

SAP Business Workflow – Substitution Based on the Task Category



Summary

An SAP Business Workflow task can be substituted based on the category. For more information, visit the [Business Process Modeling homepage](#).

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Substitution

This Article Describes about substitution of the workflow Task based on the Task classes.

Substitution is option provided by SAP assigning a person to act on your workitems when you are in absence. This substitution can be based on the workitem Task

Eg : ESS Workflows can be Substituted to Person A .

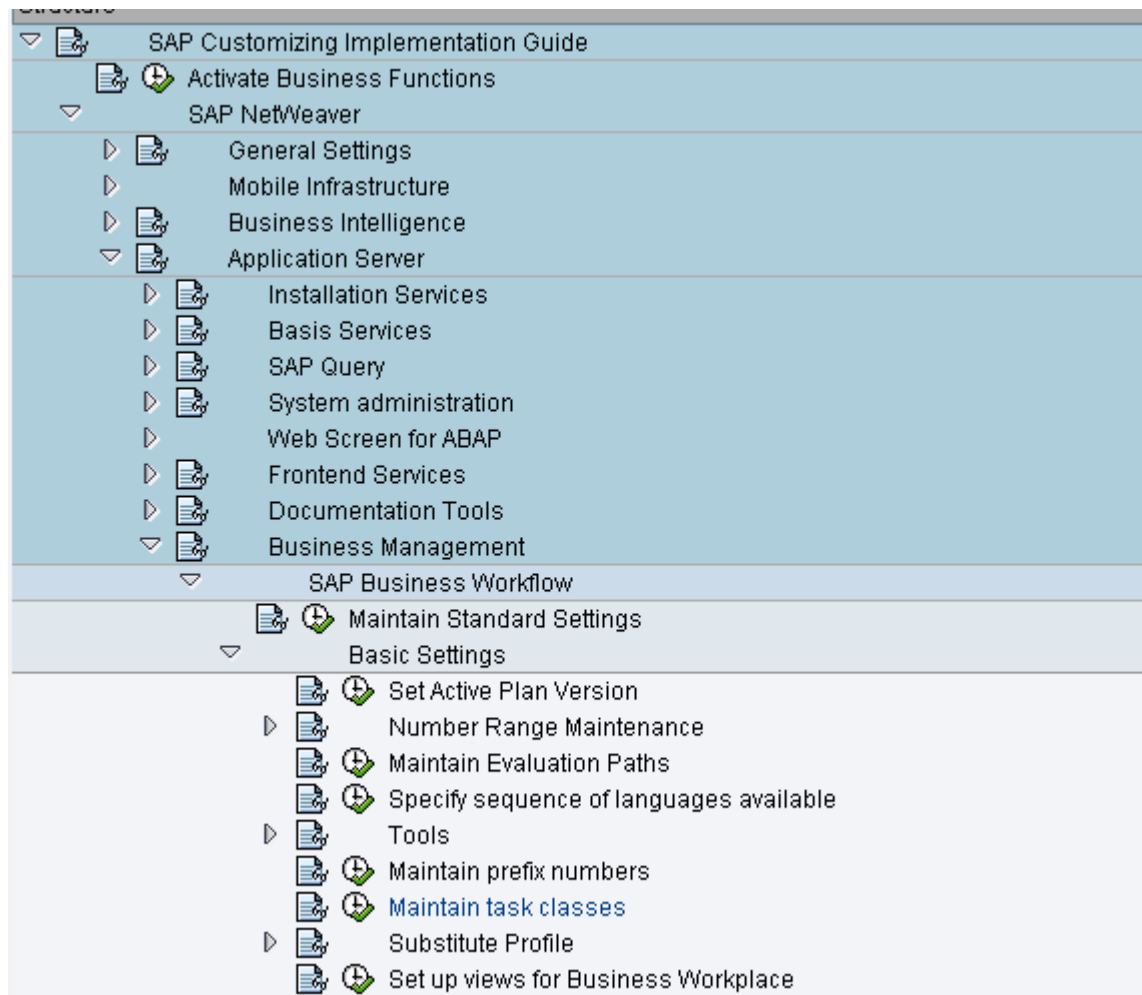
MSS Workflows Can be substituted to Person B .

Following are the Steps to achieve the above type of substitution

- 1) Defining the substitution Profile
- 2) Maintain Task classes
- 3) Assign Substitution profile to Task classes
- 4) Assign Task classes to the Task

Related SPRO configuration

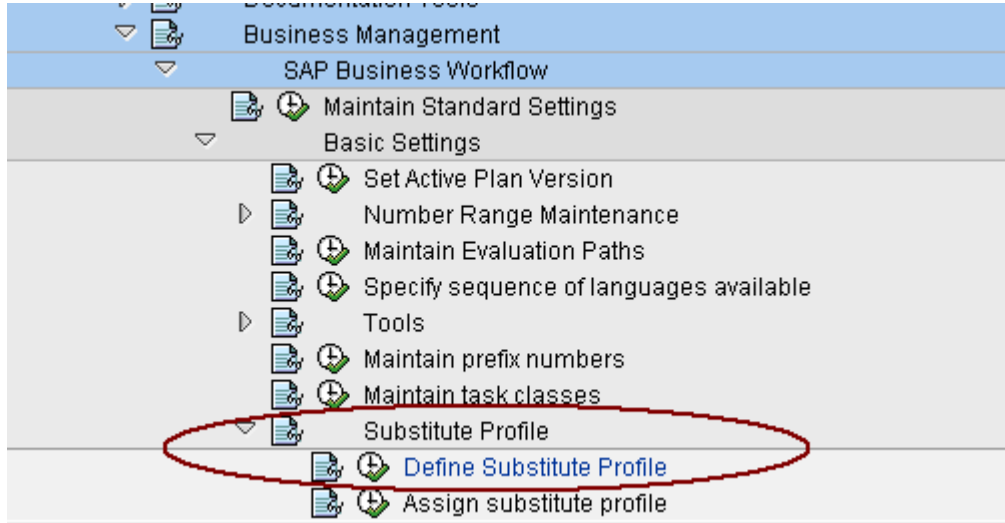
SPRO Path



Defining Substitution Profile

The authorizations of a substitute are determined by the substitute profile which you assign to him/her when you set up the substitution. A substitute profile comprises specific task classes.

In the below sample . I have taken two types of substitution profile one is for ESS process and another one is for MSS process .



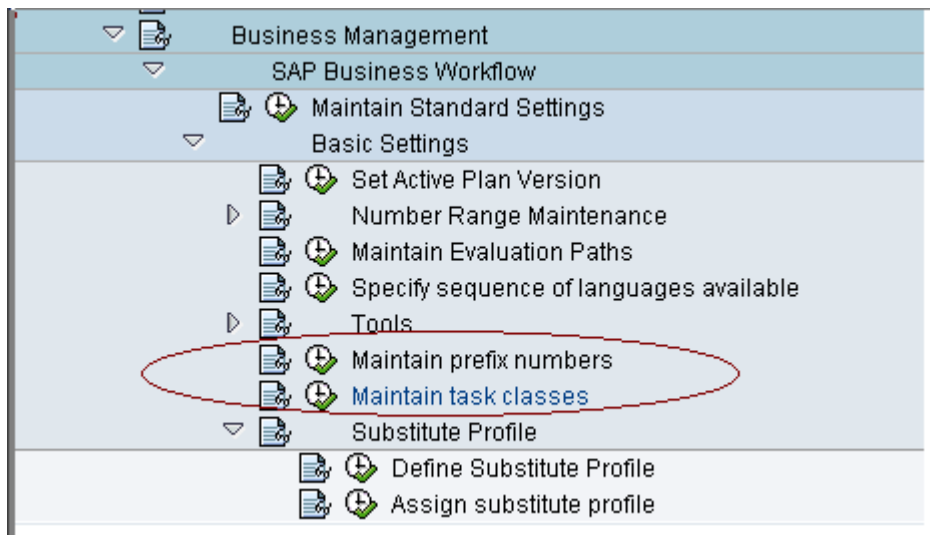
Here two new substitution Profiles have been created
ESS & MSS

Change View "Substitute Profile": Overview

Subs.profile	Substitute Profile
ALL	All
ESS	ESS process
MSS	MSS process

Defining Task Classes

You can classify tasks and therefore group them together according to your own criteria. A task can be classified when it is defined. Tasks which already exist can also be classified later.



Three Task classes created are

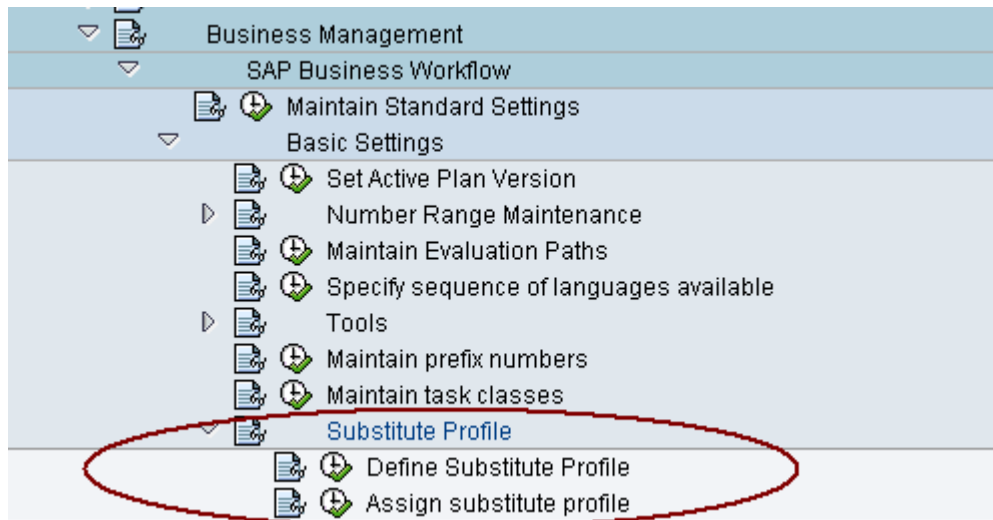
- 1) Leave Request process
- 2) Pay change Process
- 3) Position Change Process

Change View "Classification of Tasks": Overview

Classific.	Classification
1	Professional
2	Personal
3	Disciplinary
LEAVE	leave
NO_CLASS	Not classified
PAYCHG	Pay change
POSCHG	Position change

Assigning Task classes to Substitution Profiles

In this step you determine which task classes are grouped together in a proxy profile.



As per the scenario Leave request will come under ESS profile and Paychange and position change will come the MSS profile

Leave , Pay change , position change will Assign to ALL profiles , so this task will classified for "ALL" substitution profile also .

Change View "Definition of Proxy Profiles": Overview

Subs_profile	Substitute Profile	Classific.	Classification
0001		1	Professional
0002		3	Disciplinary
ALL	All	1	Professional
ALL	All	2	Personal
ALL	All	3	Disciplinary
ALL	All	LEAVE	leave
ALL	All	NO_CLASS	Not classified
ALL	All	PAYCHG	Pay change
ALL	All	POSCHG	Position change
ESS	ESS process	LEAVE	leave
MSS	MSS process	PAYCHG	Pay change
MSS	MSS process	POSCHG	Position change

Assigning Task classes to Dialog Task

Leave classification is assigned to Leave request Approval Task

Paychange is assigned to MSS Paychange Approval Task

Position assigned to MSS position change approval Task

Note: In case if your configuration client is different from the development client , do a client copy of the transport to your development client and do the below mentioned settings

Standard task: Maintain Agent Assignment


The screenshot shows the SAP Business Workflow configuration interface. At the top, there is a toolbar with icons for 'Attributes...', 'Org. assignment', and others. Below the toolbar is a table with the following data:

Name	ID	General or Background Task	Task Version
Approval Process	TS 12300097	General Task	

A dialog box titled 'Task' is open, showing the following options:

- General Task
- General forwarding allowed
- General forwarding not allowed
- Forwarding not allowed

The 'Classification' field is set to 'leave'. There are also checkboxes for 'Locked for instantiation' and 'Locked against execution', both of which are currently unchecked. At the bottom of the dialog, there are 'Transfer' and 'Cancel' buttons.

Name	ID	General or Background Task	Task Version
 Pay Change Details	TS 90100035	General Task	

Task:

General Task

General forwarding allowed

General forwarding not allowed

Forwarding not allowed

Classification:


Locked for instantiation

Locked against execution

Transfer

Standard task: Maintain Agent Assignment

Attributes...
Org. assignment

Name	ID	General or Background Task	Task Version
 Position Change Details	TS 90100233	General Task	

Task:

General Task

General forwarding allowed

General forwarding not allowed

Forwarding not allowed

Classification:

Locked for instantiation

Locked against execution

Transfer

After assigning the task classes move to the Testing client by the report RE_RHMOVE30 by creating the manual transport request .

Demo

User NBALAKRISHNA is going on leave, so the person needs to substitute his ESS Task to user svenkatarama and MSS Task to ASHANMUGAM .

Assigning substitution from Nbalakrishna's Userid

Universal Worklist

Tasks (86 / 96) Alerts Notifications Tracking

Show: New and In Progress Tasks (86 / 96) All

Subject	From	Sent	Priority	Manage Substitution Rules
Domestic Transfer process for Non US Emp1 initiated by Non US Manager	Workflow System	Dec 27, 2008	Normal	New
Update Domestic Transfer Details - 04300054	Workflow System	Dec 26, 2008	Normal	New
Position Change Details for Employee Hrbp Initiated by Non US Manager	Workflow System	Dec 26, 2008	Normal	New
Position Change Details for Non US Emp12 initiated by Non US Manager	Workflow System	Dec 26, 2008	Normal	New
Domestic Transfer process for Admin Payroll initiated by Non US Manager	Workflow System	Dec 26, 2008	Normal	New
Domestic Transfer process for Manager Hrbp initiated by Non US Manager	Workflow System	Dec 26, 2008	Normal	New
Position Change Details for Admin HR initiated by Non US Manager	Workflow System	Dec 24, 2008	Normal	New
Position Change Details for Without MSS Test initiated by Non US Manager	Workflow System	Dec 24, 2008	Normal	New
Position Change Details for Without MSS Test initiated by Non US Manager	Workflow System	Dec 24, 2008	Normal	New
Position Change Details for Admin HR initiated by Non US Manager	Workflow System	Dec 24, 2008	Normal	New

Row 11 of 96

Domestic Transfer process for Non US Emp1 initiated by Non US Manager

Creating substitution rule and assigning ESS process with the nominee SVENKATARAMA

Task - SAP NetWeaver Portal - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)

1 Define Rule 2 Set Rule Activation

Nominee:

Assign These Tasks:

I Want the Nominee To:

Receive My Tasks
You hand over tasks to the nominee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill In For Me
If you are unexpectedly absent, the nominee can take over your tasks completely

Creating substitution rule and assigning MSS process with the nominee ASHANMUGAM

Task - SAP NetWeaver Portal - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)

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Assign These Tasks:

I Want the Nominee To: Receive My Tasks

You hand over tasks to the nominee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill In For Me

If you are unexpectedly absent, the nominee can take over your tasks completely

example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

My Substitution Rules

Tasks	Nominee	What To Do	Status	Rule Activation	
MSS process	A, Shanmugam	Receives my tasks	Ongoing	Successful	<input type="button" value="Turn Off"/>
ESS process	svenkatarama, null	Receives my tasks	Ongoing	Successful	<input type="button" value="Turn Off"/>

Row 1 of 2

SVENKATARAMA's UWL

Work On: My Items Items on Behalf Of **N_balakrishna** All Items

Tasks (44 / 45) Alerts Notifications Tracking

Show: **New and In Progress Tasks (44 / 45)** All

Subject	From	Sent	Priority	Due	Status
Approve travel request of Vida Vlllis	Workflow System	Jan 21, 2009	Normal	Jan 21, 2009	New
Approve travel request of Vida Vlllis	Workflow System	Jan 21, 2009	Normal	Jan 21, 2009	New
Approve travel request of Vida Vlllis	Workflow System	Jan 21, 2009	Normal	Jan 21, 2009	New
Manager Slovakia's Leave Request	saraswathi,	Jan 22, 2009	Normal	Jan 28, 2009	New
Manager Slovakia's Leave Request	saraswathi,	Jan 22, 2009	Normal	Jan 28, 2009	New
Manager Slovakia's Leave Request	saraswathi,	Jan 22, 2009	Normal	Jan 28, 2009	New
Denker Lisa's Leave Request	A. Shanmugam	Jan 23, 2009	Normal	Jan 29, 2009	New
Demo user exit preview of 18.12.2008 04:02:44 - Only text	svenkatarama,	Dec 18, 2008	Normal		New
Demo user exit preview of 18.12.2008 04:02:44 - Only logo	svenkatarama,	Dec 18, 2008	Normal		In Progress
Update Pay Change - 04900006	Workflow-System	Dec 11, 2008	Normal		New

Click on the radio button items on behalf of NBALAKRISHNA you can all to view the leave request (ESS process Task)

Work On: My Items Items on Behalf Of **N_balakrishna** All Items

Tasks (1) Alerts Notifications Tracking

Show: **New and In Progress Tasks (1)** All

Subject	From	Sent	Priority	Due	Status
Manager Slovakia's Leave Request	saraswathi,	Jan 22, 2009	Normal	Jan 28, 2009	In Progress

ASHANMUGAM's UWL

Work On: My Items Items on Behalf Of **N_balakrishna** All Items

Tasks Alerts Notifications Tracking

Show: **New and In Progress Tasks** All

Subject	From	Sent	Priority	Due	Status
Pay Change Process for Judith Boda initiated by Judith Bartha	Workflow System	Apr 22, 2009	Normal	Apr 28, 2009	New
Manager Slovakia's Leave Request	saraswathi,	Jan 23, 2009	Normal		New
Domestic Transfer process for Campione Tommaso initiated by Arnstein Victoria	Workflow System	Dec 23, 2008	Normal		New
Special Pymnt process for Aspinal Lucille initiated by Arnstein Victoria	Workflow System	Dec 23, 2008	Normal		New
Domestic Transfer process for Burgess Lisa initiated by Arnstein Victoria	Workflow System	Dec 23, 2008	Normal		New
Domestic Transfer process for Collingwood Simon initiated by Arnstein Victoria	Workflow System	Dec 23, 2008	Normal		New
Special Pymnt process for Arul-Pragasam Nina initiated by Arnstein Victoria	Workflow System	Dec 23, 2008	Normal		New
Domestic Transfer process for Arul-Pragasam Nina initiated by Arnstein Victoria	Workflow System	Dec 26, 2008	Normal		New
Domestic Transfer process for Brackett Leanne initiated by Arnstein Victoria	Workflow System	Dec 26, 2008	Normal		New
Domestic Transfer process for Aspinal Lucille initiated by Arnstein Victoria	Workflow System	Dec 26, 2008	Normal		New

Click on the radio button items on behalf of NBALAKRISHNA you can all to view the Paychange & Position change approval request (MSS process Task)

Universal Worklist

Work On: My Items Items on Behalf Of N. balakrishna All Items

Subject	From	Sent	Priority	Due	Status
Position Change Details for Non US Empl2 initiated by Non US Manager	Workflow System	Dec 27, 2008	Normal		New
Position Change Details for Employee Hrpb initiated by Non US Manager	Workflow System	Dec 26, 2008	Normal		New
Position Change Details for Non US Empl2 initiated by Non US Manager	Workflow System	Dec 26, 2008	Normal		New
Position Change Details for Non US Empl1 initiated by Non US Manager	Workflow System	Dec 26, 2008	Normal		New
Position Change Details for Admin HR initiated by Non US Manager	Workflow System	Dec 24, 2008	Normal		New
Position Change Details for Without MSS Test initiated by Non US Manager	Workflow System	Dec 24, 2008	Normal		New
Position Change Details for Without MSS Test initiated by Non US Manager	Workflow System	Dec 24, 2008	Normal		New
Position Change Details for Admin HR initiated by Non US Manager	Workflow System	Dec 24, 2008	Normal		New
Position Change Details for Admin Facility initiated by Non US Manager	Workflow System	Dec 24, 2008	Normal		New
Position Change Details for Admin Payroll initiated by Non US Manager	Workflow System	Dec 24, 2008	Normal		New

So after coming from leave NBALAKRISHNA needs to turn off the substitution from his UWL as shown below

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

Tasks	Nominee	What To Do	Status	Rule Activation	
MSS process	A, Shanmugam	Receives my tasks	Ongoing	Successful	Turn Off
ESS process	svenkatarama, null	Receives my tasks	Ongoing	Successful	Turn Off

Manage Substitution Rules

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Successful

Tasks	Nominee	What To Do	Status	Rule Activation	
MSS process	A, Shanmugam	Receives my tasks	Ongoing	Successful	Turn On
ESS process	svenkatarama, null	Receives my tasks	Ongoing	Successful	Turn On

Related Content

[Business Process Management page in SDN](#)

[Business Process Modeling page in SDN](#)

[SAP Business Workflow in SDN](#)

[Universal Worklist in SDN](#)

[SAP Business Workflow documentation \(http://help.sap.com/\)](http://help.sap.com/)

[Universal Worklist documentation \(http://help.sap.com/\)](http://help.sap.com/)

For more information, visit the [Business Process Modeling homepage](#).

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