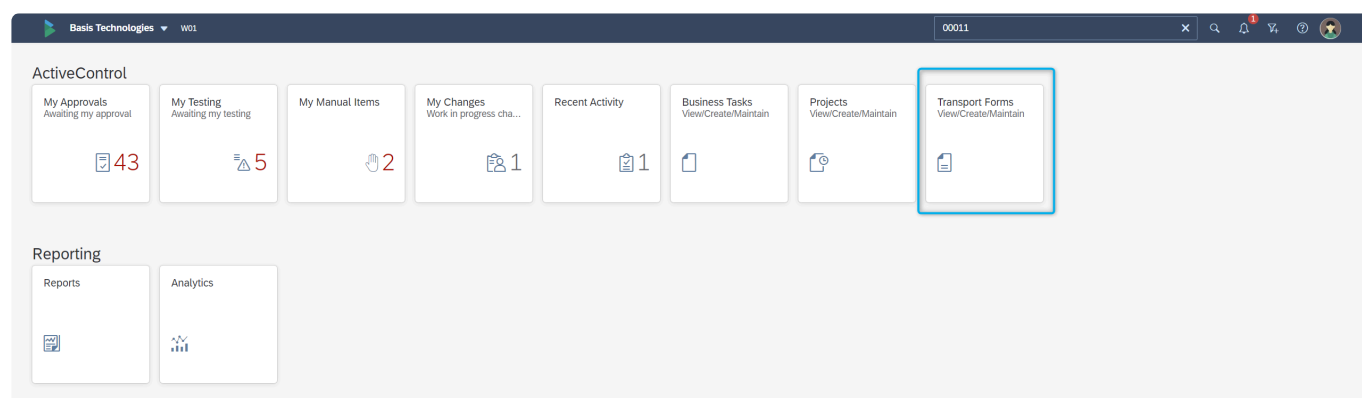


Figure: The ActiveControl Transport Form tile

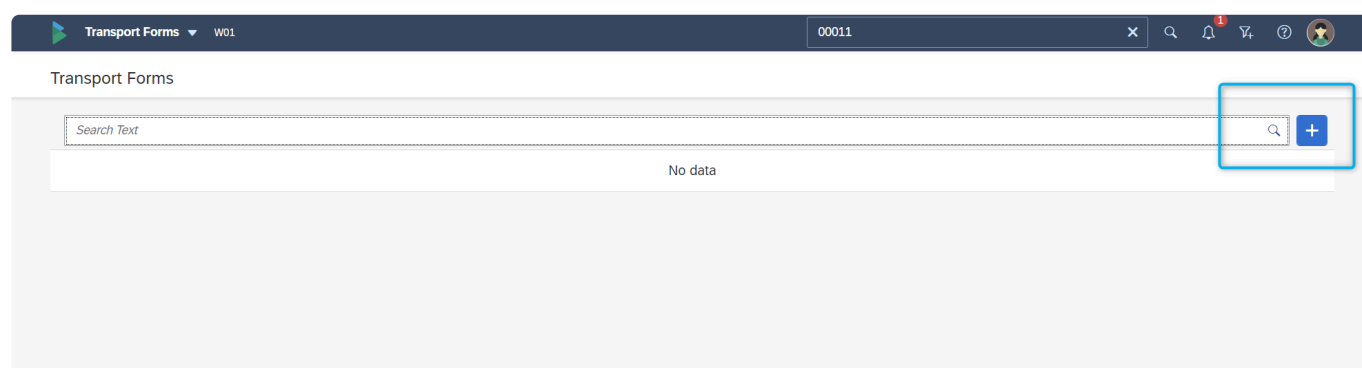


Figure: The ActiveControl Transport Form Create button

Clicking on the Create button will bring the user to a screen where they can enter the Transport Number for which they want to create a Transport Form within ActiveControl.

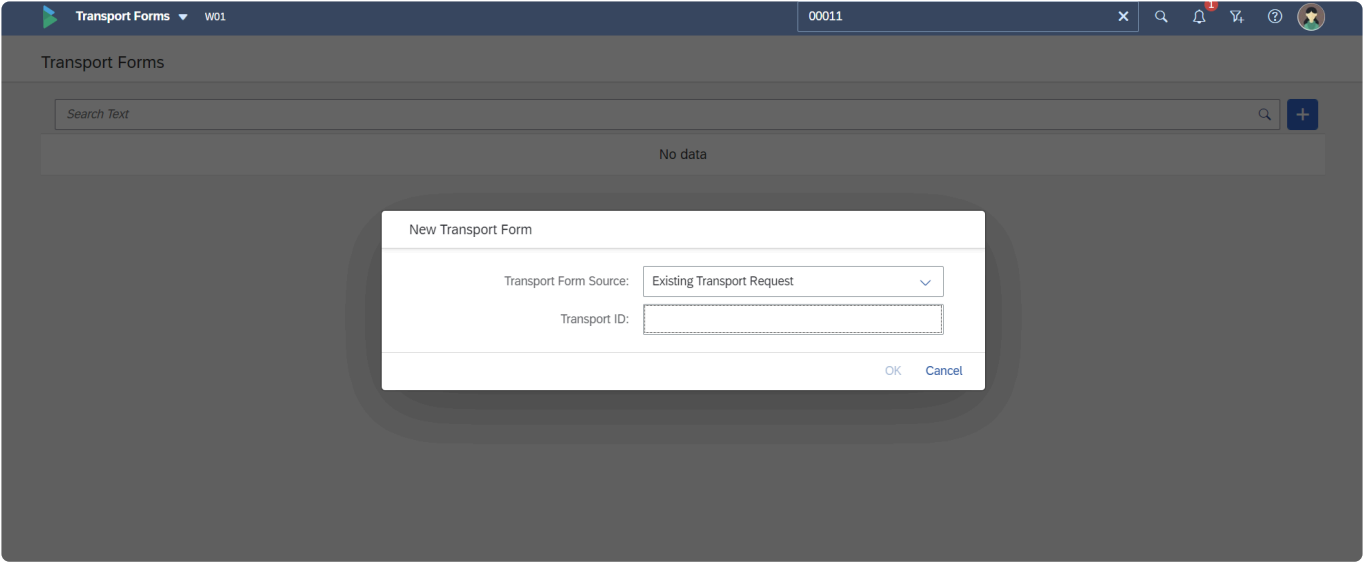


Figure: The ActiveControl Transport Form screen General Tab

Entering a Transport Number will then take the User to the blank Transport Form screen.

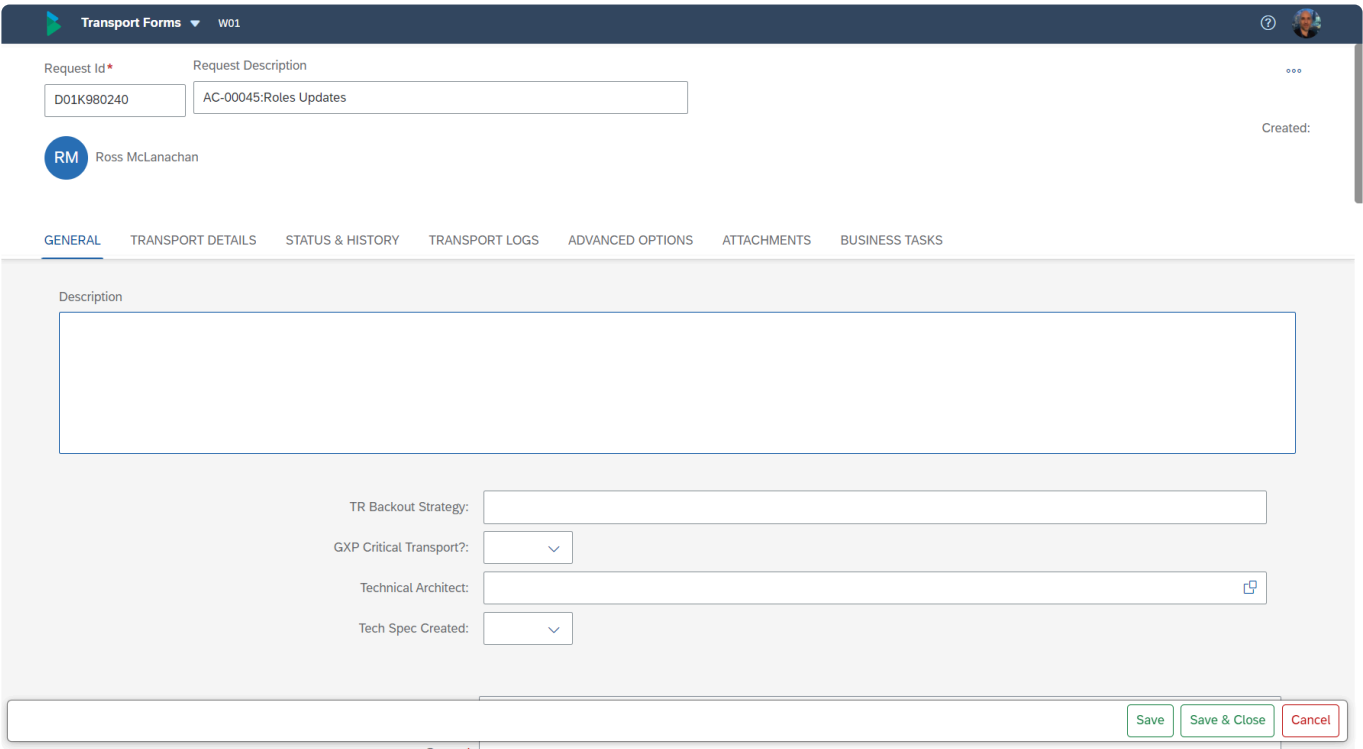


Figure: The ActiveControl Transport Form screen General Tab

6.2. Subscreens

Along with the main General screen, the following subscreens are seen on the Transport Form screen:

Subscreen	Description
General	Core standard ActiveControl Transport Form fields, plus any custom fields configured by the customer.
Custom Tabs	(optional) Any custom tabs configured by the customer (to show custom fields not on the General screen).
Transport Details	Read-only screen indicating some important SAP-level information relating to the SAP Transport and its underlying SAP Tasks (and object/key contents).
Status & History	Read-only screen giving some key information relating to current Status and historical events on the Transport Form.
Transport Logs	Read-only screen providing SAP-level log information relating to the SAP Transport.
Advanced Options	Optional capabilities to set Transport Dependencies and/or change the default Unconditional Modes (UModes) on the Transport.
Business Tasks	Screen where you can add/remove Business Task(s) from a Transport Form.
Attachments	(optional) Screen for customers wanting to attach/link documentation at Transport level within ActiveControl.
Manual Steps	Optional capability to define non-transportable manual steps that might need to be performed before or after a particular Transport is deployed to an SAP system.

6.2.1. General

The General subscreen is where many of the most important standard fields on a Transport Form are maintained. Some of these fields may drive some of the workflow and processes within your organisation's ActiveControl setup.

Transport Forms W01 63789

D01K963789 AC-00001 Billing Report development

GF Gabor Farkas

AC-01000 Billing Report

GENERAL TRANSPORT DETAILS STATUS & HISTORY TRANSPORT LOGS ADVANCED OPTIONS MANUAL STEPS ATTACHMENTS BUSINESS TASKS

Type: * Workbench
Group: * Finance
Path: * S/4 Hana - Prod Support

Description

TR Backout Strategy: Fix forward.
GXP Critical Transport?: No
Technical Architect: Alperen Yildirim (AYILDIRIM)
Tech Spec Created: Yes

Figure: General subscreen on the Transport Form

Field	Description
Description	Free-text description field for adding more information about the contents/purpose of the Transport.
Type	Typically used to present values such as “Workbench”, “Customizing”, “Transport of Copies” etc.
Group	Typically used to reflect the SAP Modules or similar business groupings within an Organisation.
Path	Defines the ActiveControl Path in which the Transport will be deployed. Note: It is not possible to add a Transport Path to more than one Transport Path.

Mandatory field are indicated by a red asterisk * on the screen.

The Type and Group fields are dropdown fields, the meta-data behind these is defined and configured for your own organisation by your local ActiveControl Administrator

6.2.2. Custom Tabs

It is possible for Customers to create custom tabs on an ActiveControl Transport Form. This is useful for customers with many customer fields, as it enables them put different fields onto different tabs to keep them separated. If custom tabs have been created within your organisation, they will be accessible via the Custom Data subscreen. If no custom tabs have been configured, the Custom Data subscreen will not be seen.

The screenshot displays the ActiveControl Transport Form interface. At the top, a dark blue header bar contains the 'Transport Forms' menu and a 'W01' identifier. Below the header, the form ID 'D01K980200' and the code 'AC-00045:CRQ123129:C:Z_RMCL_WPP_SalesBilling' are visible. A user profile for 'JD John Dias' is shown on the left. The main content area features a horizontal tab bar with the following tabs: 'GENERAL', 'CUSTOM DATA' (highlighted with a blue border and a dropdown arrow), 'TRANSPORT DETAILS', 'STATUS & HISTORY', 'TRANSPORT LOGS', 'ADVANCED OPTIONS', 'ATTACHMENTS', and 'BUSINESS TASKS'. The 'CUSTOM DATA' tab is active, showing a 'Description' label above a large, empty text input field. The top right corner of the form area includes a 'Created: 1 Nov 2021, 14:29:21' timestamp and a 'New Billing Program' button.

Figure: Custom Tab(s) subscreen on the Transport Form

6.2.3. Transport Details

The Transport Details subscreen is where key read-only information relating to the SAP Transport can be found. This avoids users having to go back to the SAPGUI when they want to look at the contents of the Transport or underlying SAP Tasks

Transport Details Subscreen

1 Basic Details

Assigned To: Ross McLanachan (RMCLANACHAN) | Transport Type: Customizing Request
 Source Client: 100 | Client Dependent: Yes
 Released at: 8 Feb 2022, 11:58:53 | Transport Target: DUM

CTS Project: | OSS Note: | Contains Repairs: No

2 Transport Content

3 OBJECTS

Program ID	Type	Object
R3TR	ACGR	Z_ROSS_ROLETR_LOTSOFBJS
R3TR	ACGT	Z_ROSS_ROLETR_LOTSOFBJS
R3TR	TABU	AGR_TIMEB
R3TR	TABU	SPERS_OBJ
R3TR	TABU	UCUW001
R3TR	TABU	UCUW011
R3TR	TABU	USR12
R3TR	TABU	USR13
R3TR	TABU	UST12
R3TR	TDAT	SUSPR

4 KEYS

R3TR TABU USR13

Object	Table	Key
USR13	TABU	100E/DSD/SL_TPT-D162033000A
USR13	TABU	100E/NFM/NES T-D162032900A
USR13	TABU	100ECPE_SETTINT-

STATUS & HISTORY

Current Status

Location	Responsible	Since	Anticipated Import Time
Waiting to be tested in S/4 Hana - Development (Prod Support) (D01)		8 Feb 2022, 11:18:44	

Figure: Transport Details subscreen on the Transport Form

- (1) Basic Details – summarises some SAP-level information about the Transport Request.
- (2) Transport Content – indicates the SAP Tasks that are contained within the main SAP Transport Request.
- (3) Clicking on the main SAP Transport or an underlying Task will present a list of the Object contents of that SAP Transport or SAP Task.
- (4) Clicking on an Object will highlight any Keys relating to that Object.

6.2.4. Status and History

The 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.

D01K963789 AC-00001 Billing Report development Created: 30 Sep 2021, 12:34:57

GENERAL TRANSPORT DETAILS **STATUS & HISTORY** TRANSPORT LOGS ADVANCED OPTIONS MANUAL STEPS ATTACHMENTS BUSINESS TASKS

STATUS & HISTORY

Current Status

Location	Responsible	Since	Anticipated Import Time
Waiting to be approved out of S/4HANA QA (I01)	Andrew Fletcher (AFLETCHER), David Lees (DLEES), James Barter (JBARTER), Patricia Gomez (PGOMEZ), Ross McLanachan (RMCLANACHAN), Trevor Ticehurst (TTICEHURST), Joe Admin (W01_ADMIN), Sam Demo (WPP_DEMO)	19 Aug 2022, 12:45:44	

History

Status	Event	When	By
✓	Transport form updated	26 Aug 2022, 09:55:55	Joe Admin
✓	Added to a control point on I01 - S/4HANA QA	19 Aug 2022, 12:45:44	Ross McLanachan
⚠	Approved out of I01 - S/4HANA QA	28 Jul 2022, 07:19:18	Ross McLanachan
✓	Added to a control point on I01 - S/4HANA QA	6 Jun 2022, 11:01:31	Ross McLanachan
🗑	Deleted from W01 - S/4HANA Automated Testing	18 Nov 2021, 16:01:57	Ross McLanachan
✓	Added to a control point on T01 - S/4HANA Production	28 Oct 2021, 15:47:15	Ross McLanachan
✓	Approved into T01 - S/4HANA Production	28 Oct 2021, 15:44:11	Ross McLanachan

Figure: Status and History subscreen on the Transport Form

- (1) Current Status – indicates what control point location(s) the Transport Form is currently sitting in (and if it is an Inbox or Outbox, who it is awaiting Approval from).
- (2) History – provides an event history of the Transport Form, in terms of the key actions (Test Signoffs, Approvals, Imports, Deletions etc) that have been performed on the Transport Form.



Clicking on some of the icons within the History section will present additional information where appropriate.

6.2.5. Transport Logs

The Transport Logs subscreen within a Transport Form is a read-only screen showing the underlying SAP transport logs for the Transport.

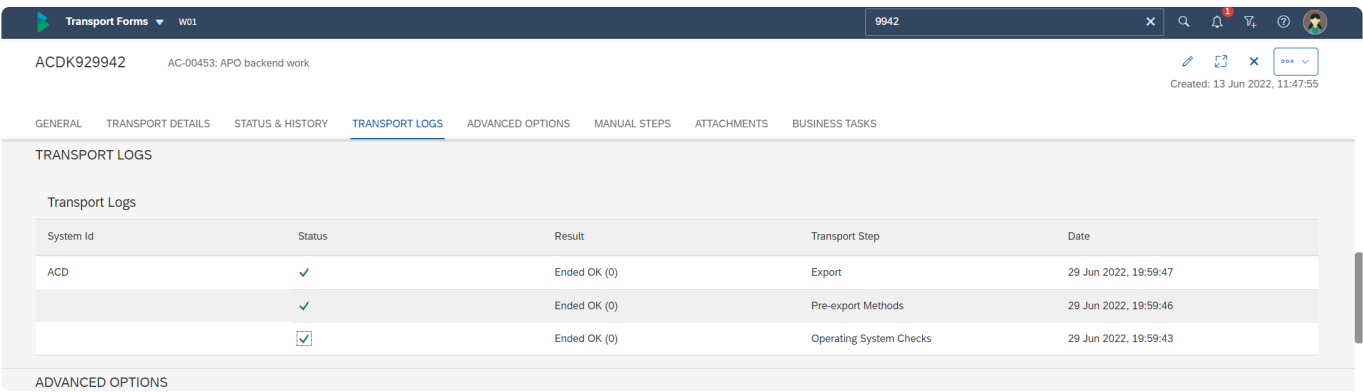


Figure:Transport Logs subscreen on the Transport Form

Clicking on the icons allows the user to see more detailed SAP transport log information.

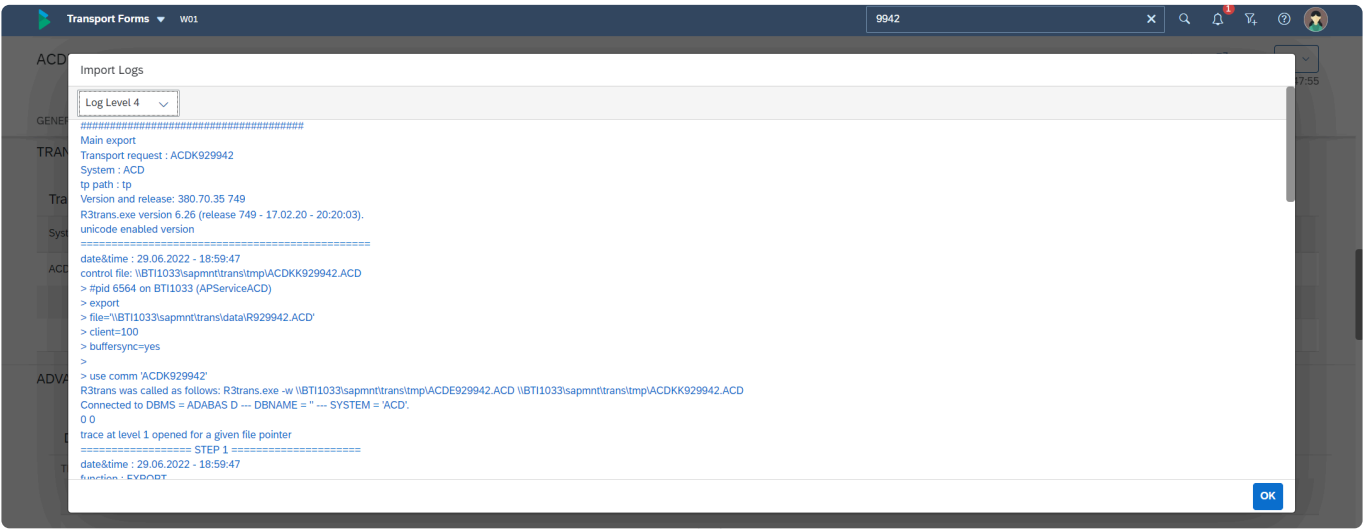


Figure:Detailed Logs can be seen by clicking on the icon beside individual Log items

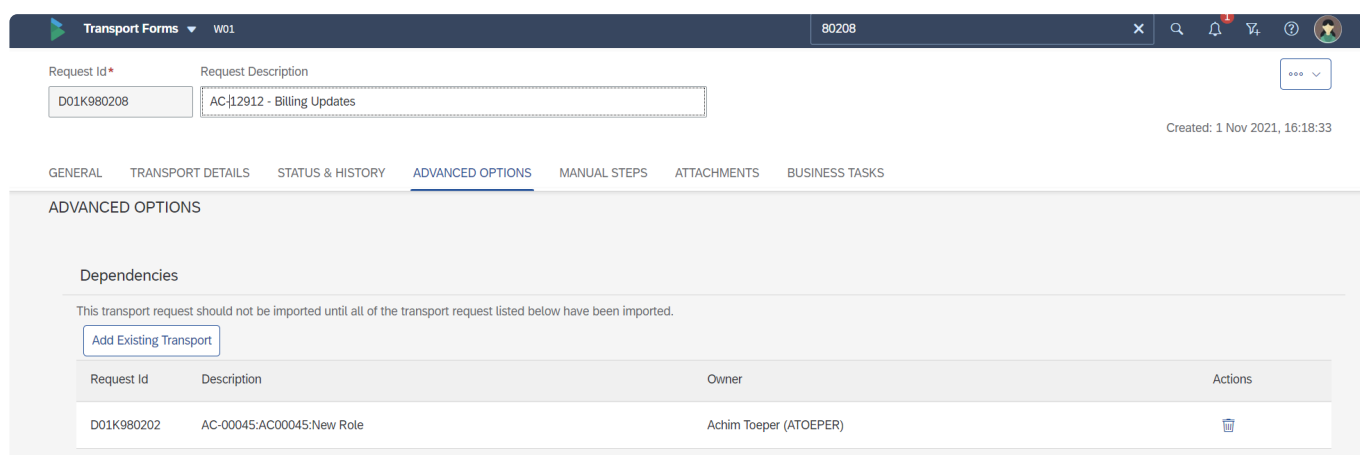
6.2.6. Advanced Options – Dependencies

As mentioned in earlier [Transport Sequencing](#) section of this User Guide, the default sequencing of transports within ActiveControl is based on the release date/time of the transports.

Dependencies can also be manually set between Transport Forms. This is useful if SAP Transports have been released in the wrong order and you want to force ActiveControl to import them in a specific order – or in the more common scenario – where you want to set cross-system dependencies between transports (eg when a SAP CPI change has to be deployed only after a specific S/4HANA transport has been imported).

Dependencies are set via the Advanced Options subscreen of an individual Transport Form.

Setting a Dependency on this screen indicates that this particular Transport Form is dependent on the Transport Form that you add, ie it is the other Transport Form that should be approved/imported before or at the same time as this one.



The screenshot shows the 'Advanced Options' subscreen for a Transport Form. At the top, there's a header bar with 'Transport Forms' and 'W01'. Below this, there are input fields for 'Request Id*' (D01K980208) and 'Request Description' (AC-12912 - Billing Updates). A timestamp 'Created: 1 Nov 2021, 16:18:33' is visible on the right. The main content area has tabs: GENERAL, TRANSPORT DETAILS, STATUS & HISTORY, **ADVANCED OPTIONS**, MANUAL STEPS, ATTACHMENTS, and BUSINESS TASKS. Under the 'ADVANCED OPTIONS' tab, the 'Dependencies' section is active. It contains a message: 'This transport request should not be imported until all of the transport request listed below have been imported.' Below this message is a button 'Add Existing Transport'. A table lists the dependencies:

Request Id	Description	Owner	Actions
D01K980202	AC-00045:AC00045:New Role	Achim Toeper (ATOEPER)	

Figure: Dependencies within the Advanced Options subscreen on a Transport Form.

Release Orchestration / Pending Import

If ActiveControl 'Orchestration' is configured by your local ActiveControl Administrator(s), 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. The pre-requisite transport can be viewed via the [Global View](#) or the [Awaiting Import](#) apps, by looking at the Import History.

6.2.7. Advanced Options – Unconditional Modes

By default, Unconditional Mode settings for a Transport import will be taken from the target system settings in the global ActiveControl configuration.

However these default Umodes can be overridden by authorised users via the Advanced Options subscreen on an individual Transport Form.

The screenshot shows the 'Transport Forms' interface with the 'Advanced Options' tab selected. The 'Request Id' is 'D01K980208' and the 'Request Description' is 'AC-00045:Reporting program'. The 'ADVANCED OPTIONS' tab is highlighted, and the 'Unconditional Modes' section is expanded. It contains four checkboxes: '1. Import requests that have been imported before' (checked), '2. Overwrite original objects' (unchecked), '6. Overwrite objects in unconfirmed repairs' (unchecked), and '8. Import customer table entries' (unchecked). A warning message states: 'Warning. Unconditional modes 2 and 6 can cause changes to be lost when importing results back into the system they were created in, as newer changes may be made after this request is released and before it is imported'. The 'Add Existing Transport' button is also visible. At the bottom, there are 'Save', 'Save & Close', and 'Cancel' buttons.

Figure: Unconditional Modes (uModes) in the Transport Form.

✿ If non-default UModes are set on a Transport Form, then these will take effect during all subsequent deployments in all Import Queues. ie they are not just relevant for the first import to happen after the Umodes are set.

✿ Unconditional modes are standard SAP functionality. If you are unsure what they mean, then please contact your local SAP Basis Team.

6.2.8. Business Tasks

The ActiveControl Web Platform presents Business Task information on the Transport Form in two new ways:

- (1) the Business Task information (Reference and Subject) is shown read-only as part of Transport Form header section.
- (2) All Business Tasks are visible (and added/removed via a new [Business Task] subscreen.

The screenshot shows the 'Transport Forms' header for form D01K980268. The header includes the form ID, a search bar with '80268', and a user profile for 'Amine Bekkat'. Below the header, a box displays the Business Task information: 'AC-00111' and 'Billing Changes'. The 'GENERAL' tab is selected in the navigation bar.

Transport Forms W01 80268

D01K980268 AC-00011:Basis Changes - OSS Note 12345

AB Amine Bekkat

AC-00111 Billing Changes

Created: 4 Nov 2021, 15:21:09

GENERAL TRANSPORT DETAILS STATUS & HISTORY TRANSPORT LOGS ADVANCED OPTIONS MANUAL STEPS ATTACHMENTS BUSINESS TASKS

Type: Customizing
Group: Basis
Path: S/4 Hana - Prod Support

Figure: Business Task information seen in the Transport Form header

The screenshot shows the 'BUSINESS TASKS' subscreen. The 'BUSINESS TASKS' tab is selected in the navigation bar. Below the tab, a table lists the business tasks. The table has columns: Business Task, Description, Change Owner, AC Project, Date Created, Type, and Group.

Transport Forms W01 80268

D01K980268 AC-00011:Basis Changes - OSS Note 12345

Created: 4 Nov 2021, 15:21:09

GENERAL TRANSPORT DETAILS STATUS & HISTORY TRANSPORT LOGS ADVANCED OPTIONS MANUAL STEPS ATTACHMENTS BUSINESS TASKS

BUSINESS TASKS

Business Task	Description	Change Owner	AC Project	Date Created	Type	Group
AC-00111	Billing Changes	Jane Peters (W01_FIN_LEAD)	Production Support	22 Feb 2022, 18:12:14	Change Request	Finance

Figure: Business Tasks subscreen within the Transport Form

✿ It is generally not recommended by Basis Technologies that a Transport Form be linked to more than one Business Task, other than in the situations where it is part of the process (eg Consolidated Merge, Production TOCs etc). If a Transport Form has been linked to more than one Business Task, then the first Business Task is shown in the Header information – and all of the Business Tasks can be seen in the subscreen

! It is not possible to create a new Business Task from within the Transport Form screen. From within the Web Platform, Business Tasks can only be created via the Business

Task app tile.

6.2.9. Attachments

Within ActiveControl, it is possible to upload attachments, or URL link them to their location stored on other document repositories.

This is possible at Transport Form level via the Attachments subscreen.

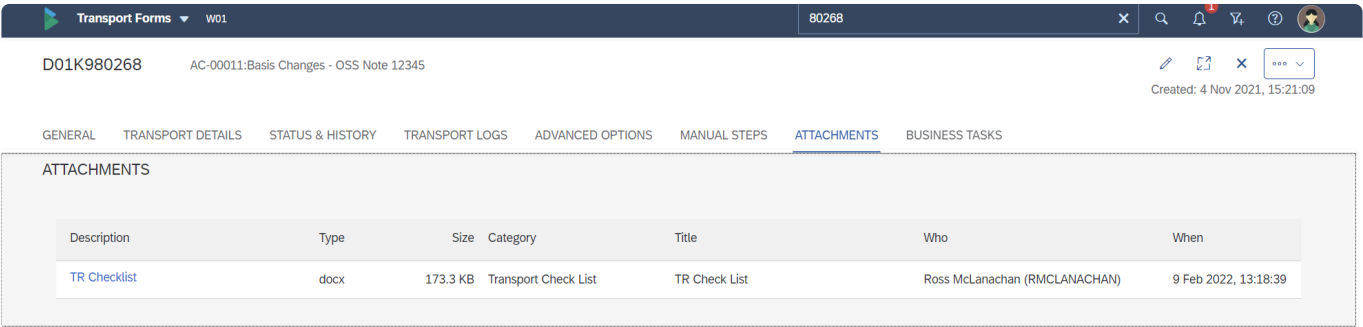


Figure: Attachments on a Transport Form in the Web Platform

✿ The Attachment categories that you see are defined by your local ActiveControl Administrator(s).

6.2.10. 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. Common use cases are on BW/BI/PI systems where Transport Owners often have to do something directly in the system before/after such transports are deployed to the system.

Manual Steps are created and maintained via the ‘Manual’ Steps tab on the Transport Form. 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 possible to define in which systems in the landscape path the Manual Step needs to be performed in – and also who will perform the Manual Step – via the [Systems] subscreen. Attachments (eg instructions on the activities to be performed) can be uploaded or linked via the [Attachments] subscreen.

Transport FormsW01

Search

Request Id*

Request Description

ACDK910415

AC-00123 New auths

Created: 13 Jun 2022, 19:52:05

GENERAL

TRANSPORT DETAILS

STATUS & HISTORY

ADVANCED OPTIONS

MANUAL STEPS

ATTACHMENTS

BUSINESS TASKS

MANUAL STEPS

Add Step

Title	Status	Description	Run Manual Step	User Role	Est. Efforts (Mins)	Allow Progress when Incomplete	Actions
No data							

Figure: Manual Step tab in a Transport Form

Manual Steps

STEP DETAILSYSTEMSATTACHMENTS

Title: *

Description:

Run Manual Step:

Before Import

Status:

Incomplete

Allow Progress When Incomplete:

☐

User Role:

Default Web User Role

Est. Efforts (Mins):

—

0

+

SYSTEMS

System	Required	Status	Users	Actions
DX1 - Single Track - Dev	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Complete		
QX1 - Single Track - QA	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Complete		
PX1 - Single Track - Production	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Complete		

Users for all systems: Ross McLanachan (RMCLANACHAN)

Select Users

ATTACHMENTS

Add fileAdd URL

Description	Type	Size	Category	Title	Who	When	Actions
No Attachments							

Save

Cancel

Figure: Manual Step screen

✿ It is possible to define the ‘Estimated Effort (Minutes)’ which will be required to complete the Manual Step. Defining this information will be factored into the ActiveControl ‘Build List Report’ when calculating how long a Release or Change will take to deploy, otherwise a default 10 minutes will be assumed as the time it will take to complete a particular Manual Step.

6.2.10.1. My Manual Items

The ‘My Manual Items’ app tile can be used to indicate that manual steps and manual activities that are assigned to you have been completed.

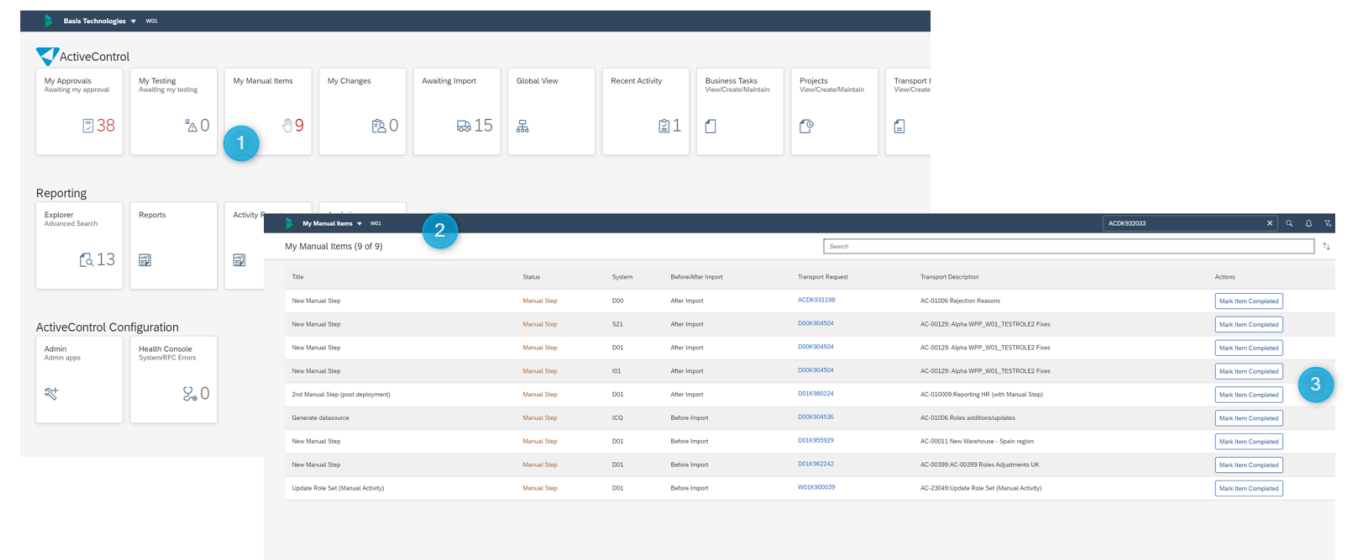


Figure: My Manual Items screen within the Web Platform

p(banner tip). It is also possible to ‘complete’ a Manual Step from directly within the Manual Step subscreen on the Transport Form.

6.3. Searching Transports

It is possible to search for Transport Forms via the Transport Form tile.

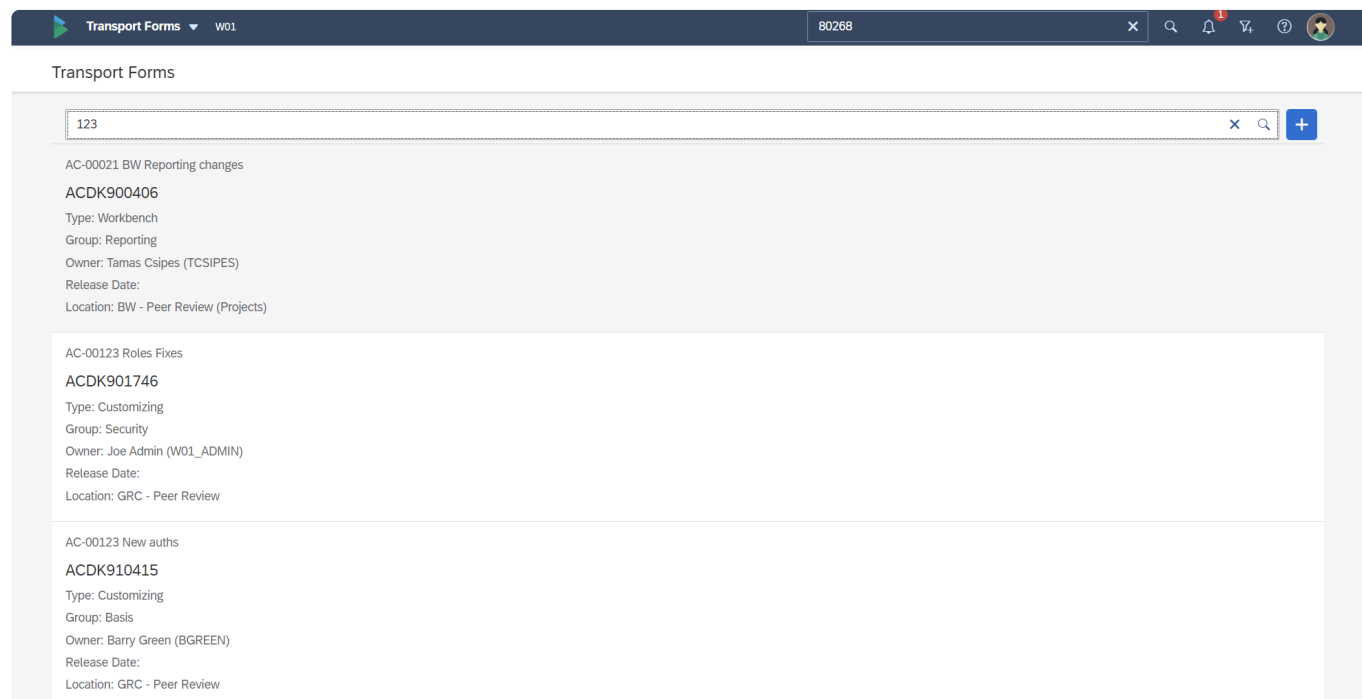


Figure: Searching for a Transport via the Transport Form tile

It is possible to search for a Transport based on any of the following characteristics of the Transport Form

1. Transport Number (or a subset of the characters within the number)
2. Transport Request Owner

If a Transport is not found via ActiveControl search but you know there is an SAP transport – it means it does not yet have a Transport Form.

6.4. Actions: Transport Form

Various actions can be performed on ActiveControl.

1. [Forwarding a Transport Form](#)
2. [Locking a Transport Form](#)
3. [Deleting a Transport Form](#)
4. [Manual SCC1](#)
5. [Transport of Copies](#)

6.4.1. 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 Transport Owner leaves the organisation, and you want to reassign all their inflight Transports to somebody else to manage the Transport Form through the rest of the workflow process.

Forwarding a Transport Form means that the new owner will also receive all ongoing Notifications relating to the Transport Form.

Forwarding is performed by authorised users via the Forward Transport Form option available via the 'Three Dots' dropdown in an individual Transport Form. From the resulting screen, the user must choose the new owner for the Transport Form.

The screenshot displays the 'Request Id' field with the value 'ACDK926065' and the 'Request Description' field with the value 'AC-00011:TR5 - Many Transports'. The user 'DK Dominik Kropp' is logged in. The transport form is titled 'AC-00011' and is part of 'Project Alpha Core Build (Many Transports linked to BT)'. The 'GENERAL' tab is selected, showing a large 'Description' text area. At the bottom, there are three dropdown menus: 'Type' set to 'Workbench', 'Group' set to 'Basis', and 'Path' set to 'APO Project N+1'. A blue box highlights the 'Forward Transport Form' option in the dropdown menu, which also includes 'Lock Transport Form', 'Delete Transport Form', and 'Clone Transport Form'.

Figure: Forwarding a Transport Form in the Web Platform

6.4.2. Locking Transport Forms

Transport Forms 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 is performed by authorised users via the Lock Transport Form option available via the 'Three Dots' dropdown in an individual Transport Form.

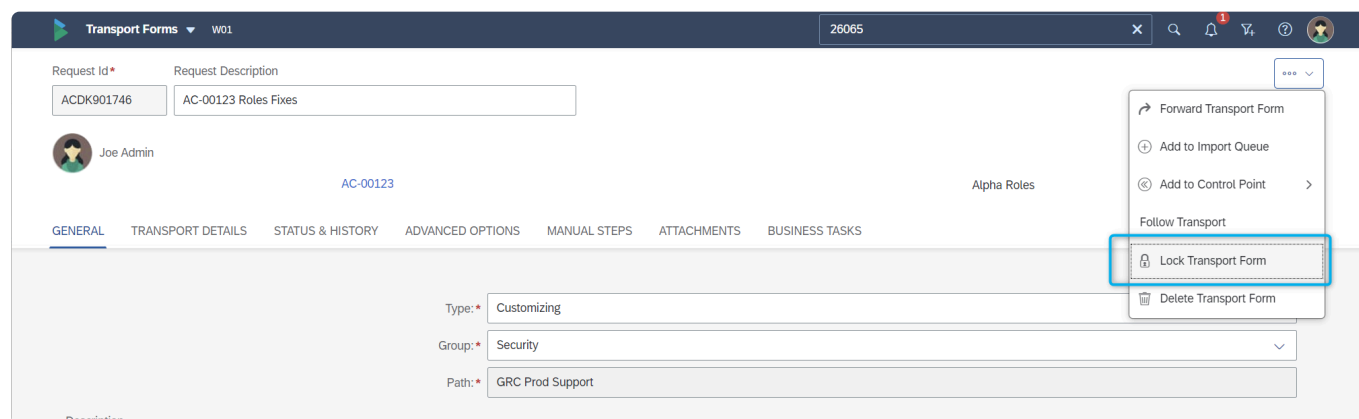


Figure: Locking a Transport Form in the Web Platform

When a Transport Form is locked, a padlock icon is displayed next to it.

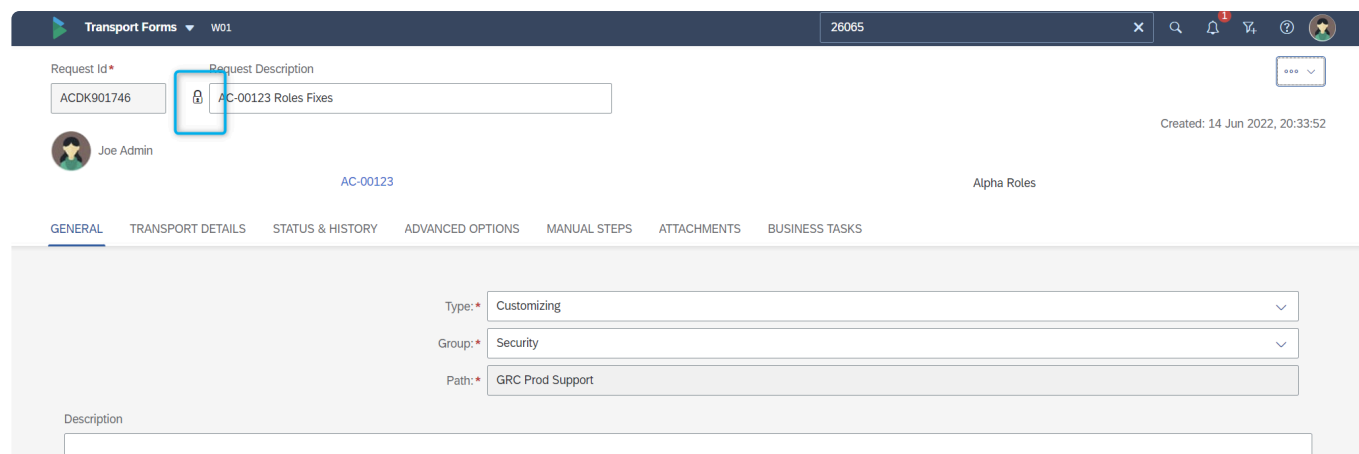


Figure: A locked Transport Form in the Web Platform

Global View W01

View By Transport Request

Search

Export to CSV

S/4 - Peer Review





<input type="checkbox"/>	Request	Description	Group	Transport Type	Released	Owner	Status
<input type="checkbox"/>	 D01K980467	AC-00011: Billing Program enhancements	Development	Workbench	18 Nov 2021, 15:43:42	David Lees (DLEES)	 Risk
<input type="checkbox"/>	D01K980200	AC-00045: CRO123129: C.Z_RMCL_WPP_SalesBilling	Logistics	Workbench	2 Nov 2021, 11:22:00	Marcello Urbani (MURBANI)	
<input type="checkbox"/>	D01K980268	AC-00011: Basis Changes - OSS Note 12345	Basis	Customizing	6 Dec 2021, 18:49:22	Amine Bekkat (ABEKKAT)	 UModes
<input type="checkbox"/>	D01K980274	AC-00011: Work Schedule Rule - Issue	Basis	Customizing	14 Jan 2022, 15:29:53	Achim Toepper (ATOEPER)	
<input type="checkbox"/>	D01K980278	AC-00011: Security Roles for Fixes	Basis	Customizing	14 Jan 2022, 15:30:00	Andrew Fletcher (AFLETCHER)	
<input type="checkbox"/>	D01K938758	AC-00461: AC-00461 - Sales updates	Logistics	Workbench	4 Mar 2022, 18:21:07	Amine Bekkat (ABEKKAT)	
<input type="checkbox"/>	D01K982495	AC-00987: Z_TOC_EXAMPLE_W01	Basis	Customizing	30 May 2022, 20:18:41	Dominik Kropp (DKROPP)	
<input type="checkbox"/>	D01K958461	AC-00986 Finance Reporting adjustments	Logistics	Customizing	5 Dec 2022, 18:10:40	James Barter (JBARTER)	
<input type="checkbox"/>	D01K955596	AC-00465: AC-00465 - New package ZKC1	Logistics	Workbench	5 Dec 2022, 18:10:44	Andrew Fletcher (AFLETCHER)	
<input type="checkbox"/>	D01K955929	AC-00011 New Warehouse - Spain region	Logistics	Customizing	5 Dec 2022, 18:10:49	Patricia Gomez (PGOMEZ)	 Manual Step

Figure: A locked Transport Form in the [Global View](#) screen

6.4.3. Deleting a Transport Form

It is possible to Delete a Transport Form within ActiveControl. Two types of Deletion are possible:

Type	Description
Permanent Deletion	This deletes a Transport Form completely from ActiveControl, including all audit history about the Transport Form. This is generally not recommended by Basis Technologies for ongoing reasons of Audit and Governance.
Delete from Control Point	This deletes the Transport Form from its current location, but not from any other locations it may also be sitting in (in a branched path setup). If the Transport Form is only sitting in one location at the time of Transport Form deletion, it will disappear off the end of the path and the status of the Transport Form will become “Deployment Completed”.

Deletion is performed by authorised users via the Delete Transport Form option available via the ‘Three Dots’ dropdown in an individual Transport Form.

Request Id *

D01K980200

Request Description *

AC-00045:CRO123129:C:Z_RMCL_WPP_SalesBilling

AC-00045

New Billing Program

GENERAL

Description

Type: Workbench

Group: Logistics

Path: * S/4 Hana - Production Support

Forward Transport Form

Lock Transport Form

Delete Transport Form

Clone Transport Form

Figure: Deleting a Transport Form in the Web Platform

6.4.4. Manual SCC1

ActiveControl offers an automated **SCC1** capability that can help distribute client dependent transports from their source client into other development clients. This can be useful to ensure all changes are synchronised into unit test (or other) clients in a Development SAP system to keep all clients consistent. The automated SCC1 capability is a global option configured by your local ActiveControl Administrator(s).

It is also possible for authorised users to perform a manual SCC1 action on client dependent transports.

This action is seen via the “Perform SCC1 Client Copy” option on an individual Transport Form.

Performing a successful manual SCC1 will result in a confirmation message “Transport has been copied successfully”. If the SCC1 client copy is not possible, this will be indicated on screen.

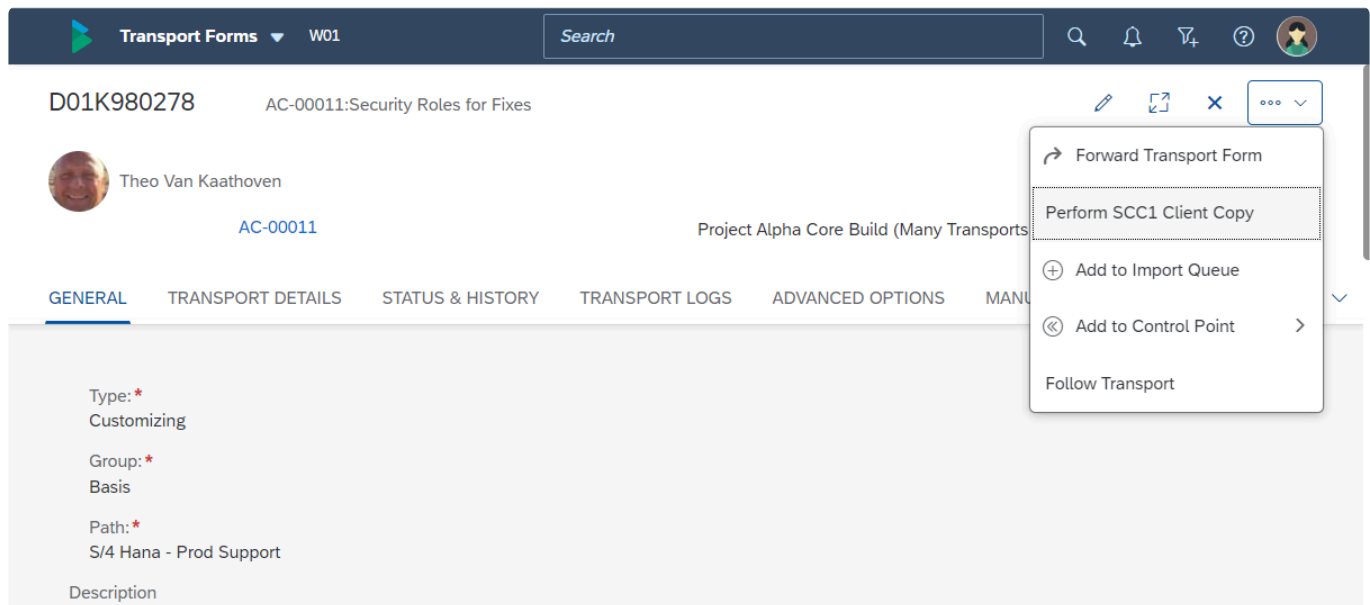


Figure: Manual SCC1 is performed via the three dots action menu on a Transport Form

* Manual SCC1 is only possible for users with [Y_TEFORM]-CLIENTCOPY

* Any manual SCC1 performed by an ActiveControl user is auditable via the 'Transport Status and History' subscreen on the Transport Form, and also via the backend 'Transport / Task Activity & Events Audit' Report

6.4.5. 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.

Transport of Copies can either be automatically or manually created. Automated TOCs are triggered at a particular point in your workflow based on logic configured by your ActiveControl Administrator.

Manual TOCs are created by authorised users from within the Web Platform.

Manual TOCs

As part of Manual TOC process, four options are possible:

- **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 [Global View](#).
- **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 [Global View](#).

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.

SAP Task and Production TOCs can only be created within the [Global View](#).

Creation of Manual TOCs

Manual TOCs are created by authorised users via two places in the Web Platform

1. Transport Form [Transport Details] screen.
2. Business Task [Transports] screen.
3. [Global View screen](#).

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.

The screenshot shows the 'Transport Details' screen in the ActiveControl system. At the top, there's a header with 'Transport Forms' and a search bar containing 'ACDK907054'. Below the header, there are input fields for 'Request Id' (ACDK907054) and 'Request Description' (AC-00005 New WSR (EMEA)). A 'Created' timestamp of '13 Jun 2022, 11:46:20' is visible on the right. The main section is titled 'TRANSPORT DETAILS' and contains a 'Basic Details' table with fields like 'Assigned To', 'Source Client', 'Released at', 'Transport Type', 'Client Dependent', 'Transport Target', 'CTS Project', 'OSS Note', and 'Contains Repairs'. Below this is a 'Transport Content' section with a 'Create TOC' dropdown menu. A red box highlights the 'Create TOC' dropdown, which is open, showing options for 'Full' and 'Delta'. The 'Full' option is selected. At the bottom, there's a 'STATUS & HISTORY' section.

Figure: Manual TOC creation via the Transport Form [Transport Details] screen.

The screenshot shows the 'Business Tasks' screen in the ActiveControl system. At the top, there's a header with 'Business Tasks' and a search bar containing '7054'. Below the header, there are input fields for 'Reference' (AC-00005) and 'Subject' (New Work Schedule Rules (EMEA)). A 'Created' timestamp of '6 Oct 2021, 09:57:32' is visible on the right. The main section is titled 'TRANSPORTS' and contains a 'Create Transport' button and an 'Add Existing Transport' button. Below these buttons is a table with columns: Request ID, Description, Type, Group, Owner, Release Date, Location, Objects, Keys, Status, and Actions. The table contains two rows of data. A red box highlights the 'Actions' column for the second row, which is open, showing options for 'Full' and 'Delta'. The 'Full' option is selected. At the bottom, there's a 'TESTING' section.

Figure: Manual TOC creation via the Business Task [Transports] screen.

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

Automated removal of TOC from workflow

In the Dev > QA TOC scenario, the TOC can be automatically removed 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. These automatic removals of the TOCs from the ActiveControl workflow is governed by configuration, and will depend on your own customer implementation of ActiveControl.

6.5. Transporting Completed

When a Transport Form has gone all the way through the ActiveControl Path and associated workflow, the status of it becomes **Transporting Completed**.

This can be seen within the Transport Form on the 'Status & History' tab and also in the events history.

'Transporting Completed' does not necessarily mean the Transport has been deployed to all systems in the SAP landscape (or in ActiveControl terminology, to all Targets in the Path); it could well have skipped or bypassed parts of the workflow. Similarly, the Transport Form could have been deleted from the workflow, this also can result in its status being 'Transported Completed'.

The screenshot shows the SAP ActiveControl interface for Transport Form D01K983503. The 'STATUS & HISTORY' tab is selected. The 'Current Status' section shows 'Transporting Completed'. The 'History' table lists the following events:

Status	Event	When	By
✓	Test results updated W01 - S/4HANA Automated Testing	11 Aug 2022, 16:52:56	Ross McLanachan
✓	Tested in W01 - S/4HANA Automated Testing (Business Task AC-00434 approved)	11 Aug 2022, 16:52:56	Ross McLanachan
✓	Transporting Completed	11 Aug 2022, 16:52:56	Ross McLanachan
✓	Manually applied to D00 - S/4HANA Project Merge	11 Aug 2022, 15:38:01	Ross McLanachan
✓	Approved into D00 - S/4HANA Project Merge	11 Aug 2022, 15:38:00	Ross McLanachan
✓	Marked as Imported into T01 - S/4HANA Production	11 Aug 2022, 15:30:45	Ross McLanachan
✓	Approved into T01 - S/4HANA Production	11 Aug 2022, 15:30:45	Ross McLanachan

Figure: A Transport Form that has gone all the way through the ActiveControl workflow.



When a Transport Form reaches 'Transporting Completed' status, it becomes locked and can no longer be edited. If the Transport Form needs to be changed, please contact your local ActiveControl Administrator.

7. Managing SAP Transports

The majority of Basis Technologies' customers allow their Development, Functional, Securities and Basis Teams create transports directly within SAP (eg. in the SAPGUI of the Development system).

However there are some customers that prefer to create the Transports within ActiveControl, generally because transport creation is a central responsibility of specific users such as Team Leads or Change Managers. For these customers, SAP Transports can be created by authorised users from within the Web Platform.

The rest of this section details some key activities around SAP Transports within ActiveControl Web Platform:

- [Creating an SAP Transport](#)
- [Adding an existing SAP Transport to ActiveControl](#)
- [SAP Transports without Forms](#)
- [Releasing an SAP Transport](#)
- [Deleting an SAP Transport](#)

7.1. Creating an SAP Transport

SAP Transports can be created in the Web Platform by authorised users via the [Create Transport] button on Business Task 'Transports' subscreen.

It is possible to create both the main SAP Transport Request as well as underlying SAP Task(s) and assign them out to the relevant user(s).

The screenshot shows the 'Business Tasks' interface with the 'Transports' tab selected. The 'Create Transport' button is highlighted with a red box. Below it, a table lists existing transports with columns for Request ID, Description, Type, Group, Owner, Release Date, Location, Objects, Keys, Status, and Actions.

Request ID	Description	Type	Group	Owner	Release Date	Location	Objects	Keys	Status	Actions
D01K980153	AC-00045 New Billing Program	Workbench	Finance	Andrew Fletcher (AFLETCHER)		D01 - APO Development: Test Queue	0	0	Risk Conflict DevEnforcer	[Icon]
D01K980155	AC-00045 New Billing Program	Transport of Copies	Finance	Ross McLanachan (RMCLANACHAN)	27 Oct 2021, 16:01:12	VR - Team Lead Approval: Inbox	0	0	Risk Conflict DevEnforcer	[Icon]
D01K980159	AC-00045:New Billing Report	Workbench	Basis	Kevin Callaghan (KCALLAGHAN)	2 Nov 2021, 11:21:46	I01 - S/4 Hana - QA (Prod Support): Test Queue	1	0	Risk Conflict DevEnforcer	[Icon]
D01K980200	AC-00045:CRO123129:C:Z_RMCL_WPP_SalesBilling	Workbench	Logistics	John Dias (JDIAS)	2 Nov 2021, 11:22:00	I01 - S/4 Hana - QA (Prod Support): Test Queue	1	0	Risk Conflict DevEnforcer	[Icon]
D01K980202	AC-00045:AC00045:New Role	Customizing	Security	Achim Toeper (ATOEPER)	2 Nov 2021, 11:22:11	D01 - S/4 Hana - Development (Prod Support): Test Queue	10	11	Risk Conflict DevEnforcer	[Icon]

Figure: Creating an SAP Transport from within the Business Task screen

Within the resulting screen, all information pertaining to the main SAP Transport Request, plus the underlying SAP Task(s) that are required – can be entered.

Business Tasks

W01

00045

×

🔍

🔔

🔧

👤

Create Transport

×

SAP TRANSPORT PROPERTIES

SAP TASKS

Description: *

Transport Owner: *

Target: *

Client: *

Transport Type: *

CTS Project: *

Transport Target: *

SAP TASKS

Add SAP Task (Business Task User)

Add SAP Task (Any SAP User)

User Name

Task

Type


Released

Actions

Save

Cancel

Figure: Create Transport screen within the Web Platform

 [Y_TE_TASK]-CREATETR authorisation activity is required to create SAP Transports from within ActiveControl.

7.2. Adding an existing SAP Transport

There may be instances where a pre-existing SAP Transport needs to be added as an ActiveControl Transport Form. The most common scenario for this is on non-ABAP systems – where the Transport Form screen is not seen in the Development system where you create the Transport. In this instance, the Transport Form can be created from within the Web Platform.

There are two main ways to create a Transport Form for an existing SAP Transport

- 1) Via the Transport Form tile
- 2) From within an individual Business Task

Adding an existing SAP Transport via the Transport Form tile

To add an existing SAP Transport via the Transport Form tile, click on the Add button and use the “Existing Transport Request” source option.

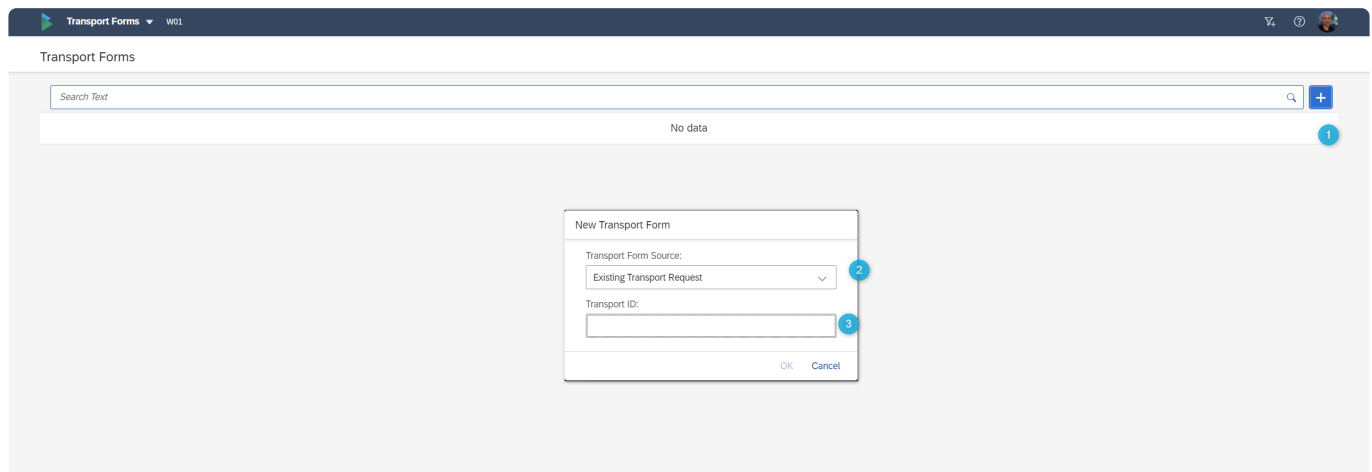


Figure: Creating a Transport Form from the Transport Form tile.

Adding an existing SAP Transport via the Business Task

To add an existing SAP Transport via the Business Task, you must do the followingL

- 1) Within the Business Task, go into Edit Mode.
- 2) Go to the Transports subscreen
- 3) Click on 'Add Existing Transport' button

Business Tasks W01 0045

Reference* AC-00045

Subject* New Billing Program

Created: 27 Oct 2021, 15:58:40

GENERAL CUSTOM DATA ADDITIONAL DATA STATUS & HISTORY **TRANSPORTS** TESTING DEPENDENCIES USER ASSIGNMENTS ATTACHMENTS SCHEDULING COMMENTS

TRANSPORTS

Create Transport Add Existing Transport

Search Text

Request ID	Description	Type	Group	Owner	Release Date	Location	Objects	Keys	Status	Actions
D01K980153	AC-00045 New Billing Program	Workbench	Finance	Andrew Fletcher (AFLETCHER)		APO - Peer Review	0	0	Dormant Transport	
D01K980155	AC-00045 New Billing Program	Transport of Copies	Finance	Ross McLanachan (RMCLANACHAN)	27 Oct 2021, 16:01:12	I01 Import	0	0	Aged Transport Dormant Transport	
D01K980159	AC-00045:New Billing Report	Workbench	Basis	Ross McLanachan (RMCLANACHAN)	2 Nov 2021, 11:21:46	ACD - S/4HANA Project Merge: Inbox	1	0	Conflict Aged Transport	
D01K980200	AC-00045:CRQ123129:C:Z_RMCL_WPP_SalesBilling	Workbench	Logistics	Sam Demo (WPP_DEMO)	2 Nov 2021, 11:22:00	S/4 - UAT Review	1	0	Aged Transport	
D01K980202	AC-00045:AC00045:New Role	Customizing	Security	Achim Toeper (ATOEPER)	2 Nov 2021, 11:22:11	S/4 - Unit Testing	10	11	Aged Transport Dormant Transport	
D01K980234	AC-010010:Z_RMCL_WPP_WorkSchedules	Workbench	Reporting	Joey Stephens (JSTEPHENS)	2 Nov 2021, 11:09:13	S/4 - UAT Review	1	0	Aged Transport	

Save Save & Close Cancel

Figure: Creating a Transport Form from within a Business Task.

When you add an SAP Transport via the Business Task, you are adding the SAP Transport, but not creating a Transport Form for it. To create the Form, you must click on 'Create Transport Form' action.

Business Tasks W01 D00K304496

Reference* AC-00123

Subject* Alpha Roles

Created: 24 Nov 2021, 10:50:57

GENERAL CUSTOM DATA ADDITIONAL DATA STATUS & HISTORY **TRANSPORTS** TESTING DEPENDENCIES USER ASSIGNMENTS ATTACHMENTS SCHEDULING COMMENTS

TRANSPORTS

Create Transport Add Existing Transport

Search Text

Request ID	Description	Type	Group	Location	Status	Owner	Release Date	Objects	Keys	Actions
ACDK901746	AC-00123 Roles Fixes	Customizing	Security	GRC - Peer Review	Dormant Transport Manual Step	Joe Admin (W01_ADMIN)		0	0	
ACDK910415	AC-00123 New auths	Customizing	Basis	GRC - Peer Review	Dormant Transport	Barry Green (BGREEN)		0	0	
ACDK931122	AC-00234 GRC roles changes			No Location				0	0	
D00K304488	Z_RMCL_WPP_W01_TESTROLE	Customizing	Security	S/4HANA UAT	Aged Transport Dormant Transport	Ross McLanachan (RMCLANACHAN)	24 Nov 2021, 11:00:03	7	30	Create Transport Form

Figure: Creating a Transport Form after creating an SAP Transport against a Business Task.



It is always to spot an SAP Transport with no Transport Form on a Business Task, as the Type and Group fields will be blank.

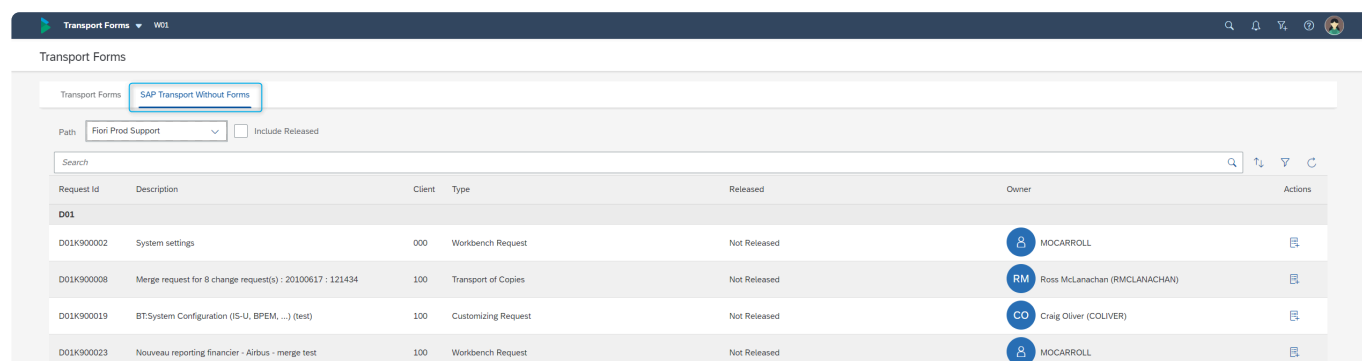
7.3. SAP Transports without Forms

Although generally not recommended for audit reasons, it is possible for there to be an SAP Transport without a corresponding ActiveControl Transport Form.

The most common scenario for this situation happening is due to transports not being part of the initial migration into ActiveControl at the point of go-live (and this can be for good reason, since customers would generally not want to migrate thousands of historical SAP transports that already went all the way through the landscape to Production before they started using ActiveControl), however it can also be possible within certain customer setups on an ongoing basis. For example, if Transport Forms are only populated at the point of triggering the release of the SAP transport.

The **Transport without Forms** subscreen accessed via the Transport Forms app can be used by authorised users to view SAP Transports without a corresponding Transport Forms.

Only ActiveControl Administrators and users with the Y_TEFORM-CREATE authorisation activity will be able to see the Transport without Forms subscreen. These users are also able to create the Transport Form via the Actions option on the screen.



Request Id	Description	Client	Type	Released	Owner	Actions
D01						
D01K900002	System settings	000	Workbench Request	Not Released	MOCARROLL	
D01K900008	Merge request for 8 change request(s) : 20100617 - 121434	100	Transport of Copies	Not Released	RM Ross McLanahan (RMCLANACHAN)	
D01K900019	BT: System Configuration (IS-U, BP&EM, ...) (test)	100	Customizing Request	Not Released	CO Craig Oliver (COLIVER)	
D01K900023	Nouveau reporting financier - Airbus - merge test	100	Workbench Request	Not Released	MOCARROLL	

Figure: Transports without Forms screen with the Transport Forms app.



Please note that customers with old SAP systems with many thousands of historical transports could see performance issues when using this screen, and for this reason, the output is deliberately restricted to the first 2000 SAP transports without Transport Forms within a particular ActiveControl Path / Development source system. The results are calculated on the backend, therefore filtering in the front end will not result in a different 2000 transports being presented.

7.4. Releasing an SAP Transport

It is possible to release (ie make non-modifiable) an SAP Transport from within ActiveControl.

This can be done either manually by authorised users, or automatically via configuration. The latter typically happens on completion of a defined control point approval. Eg some customers have all Transports automatically released when a Dev Outbox approval is performed, prior to the transport moving forward to the Test Import Queue.

For customers that do not want to automatically release the SAP Transports via ActiveControl, Transport Owners can either release the transports manually via the standard SAP functionality within the SAPGUI, or from within ActiveControl via the Transport Form or [Global View](#)

Releasing from the Transport Form

Authorised users can release Transports from within the Transport Form, via the 'Transport Details' subscreen.

Figure: Releasing an SAP Transport from the Transport Form



It is also possible to release individual SAP transports (or multiple transports at the same time) from the [Global View](#)

7.5. Deleting an SAP Transport

It is possible to delete an SAP Transport from within ActiveControl.

SAP Transport deletion is performed by authorised users via the Business Task [Transport] subscreen. It is only possible to delete an SAP Transport that is still modifiable – ie is not yet released.

Reference*
AC-00045

Subject*
New Billing Program

Created: 27 Oct 2021, 15:58:40

GENERAL CUSTOM DATA ▾ ADDITIONAL DATA STATUS & HISTORY **TRANSPORTS** TESTING DEPENDENCIES USER ASSIGNMENTS ATTACHMENTS SCHEDULING COMMENTS

TRANSPORTS

Create Transport Add Existing Transport

Search Text

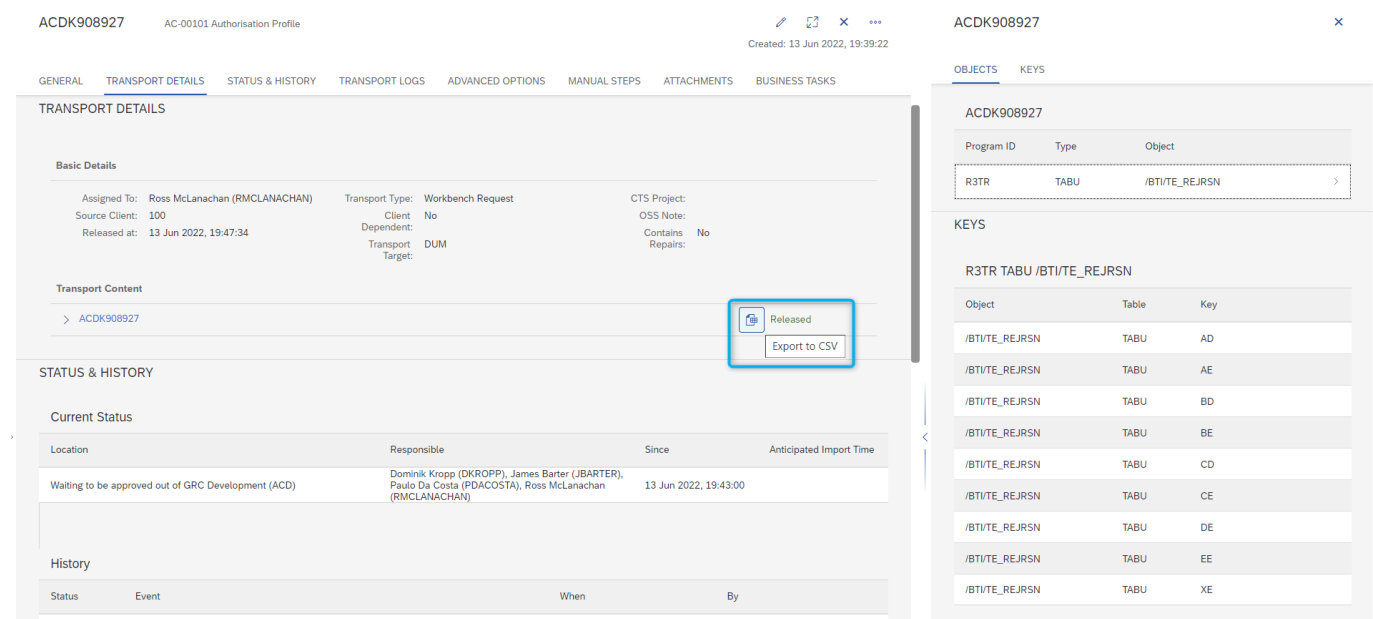
Request ID	Description	Type	Group	Owner	Release Date	Location	Objects	Keys	Status	Actions
D01K980153	AC-00045 New Billing Program	Workbench	Finance	Andrew Fletcher (AFLETCHER)		APO - Peer Review	0	0	Dormant Transport	[Icons]
D01K980155	AC-00045 New Billing Program	Transport of Copies	Finance	Ross McLanachan (RMCLANACHAN)	27 Oct 2021, 16:01:12	I01 Import	0	0	Aged Transport Dormant Transport	[Icons]
D01K980159	AC-00045:New Billing Report	Workbench	Basis	Ross McLanachan (RMCLANACHAN)	2 Nov 2021, 11:21:46	ACD - S/4HANA Project Merge: Inbox	1	0	Conflict Aged Transport	[Icons]
D01K980200	AC-00045:CRQ123129:C:Z_RMCL_WPP_SalesBilling	Workbench	Logistics	Sam Demo (WPP_DEMO)	2 Nov 2021, 11:22:00	S/4 - UAT Review	1	0	Aged Transport	[Icons]
D01K980202	AC-00045:AC00045:New Role	Customizing	Security	Achim Toeper (ATOEPER)	2 Nov 2021, 11:22:11	S/4 - Unit Testing	10	11	Aged Transport Dormant Transport	[Icons]
D01K980234	AC-010010:Z_RMCL_WPP WorkSchedules	Workbench	Reporting	Joey Stephens (JSTEPHENS)	2 Nov 2021, 11:09:13	S/4 - UAT Review	1	0	Aged Transport	[Icons]

Figure: Deleting an SAP Transport in the Web Platform

7.6. Export Transport Contents to CSV

Although it is possible to view the object / key contents of a Transport from within the 'Transport Details' subscreen of the Transport Form, sometimes the large number of them make it more appropriate to view offline.

This can be done using the **Export to CSV** option. Doing this will save a local CSV file to the Downloads folder on your PC which you can then use to perform further analysis and/or share with other stakeholders.



The screenshot displays the 'Transport Details' subscreen for transport ACDK908927. The 'Transport Content' section is highlighted, showing a table of objects and keys. The 'Export to CSV' button is visible in the bottom right corner of the 'Transport Content' section.

Transport Details

Basic Details

Assigned To:	Ross McLanahan (RMCLANACHAN)	Transport Type:	Workbench Request	CTS Project:	
Source Client:	100	Client:	No	OSS Note:	
Released at:	13 Jun 2022, 19:47:34	Dependent:		Contains:	No
		Transport Target:	DUM	Repairs:	

Transport Content

> ACDK908927

STATUS & HISTORY

Current Status

Location	Responsible	Since	Anticipated Import Time
Waiting to be approved out of GRC Development (ACD)	Dominik Kropp (DKROPP), James Barter (JBARTER), Paulo Da Costa (PDACOSTA), Ross McLanahan (RMCLANACHAN)	13 Jun 2022, 19:43:00	

History

Status	Event	When	By
--------	-------	------	----

OBJECTS

ACDK908927

Program ID	Type	Object
R3TR	TABU	/BT/ITE_REJRSN

KEYS

R3TR TABU /BT/ITE_REJRSN

Object	Table	Key
/BT/ITE_REJRSN	TABU	AD
/BT/ITE_REJRSN	TABU	AE
/BT/ITE_REJRSN	TABU	BD
/BT/ITE_REJRSN	TABU	BE
/BT/ITE_REJRSN	TABU	CD
/BT/ITE_REJRSN	TABU	CE
/BT/ITE_REJRSN	TABU	DE
/BT/ITE_REJRSN	TABU	EE
/BT/ITE_REJRSN	TABU	XE

Figure: Transport contents (Objects and Keys information etc) can be exported to a local CSV file.

8. Approvals and Rejections

As was detailed earlier in this User Guide, Inbox and Outbox Approvals within ActiveControl are generally defined based on configuration performed by Administrator(s) and other users. The main exception to this is dynamic approvals in the Rules Engine, which make it possible for an Approver to be based on a Business Role assignment on an individual Business Task or Project.

Irrespective of how the Approvers are defined, an Approver within ActiveControl will generally receive an automated email notification from ActiveControl when their Approval is required. In addition, the Approval will also be indicated via the [My Approvals] tile on the dashboard home screen of the Web Platform

The rest of this section details some of the key information relating to Inbox/Outbox approvals within ActiveControl.

- [My Approvals](#)
- [Performing an Approval](#)
- [Delegations](#)
- [Approve and Import](#)
- [Priority Approvals](#)

8.1. My Approvals

Approvals can be performed via the 'My Approvals' tile on the Home screen of the ActiveControl Web Platform. A user can only approve the changes for which they are a defined approver. The numerical count on My Approvals tile indicates the number of items against which the user is required to do an Approval.

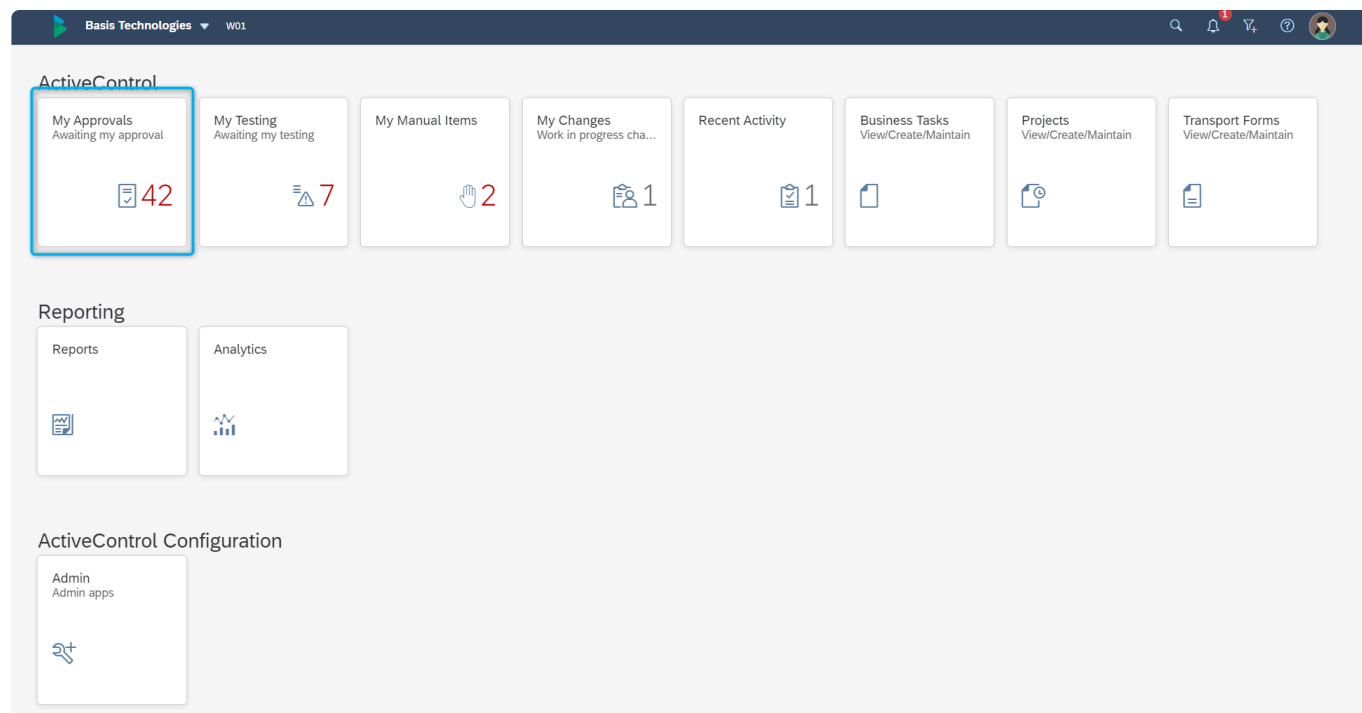


Figure: My Approvals tile on the Home screen

Clicking on the My Approvals tile will present a list screen of the items currently awaiting your approval.

Task	Project	Group	Type	Status	Actions
APO - Peer Review					
<input type="checkbox"/> AC-00031 APO backend changes	Production Support	Basis	Change Request	Aged Transport, Dormant Transport	Analyse
<input type="checkbox"/> AC-00044 APO work	Production Support	Security	Incident Fix	Dormant Transport	Analyse
<input type="checkbox"/> AC-00045 New Billing Program	Production Support	Networks	Change Request	Risk, Conflict, Aged Transport, Dormant Transport	Analyse
<input type="checkbox"/> AC-00405 Invoice Documents update	Production Support	Logistics	Change Request	Risk, Aged Transport, Dormant Transport, Manual Step	Analyse
APO - Peer Review (Projects)					
<input type="checkbox"/> AC-00667 New Work Schedule Rules (North Americas)	Production Support	HCM	Change Request	Dormant Transport	Analyse
<input type="checkbox"/> AC-00675 Payment Details - Updates	Production Support	Logistics	Change Request	Risk, Aged Transport, Dormant Transport	Analyse
<input type="checkbox"/> AC-01006 Security Roles for Fixes	Production Support	Security	Change Request	Aged Transport, Dormant Transport, Manual Step	Analyse
<input type="checkbox"/> AC-00394 New Report Structure (APO)	Project Test	Logistics	Change Request	Dormant Transport	Analyse
BW - Peer Review (Projects)					
<input type="checkbox"/> AC-00119 BW Changes - Snapshot reporting	Production Support	Reporting	Change Request	Dormant Transport	Analyse
<input type="checkbox"/> AC-00112 Warehouse Changes	Project Alpha	Logistics	Change Request	Dormant Transport	Analyse
<input type="checkbox"/> AC-03424 External Transports	Project Alpha	Basis	Change Request	Dormant Transport	Analyse

Figure: Approvals list screen

On the Approvals list screen, it is possible to sort and filter and also change the columns that you see in the default view. Free text searching can also be done on the following fields, to filter what is seen on the list screen:

- Business Task 'Reference'
- Business Task 'Subject'
- Location
- Change Owner (Full Name)
- Change Owner (Username)
- Project
- Business Task 'Type'
- Business Task 'Group'

It is not currently possible to search based on Custom Field values, or any other standard fields not explicitly mentioned above.

8.2. Performing an Approval

The Approval (or Rejection) can be done for an individual via the Actions options on the far right of the 'My Approvals' list screen.

It is also possible to select multiple options and perform the Approval (or Rejection) via menu buttons that appears at the bottom of the screen.

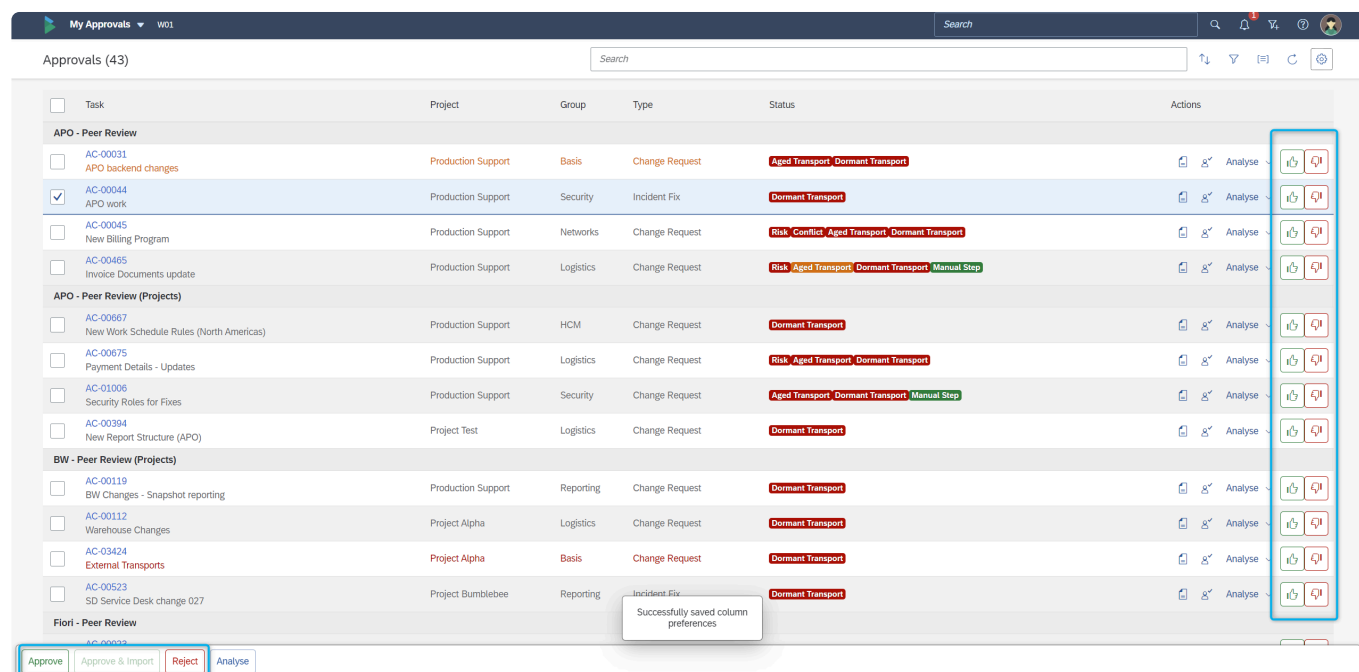


Figure: Performing an Approval (or Rejection)

When an Approval is performed, the configured Analysers will run automatically. In the event of any Analyser warnings, an analysis results screen will be presented to the Approver. Depending on the customer's implementation of ActiveControl, the user may be able to 'Approve Anyway' to accept the warnings. Again depending on the setup, the user may be forced to enter a reason for performing the approve anyway, so that it is logged and auditable later.

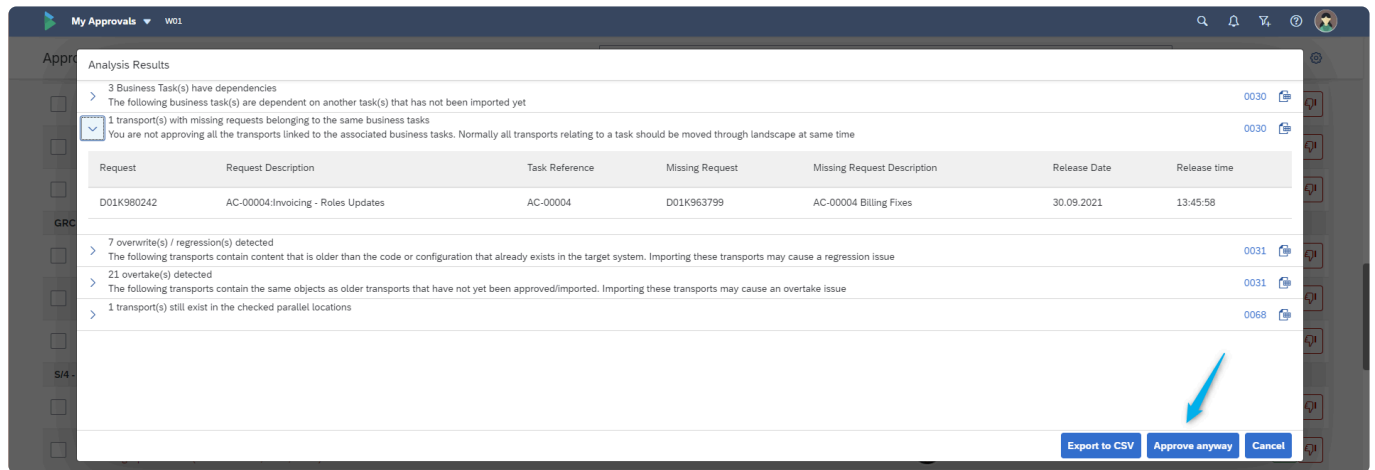


Figure: Approve Anyway on an Approval

It is possible to manually run the Analysers in advance of doing the Approval. This can be useful to proactively identify and mitigate any issues prior to the Approval being done. When the Approval is done, all configured Analysers will automatically run again.



It is now possible to perform Approvals en-masse across different Paths. (prior to ActiveControl Web Platform 9.00, it was only possible to perform Approvals for items within one specific Path).

Approvals on Mobile Devices

It is possible to perform Inbox and Outbox approvals via mobile devices. A cut-down version of the PC list screen is seen on mobile devices.

From this list screen, it is possible to perform individual or bulk Approvals. Approvals (and Rejections) can also be performed on mobile devices by swiping left/right on the individual items.

8.3. Delegations

Delegations can be used by Approvers within ActiveControl to delegate their approval responsibilities to another user(s). This can be useful in the event that an Approver is going to be unavailable, eg going on Annual Leave.

Delegations are set via the 'Delegations' option in the User Actions menu in the top-right of the Web Platform screen.

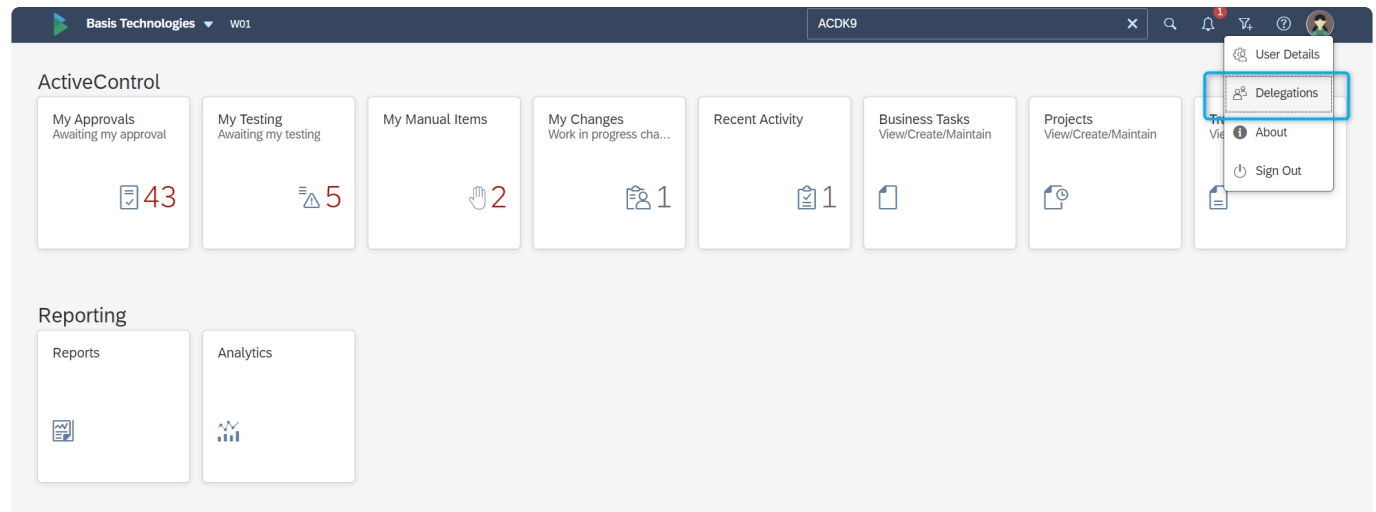


Figure: Delegates are set via the Delegations option in the User Actions Menu

On the Delegation screen, an Approver can define their delegates, as well as the start/end date period during which the defined delegates will be able to perform their Approvals.

 The screenshot shows the 'Delegations' screen within the Web Platform. At the top, there's a header bar with 'Basis Technologies' and 'W01' on the left, and 'ACDK9' on the right. Below the header, the main area is titled 'Delegations' and has an 'Add Delegation' button. Below the button is a table with the following columns: 'Enabled', 'Delegate From', 'Delegate To', 'Start Date', 'End Date', 'Send Notification', 'Receive Notification', and 'Actions'. The table contains one row of data:

Enabled	Delegate From	Delegate To	Start Date	End Date	Send Notification	Receive Notification	Actions
<input checked="" type="checkbox"/>	Joe Admin (W01_ADMIN)	Jane Dough (JDOUGH)	23 August 2022	16 November 2022	<input type="checkbox"/>	<input type="checkbox"/>	

Figure: Delegations screen within the Web Platform



Delegations only cover Inbox and Outbox approvals within ActiveControl. Delegations does not cover any Testing responsibilities that a user might have; those can only be

done by updating the Testers assigned to the individual Business Task(s).

- * It is possible for authorised users – typically Administrators – to be able to force delegation for an Approver. This is typically used in the scenario where an Approver is unexpectedly unavailable eg has gone on sick leave.

8.4. Approve and Import (Parallel Imports)

Authorised Approvers can perform **Approve and Import** in an Inbox where ActiveControl Parallel Import functionality is enabled.

This essentially triggers an immediate import after the approval, rather than waiting in the Import Queue for the next automated or manual import to run.

If Parallel Import functionality is enabled within your local organisation, Approvers will see the enabled Approve and Import button on the Approvals list screen. If the button is not enabled, it means that Parallel Imports is not configured within your ActiveControl implementation (or has been switched off via [Feature Deactivation](#))

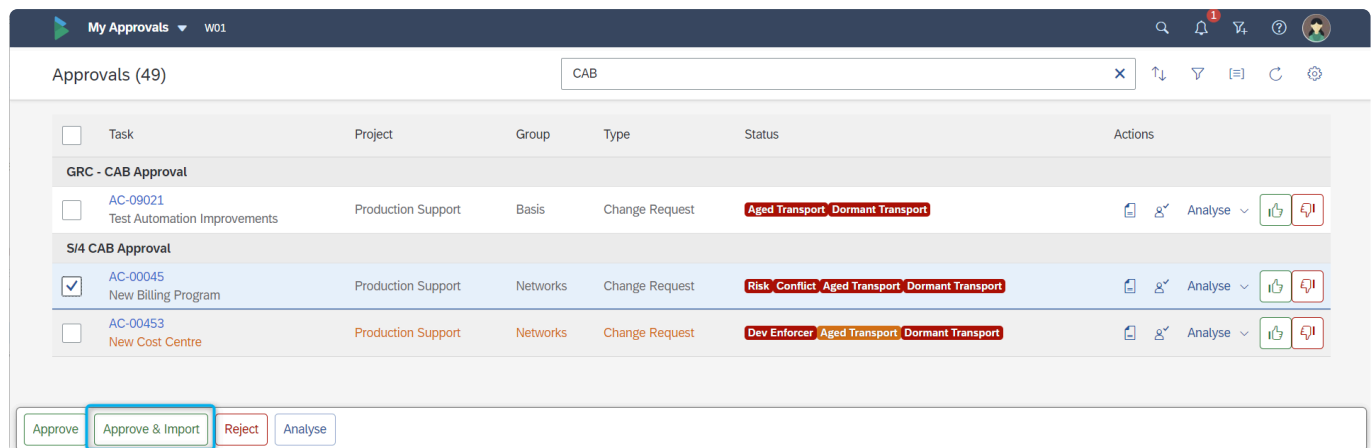


Figure: Approve and Import on the Approvals screen

✿ Approve and Import is a global setting for a Target. It is not possible to enable it only for some Approvers.

8.5. Priority Approvals

A **Priority Approve** button will be seen within the Global View within Inboxes/Outboxes by any user that is configured as a Priority Approver.

Priority Approvers may approve changes into or out of any target. Additionally, when approving a selection of changes, they may choose to approve with priority, which means that the changes will not need to be approved into or out of any other targets, once the priority approval is given.

Priority Approvers is extremely powerful functionality within ActiveControl, as it essentially means that the automated analysis checks are bypassed and issues are potentially not highlighted. As a result, many customers choose not to implement the Priority Approvals capability.

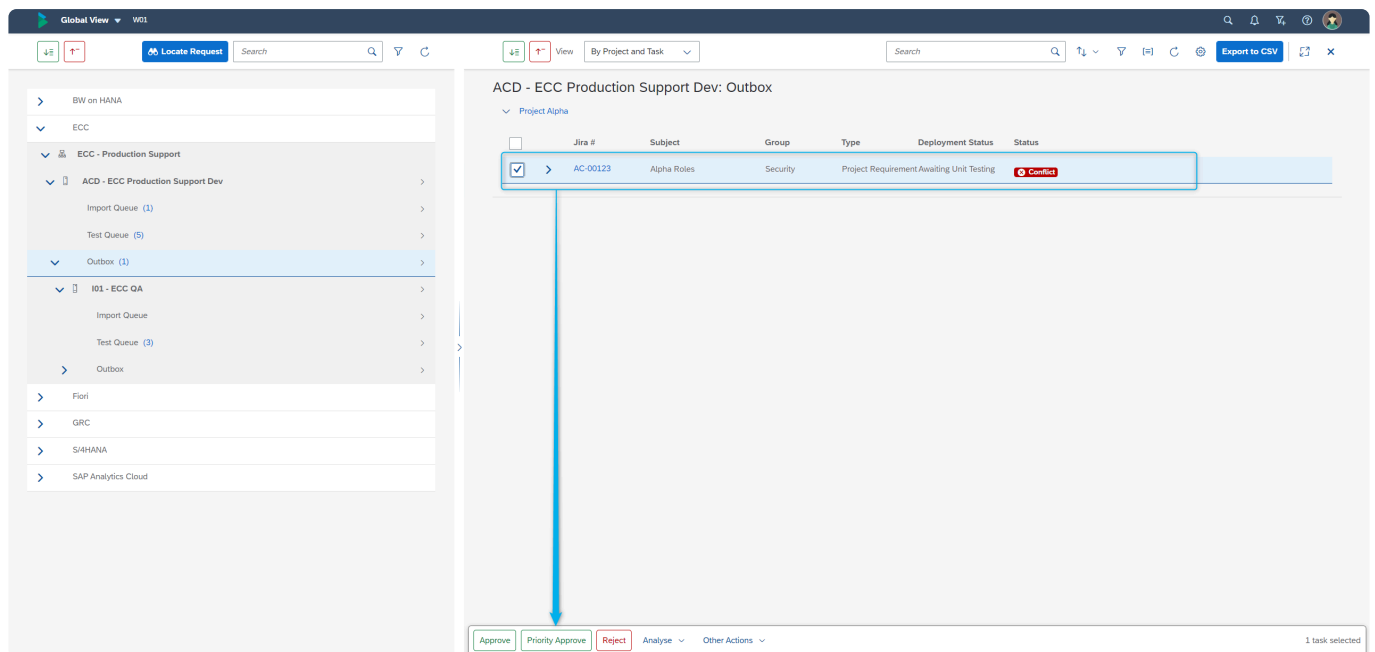


Figure: Priority Approve button within the Global View



Similar to the legacy ActiveControl UI's, the Priority Approve feature is not available via the "Awaiting my Approval" list screen.

9. Test Signoffs

As was detailed earlier in this User Guide, Test Queue signoffs within ActiveControl are typically done at a Business Task level, by the Testers assigned via the Testers subscreen.

A Tester will generally receive an automated email notification from ActiveControl when their Test Signoff is required.

In addition, the need for a Test Signoff will also be indicated via the [My Testing](#) tile on the dashboard home screen of the Web Platform

The rest of this section details some of the key information relating to Test Queue signoffs within ActiveControl.

- [My Testing](#)
- [Entering Test Results](#)
- [Transport level Test Signoffs](#)

9.1. My Testing

Test Signoffs can be performed via the 'My Testing' tile on the Home screen of the ActiveControl Web Platform.

A user can only perform Testing on the Business Tasks for which they are a defined approver (or individual Transports, depending on the configuration of ActiveControl within your organisation).

The numerical count on My Testing tile indicates the number of items against which the user is required to do a Test Signoff.

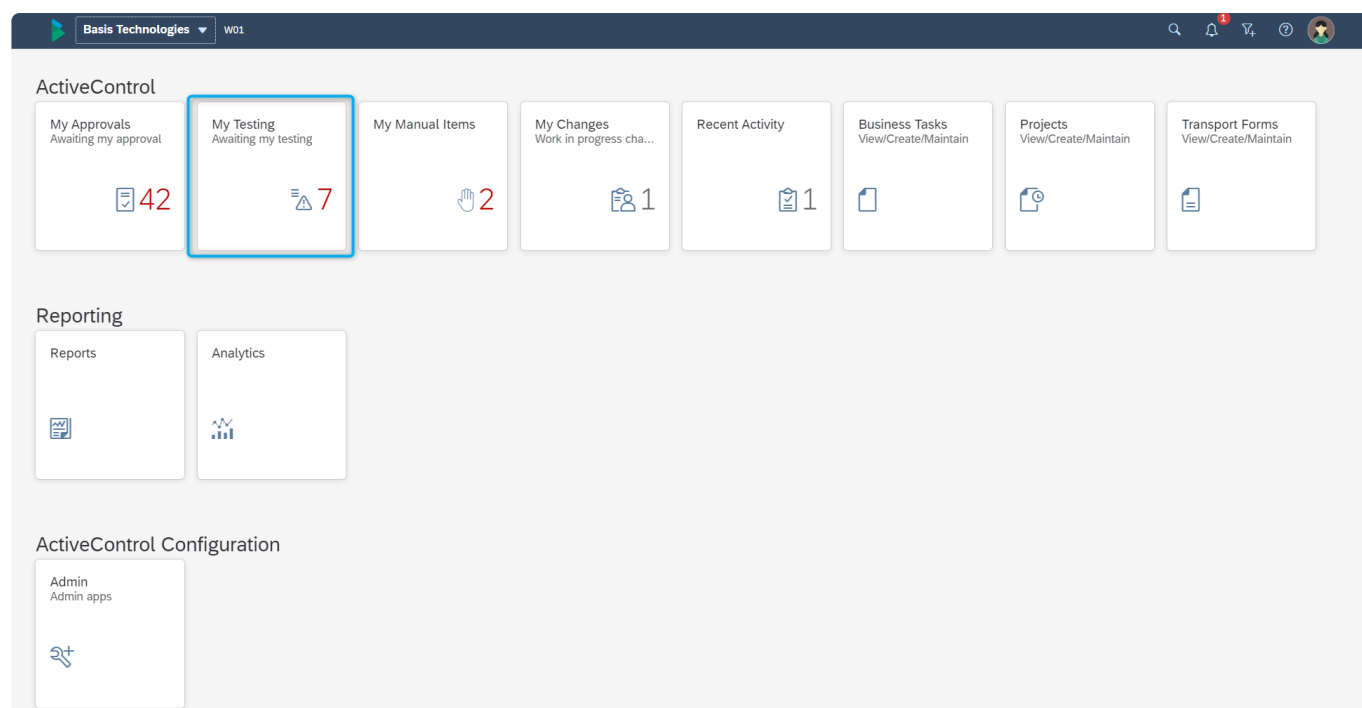


Figure: My Testing tile on the Home screen

Clicking on the My Testing tile will present a list screen of the items currently awaiting your approval.

Task	Project	Group	Type	Status	Actions
APO - Unit Testing (Projects)					
<input type="checkbox"/> AC-00004 Invoicing Optimisations (Enhancements, Fixes, Roles)	Production Support	Finance	Incident Fix	Dev Enforcer, Aged Transport, Dormant Transport	Analyse <input type="button" value="Enter Test Results"/>
S/4 - Automated Testing					
<input type="checkbox"/> AC-00004 Invoicing Optimisations (Enhancements, Fixes, Roles)	Production Support	Finance	Incident Fix	Dev Enforcer, Aged Transport, Dormant Transport	Analyse <input type="button" value="Enter Test Results"/>
<input type="checkbox"/> AC-00456 Merge Example	Production Support	Finance	Change Request	Aged Transport, Dormant Transport	Analyse <input type="button" value="Enter Test Results"/>
<input type="checkbox"/> AC-00182 Consolidated Merge Example	Project Gamma	Finance	Change Request	Dev Enforcer, Aged Transport, Dormant Transport	Analyse <input type="button" value="Enter Test Results"/>
S/4 - UAT					
<input type="checkbox"/> AC-00004 Invoicing Optimisations (Enhancements, Fixes, Roles)	Production Support	Finance	Incident Fix	Dev Enforcer, Aged Transport, Dormant Transport	Analyse <input type="button" value="Enter Test Results"/>

Figure: Testing list screen

On the Testing list screen, it is possible to sort and filter and also change the columns that you see in the default view. Free text searching can also be done on the following fields, to filter what is seen on the list screen:

- Business Task 'Reference'
- Business Task 'Subject'
- Location
- Change Owner (Full Name)
- Change Owner (Username)
- Project
- Business Task 'Type'
- Business Task 'Group'

It is not currently possible to search based on Custom Field values, or any other standard fields not explicitly mentioned above.



It is possible to manually run the ActiveControl ShiftLeft Analysers in advance of doing the Test Signoff. This can be useful to proactively identify and mitigate any issues prior to the Test Signoff being done. When the Test Signoff is done, all configured Analysers will automatically run again.

Testing Multiple Changes

Within ActiveControl, it is possible to sign off testing on multiple Business Tasks sitting in one location, however unlike Approvals, it is not currently possible to sign off Testing on the same Business Task across different Paths or Locations.

9.2. Entering Test Results

The **Enter Test Results** button can be used by a Tester via the Actions options on the far right of the screen. It is also possible to select multiple options and perform Enter Test Results via Actions menu that appears at the bottom of the screen.

The Test Results screen will need to be populated as part of this test signoff process.

The Tester can indicate whether the testing was successful via the 'Testing Results' dropdown menu, add additional comments and also upload or URL link attachments containing any test evidence or other information.

Figure: Test Results screen

When the Test Results screen is presented on screen, if there is only one Transport Form sitting in the Test Queue, it will be prepopulated in the [Transports For Approval] dropdown. Otherwise, the Tester needs to manually select the Transport(s) they are signing off.

- 'Save and Close' button can be used to save the results of the testing – but leave the changes sitting in the Test Queue. This option is typically only used if testing is not yet completed.
- 'Save and Approve Testing' button should be used to perform the test signoff – ie when testing is successfully completed and the Tester wants the change to move onto the next point in the ActiveControl workflow.

One of the most common user-error mistakes amongst new users of ActiveControl is in the use of the 'Save and Close' button. If you have completed testing successfully, you should use the 'Save and Approve Testing' button. Depending on your implementation of ActiveControl, your Administrator may

have hidden the 'Save and Close' button via [Feature Deactivation](#) to avoid confusion.

Testing Results

The following summarises the various 'Testing Results' options that are available when entering Test Results:

Result	Behaviour
Testing Successful	[Save and Approve Testing] will move the Business Task (+ selected Transport Forms) forward in the workflow. [Save and Close] will save the result, but leave changes in Test Queue.
Problem Found	[Save and Approve Testing] not possible. Can only perform [Save and Close].
Information	Can perform [Save and Approve Testing] or [Save and Close].
Waiting	Can perform [Save and Approve Testing] or [Save and Close].
Bypass Testing	Can perform [Save and Approve Testing] or [Save and Close].

* Some customers choose to disable the [Save and Approve Testing] button for 'Information' and 'Waiting' testing results; this can be done by your local ActiveControl Administrator via configuration.

Test Signoffs on Mobile Devices

It is possible to perform Test Signoffs via mobile devices. A cut-down version of the PC list screen is seen on mobile devices. From this list screen, it is possible to perform individual or bulk Test Signoffs within an individual Test Queue location.

9.3. Transport level Test Signoffs

Although Test Signoffs are typically done at Business Task level (as a result of the general principle that generally testing is done at overall change level), it is possible to signoff testing of individual transports in certain test queues, depending on the configuration of ActiveControl.

This transport level 'partial testing' scenario was introduced to support unit test signoffs, whereby a transport owner may want to sign off their own unit testing, whilst other transports being delivered on the same change (ie Business Task) are still being worked on in development.

Transport level Test Queue signoffs can be done via both the My Testing app (by selecting only the desired transport(s) in the Enter Test Results screen, or alternatively via the [Global View](#).

The screenshot displays the 'Global View' interface with a sidebar on the left containing a tree view of various test queues. The main panel shows a table titled 'ACD - ECC Production Support Dev: Test Queue'. The table has columns for Jira #, Subject, Group, Type, Deployment Status, and Status. A row for 'ACDK931316' is highlighted, showing it is a 'Development' type 'Workbench' transport, 'Not Released', owned by 'Sam Demo (WPP_DEMO)'. Below the table, there is a section for 'Project Alpha' and 'Project Cost Reduction' with their respective transport lists. At the bottom, a blue button labeled 'Enter Test Results' is visible, with a blue arrow pointing from it to the selected transport row. The bottom right corner indicates '1 request selected'.

Figure: Example of Transport-level Test Signoff in the Global View.

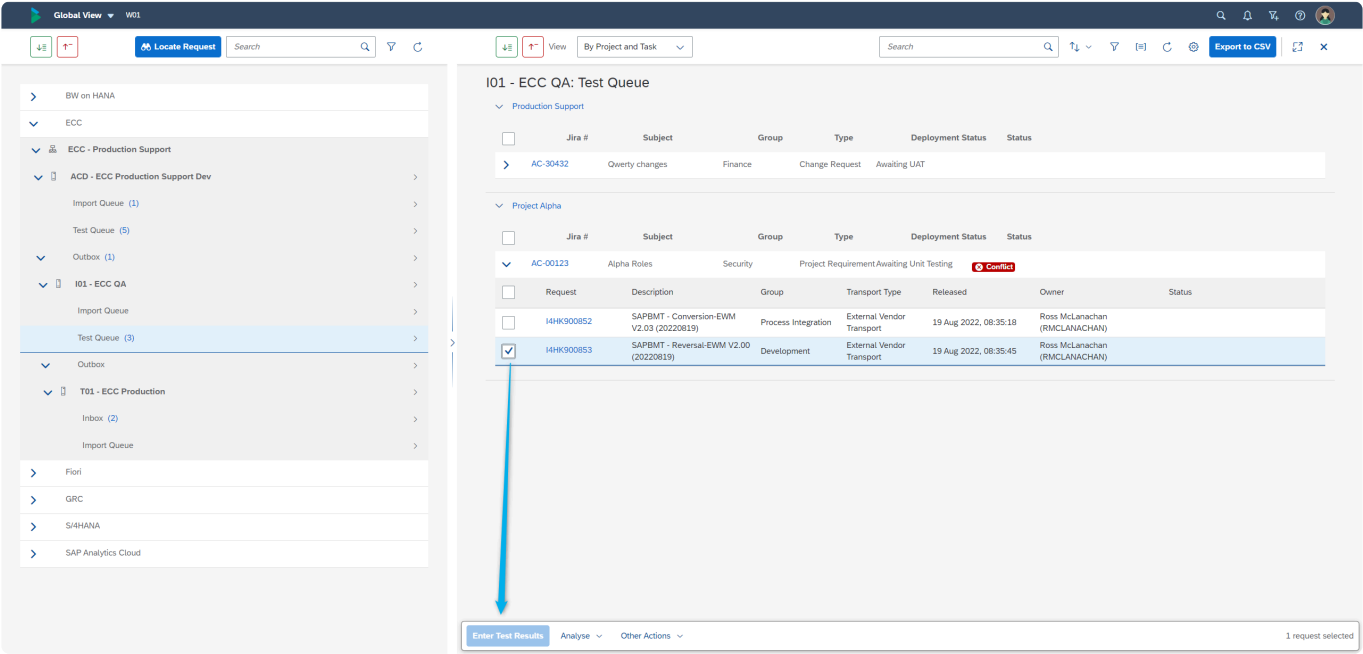


Figure: The Enter Test Results button will be greyed out if Transport level Testing has not been enabled for a particular Target test queue.

10. Transport Imports

This section details some of the key information relating to the actual import deployment of SAP transports within ActiveControl.

- [Import Queues](#)
- [Transport Imports](#)
- [Import Issues](#)
- [Reset AC Import Status](#)
- [Remove Import Lock](#)

! Please note that this information is relevant more for Administrators and SAP Basis Teams. Most users will not have the authorisations to import transports within ActiveControl

10.1. Import Queues

The deployment of Transports within ActiveControl occurs within an **Import Queue**.

Transports that have moved through all preceding workflow – and had all defined Approvals and Test Signoffs performed on them – will sit in the Import Queue until such point as it is imported.

Import Queues can be seen from two separate screens within ActiveControl:

- [Awaiting Import app tile](#)
- [Global View](#)

Transports can be imported automatically or manually within ActiveControl. These are described in [Transport Imports](#) section of this User Guide.

10.1.1. Awaiting Import app tile

The **Awaiting Import** app tile provides a read-only view of the transports currently sitting in Import Queues.

This tile, available via the ActiveControl home screen is intended to give all users an easy way of seeing

- 1) what transports are currently sitting in Import Queues,
- 2) when transports sitting in Import Queue are scheduled to be imported if an automated Import Schedule is assigned to the Import Queue.
- 3) if any transports are stuck due to system error or import error.

It is not possible to perform any actions (such as Import) via the Awaiting Import app tile. This is only possible via the [Global View](#).

Awaiting Import

Search

System	Status	Target	Path	Role	Highest RC	Requests				
> ACD		APO Merge	APO Prod Support	Prod Support - Project Merge	0	15				
> T01		APO Production	APO Prod Support	Production	0	300				
> I01		APO QA	APO Prod Support	Prod Support - QA	0	100				
> BWD		BW Development System			0	1				
> D01		CRM Dev		Prod Support - Development	0	2				
> D00		ECC Dev		Prod Support - Development	0	1				
> ACD		ECC Production Support Dev	ECC - Production Support	Prod Support - Development	0	1				
I01		Flori QA	Flori Prod Support	Prod Support - QA	0	1				
Request Id	Description	Requestor	Group	Type	Business Task Reference	Released At	Import Order	Import Status	Return Code	Anticipated Import Time
D01K361902	TR will end in RCB	Ross McLanahan	Development	Customizing	AC-50024	7 Jun 2021, 09:49:17	1	System error	0	
> T01		GRC Production	GRC Prod Support	Production			0	1		
W01		S/4HANA Automated Testing	S/4HANA - Prod Support	Prod Support - QA			0	1		
Request Id	Description	Requestor	Group	Type	Business Task Reference	Released At	Import Order	Import Status	Return Code	Anticipated Import Time
D01K365327	AC-00120WZ_RMCL_BACKOUT_T EST	Ross McLanahan	Basis	Customizing	AC-00120	7 Feb 2023, 19:35:00	1		0	8 Mar 2023, 12:00:00
> ACD		S/4HANA Project Merge	S/4HANA - Prod Support	Prod Support - Project Merge			0	4		
> S21		S/4HANA Project Test	S/4HANA - Projects	N+1 - QA			0	1		
> BT0		SAP Analytics Cloud	SAP Analytics Cloud	Prod Support - Development			0	1		
> W01		Solman Dev		Prod Support - Development			0	2		

Figure: View transports sitting in Import Queues via the Awaiting Import app screen.

10.2. Transport Imports

Transports can be imported via ActiveControl in two ways:

- 1) Automatically, via Import Schedules
- 2) Manually, by authorised users (typically SAP Basis team)

Automatic Imports (Import Schedules)

Import Schedules can be created to automatically deploy transports periodically. Common frequencies at Basis Technologies' customers include:

- Every 1 minute
- Every 2 minutes
- Every 5 minutes
- Every 15 minutes
- At particular times of the day or week

Automated Import Schedules are typically maintained within your organisation's implementation of ActiveControl by your local Administrators and SAP Basis team.

When an automated import is performed, depending on your setup of ActiveControl, the Transport Owner will automatically receive an email notification when the transport has been imported (or in most cases, only if it ends in a RC8 import error).



As mentioned earlier in the User Guide, it is possible to 'forward schedule' a particular Business Task, so that its transports only get imported at a certain point in time, irrespective of what automated Import Schedules run before then. This is done via the [Scheduling](#) tab on the Business Task.

Manual Imports

Authorised users (typically SAP Basis teams within most ActiveControl customers) can manually import transports via ActiveControl. This is done via the [Global View](#) app tile by authorised users.

Import Methods

Various Import Methods are available within ActiveControl.

Depending on your implementation, it is likely that some or all of the following Import Methods will be seen by users authorised to perform an Import.

- **Import One Request at a time:** This imports the transports one by one in the sequence that is displayed on screen.
- **Fast Import (Import All):** This uses the SAP Import All function to import all transports at the same time; it does the same as selecting multiple entries in STMS and doing the import. This is useful where there are circular dependencies between transports (e.g. Data Dictionary objects used across transports). Again it does it based on sequence displayed on screen.
- **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

10.3. Common Errors

Errors can sometimes occur during the deployment of a Transport within ActiveControl. These errors typically fall into two main categories within ActiveControl:

- 1) [Deployment Errors](#)
- 2) [RFC Connection Errors](#)
- 3) [System Errors](#)

The rest of this section details each of these.

10.3.1. RC8 Import Error

In the event of a Return Code 8 (RC8) import error, an automated email notification will likely be sent to the Transport Owner.

RC4s will not result in an error or notification within ActiveControl. RC12s will result in a [System Error](#).

Depending on your implementation of ActiveControl, when an RC8 happens the Transport Form may also remain in the Import Queue (and hold up the import of subsequent transports). This will be indicated by a red exclamation mark against the Import Queue in the Global View, and an Import Status of **Imported (8)** against the Transport.

In the event of the Transport Form remaining in the Import Queue, it is necessary for an authorised user to [Reset AC Import Status](#).

Request	Description	Order	Released	Import Status	Owner	Status	Objects	Keys
ACDK931207	Release first	1	22 Aug 2022, 16:46:24	Imported (8)	Kalidass Solaimuthu (KSOLAIMUTHU)	Alert 110	1	0
ACDK931205	Release later	2	22 Aug 2022, 16:50:30	Imported (8)	Kalidass Solaimuthu (KSOLAIMUTHU)	Alert 110	1	0

Figure: Depending on configuration, an RC8 may result in the Transport Form remaining in the Import Queue. In this case, no further transports can be imported until manual intervention is performed.

10.3.2. System Errors

Sometimes a system or RFC error can prevent the deployment of a transport. This can occur in situations such as when the target system is down or there is some sort of RFC connectivity issue between the ActiveControl Domain Controller and the target system.

In these instances, a **System Error** will be generated within ActiveControl.

System Errors are seen by authorised users in two places of ActiveControl.

- [Global View](#)
- [Health Console](#)

10.3.2.1. System Errors: Global View

Any System Error will be indicated in the Global View via a red exclamation mark icon against the Import Queue.

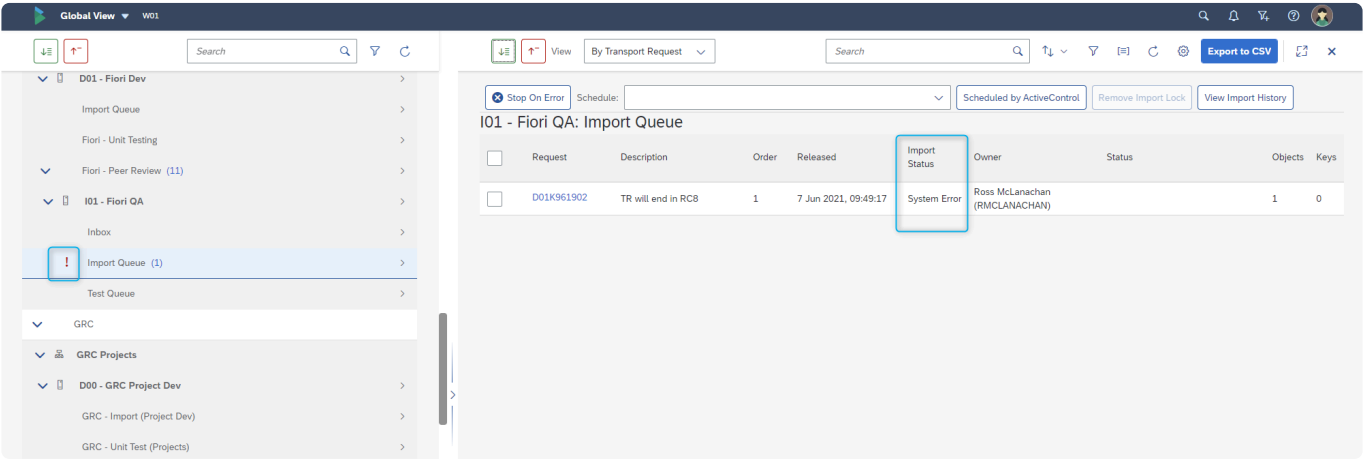


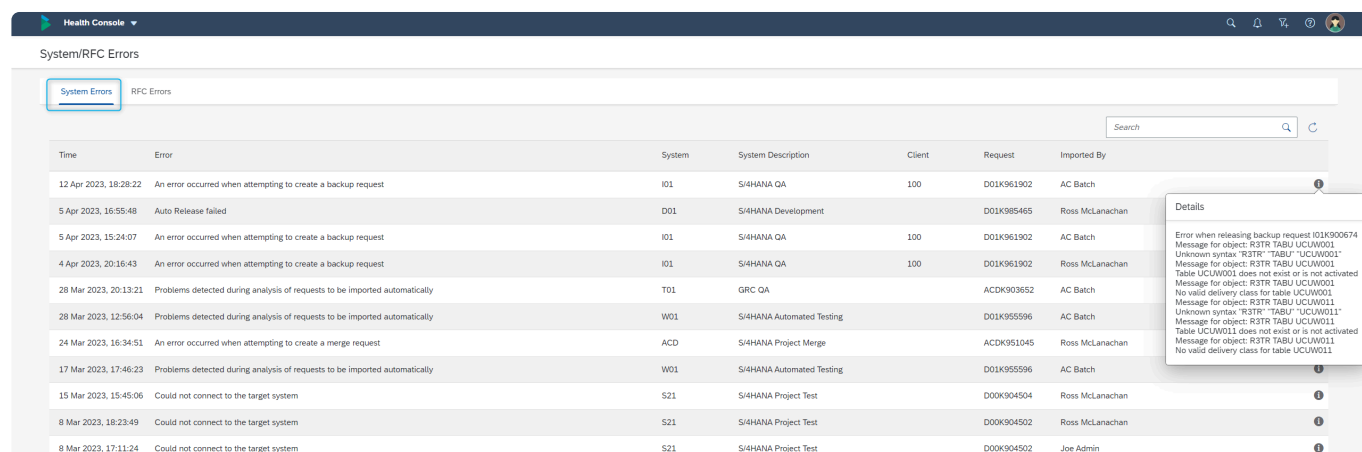
Figure: System Error within the Global View.

When a System Error is seen against an Import Queue, it needs to be cleared by an authorised user performing [Reset the Import Queue](#) action.

10.3.2.2. System Errors: Health Console

The details of a System Error can be seen via authorised users via the **System Errors** subscreen on the Health Console app tile.

This screen can be useful for viewing historical System Errors, for example to identify any recurring trends in environmental issues that are impacting the deployment of SAP change via ActiveControl.



Health Console

System/RFC Errors

System Errors RFC Errors

Search

Time	Error	System	System Description	Client	Request	Imported By
12 Apr 2023, 18:28:22	An error occurred when attempting to create a backup request	I01	S/4HANA QA	100	D01K961902	AC Batch
5 Apr 2023, 16:55:48	Auto Release failed	D01	S/4HANA Development		D01K985465	Ross McLanachan
5 Apr 2023, 15:24:07	An error occurred when attempting to create a backup request	I01	S/4HANA QA	100	D01K961902	AC Batch
4 Apr 2023, 20:16:43	An error occurred when attempting to create a backup request	I01	S/4HANA QA	100	D01K961902	Ross McLanachan
28 Mar 2023, 20:13:21	Problems detected during analysis of requests to be imported automatically	T01	GRC QA		ACDK903652	AC Batch
28 Mar 2023, 12:56:04	Problems detected during analysis of requests to be imported automatically	W01	S/4HANA Automated Testing		D01K955596	AC Batch
24 Mar 2023, 16:34:51	An error occurred when attempting to create a merge request	ACD	S/4HANA Project Merge		ACDK951045	Ross McLanachan
17 Mar 2023, 17:46:23	Problems detected during analysis of requests to be imported automatically	W01	S/4HANA Automated Testing		D01K955596	AC Batch
15 Mar 2023, 15:45:06	Could not connect to the target system	S21	S/4HANA Project Test		D00K904504	Ross McLanachan
8 Mar 2023, 18:23:49	Could not connect to the target system	S21	S/4HANA Project Test		D00K904502	Ross McLanachan
8 Mar 2023, 17:11:24	Could not connect to the target system	S21	S/4HANA Project Test		D00K904502	Joe Admin

Details

Error when releasing backup request I01K900674
 Message for object: R3TR TABU UCJW001
 Unknown syntax "R3TR" "TABU" "UCJW001"
 Message for object: R3TR TABU UCJW001
 Table UCJW001 does not exist or is not activated
 Message for object: R3TR TABU UCJW001
 No valid delivery class for table UCJW001
 Unknown syntax "R3TR" "TABU" "UCJW001"
 Message for object: R3TR TABU UCJW001
 Table UCJW001 does not exist or is not activated
 Message for object: R3TR TABU UCJW001
 No valid delivery class for table UCJW001

Figure: System Errors within the Health Console

10.3.3. RFC Connection Error

If there is an RFC connectivity issue between the ActiveControl Domain Controller and the managed satellite system, it will be indicated in the Global View via a red connection icon against the Target.

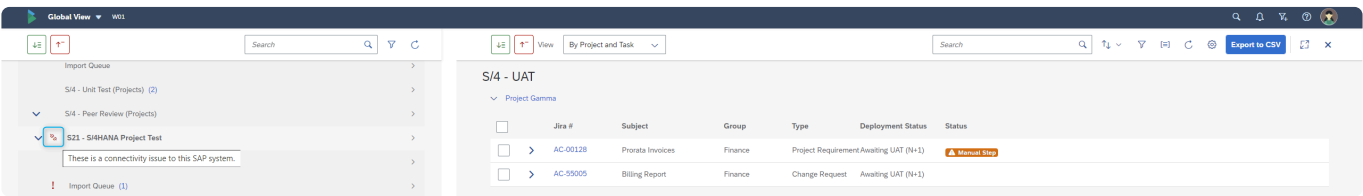


Figure: Connectivity Issue against a Target in the Global View.

It is likely that this connectivity issue will thereafter present itself as a [System Error](#) if an automated or manual import is attempted in the Import Queue of the target.

10.4. Reset AC Import Status

When a System or RFC error occurs – and also potentially also in the event of an RC8 import error (depending on how your implementation of ActiveControl is configured) – the Import Queue needs to be reset before further imports can happen.

This is done by authorised users (typically Administrators and SAP Basis team within most organisations) within the Global View, by selecting the Transport Forms, and then performing the **Reset AC Import Status** action via the ‘Other Actions’ button.

After performing this action, the Import Status field should become blank, and any subsequent automated or manual imports can be performed.

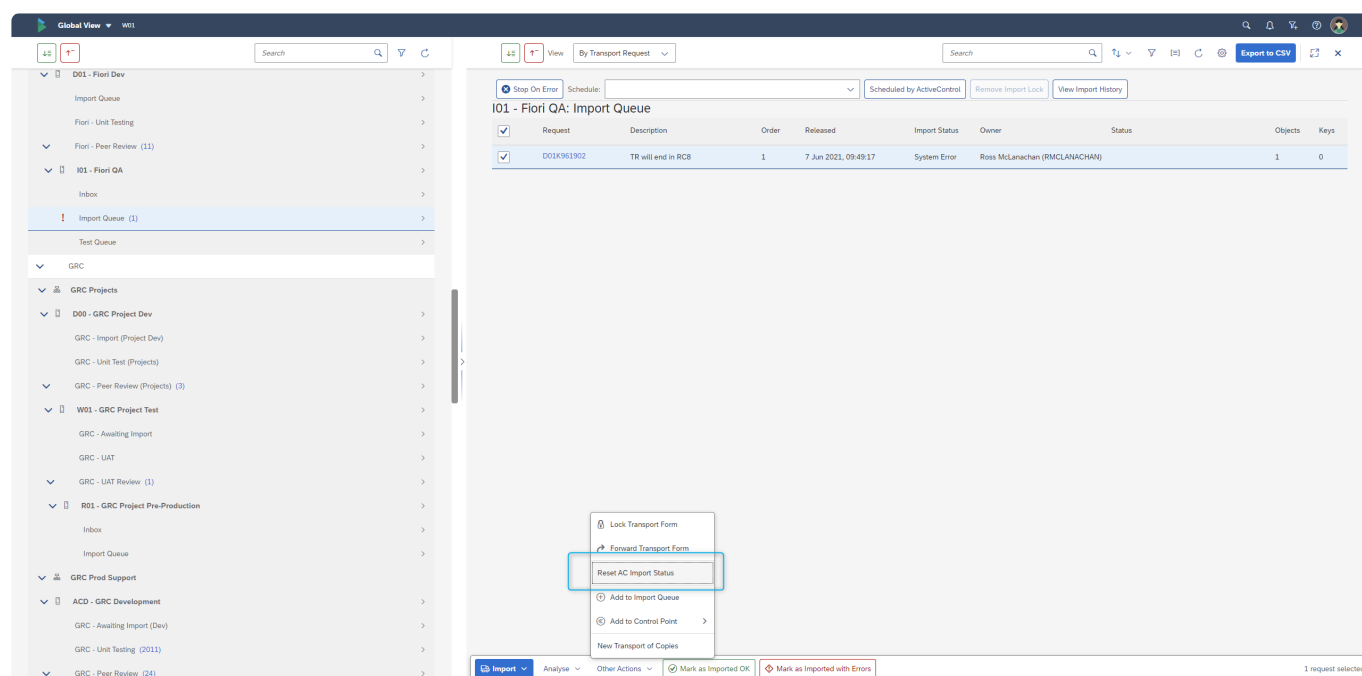


Figure: Resetting the Import Status via the Global View



Only users with the [Y_TEIMPORT]-RESETIMPORTSTATUS authorisation activity will be able to perform the Reset AC Import Status action.

10.5. Remove Import Lock

When transports are imported via an automated or manual import within ActiveControl, the ActiveControl Import Queue is locked at the start of the process, and then unlocked again at the end. This is done deliberately within ActiveControl to avoid the generally undesirable situation of two different people or processes triggering Imports at the same time.

When an Import Queue is locked, a padlock icon will be indicated against the Import Queue within the Global View. In rare situations, the import lock remains after the process is completed. When this happens, authorised users (Administrators and SAP Basis team within most organisations) can manually remove the lock on the Import Queue via the Global View.

This is done via the **Remove Import Lock** button at the top of the screen within an Import Queue.

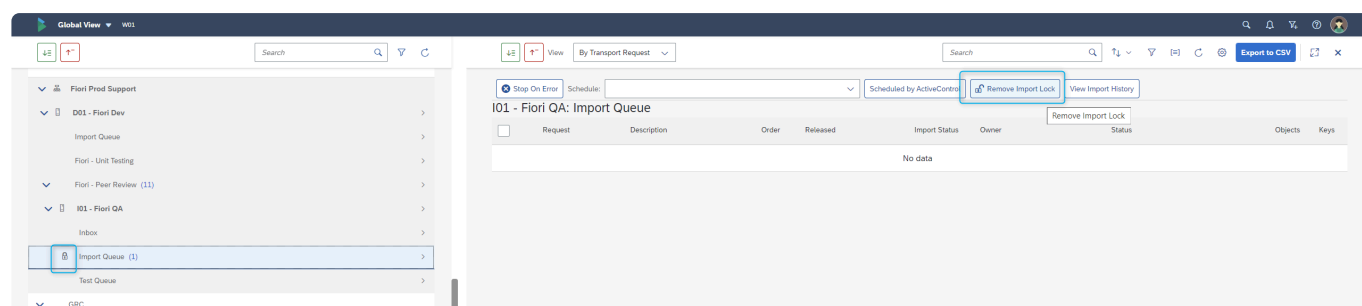


Figure: Remove Import Lock action in the Global View



Only users with the [Y_TEADMIN]-REMOVEIMPORTLOCK authorisation activity will be able to perform the Remove Import Lock action.

11. Global View

Many of the app tiles in the Web Platform are aimed at specific things related to the individual user. Examples:

- 'My Approvals' shows the changes that the user needs to approve.
- 'My Testing' shows the changes that the user needs to test.
- 'My Changes' shows the changes and transports relating to the user.

The **Global View** app offers an alternative holistic, overall view of all change being delivered on an SAP estate. This can be useful for specific user personas, such as:

- Change Managers that want to see all SAP change being delivered across the entire SAP estate.
- Basis Teams that need to be able to manage all Import Queues across the entire SAP estate.
- Project Managers that want to see all change relating to the projects they manage, and where they are in the workflow

The Global View screen is accessed in the Web Platform via the Global View tile on the ActiveControl home screen.

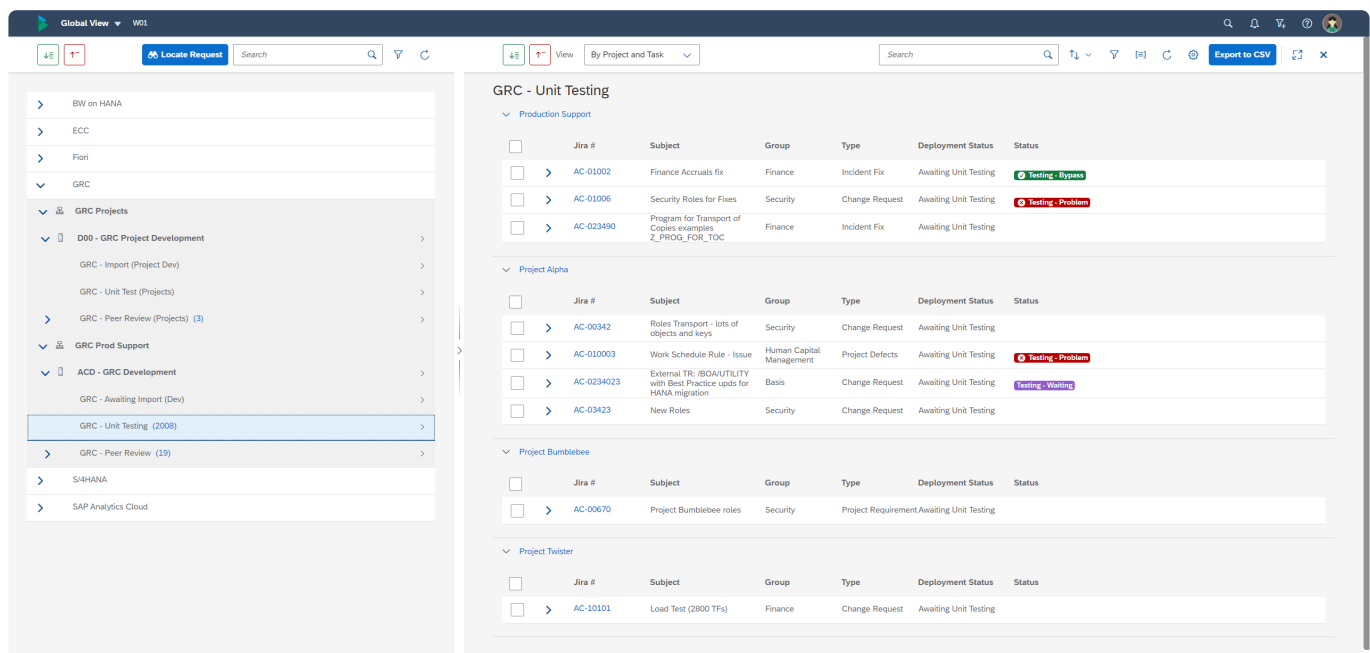


Figure: Global View screen in the Web Platform.

The rest of this section details some of the key aspects of the Global View:

- [Access to the Global View](#)
- [Left Hand Side](#)
- [Right Hand Side](#)

11.1. Access to the Global View

Not all ActiveControl users will be able to see the Global View by default.

Accessing the Global View requires a new authorisation activity [Y_TEUSER] – VIEWGLOBALVIEW, which has been added to the following out-of-the-box ActiveControl single roles:

- /BTI/TE:STD_CHANGE_TEAM_AUTHS
- /BTI/TE:STD_BASIS_AUTHS
- /BTI/TE:STD_ADMIN_AUTHS

Basis Technologies have deliberately not added this new authorisation to all the standard ActiveControl roles, largely due to feedback over the years that many of our customers did not want all users to have access to all of the legacy UIs due to the complexity of some of the screens.

As a result of this decision, customers that do want to give access to other users will need to create a local Z role containing the aforementioned authorisation activity. Please reach out to your local ActiveControl Administrator if you do not see the Global View but think accessing it could improve your experience and usage of ActiveControl.



Please note that the Global View app tile is only seen on PCs. It is deliberately not accessible on Mobile devices due to the screen's complexity.

11.2. Global View: Left Hand Side (LHS)

The left hand side (LHS) of the Global View shows all of the Paths, Targets and Control Points that exist as part of the workflow. It is possible to expand/minimise all paths via the buttons at the top of the screen.

Where a number appears beside a control point location (ie Inbox, Import Queue, Test Queue, Outbox) – it signifies that some changes are currently sitting in that control point location awaiting action. Clicking on the location will result in the changes being seen on the right hand side (RHS) portion of the Global View.

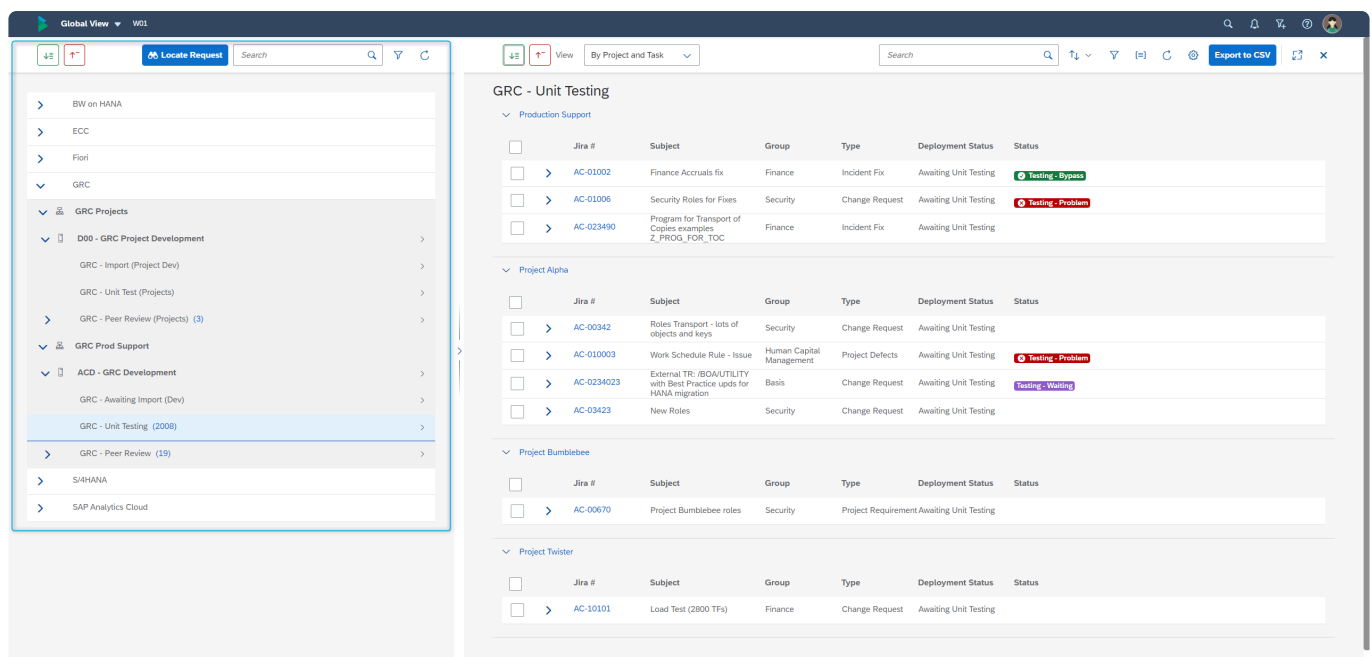






Figure: LHS portion of the Global View.

The rest of this section of the User Guide summarises some of the key aspects and capabilities available via the Left Hand Side section of the Global View

- [Icons](#)
- [Filtering / Search Filtering](#)
- [Locate Request](#)
- [User-specific Options](#)

11.2.1. Icons on the LHS

The following status icons are seen on the LHS portion of the Global View:

Icon	Icon	Description
Target Bypassed	 ACD - HANA target	Indicates the Target has been bypassed (ie skipped) via your local ActiveControl Administrators.
System Connectivity Issue	 HD3 - S4/Hana DEV	Indicates an RFC connectivity issue that will prevent import to the SAP system via ActiveControl. Please note that this icon will also be seen against Virtual Targets.
Padlock	 Import Queue (1)	Indicates that the Import Queue is locked. ActiveControl does this locking/unlocking when Imports are happening via ActiveControl.
Error	 Import Queue (1)	Indicates an Import issue or System Error in an Import Queue.

* Please note that the icons may differ slightly, depending on what Theme you have set via User Details screen.

11.2.2. Filtering on LHS

It is possible to filter on certain entities on the LHS portion of the Global View, via the Filter button.

- Target
- Path
- Project
- Transport Form Group
- Transport Owner

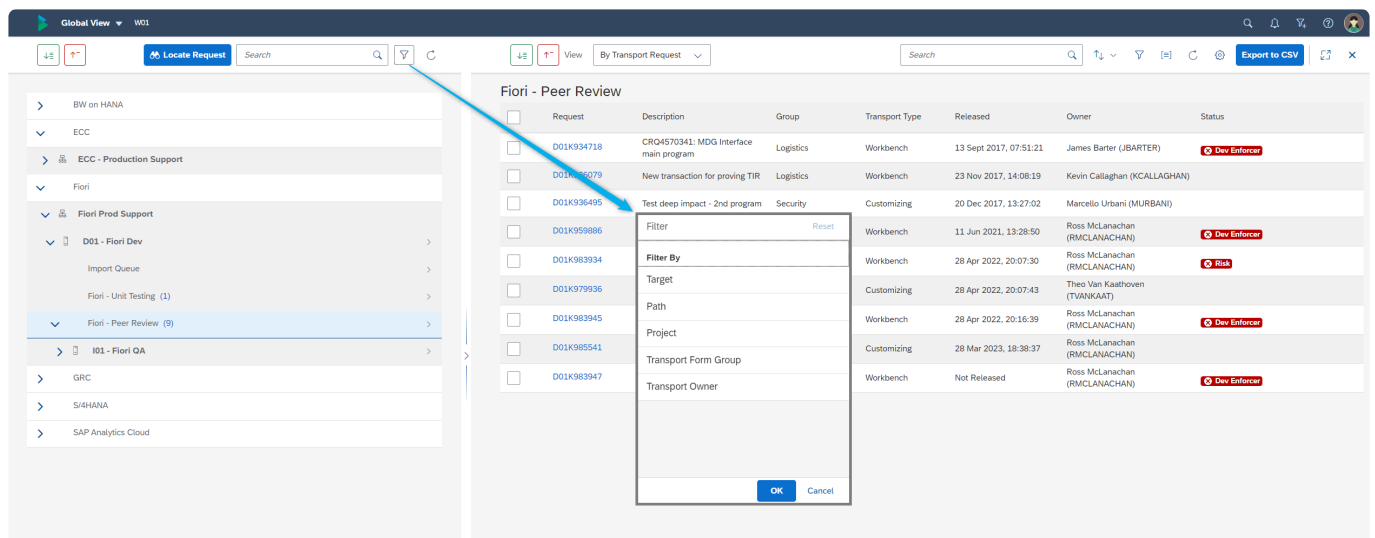


Figure: Filtering within the Global View (Left Hand Side).

Search Filtering on the LHS

It is also possible to free-text search on Paths and individual Target Locations (or their Control Point Labels) on the Left Hand Side of the Global View. A popular use case for this will likely be for users just wanting to view a particular Path within a large SAP estate. It can also be used to search for individual Target locations – however please note that this will also show all previous targets in the path. ie this can be useful if you want to look at a Dev Target Test Queue or Outbox, but is less helpful if you want to filter on Target locations (eg Production Inbox) towards the end of the Paths.

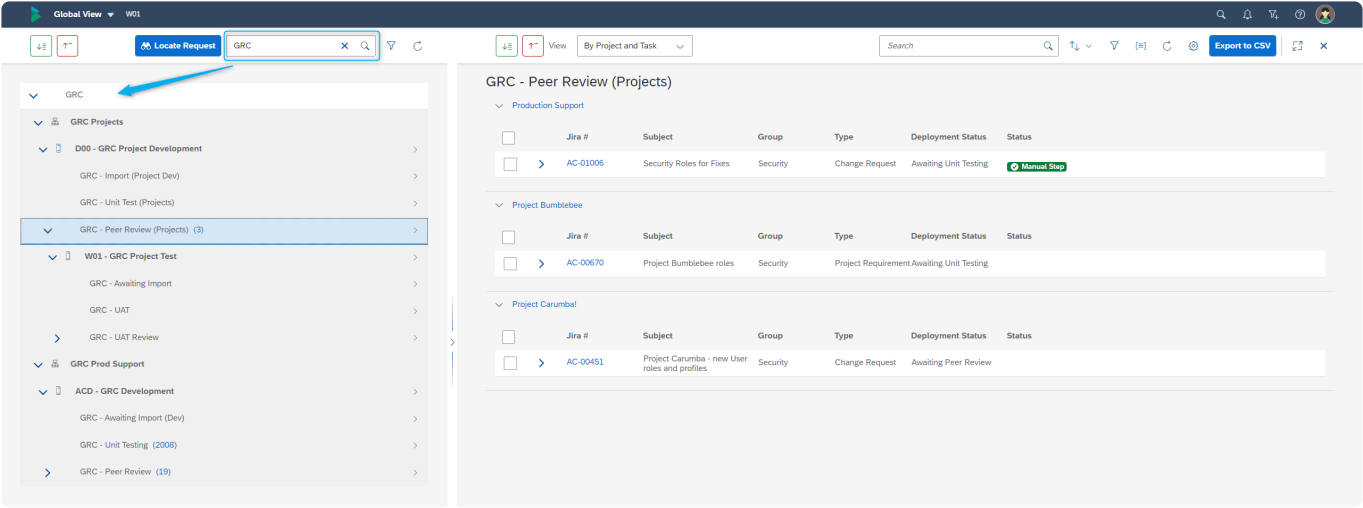


Figure: Search Filtering for a particular Path within the Global View (Left Hand Side).

11.2.3. Locate Request

Locate Request provides a way of locating a particular Transport within the Global View. Notably, ActiveControl will take you to the transport in the particular location, which can be useful if you want to perform an action on an transport (eg Approval, Add to Import Queue), but do not know where it currently is in the workflow.

Similar to [Search](#), Locate Request looks for the entered text string in several fields within ActiveControl:

- 1) Business Task **Reference** field
- 2) Business Task **Subject** field
- 3) **Transport Number**
- 4) **Transport Description**
- 5) Transport Form **Long Description** field
- 6) Transport Form **Text Custom Fields**

From the Results screen, clicking on the Transport will take you to it within the Global View. If the Transport Form is located in several parallel Targets, then the user will get the option to choose which location they want to be taken to.

The screenshot displays the 'Global View' interface. At the top left, a search bar is labeled '1'. Below it, a 'Find Location' dropdown menu is open, labeled '2', showing a list of request details. The table below the dropdown lists various requests with columns for Request ID, Description, Group, Requested, Requested By, Released, Status, Objects, and Keys.

Request ID	Description	Group	Requested	Requested By	Released	Status	Objects	Keys
D01K980200	AC-00045:CR0123129:C.Z_RMCL_WPP_SalesBilling	Logistics	1 Nov 2021, 14:29:21	Marcello Urbani (MURBANI)	2 Nov 2021, 11:22:00		1	0
D01K980202	AC-00045:AC00045:New Role	Development	26 Jan 2023, 19:18:32	Ross McLanachan (RMCLANACHAN)	2 Nov 2021, 11:22:11	Conflict	10	11
D01K980208	AC-00045:Reporting program	Basis	1 Nov 2021, 16:18:33	Rick Gil (RGIL)			0	0
D01K980210	AC-010006:Security Roles for Fixes	Security	1 Nov 2021, 16:18:33	David Lees (DLEES)	2 Nov 2021, 11:26:46		10	35
D01K980212	AC-010007:Basis Changes - OSS Note 123455 Test	Basis	1 Nov 2021, 16:18:33	Amine Bekkat (ABEKKAT)	30 May 2022, 20:18:45		0	0
D01K980214	AC-010008:Finance Report Issue	Finance	1 Nov 2021, 16:18:34	Ross McLanachan (RMCLANACHAN)	2 Nov 2021, 11:15:01		10	11
D01K980218	AC-010009:Work Schedule Rule - Germany	Human Capital Management	1 Nov 2021, 16:18:34	Dominik Kropp (DKROPP)	14 Jan 2022, 15:29:26		0	0
D01K980220	AC-00004:Reporting Sales	Reporting	1 Nov 2021, 16:18:34	David Lees (DLEE)	14 Jan 2022, 15:29:32		0	0
D01K980222	AC-123456:Well lets see if this works 27	Human Capital Management	1 Nov 2021, 16:18:34	Trevor Ticehurst (TTICEHURST)			0	0
D01K980224	AC-010009:Reporting HR (with Manual Step)	Reporting	1 Nov 2021, 16:18:34	Jane Dough (JDOUGH)			0	0
D01K980227	AC-010006:Reporting HR	Reporting	1 Nov 2021, 16:18:34	John Dias (JDIA5)	4 Mar 2022, 13:28:26	UModules	0	0
D01K980234	AC-010010:Z_RMCL_WPP_WorkSchedules	Reporting	2 Nov 2021, 11:06:40	Ross McLanachan (RMCLANACHAN)	2 Nov 2021, 11:09:13	UModules	1	0
D01K980236	AC-010008:Sales Billing Updates FY22	Logistics	2 Nov 2021, 11:16:48	Ross McLanachan (RMCLANACHAN)	2 Nov 2021, 11:17:20		1	0
D01K980238	AC-00009:Security Roles Changes	Reporting	2 Nov 2021, 11:19:21	Ross McLanachan (RMCLANACHAN)	2 Nov 2021, 11:19:47		10	20
D01K980242	AC-00004:Invoicing - Roles Updates	Security	2 Nov 2021, 11:28:48	Theo Van Kaathoven (TVANKAAT)	2 Nov 2021, 11:29:41		10	44
D01K980268	AC-00011:Basis Changes - OSS Note 12345	Basis	4 Nov 2021, 15:21:09	Amine Bekkat (ABEKKAT)	6 Dec 2021, 18:49:22	UModules	0	0
D01K980274	AC-00011:Work Schedule Rule - Issue	Basis	4 Nov 2021, 15:21:09	Achim Toeper (ATOEPER)	14 Jan 2022, 15:29:53		0	0
D01K980278	AC-00011:Security Roles for Fixes	Basis	4 Nov 2021, 15:21:10	Andrew Fletcher (AFLETCHER)	14 Jan 2022, 15:30:00		0	0

Figure: Locate Request in the Global View

11.2.4. User Details – Global View options

A few user-specific options relating to the Global View can be set via the User Details screen.

Option	Description
Show released requests without a Transport Form as open requests	Determines whether Transports without Forms are seen or not.
Show hidden targets and transport forms	Most users will not want to enable this option, it is used generally only by Administrators to see the Targets that they have hidden via configuration.
Remember Global View location	Enabling this option will result in the last location being automatically loaded again by default when next accessing the Global View app tile. This can be useful for users that tend to always access a particular Path.

11.3. Global View: Right Hand Side (RHS)

On the right hand side of the Global View is the main screen, via which all Projects, Business Tasks and Transports relating to SAP change currently sitting in a particular location can be seen.

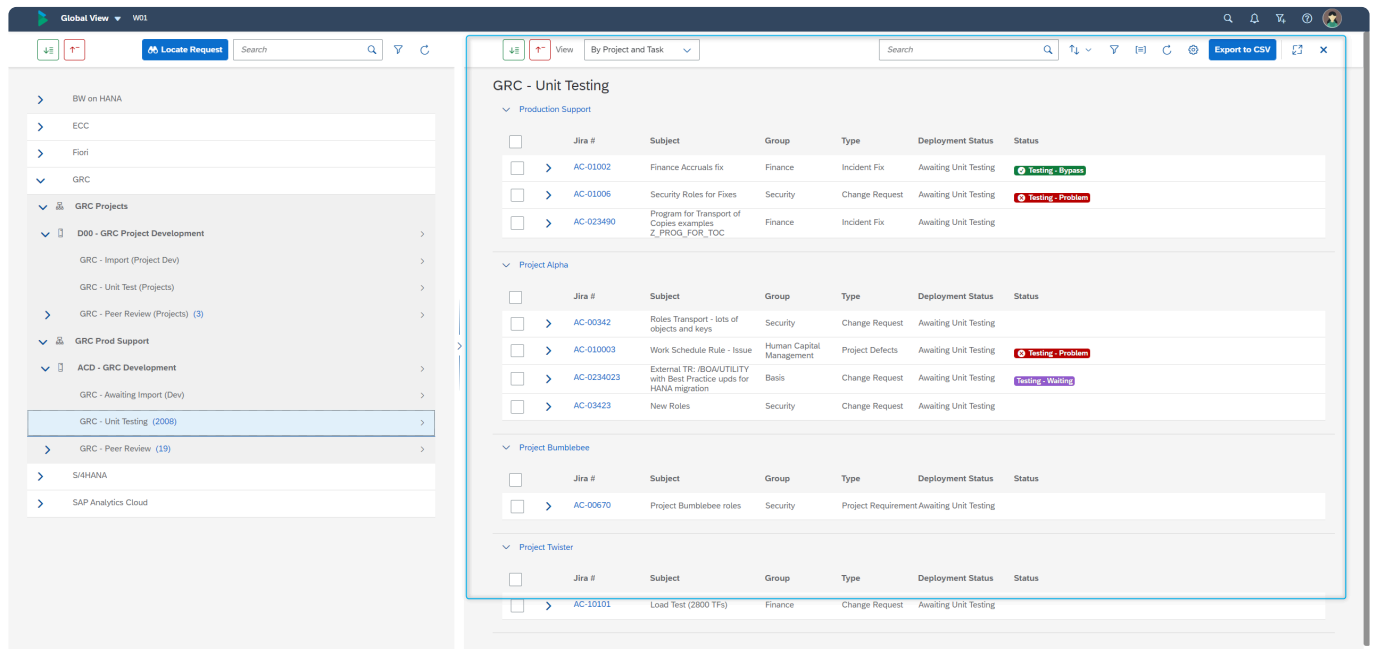


Figure: RHS portion of the Global View.

This section of the User Guide details the key features and capabilities available via the RHS of the Global View:

- [Other Actions](#)
- [Inbox / Outboxes](#)
- [Test Queues](#)
- [Import Queues](#)
- [RHS Filtering](#)
- [Export to CSV](#)
- [Drag and Drop](#)

11.3.1. Other Actions

A lot of the Actions that can be performed within the individual Business Task and Transport Form apps can also be performed via the Global View.

This can be useful when en-masse actions need to be performed on multiple Business Tasks or Transport Forms. For example, to move a number of Transports back for re-import.

To keep the UI cleaner – some of the less frequently utilised Actions have been placed within an **Other Actions** button menu. Some of the Actions will only be seen in specific locations (ie Inbox/Outbox versus Test Queue versus Import Queue). Additionally, the Actions will only be seen if the individual user has the underlying authorisations to perform the Action.

The Other Actions seen when selecting Business Tasks or Transport Forms are as follows:

Business Task – Other Actions

- [Lock / Unlock Business Task](#)
- [New Transport of Copies](#)

Transport Form – Other Actions

- [Delete Transport Form](#)
- [Release Transport](#)
- [Lock / Unlock Transport Form](#)
- [Forward Transport Form](#)
- [Add to Import Queue](#)
- [Add to Control Point](#)
- [New Transport of Copies](#)

11.3.2. Inbox / Outboxes

Approvals (and Rejections) can be performed in Inboxes and Outboxes via the Global View.

The following buttons will be seen at the bottom of the screen when items are selected, depending on both the customer's implementation of ActiveControl and the individual end users individual authorisations.

- [Approve](#)
- [Reject](#)
- [Approve and Import](#)
- [Priority Approve](#)
- [Analyse](#)
- [Other Actions](#)

All of the available functionality is similar to that available in the [My Approvals](#) app tile.

The screenshot displays the 'Global View' interface for 'W01'. The left sidebar shows a navigation tree with categories like 'BW on HANA', 'ECC', 'FI', 'GRC', 'Portal', 'S/4HANA', and 'S/4HANA - Prod Support'. The main content area is titled 'S/4 - Peer Review' and shows a table of tasks. The table has columns for 'Jira #', 'Subject', 'Group', 'Type', 'Deployment Status', and 'Status'. The tasks are grouped under 'Production Support' and 'Project Alpha'. The bottom action bar contains buttons for 'Approve', 'Reject', 'Analyse', and 'Other Actions'.

Jira #	Subject	Group	Type	Deployment Status	Status
AC-00045	New Billing Program	Networks	Change Request	Awaiting Unit Testing	Completed
AC-01002	Finance Accruals fix	Finance	Incident Fix	Awaiting Unit Testing	
Request	Description	Group	Transport Type	Released	Owner
D01K340855	AC-01002-AC-01002 - FI - Accruals Fix	Finance	Customizing	22 Feb 2023, 15:00:05	Ross McLanahan (RMCLANACHAN)
AC-00011	Project Alpha Core Build (Many Transports linked to BT)	Basis	Project Requirement	Awaiting Unit Testing	Blocked
D01K355829	AC-00011 New Warehouse - Spain region	Logistics	Customizing	5 Dec 2022, 18:10:49	Patricia Gomez (PGOMEZ)
D01K380268	AC-00011 Basis Changes - OSS Note 12345	Basis	Customizing	6 Dec 2022, 18:49:22	Amine Bekkat (ABEKKAT)
D01K380274	AC-00011 Work Schedule Rule - Issue	Basis	Customizing	14 Jan 2023, 15:29:53	Achim Toeper (ATOEPER)
D01K380278	AC-00011 Security Roles for Fixes	Basis	Customizing	14 Jan 2023, 15:30:00	Andrew Fletcher (AFLETCHER)
D01K380467	AC-00011 Billing Program enhancements	Development	Workbench	18 Nov 2021, 15:43:42	David Lees (DLEES)
AC-00987	Logistics Updates (TOC Example)	Logistics	Change Request	Awaiting Peer Review	
AC-034234	New Program	Finance	Change Request	Awaiting Peer Review	
AC-00431	Pro-Forma Invoice changes	Finance	Project Requirement	Awaiting Peer Review	
AC-00461	Sales Profile updates	Basis	Change Request	Awaiting Peer Review	

Figure: An example of an Outbox within the Global View.

11.3.3. Test Queues

Test Queue approvals can be performed in Test Queues via the Global View.

The following buttons will be seen at the bottom of the screen when items are selected, depending on both the customer's implementation of ActiveControl and the individual end users individual authorisations.

- [Enter Test Results](#)
- [Analyse](#)
- [Other Actions](#)

All of the available functionality is similar to that available in the [My Testing](#) app tile.

The screenshot displays the 'Global View' interface for 'W01'. The left sidebar shows a hierarchical tree view of projects, with 'ACD - ECC Production Support Dev' selected. The main area shows a table of tasks under the heading 'ACD - ECC Production Support Dev: Test Queue'. The table has columns for Jira #, Subject, Group, Type, Deployment Status, and Status. The tasks are grouped by project: Production Support, Project Alpha, Project Cost Reduction, and Project Piper. The bottom of the interface features an action bar with buttons for 'Enter Test Results', 'Analyse', and 'Other Actions', along with a '1 task selected' indicator.

Jira #	Subject	Group	Type	Deployment Status	Status
AC-00023	Credit Memo fixes	Finance	Incident Fix	Awaiting Unit Testing	
AC-23423	Checking if Transports tab appears when saving the BT.	Basis	Change Request	Awaiting Unit Testing	Testing - Problem
AC-00011	Project Alpha Core Build (Many Transports linked to BT)	Basis	Project Requirement	Awaiting Unit Testing	Risk
ATO1234	cost reduction SD	Basis	Change Request	Awaiting Unit Testing	
AC-65738	Billing Report	Logistics	Change Request	Awaiting Unit Testing	

Figure: An example of a Test Queue within the Global View.

11.3.4. Import Queues

As mentioned in the earlier [Transport Imports](#) section, Import Queues can be seen from within the Global View app.

From within this screen, authorised users (typically Administrators and SAP Basis teams) can also perform all actions relating to transport imports, such as

- 1) Adding/Removing an automated Import Schedule
- 2) Performing a Manual import
- 3) Analysing a Transport
- 4) Performing other pertinent actions relevant to Transport Forms and Import Queues.

The screenshot displays the 'Global View' application interface. On the left is a sidebar with a navigation tree under 'Portal' and 'S/4HANA'. The main area shows the 'S/4 - QA Import' queue. At the top of the main area, there are controls for 'Stop On Error', 'Schedule' (set to 'Every Thursday 6PM'), 'View Import History', and 'Export to CSV'. Below these is a table of import requests.

Request	Description	Order	Released	Import Status	Owner	Status	Objects	Keys
<input type="checkbox"/> DO1K963789	AC-00001 Billing Report development	1	30 Sept 2021, 12:35:07		Gabor Farkas (GFARKAS)		0	0
<input checked="" type="checkbox"/> DO1K963789	AC-00004 Billing Fixes	2	30 Sept 2021, 14:45:58		Achim Toepper (ATOEPER)	Dev Enhance	1	0
<input type="checkbox"/> DO1K980236	AC-010008 Sales Billing Updates FY22	3	2 Nov 2021, 11:17:20		Ross McLanachan (RMCLANACHAN)		1	0
<input checked="" type="checkbox"/> DO1K980159	AC-00045 New Billing Report	4	2 Nov 2021, 11:21:46		Ross McLanachan (RMCLANACHAN)	Conflict	1	0
<input type="checkbox"/> DO1K980485	AC-00011 Billing optimisations	5	18 Nov 2021, 15:36:46		Trevor Ticehurst (TTICEHURST)	Stop	1	0
<input type="checkbox"/> DO1K982621	AC-0050 TR with multiple tasks (created via WPP)	6	3 Feb 2022, 11:12:52		Ross McLanachan (RMCLANACHAN)	Unstuck	0	0

At the bottom of the main area, there is a summary bar showing 'One request at a time - AC Default sequence' and 'Fast Import (Import All) - AC Default sequence'. Below this are buttons for 'Import', 'Analyse', 'Other Actions', 'Mark as Imported OK', and 'Mark as Imported with Errors'. A status indicator shows '2 requests selected'.

Figure: An Import Queue within the Global View.

11.3.4.1. Manual Resequence

As mentioned in the [Transport Sequencing and Dependencies](#) section of this User Guide, the default sequencing of transports for import within ActiveControl is based on the release date/time of the transports.

It is possible to adjust this default sequencing by using [Transport Form dependencies](#), and also Business Task [Dependencies](#). Additionally, it is also already historically possible to revert back to a completely manual sequence of deployments set by the Customer instead of using the ActiveControl sequencing. This is something that some customers have achieved over the years through the use of a Transport Form custom field (to set the numerical sequence) and the “Import one request at a time” import method that imports based on the sequence seen on screen rather than the ActiveControl calculated order. This can be useful for specific deployments – typically larger deployments of project transports – where manually setting dependencies would be time-consuming and onerous.

ActiveControl 9.10 introduced a new Manual Resequence capability for the customers that want to avoid the need for custom fields. This can be done via authorised users in the Global View, via the Manual Resequence button available in an Import Queue.

Recommended points of process

The use of manual sequencing should be done as part of a controlled process, using the following recommended steps:

- 1) Lock down the previous control point using ShiftLeft: Lock Control Point / Import Queue (0027). This is recommended to avoid additional transports being added to the Import Queue during the process.
- 2) Build the manual sequence via the Manual Resequence screen.
- 3) Perform Import using the ‘Import one request at a time’ import method. This is the only import method that imports based on order seen on screen rather than the AC calculated order.
- 4) Switch off the 0027 analyser when import completed.

The screenshot shows the 'S21 - S/4HANA Project Test: Import Queue' window. A table lists requests with columns: Request, Description, Order, Manual Order, Transport Type, Released, Owner, Status, Objects, and Keys. A 'Manually Resequence' dialog box is open, showing a 'Restore Calculated Sequence' table with columns: Request, Description, Order, and Manual Order. The dialog box has 'OK' and 'Cancel' buttons.

Request	Description	Order	Manual Order
DOOK904502	AC-00130 Payroll Updates	1	1
DOOK904500	AC-00128 Prorata Invoices	2	2
ACDK951048	ZROSSTEST1	4	3
ACDK951045	DO1985457 AC-00123 Test of inline Conflict for Mark Rooker	5	4
DOOK904504	AC-00129 Alpha WPP_W01_TESTROLE2 Fixes	3	5
ACDK951050	ZROSS_TEST1	6	6
DOOK904514	Merge request for 3 request(s) : 20220131 : 164839	7	7

Request	Description	Order	Manual Order
DOOK904502	AC-00130 Payroll Updates	1	1
DOOK904500	AC-00128 Prorata Invoices	2	2
ACDK951048	ZROSSTEST1	4	3
ACDK951045	DO1985457 AC-00123 Test of inline Conflict for Mark Rooker	5	4
DOOK904504	AC-00129 Alpha WPP_W01_TESTROLE2 Fixes	3	5
ACDK951050	ZROSS_TEST1	6	6
DOOK904514	Merge request for 3 request(s) : 20220131 : 164839	7	7

Figure: Manual Sequence can override the default AC sequencing, when used in conjunction with the “Import one request at a time” import method.



Manual Sequence order cannot be used with automated schedules. It should be done in a controlled environment via a manual import.



For the majority of ActiveControl customers that want to use the ActiveControl calculated sequence to determine their deployment sequencing, Manual Sequencing can be switched off via Feature Deactivation flag.

11.3.5. Filtering on RHS

Filtering is possible on the right hand side of the Global View.

This can be useful when you have a lot of Transport Forms sitting in a control point location and you want to focus on a particular subset of Transports. Filtering is possible for the following fields:

Transport Form – **Type**

Transport Form – **Group**

Transport Form – **Owner**

Transport Form – **Released** (Date/Time)

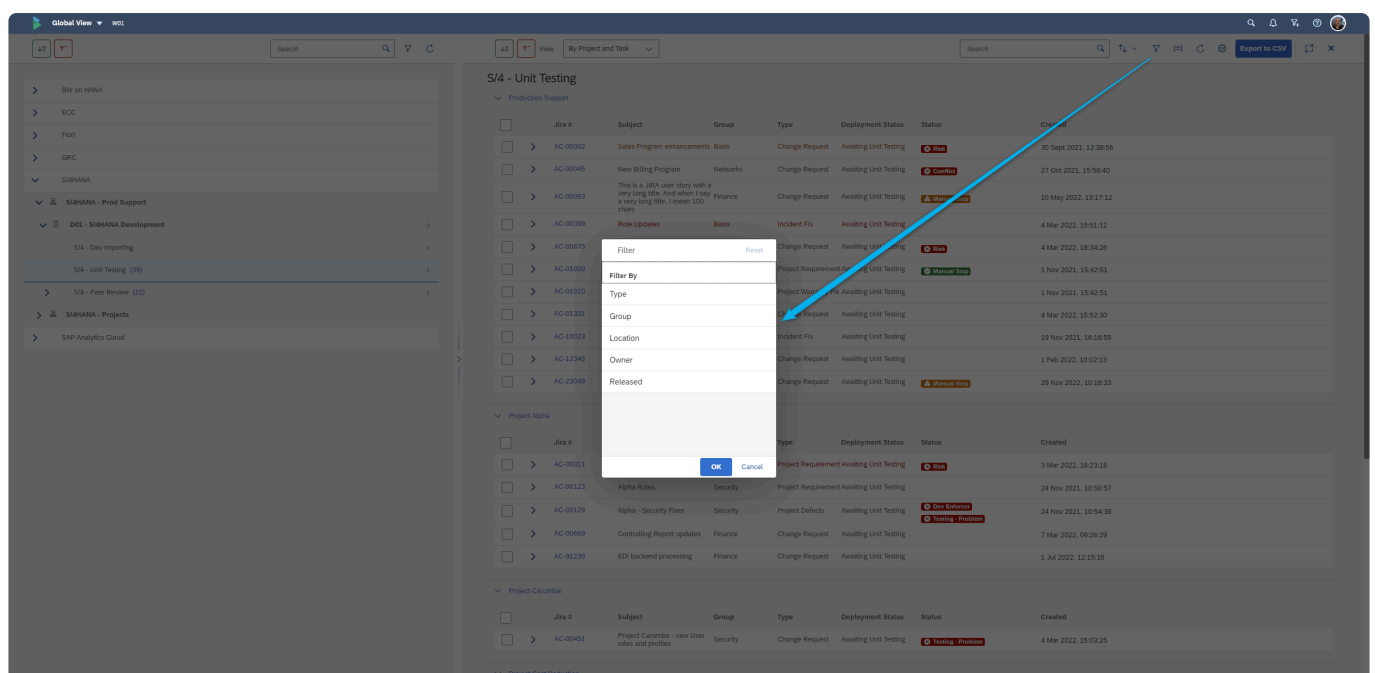


Figure: RHS Filtering within the Global View.

11.3.6. Export to CSV

It is possible to export out the contents of a particular Target Control Point location in the Global View, via the **Export to CSV** button.

The view 'By Transport Request' will result in Transport level fields being exported to CSV. The other views will result in Project, Business Task and Transport level information being exported.

The screenshot shows the 'Global View' interface with a sidebar on the left containing a tree view of project categories. The main area displays a table of requests under the 'S/4 - Peer Review' section. A blue arrow points to the 'Export to CSV' button in the top right corner of the table area.

Jira #	Subject	Group	Type	Deployment Status	Status
AC-0000332293842938	Urgent UK Revenue Report 6	Finance	Incident Fix	Awaiting Peer Review	
AC-00045	New Billing Program	Networks	Change Request	Awaiting Unit Testing	Conflict
AC-00431	Pro-Forma invoice changes	Finance	Project Requirement	Awaiting Peer Review	
AC-01006	Security Roles for Fixes	Security	Change Request	Awaiting Unit Testing	

Figure: Export to CSV in the Global View



All contents of the Control Point are exported, irrespective of what Transport Forms or Business Tasks have been selected in the Global View. This is by design, the intention being that any slicing/dicing of the data will be done in Excel.

11.3.7. Drag and Drop

Within the Global View, it is possible to drag and drop Transport Form(s) from one Business Task to another Business Task. It is also possible to drag and drop Business Task(s) from one ActiveControl Project to another Project.

The drag and drop capability within the Global View can be particularly useful when several Transport Forms or Business Tasks need to be moved en-masse, to avoid having to do it one-by-one in the individual Transport Form or Business Tasks.

The screenshot displays the 'Global View' interface. On the left, a sidebar shows a tree structure of projects and tasks. The main area is titled 'S/4 - Peer Review' and contains several sections: 'Production Support', 'Project Alpha', 'Project Bumblebee', and 'Project Cost Reduction'. Each section contains a table of tasks with columns for Jira #, Subject, Group, Type, Deployment Status, and Status. A blue arrow indicates a drag-and-drop action from the 'Project Alpha' section to the 'Project Bumblebee' section.

Jira #	Subject	Group	Type	Deployment Status	Status
AC-0000332293842938	Urgent UK Revenue Report #1	Finance	Incident Fix	Awaiting Peer Review	
AC-00045	New Billing Program	Networks	Change Request	Awaiting Unit Testing	Conflict
AC-00431	Pro-Forma Invoice changes	Finance	Project Change	Awaiting Peer Review	
AC-01006	Security Roles for Fixes	Security	Change Request	Awaiting Unit Testing	

Jira #	Subject	Group	Type	Deployment Status	Status
AC-00011	Project Alpha Core Build (Many Transports linked to BT)	Basis	Project Change	Awaiting Unit Testing	Manual Step
AC-00123	Alpha Roles	Security	Project Change	Awaiting Unit Testing	Conflict
AC-00139	Project Alpha - Phase Build	Finance	Change Request	Awaiting Peer Review	
AC-00344	Finance Optimisation - Project Alpha	Finance	Change Request	Awaiting Peer Review	
AC-00987	Logistics Updates (TOC Example)	Logistics	Change Request	Awaiting Peer Review	

Jira #	Subject	Group	Type	Deployment Status	Status
AC-00485	Invoice Documents update	Logistics	Change Request	Awaiting Peer Review	Manual Step

Jira #	Subject	Group	Type	Deployment Status	Status
AT01234	cost reduction SD (Paris Office)	Basis	Change Request	Awaiting Unit Testing	

Figure: Dragging a Business Task from one Project to another in the Global View

11.4. Transport of Copies

Transport of Copies within ActiveControl are highly configurable, and will depend on your organisation's own workflow setup of ActiveControl.

The typical process for Transport of Copies (TOCs) within an ActiveControl workflow is that the first TOC of an original unreleased transport is created automatically, and then subsequent TOCs to incorporate fixes are created either manually or automatically.

Within the Global View, it is possible to manually create Transport of Copies at the following levels:

- Full
- Delta
- Specific Task
- Production

The options that are seen will depend on the configuration that has been done by your local ActiveControl Administrators, as well as your assigned ActiveControl authorisations.

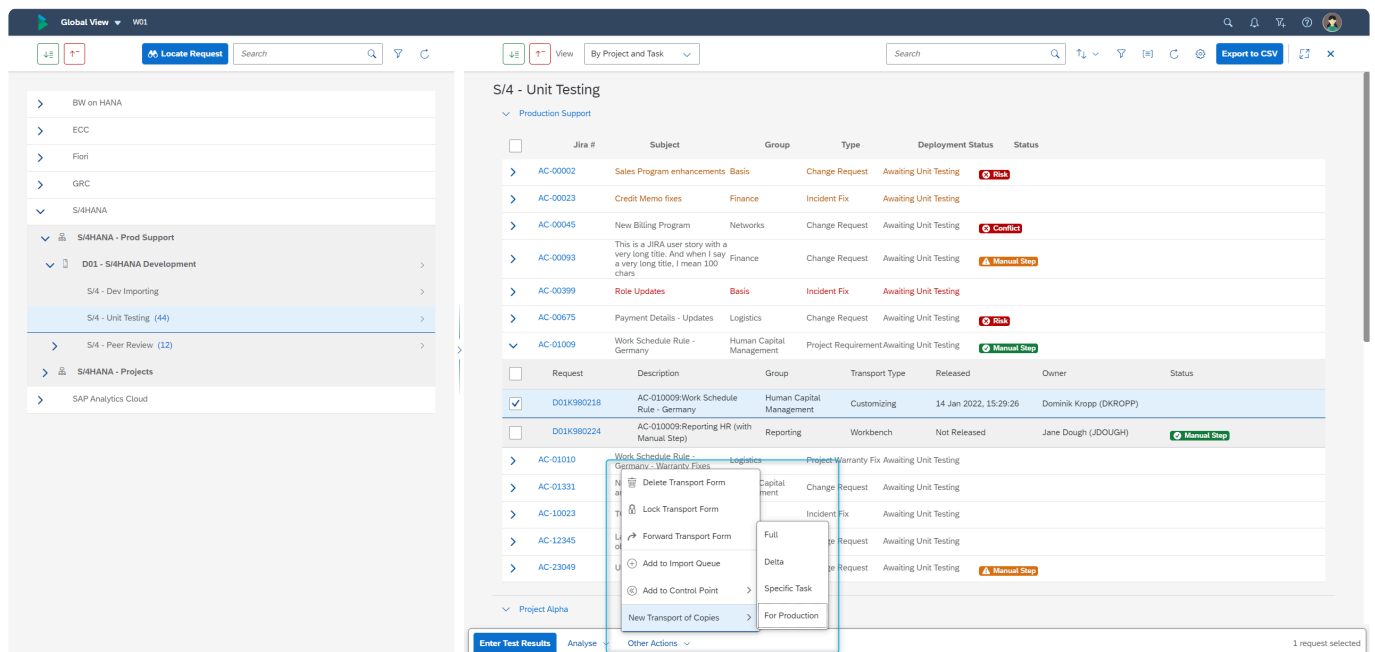


Figure: Transport of Copies options within the Global View.

12. General Operations

This section of the User Guide details some of the other general operation and feature capabilities of ActiveControl

- [Search](#)
- [My Changes](#)
- [Recent Activity](#)
- [Following Items](#)
- [User Details](#)
- [Merge](#)
- [Transport of Copies](#)
- [Manual Activities and Non-Transport Deployments](#)
- [External Transports](#)
- [BTP Change](#)

12.1. Search

It is possible to search for Projects, Business Tasks and Transport Forms via their respective app tiles. This is described in [Searching a Project](#), [Searching a Business Task](#) and [Searching a Transport](#) sections of this User Guide.

In addition, it is also possible to search via the Search Bar at the top of the screen.

This Search currently searches for a string in the following ActiveControl fields:

- 1) Business Task **Reference** field
- 2) Business Task **Subject** field
- 3) **Transport Number**
- 4) **Transport Description**
- 5) Transport Form **Long Description** field
- 6) Transport Form **Text Custom Fields**

The Search function results screen shows a list of the Business Tasks that contain any of the above four entities. Authorised Approvers or Testers will be able to perform the associated Approval or Test from the Search Results screen. Similarly, Analysers can be run.

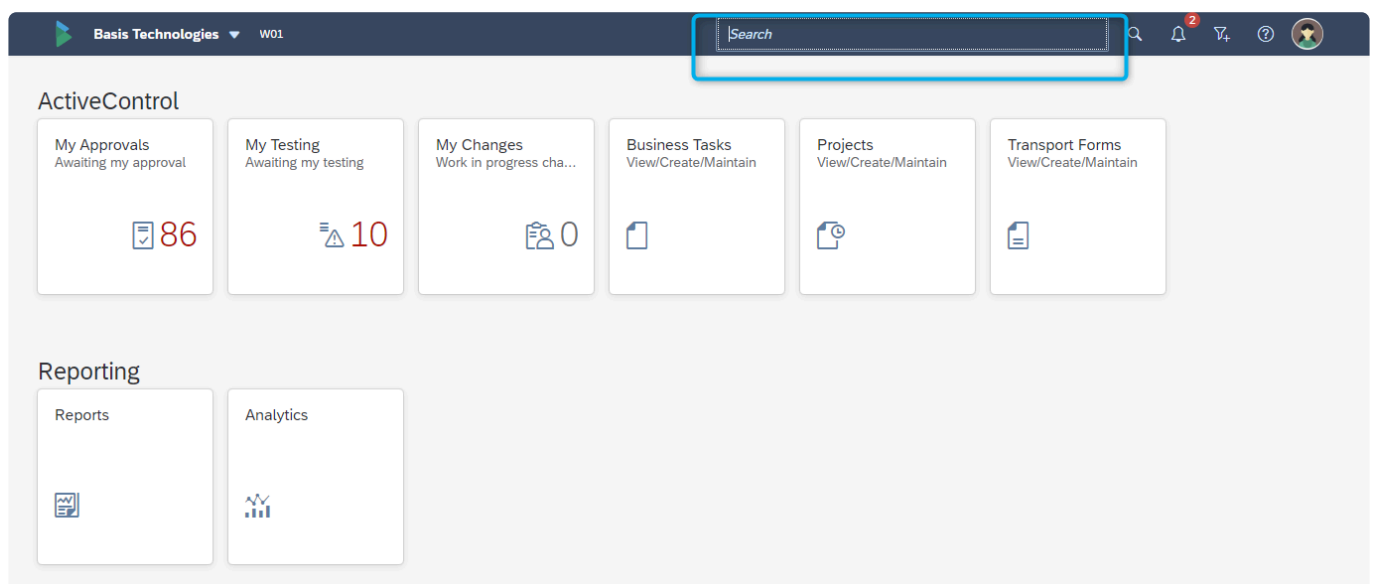


Figure: Search bar in the Web Platform

Search ▾ W01

453

Search (9) 453

Task

Project

Group

Type

Status

Actions

GRC - Peer Review					
<input type="checkbox"/>	AC-00454 OSS Note 0234351	Production Support	Basis	Change Request	Dormant Transport
GRC - Peer Review (Projects)					
<input type="checkbox"/>	AC-01006 Security Roles for Fixes	Production Support	Security	Change Request	Aged Transport Dormant Transport Manual Step
<input type="checkbox"/>	AC-00670 Project Bumblebee roles	Project Bumblebee	Security	Project Requirement	Dormant Transport
<input type="checkbox"/>	AC-00451 Project Carumba - new User roles and profiles	Project Carumba!	Security	Change Request	Dormant Transport
GRC - UAT Review					
<input type="checkbox"/>	AC-00453 New Cost Centre	Production Support	Networks	Change Request	Dev Enforcer Aged Transport Dormant Transport
<input type="checkbox"/>	AC-00409 Sales Order updates	Project Delta	HCM	Project Requirement	Risk Dev Enforcer Aged Transport Dormant Transport
S/4 CAB Approval					
<input type="checkbox"/>	AC-00453 New Cost Centre	Production Support	Networks	Change Request	Dev Enforcer Aged Transport Dormant Transport
T01 - APO Production: Inbox					
<input type="checkbox"/>	AC-00453 New Cost Centre	Production Support	Networks	Change Request	Dev Enforcer Aged Transport Dormant Transport
W01 - APO Project Test: Import Queue					
<input type="checkbox"/>	AC-00453 New Cost Centre	Production Support	Networks	Change Request	Dev Enforcer Aged Transport Dormant Transport

Figure: Search Results screen in the Web Platform

12.2. My Changes

My Changes app tile on the ActiveControl Web Platform contains several views:

1. **My Transports** – shows a list of Transports Forms owned by the user.
2. **My Changes** – shows a list of all Business Tasks containing Transport Forms owned by the User.
3. **My Roles** – shows a list of all Business Tasks against which the User has an User Role assignment (ie where the user is assigned on the 'User Assignments' screen on Business Task).
4. **My Teams** – shows a list of all Business Tasks against which the User's Team is assigned. Note that this requires configuration to be done by your local Administrator to see anything.]

The count on the app tile is a count of “My Changes”, ie a count of the Business Tasks against which the individual end user has added their Transport Forms.

Task	Project	Group	Type	Status	Owner	Actions
ACD - ECC Production Support Dev: Import Queue						
<input type="checkbox"/> AC-01007 Basis Changes - OSS Note 123455	Project Alpha	Logistics	Incident Fix		Ross McLanahan (RMCLANACHAN)	Analyse <input type="button" value="✓"/> <input type="button" value="✗"/>
ACD - ECC Production Support Dev: Outbox						
<input type="checkbox"/> AC-00123 Alpha Roles	Project Alpha	Security	Project Requirement	Risk	Ross McLanahan (RMCLANACHAN)	Analyse <input type="button" value="✓"/> <input type="button" value="✗"/>
ACD - ECC Production Support Dev: Test Queue						
<input type="checkbox"/> AC-00023 Credit Memo fixes	Production Support	Finance	Incident Fix		Jane Dough (JDUGH)	Analyse <input type="button" value="Enter Test Results"/> <input type="button" value="✓"/> <input type="button" value="✗"/>
<input type="checkbox"/> AC-00011 Project Alpha Core Build (Many Transports linked to BT)	Project Alpha	Basis	Project Requirement	Risk	Jane Peters (WOLFIN_LEAD)	Analyse <input type="button" value="Enter Test Results"/> <input type="button" value="✓"/> <input type="button" value="✗"/>
<input type="checkbox"/> ATO1234 cost reduction SD	Project Cost Reduction	Basis	Change Request		Achim Toeper (ATOEPER)	Analyse <input type="button" value="Enter Test Results"/> <input type="button" value="✓"/> <input type="button" value="✗"/>
BW - Merge Approval						
<input type="checkbox"/> AC-00120 BW program fixes	Project Alpha	Reporting	Change Request		Ross McLanahan (RMCLANACHAN)	Analyse <input type="button" value="✓"/> <input type="button" value="✗"/>
BW - Peer Review						
<input type="checkbox"/> AC-00123 Alpha Roles	Project Alpha	Security	Project Requirement	Risk	Ross McLanahan (RMCLANACHAN)	Analyse <input type="button" value="✓"/> <input type="button" value="✗"/>
BW - Peer Review (Projects)						
<input type="checkbox"/> AC-00523 SD Service Desk change 027	Project Bumblebee	Reporting	Incident Fix		Achim Toeper (ATOEPER)	Analyse <input type="button" value="✓"/> <input type="button" value="✗"/>
<input type="checkbox"/> AC-03042 New Billing Program (BW changes)	Project Piper	Reporting	Project Requirement		Ross McLanahan (RMCLANACHAN)	Analyse <input type="button" value="✓"/> <input type="button" value="✗"/>
BW - Unit Testing						
<input type="checkbox"/> AC-00234 Warehouse Modernisations	Production Support	Logistics	Change Request		Swati Gang (SGARG)	Analyse <input type="button" value="Enter Test Results"/> <input type="button" value="✓"/> <input type="button" value="✗"/>

Figure: My Changes screen – contains four different views: My Transports, My Changes, My Roles and My Teams.



The Web Platform counts everything once per location. If a change is sitting in two locations, it is counted as 2. This is true of the My Changes Counts and also counts on other ActiveControl tiles such as “My Approvals” or “My Testing”.

12.3. Recent Activity

The Recent Activity tile in the ActiveControl Web Platform gives end-users visibility of activity that has recently occurred within ActiveControl.

Three subscreens are currently accessible via the Recent Activity tile.

- 1. My Activity
- 2. All Activity
- 3. Followed Activity

The Recent Activity tile count gives an indication of the number of [Followed Items](#) on which there has been recent activity.

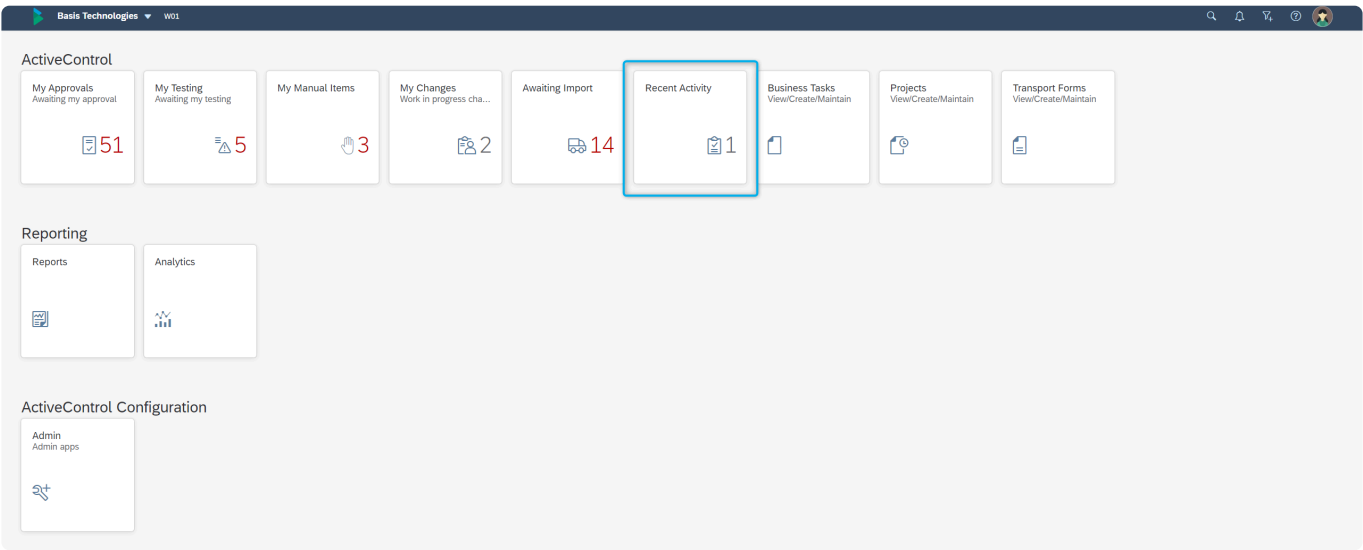


Figure: Recent Activity:- App Tile

My Activity

‘My Activity’ subscreen gives a read-only view of the activity that the individual end-user has performed within ActiveControl (eg Approvals, Test signoffs, Imports etc). It is aimed at giving the user an easy way of reminding themselves what they have recently been working on.

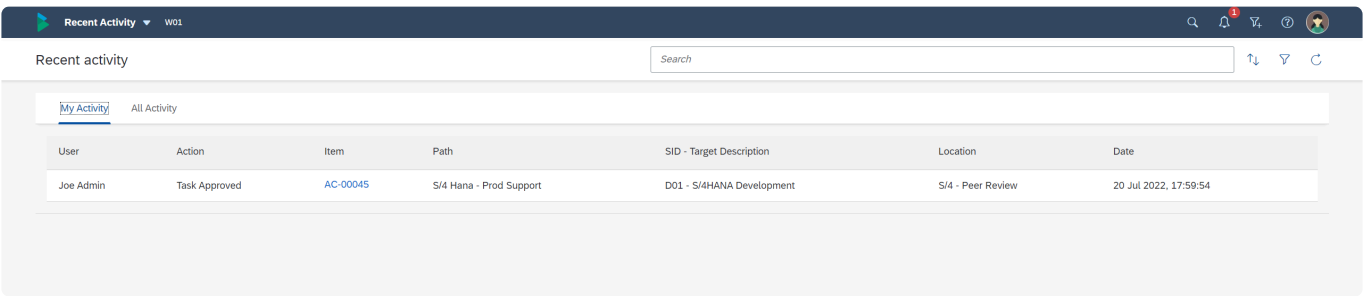


Figure: Recent Activity:- My Activity subscreen

All Activity

'All Activity' subscreen gives a read-only view of all activity performed by all users within ActiveControl..

User	Action	Item	Path	SID - Target Description	Location	Date
AF Andrew Fletcher (AFLETCHER)	Approved Testing	AC-00045	S/4 Hana - Prod Support	I01 - S/4HANA QA	S/4 - UAT	9 Aug 2022, 15:30:34
AF Andrew Fletcher (AFLETCHER)	Approved Testing	AC-00045	S/4 Hana - Prod Support	I01 - S/4HANA QA	S/4 - UAT	9 Aug 2022, 15:21:32
AF Andrew Fletcher (AFLETCHER)	Approved Testing	AC-00009	S/4 Hana - Prod Support	I01 - S/4HANA QA	S/4 - UAT	9 Aug 2022, 14:46:03
AF Andrew Fletcher (AFLETCHER)	Task Approved	AC-00453	APO Prod Support	I01 - APO QA	APO - UAT Review	9 Aug 2022, 14:38:12
Joe Admin (W01_ADMIN)	Task Approved	AC-00432	GRC Prod Support	VIR - GRC Team Lead Approval (Virtual)	Inbox	3 Aug 2022, 13:29:10
Joe Admin (W01_ADMIN)	Task Approved	AC-00432	GRC Prod Support	ACD - GRC Development	GRC - Peer Review	3 Aug 2022, 13:28:48
AT Achim Toeper (ATOEPER)	Task Approved	AC-02121	APO Projects	ACD - APO Project Dev	APO - Peer Review (Projects)	1 Aug 2022, 16:05:25
AT Achim Toeper (ATOEPER)	Approved Testing	AC-00045	S/4 Hana - Prod Support	W01 - S/4HANA Automated Testing	S/4 - Automated Testing	1 Aug 2022, 15:17:57

Figure: Recent Activity:- All Activity subscreen



Note that All Activity will show the activity of both the current user plus all other users. It is possible for your local ActiveControl Administrator to restrict this via User exit.

Followed Activity

'Followed Activity' subscreen gives a read-only view of all activity that the individual end-user has chosen to follow.

User	Action	Item	Additional Info	Path	SID - Target Description	Location	Date
Ross McLanachan (RMLANACHAN)		AC-00670	(Contains object TABU T005)	GRC Prod Support	ACD - GRC Development	GRC - Peer Review	29 Jul 2022, 18:09:55

Figure: Recent Activity:- Followed Activity subscreen

✿ It is possible to search/filter within the Recent Activity subscreens. This can be useful for locating specific Business Tasks, Transports, Users etc.

✿ The data presented in the Recent Activity screen is generated by some backend jobs scheduled by your local Administrator. In most cases, 50 days of historical data is included in the generation. To see older activity in ActiveControl, the extensive suite of ALV reports should be used instead.

12.4. Following Items

Within the ActiveControl Web Platform, users can **Follow** specific Business Tasks, Transports and SAP Objects.

This is aimed at making SAP users and stakeholders more self-sufficient and avoid the inevitable “Has this transport been imported?” or “Has that change been tested?” questions that often otherwise arise during the delivery of SAP Change.

When a user follows an item, they will see it within the ‘Followed Activity’ subscreen in the “Recent Activity” tile in the Web Platform. They can optionally also choose to receive email notifications when the event condition (ie Import, Approval etc) occurs.

* The numerical count on the Recent Activity tile in the ActiveControl Web Platform home screen is a count of the events relating to Followed Items.

Following an item via the Recent Activity app tile

Users can create rules for the items they want to follow in the Web Platform via the ‘Followed Activity’ subscreen of ‘Recent Activity’.

From this screen, it is possible to follow specific Business Tasks, Transport Forms or SAP Objects.

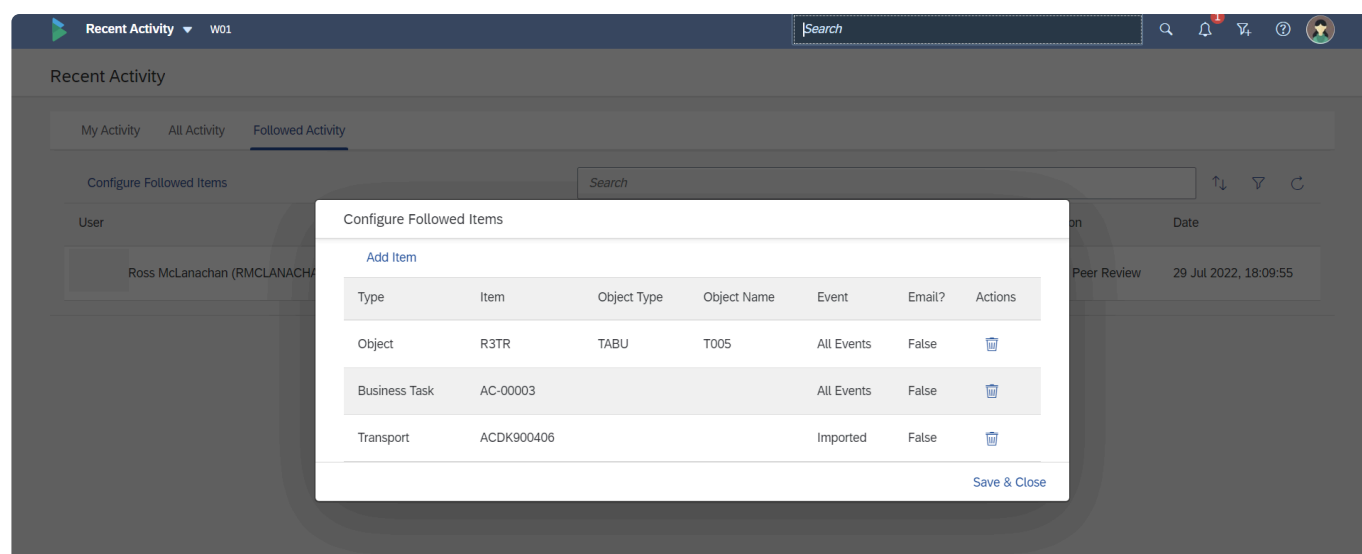


Figure: Business Tasks, Transports and SAP Objects can be followed via the “Configure Followed Items” button.

Following via the Business Task screen

Users can follow a particular Business Task from within that specific Business Task.

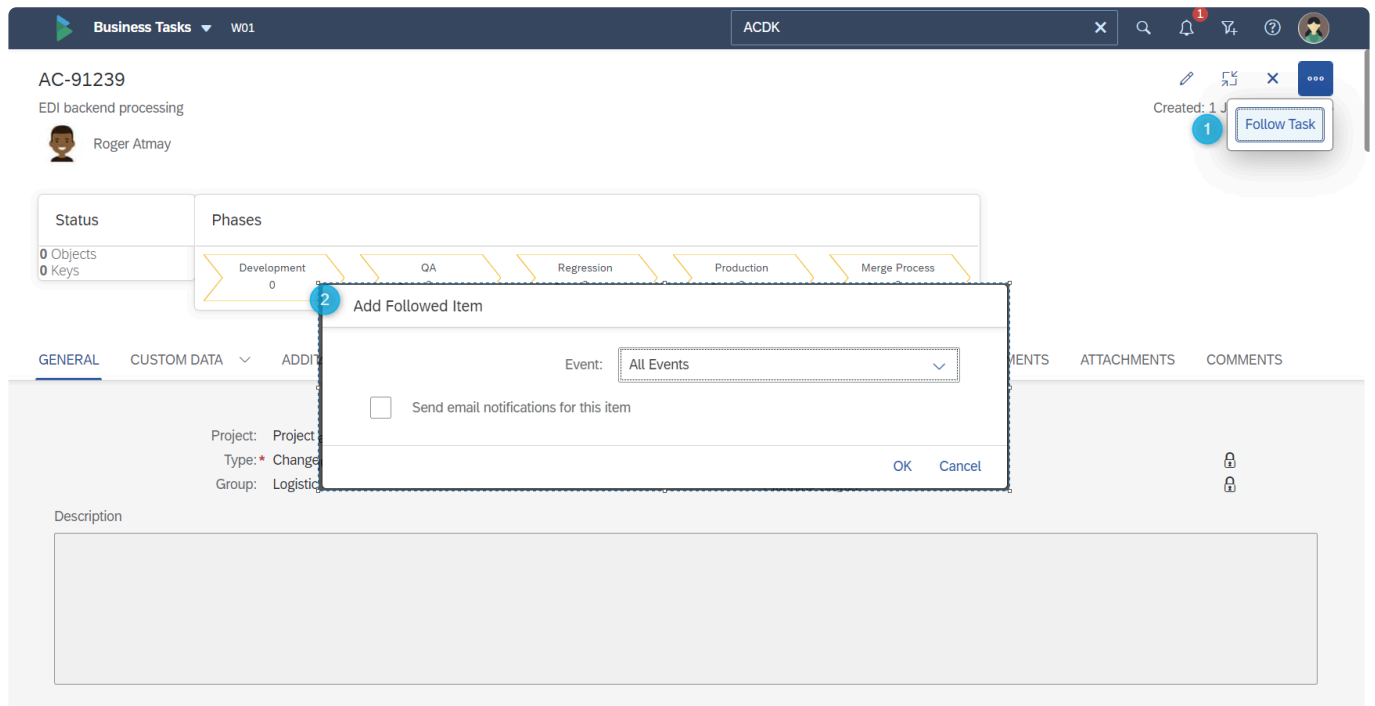


Figure: Following a Business Task from within the Business Task screen.

Following via the Transport Form screen

Users can follow a particular Transport Form from within that specific Transport Form.

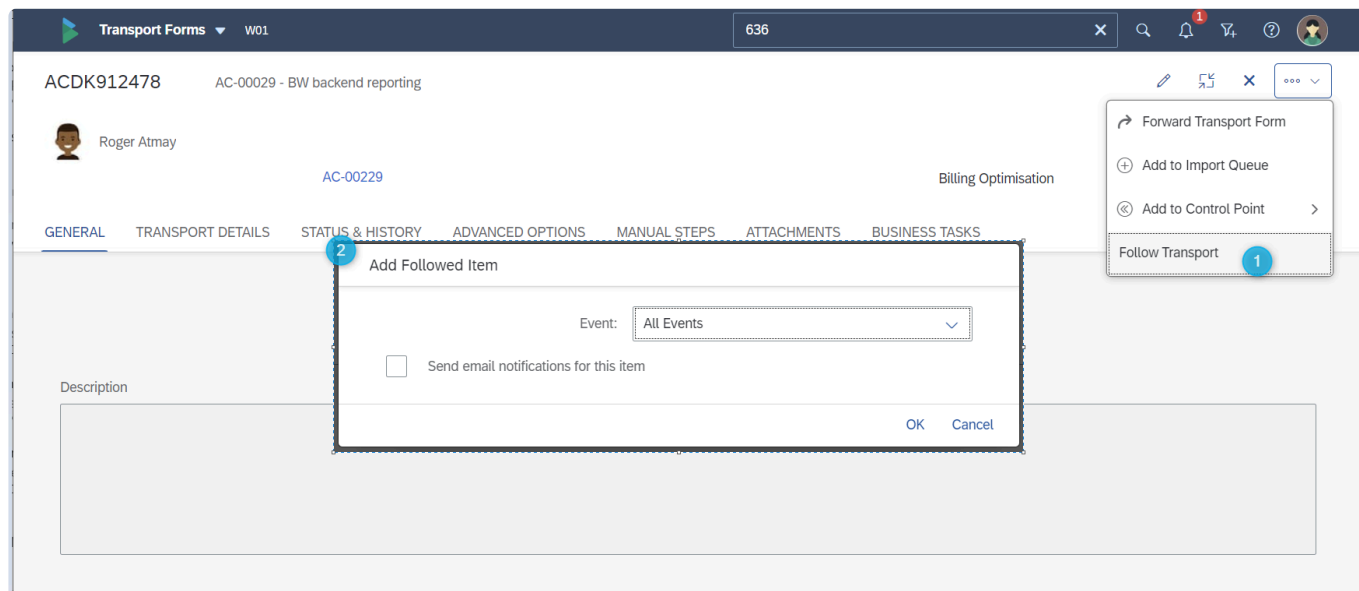


Figure: Following an SAP Transport from within the Transport Form screen.

12.5. User Details

It is possible for end-users to define their own user-specific information via the 'User Details' option in the User Actions menu in the top right of the Web Platform.

It should be noted that much of this information is not used heavily through the Web Platform in the current release, with the exception of the user image which is propagated through the relevant Web Platform screens. However this may change in the future, so Basis Technologies do recommend users logging their contact information at a minimum.

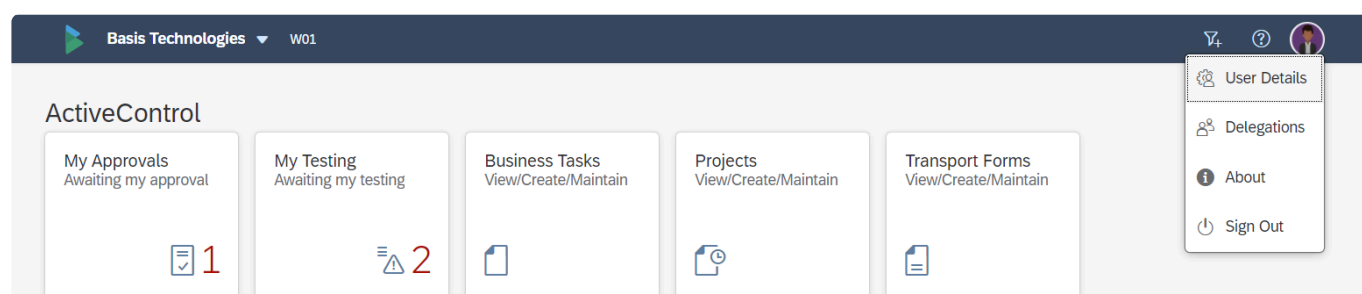


Figure: User Details option in the User Actions Menu

A screenshot of the 'User Details' form in the web platform. The form is titled 'User Details' and shows the following information: User ID: W01_CHGMGR, User picture: (with an 'Upload picture' button), Employment Type: External Vendor resource, Supplier: Accenture, Location: Europe, Cost band: 50K-100K, Role: Default Web User Role, Start Date: 17 Feb 2016, End Date: 0000-00-00, Contact number: 035 0302 0304243, Email: john.smith@accenture.com, and Instant Messaging: (empty field). At the bottom, there are three buttons: 'Save', 'Save & Close', and 'Cancel'.

Figure: User specific information can be set via User Details option in the User Actions Menu



If the dropdown fields on the User Details value do not have any values available, please reach out to your local ActiveControl Administrator.

12.5.1. User Preferences

Some general User Preferences can also be set via the User Details screen.

User Preferences

Setting	Description of Setting
Analysis Results	Allows the user to choose how many rows they see in the Analysis Results screen.
User Theme	Allows the user to select the visual Theme of the ActiveControl screens. Please refer to Themes section for more detail on this capability.

Global View – User Preferences

Some additional user-specific settings, specific to the Global View app, can also be set via the User Details screen.

Setting	Description of Setting
Show released requests without a Transport Form as open requests	Show SAP Transports without Transport Forms within the 'Transports without Forms' screen and Business Task screen.
Show hidden targets and transport forms	Can be used to show/hide legacy ActiveControl Targets and Transport Forms within the Global View.
Remember Global View location	Can be used to force the Global View to automatically show the previously viewed Target / Control Point location when re-accessing the Global View.

12.6. 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 Production Support (also known as Business As Usual within some organisations) changes have gone into production, so that testing in the Project systems is being performed on Production-like environments. Merge can also be used in other use cases such as ECC to S/4HANA migrations (to get the relevant ECC object changes into the new S/4HANA track) and in cloud migrations (to get changes made in the on-premise Development track into to the new cloud-hosted Development system for the duration of the migration)

There are four components that make up the overall Merge process within ActiveControl:

1. [Inline Conflict Analysis](#)
2. [Conflict Analysis](#)
3. [Merge](#)
4. [Mark as Manually Applied](#)

12.6.1. Merge

ActiveControl offers support for branched SAP development streams, such as when changes made in one Development track need to be deployed to another parallel Development track to keep them synchronised.

This capability is called **Merge** within ActiveControl and works to the following high-level process:

- 1) The original transport(s) are imported to the target development system.
- 2) A Merge transport (Transport of Copies) is created (not imported) in the target development system.
- 3) All of the objects in the original transport (or transports, depending on your exact configuration of ActiveControl) are added to the Merge TOC transport.
- 4) That new Merge TOC transport is then released and moved down the target landscape via ActiveControl

There are many different ways to setup ActiveControl Merge, depending on your own organisation's specific requirement. The way it is setup within your own organization will be covered as part of ActiveControl training during the implementation project.

12.6.2. Inline Conflict Analysis

As part of an SAP landscape involving parallel Development tracks, there is a likelihood that changes may be made to the same objects in the parallel Development systems in the same time period. ActiveControl **Inline Conflict Analysis** can be switched on to run automatically in the Development SAPGUI at the point objects are being added to a transport, to highlight to the Transport Owner that the change they are making conflicts with changes containing the same object(s) that have already been made in the parallel Development track(s).

Inline Conflict Analysis is purely informational – it will not prevent the SAP team from making their change in either system.

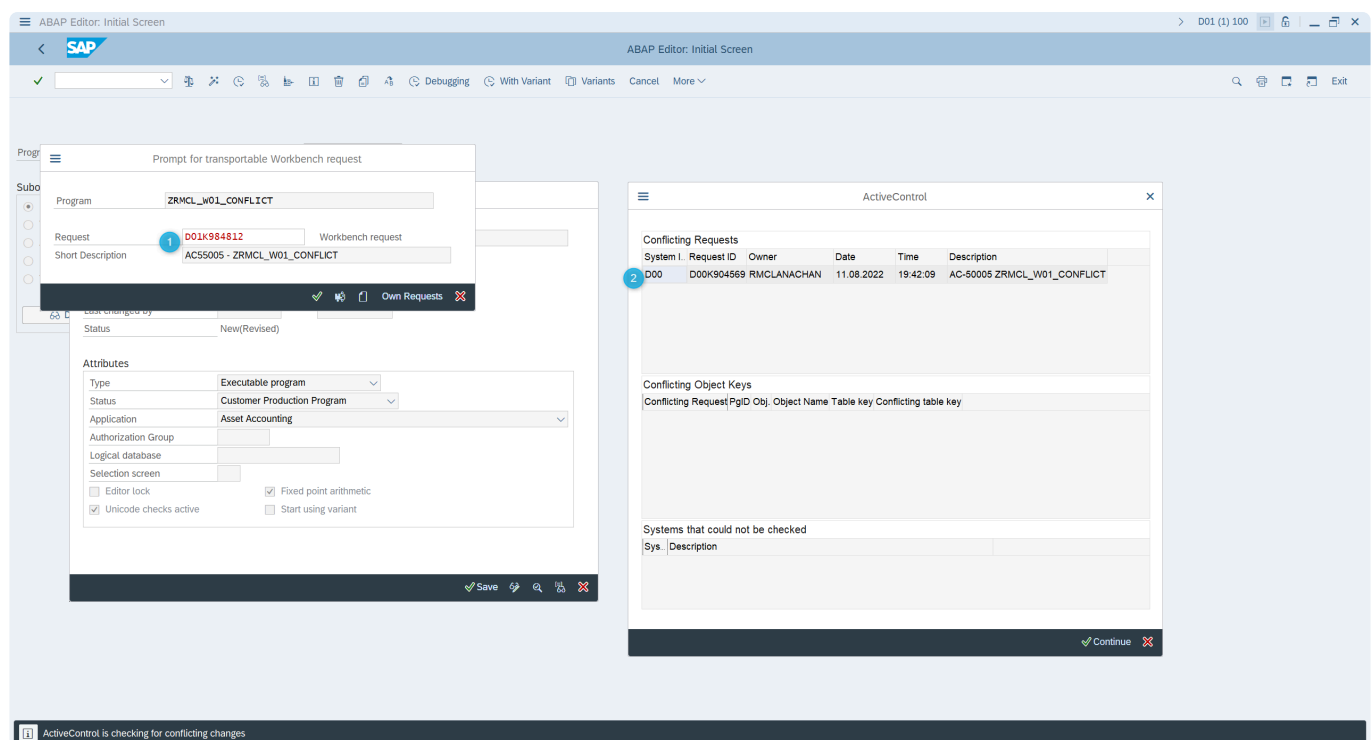


Figure: Example of Inline Conflict Analysis: Developer making change to object in D01 is warned of user making change to same object in parallel D00 development system.

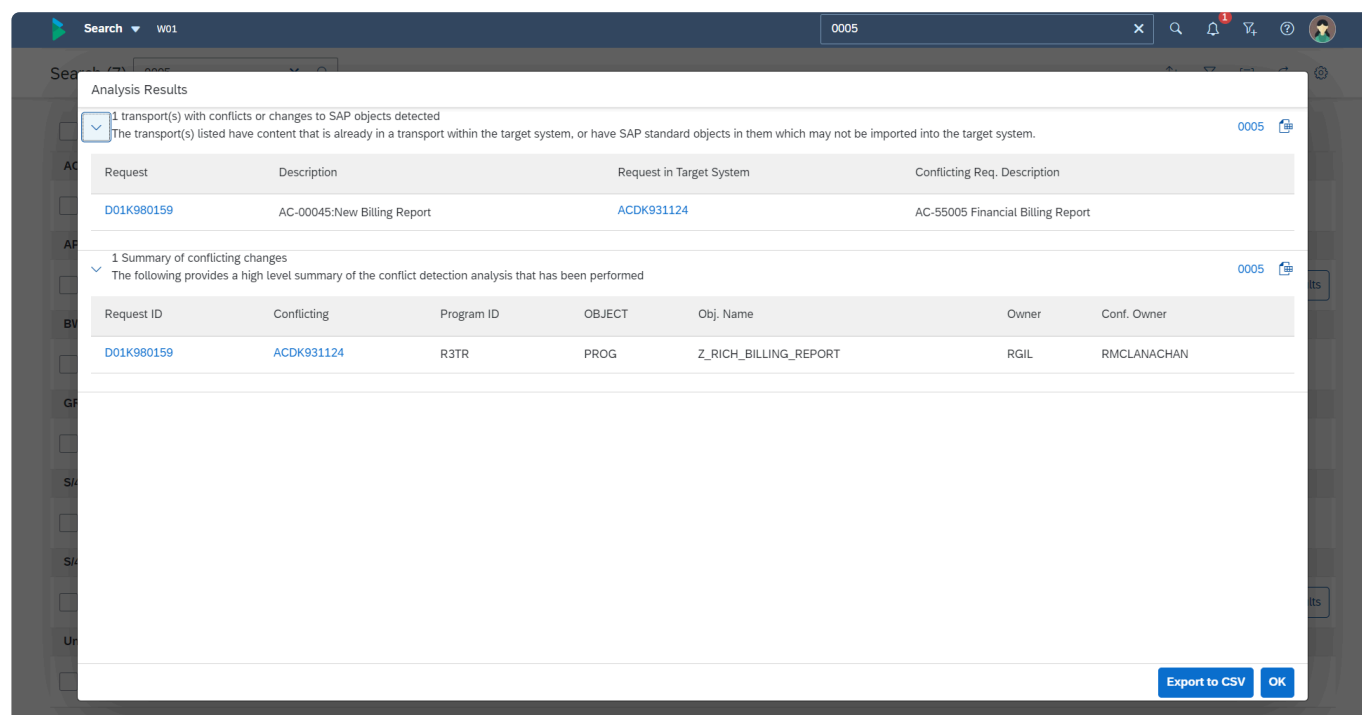
12.6.3. Conflict Analysis

In addition to Inline Conflict Analysis – **ShiftLeft: Conflict Analysis** (0005) analyser will automatically highlight any conflicts at the point of Merge.

Within most Basis Technologies' customer implementations of ActiveControl, this is typically done during an Inbox approval prior to Merge.

ShiftLeft: Conflict Analysis (0005) will be seen in the Web Platform by the Approver in the Merge Inbox (or other location where it is configured). This highlights any conflicting transports in the target Development track, ie where the same objects have been changed as those contained within the Transport(s) about to be Merged. In the event of a conflict, the relevant customer stakeholders would typically review the Conflict and make a decision on how best to mitigate the conflict. This will typically depend on factors such as the size/scope of the Transport about to be merged, and the conflict Transport in the target Development track, whether the conflicting Transport has already been released and/or deployed etc.

If the stakeholders reach decision to manually rekey the source change instead of using ActiveControl Merge, [Mark as Manually Applied](#) can be used to reflect this within ActiveControl.



Analysis Results

1 transport(s) with conflicts or changes to SAP objects detected
The transport(s) listed have content that is already in a transport within the target system, or have SAP standard objects in them which may not be imported into the target system. 0005

Request	Description	Request in Target System	Conflicting Req. Description
D01K980159	AC-00045:New Billing Report	ACDK931124	AC-55005 Financial Billing Report

1 Summary of conflicting changes
The following provides a high level summary of the conflict detection analysis that has been performed 0005

Request ID	Conflicting	Program ID	OBJECT	Obj. Name	Owner	Conf. Owner
D01K980159	ACDK931124	R3TR	PROG	Z_RICH_BILLING_REPORT	RGIL	RMCLANACHAN

Export to CSV OK

Figure: Example of ShiftLeft: Conflict Analysis (0005) in the Web Platform. In this example, ACDK930965 is about to be merged, but conflicts with D00K904567 as they both contain the ZRMCL_CONFLICT_EXAMPLE program.

12.6.4. Mark as Manually Applied

There may be scenarios where a customer with an N+n landscape is using ActiveControl Merge, but does not want to automatically merge a specific transport, but instead wants to manually rekey the change in the target development system.

For example, there may already be an open unreleased transport in the target landscape containing changes to the same object that is about to be merged. Or perhaps the merge is being done as part of a ECC to S/4HANA migration, but the ECC transport cannot be merged, and needs to be manually rekeyed due to some required remediation to the code.

Within ActiveControl, this can be achieved using **Mark as Manually Applied** action. Using Mark as Manually Applied, an authorised user can indicate which transport the original change was rekeyed against in the target development landscape.

When performing Mark as Manually Applied action, the user must indicate the Transport number of the Transport against which the manual rekey was done. Doing this ensures an audit of this manual rekey against the original source Transport Form.

Mark as Manually Applied action is only possible against Transport Forms sitting in a Merge target Inbox or Import Queue. Performing Mark as Manually Applied will move the Transport Form forward in the ActiveControl Path beyond the Merge target. In most cases, it will therefore result in the Transport Form going to “Transporting Completed”.

It is possible to perform the Mark as Manually Applied action via an individual Transport Form, or from within the Global View.

Mark as Manually Applied in a Transport Form

Mark as Manually Applied can be performed via the Actions menu in the individual Transport Form.

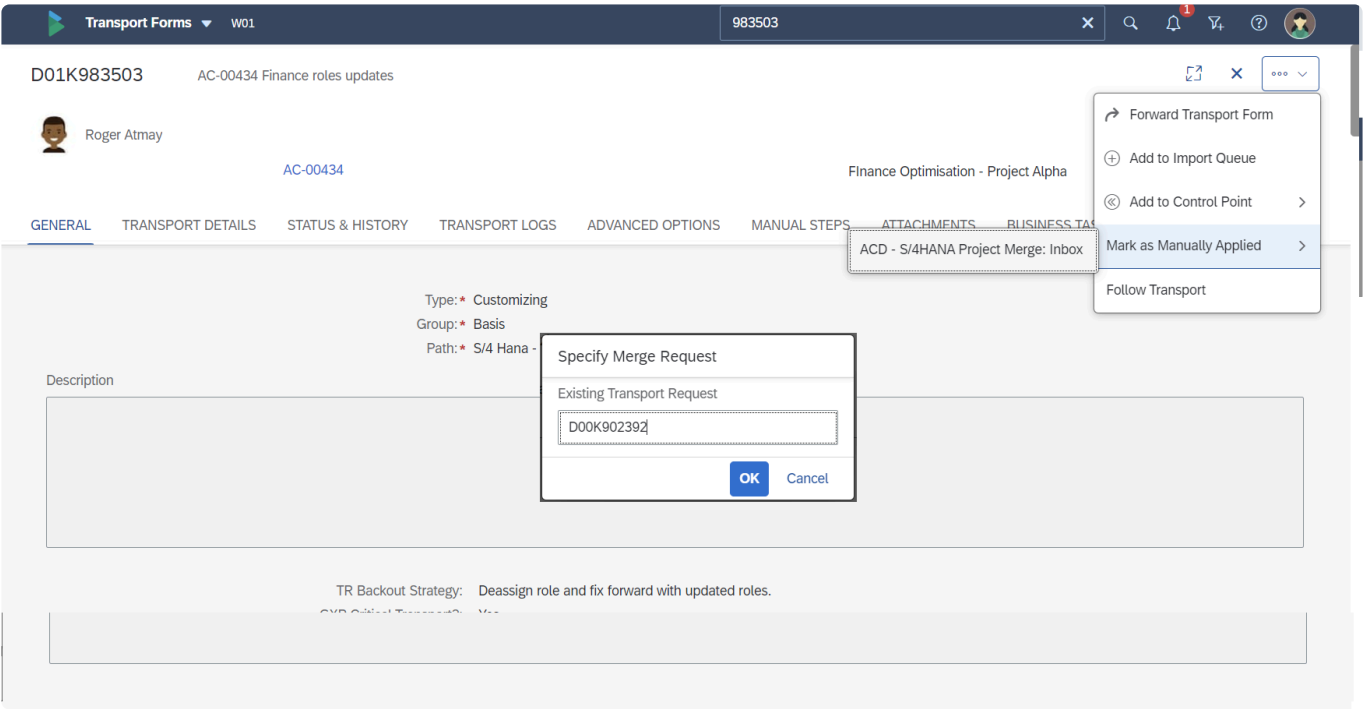
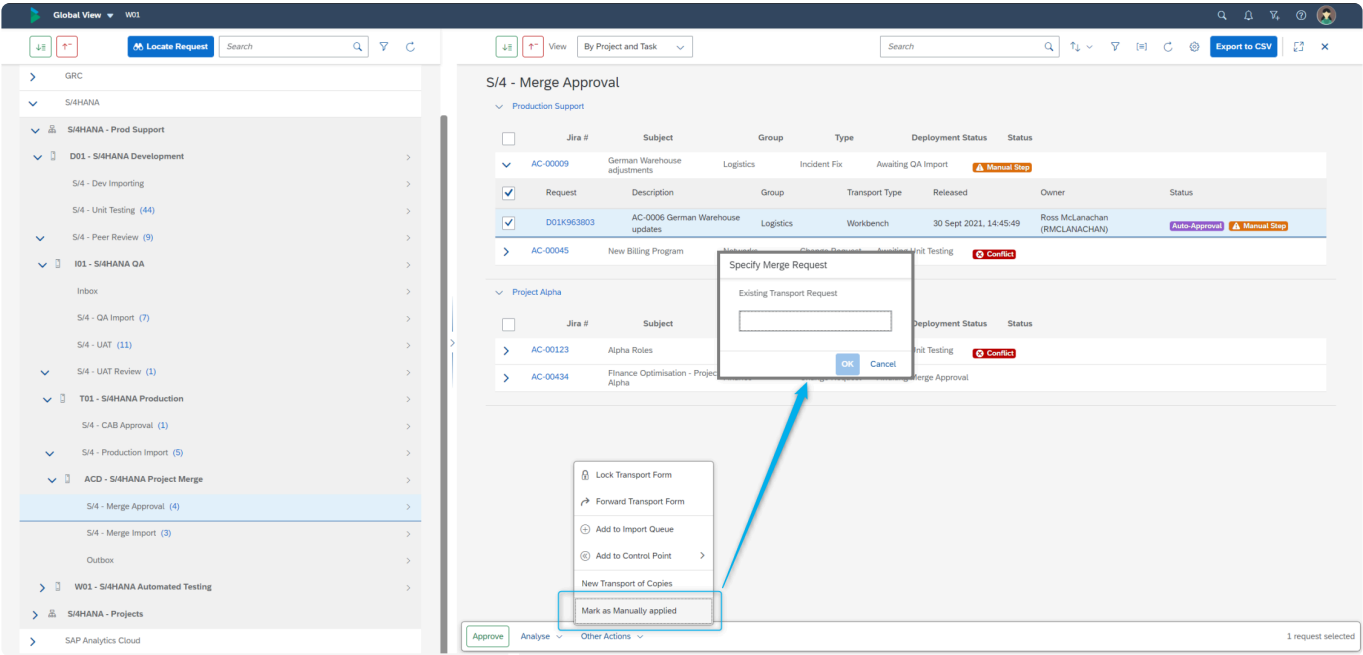


Figure: Performing Mark as Manually Applied action via the Transport Form.

Mark as Manually Applied in the Global View.

Mark as Manually Applied can be performed via the Actions menu in the Global View.

!{IMAGE-LINK+}



-2023-05-03-10h46-12}

Figure: Performing Mark as Manually Applied action via the Global View.



Only authorised users with the [Y_TEIMPORT]-MARKASMANUALLYAPPLIE can perform the 'Mark as Manually Applied' action.

12.7. Manual Activities and Non-Transport Deployments

Manual Activities and **Non-Transport Deployments** can be used within ActiveControl to manage non-transportable changes and activity whilst still enforcing an approval and audit process.

Manual Activities are manual work that does not relate to a specific transport. eg Locking Users at the start of a Project deployment. Manual activities generate a Manual Step against a dummy blank transport. This manual step needs to be “completed” at the appropriate point(s) in the Path as an audit that the work was performed.

Non-Transport Deployments are items that are to be done via scripts on either SAP or non-SAP systems. eg the deployment of a javascript file can be performed in a user exit as part of the import process. Non-Transportable Deployments also generate a dummy blank transport but do NOT have underlying Manual Steps. The only way to move them past an Import Queue is essentially do to a Mark As Imported OK on the dummy transport form, either manually or as part of a user exit coding.

Creation of Manual Activities / Non-Transport Deployments

Manual Activities and Non-SAP Deployments are created via the ‘Add’ button within the Transport Forms tile.

You must give the manual item a description, and then populate a Transport Form for the item.

The Manual Activity or Non-Transport change is essentially handled as a manual step on a ‘dummy’ transport which does not get imported anywhere.

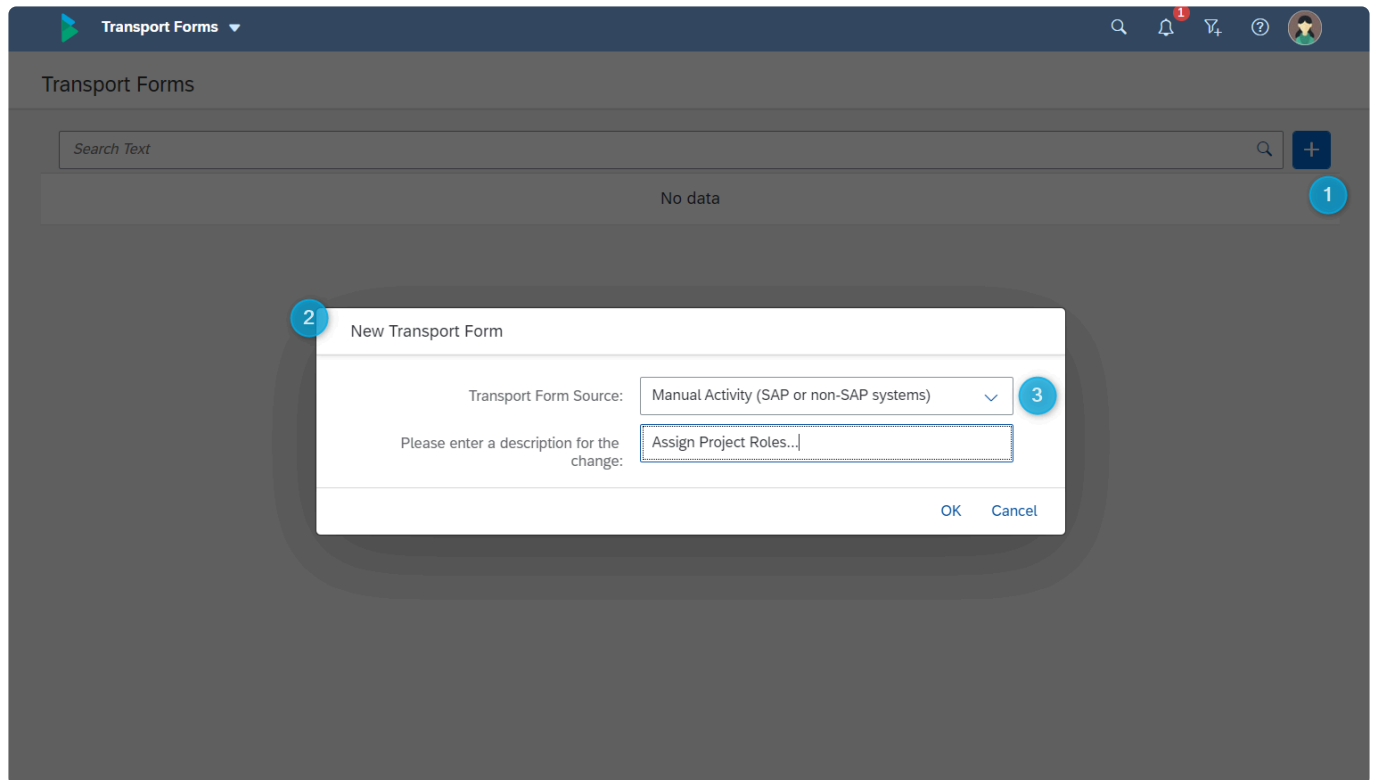


Figure: Creating a Manual Activity.



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. If the functionality is not working as expected, please check with your local ActiveControl Administrator.

12.8. External Transports

External 3rd Party vendor transports can be uploaded into ActiveControl so that they follow the same workflow as transports created within your SAP systems.

External Transports are added to ActiveControl via the 'Add' button within the Transport Forms tile.

You must upload the datafile and cofile, and also select whether to upload the files either to the Domain Controller or to one of your Development targets. If you add a transport of a particular SID to one development target, you cannot thereafter add other transports of the same SID to other development targets. Primarily for that reason, it is recommended to upload all the external transport files to the Domain Controller. Note that doing this does not prevent you from actually deploying the external transport to a different ActiveControl Path each time.

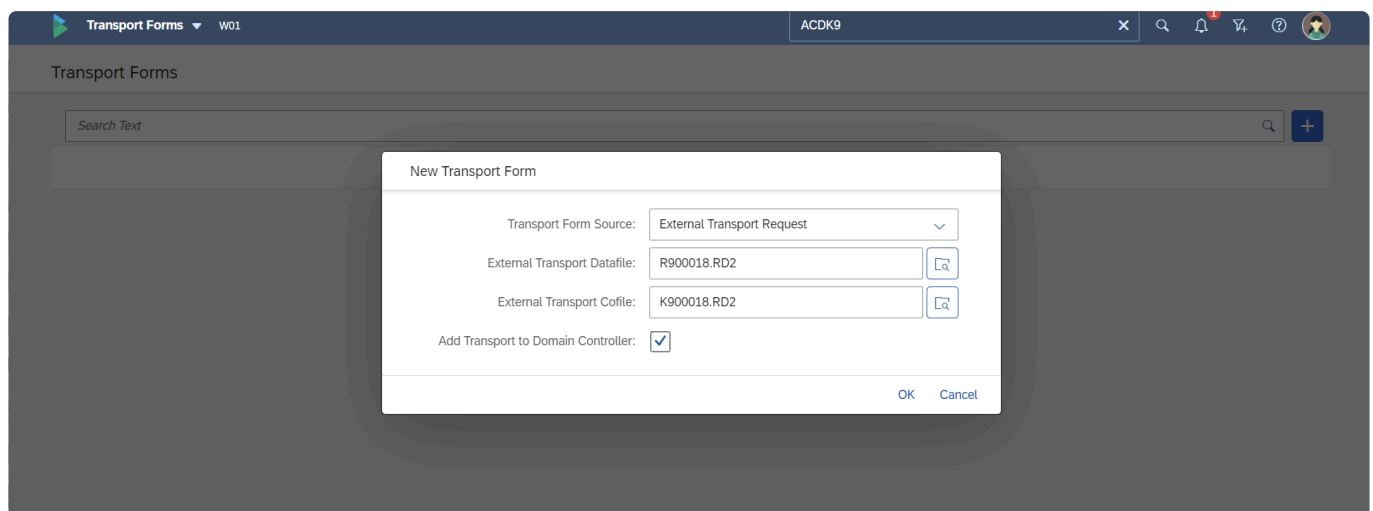


Figure: Adding an External Transport.

After uploading the data and cofile, a Transport Form must be populated and then linked to a Business Task. Thereafter, the Transport will follow the customer's defined ActiveControl workflow and associated process.



When uploading the external transport files, the 'R' file is the datafile and the 'K' file is the cofile.



It is not possible to use this functionality to upload and deploy ActiveControl software transports. ActiveControl transports (both release versions plus cumulative patch fixes) cannot be deployed using ActiveControl.

12.9. BTP Change (MTAR / ZIP)

It is also possible to manage BTP (SAP Business Technology Platform) change via ActiveControl.

MTAR/ZIP files can be extracted from BTP, uploaded to a Transport Form, and then deployed via ActiveControl using cloudTMS (cTMS).

The benefits of doing this within ActiveControl are as follows:

- 1) Ensures BTP changes follow the same approval workflow and audit as any other SAP change.
- 2) Enables automation of the deployment of the BTP changes.
- 3) Enables any relevant sequencing of BTP changes with traditional SAP changes that might be related.

Process for adding an MTAR / ZIP into ActiveControl.

- Step 1: Make change in BTP Dev subaccount and export MTAR or ZIP locally.
- Step 2: Create 'Non-Transport Deployment' Transport Form – using the process described in [Manual Activities and Non-Transport Deployments](#) to create the Transport Form for the change.
- Step 3: Attach the MTAR or ZIP to the Transport Form, against **cTMS artifact** document category.
- Step 4: Approve and Import the Transport Form as per the configured workflow. Performing Import in ActiveControl will deploy the change using cloudTMS.

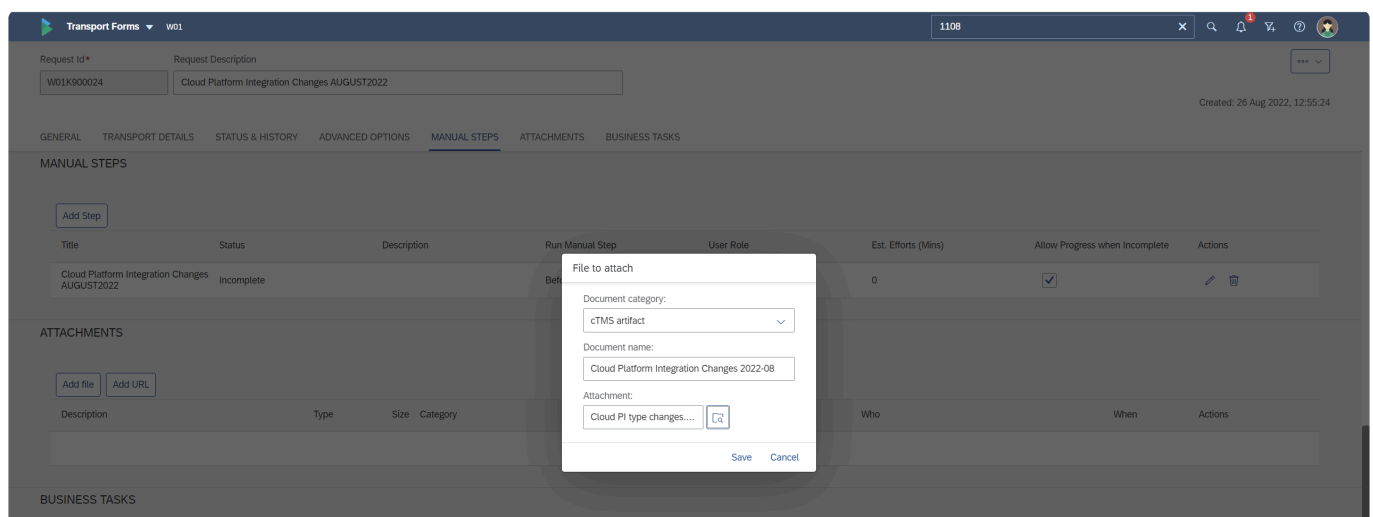


Figure: Attaching an MTAR or ZIP file – to cTMS Artifact category



Please note that this functionality requires some configuration by your local ActiveControl Administrator. Please contact them if it is not working as described above.

13. General Operations (SAP Basis)

This section of the User Guide relates to certain screens and actions within ActiveControl that are likely to be performed by your SAP Basis Team and certain other authorised users.

- [Add to Control Point](#)
- [Add to Import Queue](#)
- [Mark as Imported OK / With Errors](#)
- [Bypass a Target](#)
- [Health Console](#)
- [System Refreshes](#)

13.1. Add to Control Point

Add to Control Point can be used if a Transport Form has already been approved in an Inbox or Outbox but needs to be moved back for re-Approval.

Add to Control Point will move the Transport Form from its current location to the selected location in the transport path. It can only be used to move a Transport Form back to a control point location that precedes its current location in the current transport path. A Transport Form cannot be moved forward in the workflow using the Add to Control Point feature.

Add to Control Point in an individual Transport Form

Add to Control Point can be performed by authorised users using the **Add to Control Point** option accessed via the Actions menu within an individual Transport Form

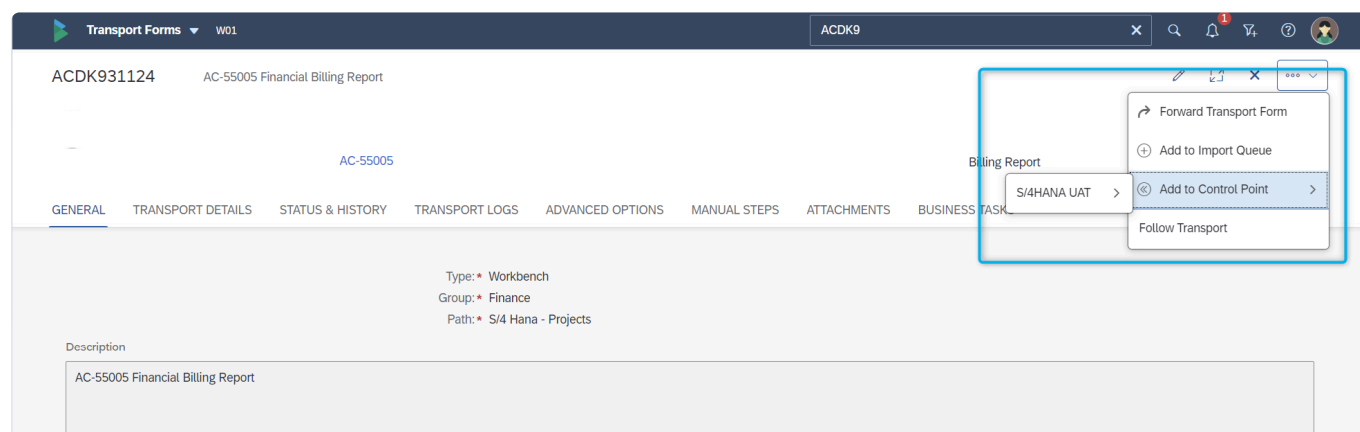


Figure: Add to Control Point in a Transport Form

Add to Control Point in the Global View

Add to Control Point can be performed by authorised users using the **Add to Control Point** option accessed via the Actions menu in the Global View. Via this method, it is possible to move multiple Transport Form(s) back in the workflow at once.

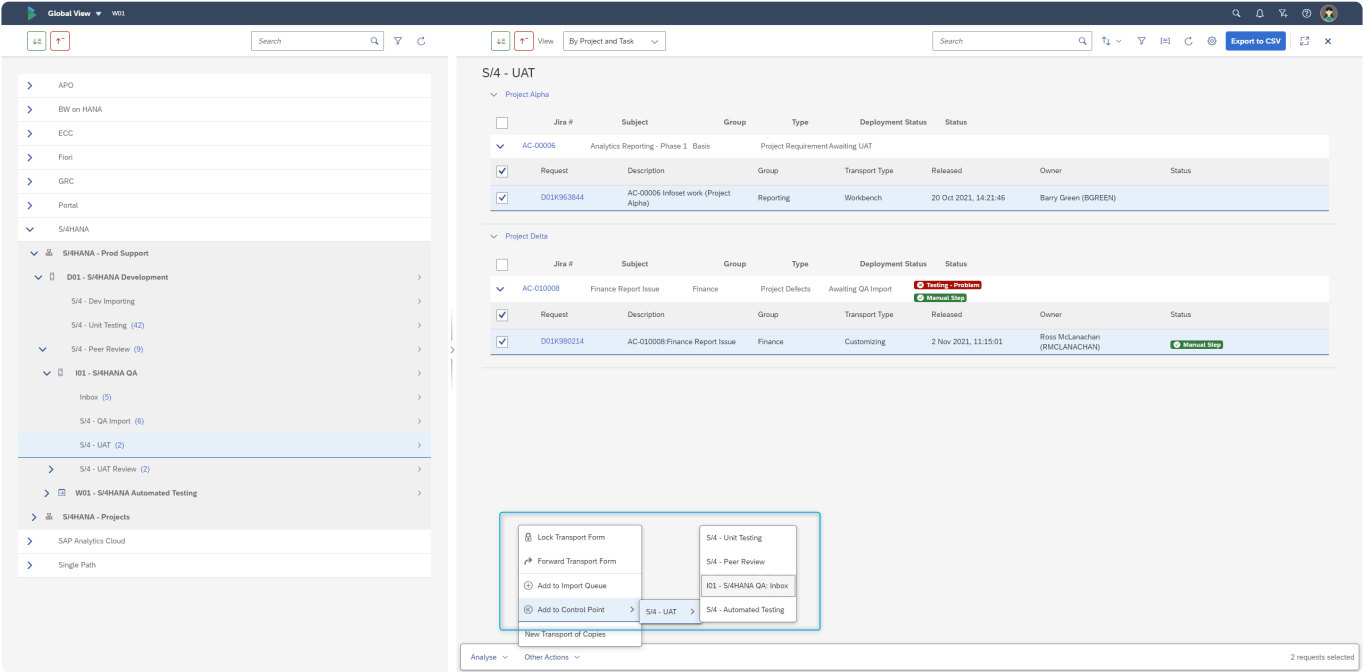


Figure: Add to Control Point in the Global View

✿ Only authorised users with the [Y_TEADMIN]-ADDTOCONTROLPOINT can perform the 'Add to Import Queue' action.

13.2. Add to Import Queue

Add to Import Queue can be used if a Transport Form has already been deployed to a particular SAP system target within ActiveControl, but needs to be re-imported. Add to Import Queue can only be used to re-import a Transport Form into a Target to which it has already been imported (or skipped). For audit compliance reasons, a Transport Form cannot be moved forward in the workflow using the Add to Import Queue feature.

The behaviour of 'Add to Import Queue' action is slightly different depending on whether you are performing the action to a location in the same target, or in a different target:

- **Between different Targets:** Add to Import queue copies the TF back to Import Queue and also leaves the TF in original Location.
- **Within Same Target (eg from Outbox):** Add to Import Queue moves TF completely to the Import Queue. Will not remain in the same Target outbox.

Add to Import Queue in an individual Transport Form

Add to Import Queue can be performed by authorised users using the **Add to Import Queue** option accessed via the Actions menu within an individual Transport Form.

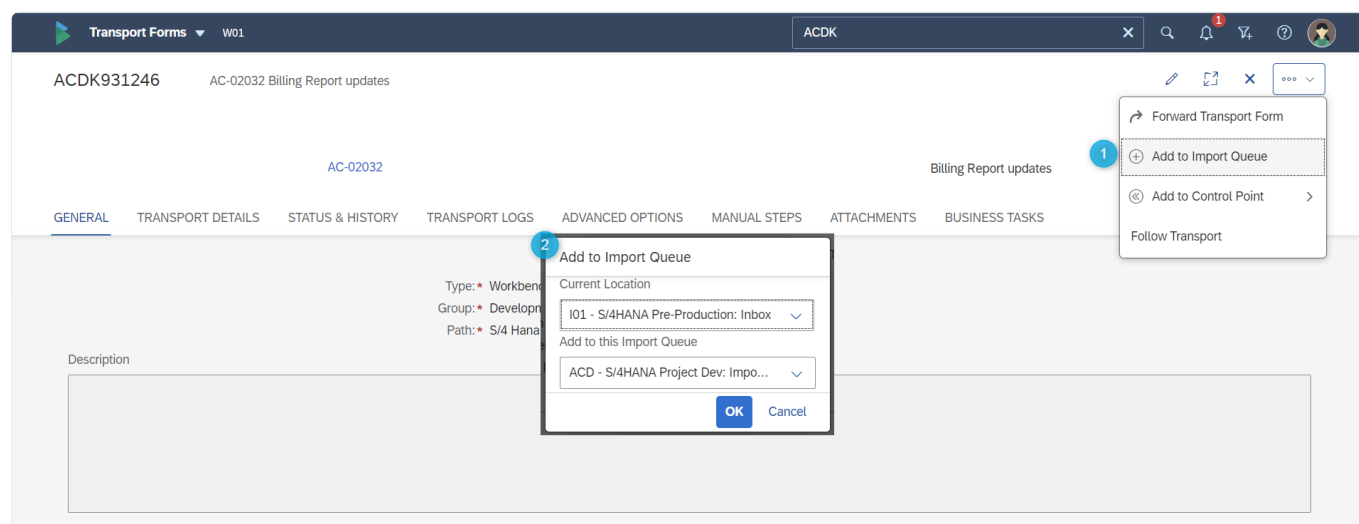


Figure: Add to Import Queue in a Transport Form

Add to Import Queue in the Global View

Add to Import Queue can be performed by authorised users with the Global View app. From within the Global View, it is possible to select and perform the action on multiple Transport Forms at a time.

The screenshot displays the 'Global View' interface with a sidebar on the left and a main content area on the right. The sidebar shows a tree view of projects, with 'SI4 - UAT' selected. The main content area shows a table of requests under the 'SI4 - UAT' project. A context menu is open over the table, showing options: 'Lock Transport Form', 'Forward Transport Form', 'Add to Import Queue' (highlighted), 'Add to Control Point', and 'New Transport of Copies'. The table contains two rows of data:

Jira #	Subject	Group	Type	Deployment Status	Status
AC-00006	Analytics Reporting - Phase 1 Basis	Project Requirement	Awaiting UAT		
D01K963844	AC-00006 Infoset work (Project Alpha)	Reporting	Workbench	20 Oct 2021, 14:21:46	Barry Green (BGREEN)
AC-010008	Finance Report Issue	Finance	Project Defects	Awaiting QA Import	Testing - Pending
D01K980214	AC-010008 Finance Report Issue	Finance	Customizing	2 Nov 2021, 11:15:01	Ross McLanahan (RMCLANAHAN)

At the bottom right of the interface, it indicates '2 requests selected'.

Figure: Add to Import Queue in the Global View



Only authorised users with the [Y_TEIMPORT]-ADDTOIMPORTQUEUE can perform the 'Add to Import Queue' action.

13.3. Mark as Imported OK / With Errors

Although it is possible to import transports via STMS (or other tools) even after going live with ActiveControl, Basis Technologies recommend not to do this – in large part because it increases the risk of sequencing issues (since the ShiftLeft analysers are not running when Imports are done outside of ActiveControl), and also because it can result in ActiveControl getting out of sync with SAP.

STMS should typically only be used in the event of the AC Domain Controller system being unavailable for planned/unplanned downtime, and a transport needing to be deployed urgently.

In the event of a transport being imported outside of ActiveControl, it is necessary to perform the **Mark as Imported** action on the transport(s) within ActiveControl. This is required in ActiveControl to reflect that the Transport got imported outside of ActiveControl, and to move the Transport Form out of the Import Queue and into the next control point location in the workflow.

- **Mark as Imported OK** should be used to reflect that the transport was successfully deployed with RC0 or RC4
- **Mark as Imported With Errors** should be used to reflect that the transport was deployed with an RC8.

In both cases, the user must indicate the date/time of the import that should be reflected against the Transport within ActiveControl.

The screenshot displays the ActiveControl Global View interface. On the left is a navigation pane with a tree structure under 'S/4HANA'. The main area shows a table titled 'S/4 - QA Import' with columns: Request, Description, Order, Released, Import Status, Owner, Status, Objects, and Keys. The table contains several rows of import requests. At the bottom of the interface, there is a toolbar with buttons for 'Import', 'Analyse', 'Other Actions', 'Mark as Imported OK', and 'Mark as Imported with Errors'. The 'Mark as Imported OK' button is highlighted with a green border, and the 'Mark as Imported with Errors' button is highlighted with a red border. A status bar at the bottom right indicates '1 request selected'.

Request	Description	Order	Released	Import Status	Owner	Status	Objects	Keys
D01K963789	AC-00001 Billing Report development	1	30 Sept 2021, 12:35:07		Gabor Farkas (GFARKAS)		0	0
D01K963799	AC-00004 Billing Fixes	2	30 Sept 2021, 14:45:58		Achim Toeper (ATOEPER)	Dev Enforcer	1	0
D01K980236	AC-010008-Sales Billing Updates FY22	3	2 Nov 2021, 11:17:20		Ross McLanachan (RMCLANACHAN)		1	0
D01K980159	AC-00045-New Billing Report	4	2 Nov 2021, 11:21:46		Ross McLanachan (RMCLANACHAN)	Conflict	1	0
D01K980465	AC-00011-Billing optimisations	5	18 Nov 2021, 15:36:46		Trevor Ticehurst (TTICEHURST)	Risk	1	0
D01K982621	AC-0050-TR with multiple tasks (created via WPP)	6	3 Feb 2022, 11:12:52		Ross McLanachan (RMCLANACHAN)	UIModes	0	0

Figure: Mark as Imported OK / Mark as Imported with Errors buttons within the Global View.



Only authorised users with the [Y_TEIMPORT]-MARKASIMPORTED can perform the 'Mark as Imported' actions within an Import Queue.

13.4. Bypass a Target

Sometimes an SAP system might be unavailable for planned or unplanned downtime. On such occasions, the ActiveControl Administrator may wish to **Bypass this Target** within the workflow, to avoid transports getting stuck in the workflow for that target.

For example, in a simple 4-system landscape (Dev > QA > Pre-Production > Production) scenario, it may be decided that emergency fixes will flow Dev>QA>Production during the duration of a Pre-Production system refresh.

If a system target is bypassed within ActiveControl, it means that all the control points (Inbox, Import Queue, Test Queue, Outbox) will be automatically skipped. Ie any transports due to land in the Inbox will skip straight past the Target to the next control point after the bypassed Target.

Bypassed targets are highlighted by a 'blue arrow in box' icon in the Global View.

The screenshot displays the 'Global View' of the ActiveControl system. On the left, a tree view shows the hierarchy of targets. The 'S/4 - Unit Testing' target is highlighted with a blue arrow in a box, indicating it is bypassed. Below it, a message states: 'This target is currently being bypassed.' The main panel shows a list of tasks under the 'S/4 - Unit Testing' target, including various change requests and incidents. The 'Project Alpha' section is also visible at the bottom.

Jira #	Subject	Group	Type	Deployment Status	Status
AC-00002	Sales Program enhancements	Basis	Change Request	Awaiting Unit Testing	Stop
AC-00045	New Billing Program	Networks	Change Request	Awaiting Unit Testing	Conflict
AC-00053	This is a JIRA user story with a very long title. And when I say a very long title, I mean 100 chars	Finance	Change Request	Awaiting Unit Testing	
AC-00399	Role Updates	Basis	Incident Fix	Awaiting Unit Testing	Manual Stop
AC-00675	Payment Details - Updates	Logistics	Change Request	Awaiting Unit Testing	Stop
AC-01002	Finance Accruals fix	Finance	Incident Fix	Awaiting Unit Testing	
AC-01009	Work Schedule Rule - Germany	Human Capital Management	Project Requirement	Awaiting Unit Testing	Manual Stop
AC-01010	Work Schedule Rule - Germany - Warranty Fixes	Logistics	Project Warranty Fix	Awaiting Unit Testing	
AC-01331	New Work Schedule Rules (UK Human Capital and Ireland)	Human Capital Management	Change Request	Awaiting Unit Testing	
AC-10023	TOC issue - unclassified Type	Finance	Incident Fix	Awaiting Unit Testing	
AC-12345	Large Transport with lots of objects and keys	Basis	Change Request	Awaiting Unit Testing	
AC-23049	Update Role Set	Security	Change Request	Awaiting Unit Testing	Manual Stop

Figure: Example of a target configured to Bypass in the Global View.



Some customers may prefer to make the target a virtual target for the duration of planned/unplanned downtime of an SAP system, rather than fully bypassing it. This would mean that approvals in any configured Inbox, Test Queue and Outbox would still be required, but the Import Queue itself would be skipped.

13.5. Health Console

The ActiveControl **Health Console** app can be used by Administrators and other authorised users to view any System and/or RFC errors that are impacting ActiveControl.

The count seen on the tile is a count of the System Errors for the last 24 hour period.

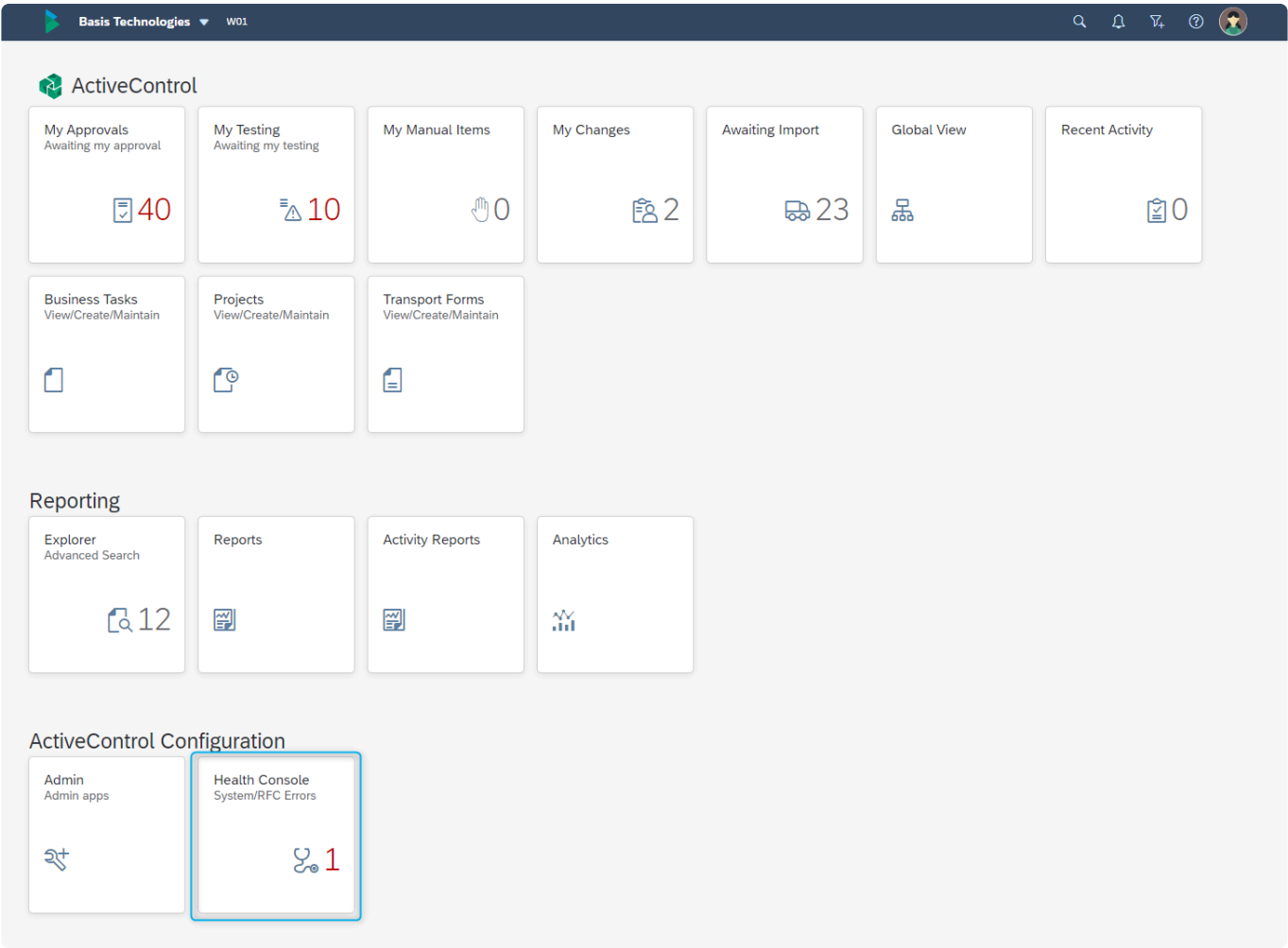


Figure: Health Console app tile on the Homescreen.

Health Console

W01

System/RFC Errors

System Errors

RFC Errors

Search

Time	Error	System	System Description	Client	Request	Imported By	
15 May 2023, 22:29:51	Auto Release failed	D01	S/4HANA Development		D01K984178	Ross McLanachan	
10 May 2023, 09:59:34	An error occurred when attempting to create a merge request	ACD	BW Merge		ACDK951585	Ross McLanachan	
10 May 2023, 09:01:19	An error occurred when attempting to create a merge request	ACD	BW Merge		ACDK951584	Ross McLanachan	
12 Apr 2023, 18:28:22	An error occurred when attempting to create a backup request	I01	S/4HANA QA	100	D01K961902	AC Batch	
5 Apr 2023, 16:55:48	Auto Release failed	D01	S/4HANA Development		D01K985465	Ross McLanachan	
5 Apr 2023, 15:24:07	An error occurred when attempting to create a backup request	I01	S/4HANA QA	100	D01K961902	AC Batch	
4 Apr 2023, 20:16:43	An error occurred when attempting to create a backup request	I01	S/4HANA QA	100	D01K961902	Ross McLanachan	
28 Mar 2023, 20:13:21	Problems detected during analysis of requests to be imported automatically	T01	GRC QA		ACDK903652	AC Batch	
28 Mar 2023, 12:56:04	Problems detected during analysis of requests to be imported automatically	W01	S/4HANA Automated Testing		D01K955596	AC Batch	
24 Mar 2023, 16:34:51	An error occurred when attempting to create a merge request	ACD	S/4HANA Project Merge		ACDK951045	Ross McLanachan	
17 Mar 2023, 17:46:23	Problems detected during analysis of requests to be imported automatically	W01	S/4HANA Automated Testing		D01K955596	AC Batch	
15 Mar 2023, 15:45:06	Could not connect to the target system	S21	S/4HANA Project Test		D00K904504	Ross McLanachan	

Figure: System Errors screen within the Web Platform.

13.6. System Refreshes

As mentioned previously, it is possible to [bypass a target](#) for the duration of an SAP system refresh, to avoid transports getting 'stuck' in a system that is currently not available.

ActiveControl also includes a couple of utility reports specifically designed to help during the refresh / copyback process:

- [System Rebuild after Database Copy](#) – this can be used to rebuild a Target with any transports that were previously deployed to the refreshed system, but never reached the Production system
- [Transport Activity Report](#) – this can be used to re-add any transports that bypassed / skipped the refreshed system.

More information on these can be found in this online [Knowledge Article](#).

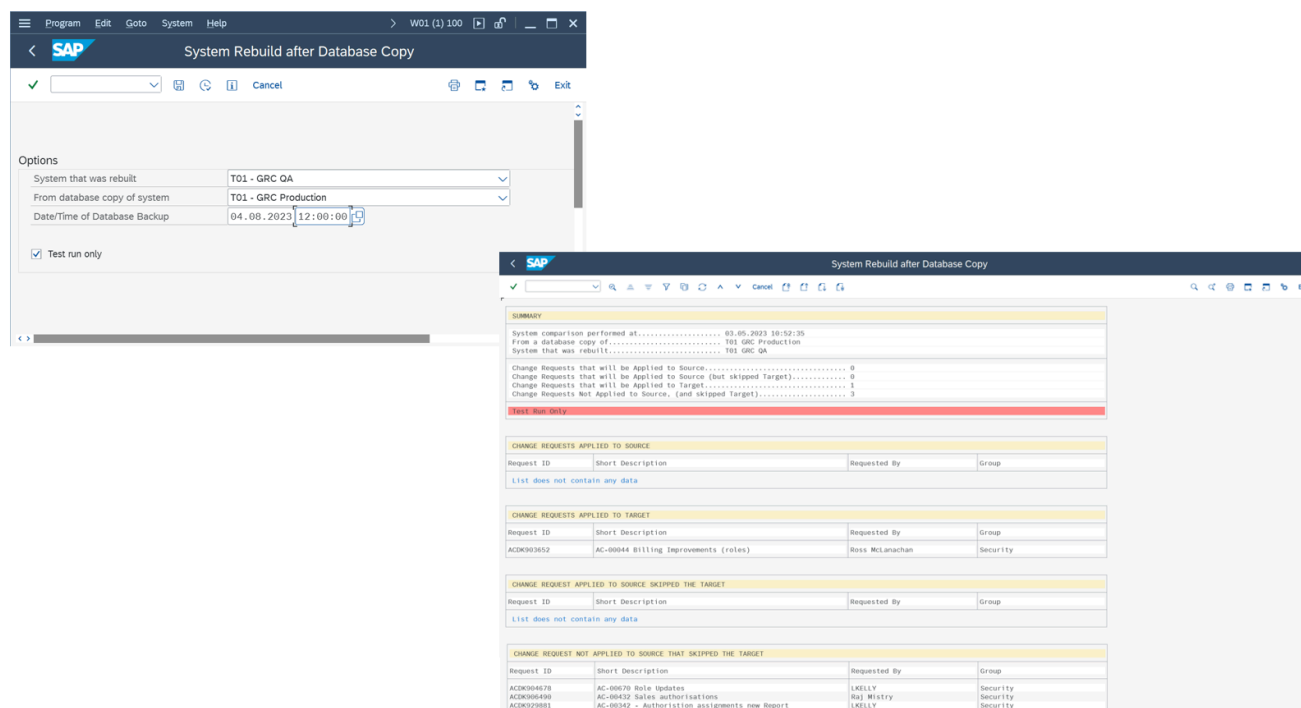


Figure: ActiveControl's System Rebuild Report can help SAP customers rebuild refreshed SAP systems.

14. Reporting

A lot of data is stored within ActiveControl as part of ongoing operational usage of the product.

This data can be surfaced up in four main ways:

- Directly via the screens in the Web Platform
- [ALV Reports](#)
- [DevAnalytics](#)
- [Activity Reports](#)

14.1. ALV Reports

A lot of data is stored within ActiveControl as part of typical operational usage.

ActiveControl includes an extensive suite of ALV (ABAP List Viewer) Reports that allow customers to perform operational and audit reporting whilst avoiding much of the typical manual effort and spreadsheets that would otherwise be needed to track and report on SAP change. Details of all of these reports – along with their typical persona usage – can be found in separate Report matrix that is available from Basis Technologies on request.

The ActiveControl ALV reports can be accessed via the **Reporting** app tile in the ActiveControl Web Platform. The reports are split into four categories to make it easier for different user personas to know what reports are more likely to be required by them:

- Operational Reports
- Audit / Governance Reports
- Landscape Reports
- Merge Reports

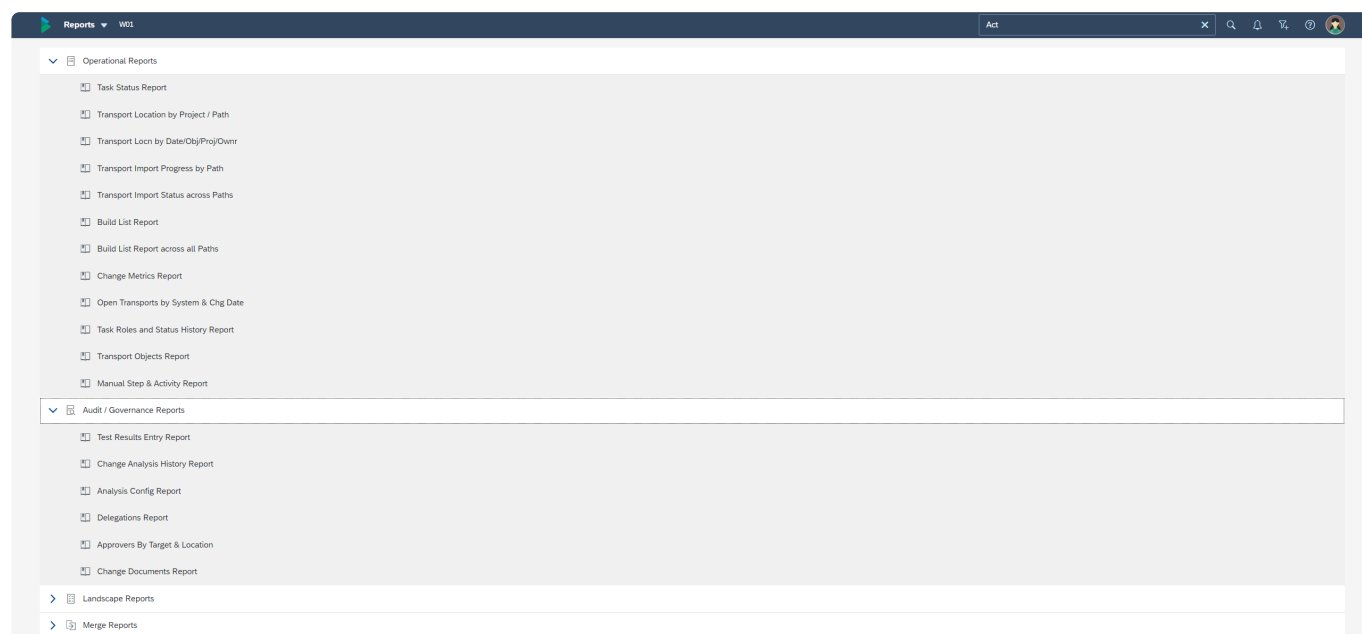


Figure: ActiveControl Reports available with the Web Platform.

Clicking on an individual Report will open up the selection screen for that particular Report in a separate browser tab.

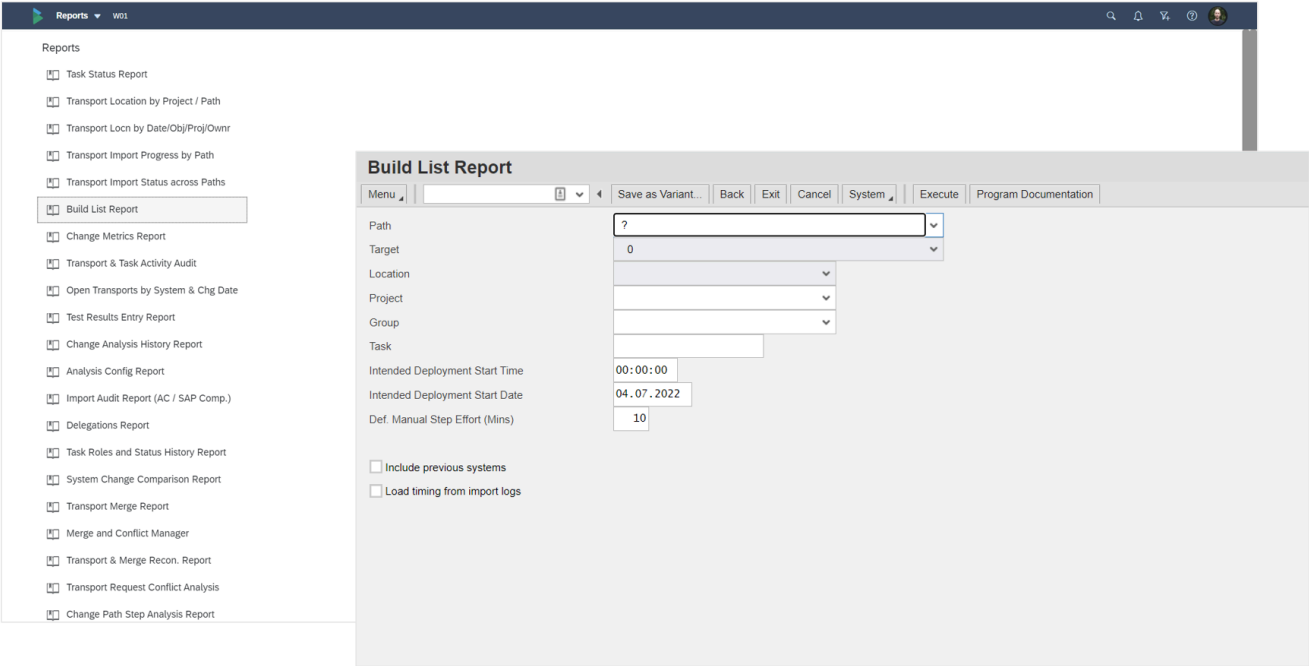


Figure: Example Report selection screen with the Web Platform.

14.2. DevAnalytics

As mentioned in the [ALV Reports](#) section of this User Guide, a lot of data is stored within ActiveControl as part of ongoing operational usage of the product.

ActiveControl **DevAnalytics** allows customers to interrogate this data, and build analytics dashboards using third-party tools such as Power BI or Tableau Reader to present the data in meaningful ways.

DevAnalytics offers more than 30 metrics around Velocity, Cycle Times, Rework, Work in Progress and Approvals, to help our customers identify bottlenecks, waste and inefficiencies that could be mitigated to improve their SAP change process. Separate User Guide and Setup documentation on DevAnalytics can be found [here](#)

DevAnalytics in the Web Platform

If your organisation is using ActiveControl DevAnalytics, an 'Analytics' tile may be seen within the ActiveControl Web Platform. Through this app, your organisation's DevAnalytics dashboard can be viewed and analysed.

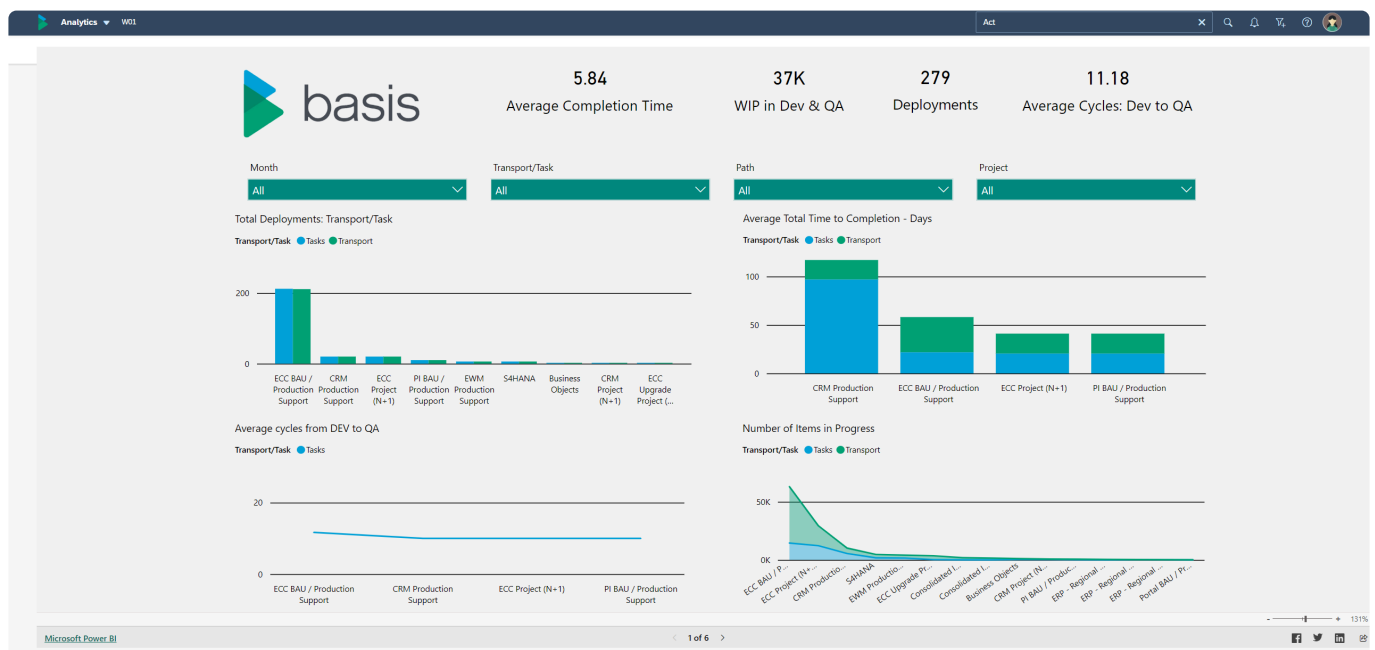


Figure: Example Analytics dashboard viewed via the Web Platform.



DevAnalytics typically requires 6-12 months of data before any meaningful insights can be obtained. Many Basis Technologies' customers opt to switch on DevAnalytics after the initial ActiveControl implementation, at a point of time that there is sufficient data

already stored within the tool.

14.3. Activity Reports

ActiveControl offers more than 20 out-of-the-box [ALV Reports](#) to help with operational and audit reporting of SAP Change delivery.

In addition, two **Activity Reports** are also available to authorised users via the **Activity Reports** app tile.

- Transport Activity Report
- Business Task Activity Report

These reports offer ‘interactive online’ capabilities such as the ability to perform actions such as ‘Add to Control Point’ and ‘Add to Import Queue’. As such, these reports are particularly popular with SAP Basis teams as part of system rebuild and refresh activities.

There are no specific authorisation activities for the ActiveControl Activity Reports. As such, users with Y_TEIMPORT – ADDTOIMPORTQUEUE and/or Y_TEADMIN – ADDTOCONTROLPOINT will see the app tile and be able to access the Activity Reports.

The screenshot illustrates the 'Transport Activity Report' within the SAP ActiveControl Web Platform. It is divided into three main sections:

- Navigation:** A sidebar on the left contains several app tiles, with the 'Activity Reports' tile highlighted.
- Report Generation:** A modal window titled 'Generate Transport Activity Report' is open. It features a 'Target Selection' list on the left and a 'General Selection' panel on the right. The 'General Selection' panel includes checkboxes for 'Change approved for the selected targets' and 'Change approved for the selected targets', and a 'Date Range' selector.
- Activity Table:** The main area displays a table of activity records. The table has columns for 'Activity', 'Request', 'Description', 'By', 'When', 'Client', 'Linked', 'Client', 'Group', 'Requested', 'Return Code', and 'Status'. The data is filtered by 'SAP BASIS' and shows various activities such as 'Approved In', 'Imported In', and 'Imported Out'.

Figure: Transport Activity Report within the Web Platform.

15. Need Support?

Help Documentation

Links to standard Basis Technologies documentation on ActiveControl, along with links to any documentation created by your own organisation are available via the **Help** menu option in the top right of the Web Platform screen.

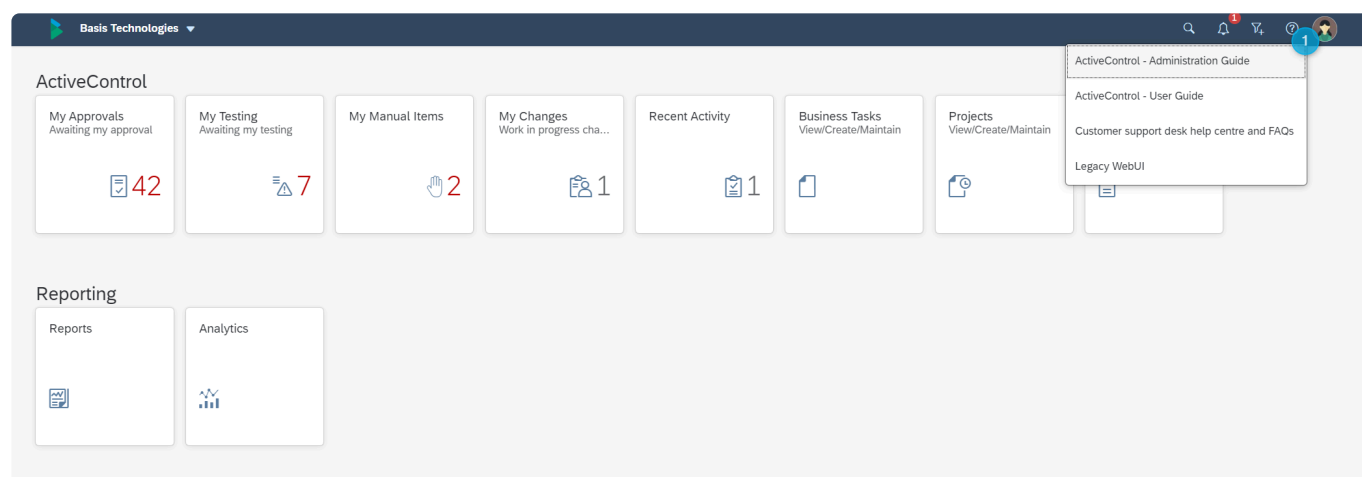


Figure: Help menu within the Web Platform

Technical Support

If you have questions or encounter technical issues whilst using ActiveControl, you should please contact your local ActiveControl Administrator(s) in the first instance, via the agreed IT support processes within your organisation.

Where appropriate, your ActiveControl Administrators will then contact Basis Technologies Support Team where required.

Basis Technologies offer 24/7 support to all our customers.

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