Defining Process
Authorizations
## Typographic Conventions

<table>
<thead>
<tr>
<th>Type Style</th>
<th>Represents</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Example Text</em></td>
<td>Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Cross-references to other documentation.</td>
</tr>
<tr>
<td>Example text</td>
<td>Emphasized words or phrases in body text, graphic titles, and table titles.</td>
</tr>
<tr>
<td>EXAMPLE TEXT</td>
<td>Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.</td>
</tr>
<tr>
<td>Example text</td>
<td>Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.</td>
</tr>
<tr>
<td>Example text</td>
<td>Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.</td>
</tr>
<tr>
<td>&lt;Example text&gt;</td>
<td>Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.</td>
</tr>
<tr>
<td>EXAMPLE TEXT</td>
<td>Keys on the keyboard, for example, F2 or ENTER.</td>
</tr>
</tbody>
</table>

## Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>⚠</td>
<td>Caution</td>
</tr>
<tr>
<td>📖</td>
<td>Example</td>
</tr>
<tr>
<td>📝</td>
<td>Note</td>
</tr>
<tr>
<td>🍀</td>
<td>Recommendation</td>
</tr>
<tr>
<td>☀️</td>
<td>Syntax</td>
</tr>
</tbody>
</table>
Business Scenario

A company has the following employers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hans Bosch</td>
<td>Chief Executive Officer</td>
<td>Oversees the company's finances and strategic planning; responsible for the overall operations of a corporation</td>
</tr>
<tr>
<td>Nina Smith</td>
<td>Human Resources Manager</td>
<td>Responsible to the individuals within the firm, and to the section of the firm's organization that deals with the hiring, firing, training, and other personnel issues</td>
</tr>
<tr>
<td>Mona Moore</td>
<td>Technical Manager</td>
<td>Manages the company’s network, computer systems and technical resources; controls the work of the technical assistants</td>
</tr>
<tr>
<td>Jose Rodriguez</td>
<td>Technical Assistant</td>
<td>Performs technical support and follows strictly the Technical Manager’s direction</td>
</tr>
</tbody>
</table>

Jose Rodriguez would like paid vacation from 12/26/2005 to 12/30/2005, so he must create a Time-Off Request.

In the Time-Off Request process, the employee enters basic leave information (e.g. begin and end date of the request). Then the request has to be approved by one manager (Mona Moore) before the request is finally handed over to the HR department (Nina Smith), which books the request into the time management system. Finally the employee receives a summary report.

This process involves the following custom process roles:

- Employee (Jose Rodriguez)
- Approver (Mona Moore)
- HR Admin (Nina Smith)

The steps within the process are the following:

Create Request

**Processor:** Employee

**Action:** Enter absence information (e.g. absence type, begin date, end date)

Approve Request

**Processor:** Approver

**Action:** Approve the request (reject and return not used in this scenario)

Book the Request

**Processor:** HR Admin

**Action:** Create the absence in the time management system
Summary

**Processor:** Employee

**Action:** Review the request status

The CEO (Hans Bosch) should be able to oversee the Time-Off process at any time.

### About This Document

The tutorial describes the basics of process authorizations using the CAF Process Layer (Guided Procedures). Step by step, you will learn the following concepts:

- Configuring default and custom process roles
- Consolidating and ungrouping process roles
- Giving permissions to particular users
- Using control items to manage the process instance during runtime

This tutorial takes about 30 minutes to complete.

The following table describes the prerequisites for running this tutorial.

<table>
<thead>
<tr>
<th>Software</th>
<th>The tutorial is compliant with:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Sneak Preview SAP NetWeaver 04 – Web Application Server 6.40 Java. You can download the sneak preview at <a href="http://sdn.sap.com">http://sdn.sap.com</a></td>
</tr>
<tr>
<td></td>
<td>• SAP NetWeaver 2004s SPS04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Documents</th>
<th>Before you start with this tutorial, see:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The Guided Procedures Design Time (PPT)</td>
</tr>
<tr>
<td></td>
<td>• Design a Process from Scratch</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Warning" /> You must complete this guide and create the Time-Off process template described.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorizations</th>
<th>You must hold the following Guided Procedures roles:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• GP Business Expert</td>
</tr>
<tr>
<td></td>
<td>• GP User</td>
</tr>
</tbody>
</table>
Applicable Releases

This tutorial is compatible with the following release “Beginning with SAP NetWeaver 2004s”.

Disclaimer

Any software coding and/or code lines / strings (“Code”) included in this documentation are only examples and are not intended to be used in a productive system environment. The Code is only intended better explain and visualize the syntax and phrasing rules of certain coding. SAP does not warrant the correctness and completeness of the Code given herein, and SAP shall not be liable for errors or damages caused by the usage of the Code, except if such damages were caused by SAP intentionally or grossly negligent.
The Step By Step Solution

Open the Time-Off Process Template

1. Open the SAP NetWeaver portal using the following URL:

http://<host>:<port>/irj

Replace <host> with the name of the host where the SAP Web Application Server Java is running, and <port> with the relevant value for the server’s HTTP port.

2. Go to tab page Guided Procedures → Design Time.

3. Open the Gallery, then choose the Time-Off Process folder.

4. The process design time opens.

View Custom Process Roles
1. Choose (Edit)

2. Go to tab page Roles.
   A list of process roles appears.

**Consolidate Process Roles**
The Guided Procedures (GP) framework creates a separate process role for each action. At runtime, you must assign a user to each existing process role to define who is responsible for its execution. Consolidating roles implies grouping and displaying them as a single one.

If your company is small, you may not have a separate HR manager and employee’s manager. In this case you can consolidate the Approver and the HR Admin roles into Global Approver role, assigned to just one person.

1. Select the entries Approver and HR Admin.

2. Enter the name **Global Approver** in the Consolidate To field and choose Go.

3. Check that the consolidated role Global Approver is now available.

**Ungroup Consolidated Process Roles**
You can separate roles which are already consolidated.
1. Expand the *Global Approver* entry.
   A list of grouped roles appears.

2. Choose *Ungroup*.
   The Global Approver role disappears and all of its items appear as a separate role.

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**Configure Custom Process Roles**

**Role Types**

For each custom role, you can select its type.

You can choose one of the following role types:

- **Runtime Defined** – user assignments for the role are carried out at process runtime.
- **Initiation Defined** – user assignments for the role are carried out at process initiation.
- **Initiator** – the user who initiates the process is assigned to the role.

If you do not explicitly configure the process roles when designing the process, the user assignments for each available role are carried out when the process is being initiated. However, you can use this function to have better control over the process initiation.

   ![Image](image.png)

   The user who initiates the Time-Off Process is an employee in the company, so he or she can have the role Employee assigned automatically.

1. In the *Employee* entry, open the *Role Type* drop-down box, and then choose *Initiator*.

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**Requirement for Default Definition**

For *Initiation Defined* type roles, you can also configure the following options:

- **Default Definition Required** – with this option selected, you must also define a default user assignment for the role.
Over-writable at Runtime – with this option selected, the defaults defined for the role can be overwritten when the process is being initiated.
Since there is only one HR manager in the company, you can set him or her as the default user for the **HR Admin** role.

2. In the **HR Admin** entry, enable the **Default Definition Required** box.

   To be able to change the default assignment of the **HR Admin** role, you must also enable the **Over-writable at Runtime** box.

### Default (Built-In) Process Roles

GP provides the following pre-defined process roles:

- **Administrator** – maintains assignments of users to process roles and process instances using the GP administration tools. Assignments of users to process roles in general are done by the initiator of the process. Administrators have additional responsibilities, they can terminate processes if they are no longer valid, for instance.

- **Owner** – able to access all steps of the process and to maintain the process instances.

- **Overseer** – sees the process instance at runtime, as well as all actions in a block.

1. To see a list of all default roles, go to tab page **Built-in Roles**.

   For each built-in role, you can choose one of the role types:

   - **Initiation Defined**
   - **Initiator**

### Configure Default Process Roles

If you have configured a role type to **Initiation Defined**, you have to assign the user when instantiating the process. Optionally you can assign a default user at design time to that role.

At runtime, the assigned user will process the action or block unless the assignment is modified when the process is started.

1. To confirm the changes made up to now, choose ☑️ (Save)
2. Go to tab page Default Roles and choose HR Admin.
   Note that the Employee entry is not available, since it was assigned to the process initiator.

3. In the Find field, enter the user name you want to assign the HR Admin role to.
   To find the name Nina Smith, enter Smith.

   ![Image](image1.png)

   The names in this guide are created to illustrate the process authorizations. You can use other user names for each process role (for example, your user name or Administrator).

   You can get a list of all users by entering *.

4. Choose Go, select the user from the list, and then choose Add.

5. The user name appears in the list.

   ![Image](image2.png)

   ![Image](image3.png)

   ![Image](image4.png)

**Permissions**

For each object that you create in Guided Procedures design time, you can set permissions for editing and executing the object. You can define read, write, delete, initiate or full control permissions.

   ![Image](image5.png)

   Every employee must be able to initiate a Time-Off request.

   Also, the Administrator must have full control of the Time-Off process.
1. Choose Permissions → Add Defaults.

2. Permission for full control of the user Administrator is added to the list.

3. Assign the Initiate permission for each employee in the company. It is also possible to assign the permissions to UME groups or roles.

**View Permissions**

In processes and blocks with multiple items executed by multiple users, you can define view permissions for the actions processed by different contributors.

💡 If a block contains two actions – A and B, and you have defined a separate role for each of them, you can enable the processor of action A also to see action B at runtime, and vice versa. In a real-life scenario, you can use this function if the processor of an action needs to review the results of the previous actions before he or she can complete the step assigned to him or her.

💡 To enable the employee to see the progress of his or her request during the different phases, you must set view permissions.
1. Select the sequential block *Time-Off Process* and choose 🖍 (Edit).

2. Go to page tab *View Permissions* and select *Approve Request*.

3. In *Available Roles* select *Employee* then choose *Add*.

4. Select *Book Request* and assign the role *Employee* to it.

5. View permissions for *Employee* are added to the list.

**Control Items**

**Process Control Items**

Process control items are predefined actions that enable you to manage process instances at runtime.

The Guided Procedures framework provides the following items:

- *Change Deadlines*
  
  This item enables the assigned users to change the due dates of the current process instance and its notification.

- *Delegate Role*
This item enables the assigned users to delegate all process roles to other users at runtime. This means that the work items for the relevant roles also appear in the inbox of the additionally assigned users and they can complete the work items as well. This process control item is very convenient for enabling team collaboration. For example, you can assign a single person to a role, and enable him or her to delegate the tasks to other co-workers.

- **Rename Process**

When starting a process, the process initiator can define a process instance name. This item enables the assigned users to rename the process instance at runtime. For example, if you automatically start multiple process instances using the same process template but different input parameters, you can use this item to rename the process instances later on, so that you can distinguish between them.

- **Terminate Process**

This item enables the assigned users to terminate the process instance.

### Assign Role to a Control Item

1. Select the entry *Time-Off Process* of type *Process*.
2. Choose *Control Items*.
3. Select the entry *Rename Process*.
4. In *Available Roles*, select Approver, then choose *Add Role*.
5. The Approver role is added under the Rename Process entry.

### The Overview Screen

At runtime, users authorized for a role that you have assigned to a process control item can see and execute this item from the Overview screen.

You must check that this generic view is enabled.

1. Open page tab Select Views and check for the Overview entry.
2. If needed, choose Add Generic View and add Overview to the Selected Runtime Views list.

### Activate the Process

1. Choose Save (Save) and then Activate (Activate).

### Initiate Process
1. Login as Jose Rodriguez.
3. Choose Next.


5. Select the role Administrator, then in Add Users enter Jose and choose Go.

   The name Jose Rodriguez is found. Select it and choose Add.

6. Note that the HR Admin role is already assigned, since in design time you already selected the user Nina Smith as default HR Admin.

   Follow the instructions in the previous step and assign the roles, according to the table:

<table>
<thead>
<tr>
<th>Role</th>
<th>Assigned User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Jose Rodriguez</td>
</tr>
<tr>
<td>Approver</td>
<td>Mona Moore</td>
</tr>
<tr>
<td>HR Admin</td>
<td>Nina Smith</td>
</tr>
<tr>
<td>Overseer</td>
<td>Hans Bosch</td>
</tr>
<tr>
<td>Owner</td>
<td>Jose Rodriguez</td>
</tr>
</tbody>
</table>
7. Check that you have assigned at least one user to each process role. Choose Next.

8. In Initiator, select Jose Rodriguez. In Process Name, enter I want to relax a little bit.
   
   This is an improper name for a process. It will be changed later, since the Rename permission was given to Approver in the process design time.

9. Choose Initiate.

10. The process is initiated and an overview appears.

**Process Authorizations at Runtime**

You have already defined the process authorizations. Now you will be guided through all the process phases at runtime.

**Create Request**

To start with, you are logged as Jose Rodriguez.
1. Choose Process Activities

2. In Absence Type, select Vacation and Paid.
Select the start and end dates, then choose Submit.

3. The Create Request is finished. The next activity (Approve Request) is carried out by the Approver, so Jose Rodriguez must wait.


**Approve Request**
You assigned the role Approver to Mona Moore.
She must approve or reject the request from Jose Rodriguez.
1. Login as Mona Moore and go to tab page Guided Procedures → Runtime.

Note that there is a new item under Tasks that require my action and open it.

2. Choose the entry I want to relax a little bit.

3. An overview appears.

Since the process title is inappropriate, change it by choosing Rename Process.

4. Enter A Time-Off Request from Jose Rodriguez as the new name of the process and choose Rename.
5. Choose *Process Activities* → *Approve*

6. The request is approved and sent to HR Admin.

7. Choose *Log off*.

---

**Book Request**

You assigned by default the role *HR Admin* to *Nina Smith*. She must book the approved request.

1. Login as *Nina Smith* and go to tab page *Guided Procedures* → *Runtime*.

2. Choose *Tasks that require my action* → *A Time-Off Request from Jose Rodriguez* → *Process Activities*.

   Note that you are able to see the approver’s decision.

3. Choose *Complete*.

4. The book request is completed and a summary is sent to the employee.

5. Choose *Log Off*.

---

**Summary**

In this step *Jose Rodriguez* receives a final summary, including the results of his request and detailed data about it.

He must review the summary to complete the whole process.
Login as Jose Rodriguez again and go to tab page Guided Procedures → Runtime.

Choose Processes which I own → A Time-Off Request from Jose Rodriguez → Process Activities → Show Details.

You can see a detailed report on the request and the decisions taken.

Choose Complete.

The request is approved and the entire process is finished.