SAP Workflow – Concepts, Inboxes, Reporting, and Working with Delivered Templates

Content

- Introduction
  - Explain Workflows: Concept, Terminology, Example Use
  - Use the basic terminology of the Workflow Engine
  - Explain criteria that help determine whether it makes sense to use a workflow
  - Describe the five basic characteristics of a business process
- Organizational Structure
  - Explain Organizational Management
  - Use the interface and navigation options of Simple Maintenance
  - Create an organizational plan with all the components required for a workflow
- SAP Workflows
  - Run the SAP workflow "Notice of absence"
  - Use structure search to find SAP workflows
  - Access the help documentation on SAP workflows and the Workflow Engine
  - Name the adjustment steps required to make an SAP workflow ready for use
- Customizing
  - Perform basic customizing of the Workflow Engine
  - Execute automatic customizing.
- Business Workplace
  - Use the functions and characteristics of the Business Workplace
  - Cite the alternatives to the Business Workplace
  - Put the use of the universal worklist (UWL) into context
  - Describe the available notification functions
  - Put SAP Fiori into context in connection with approval workflows
- Workflow Architecture
  - Explain characteristics and usage of standard tasks

- Explain characteristics and usage of workflow templates
- Cite the main characteristics of a workflow template
- Activate the event linkage of an SAP workflow
- Use the SAP workflow
- Describe the basic interaction between definition and runtime
- Monitoring and Analysis
  - Explore specific transactions for runtime monitoring
  - Execute runtime reports for the administrator
  - Execute runtime reports for the end user
  - Use the Workflow Log
- Further Topics (Optional)
  - Enhance SAP workflows
  - Configure Workflows
  - Use workflows at your company
  - Explain workflow roles
  - Explain SAP Authorizations
  - Explain Steps of a Workflow Project
  - Explore Transaction Codes and Menu Paths