

**SAP Composite Application
Framework**



**Using Guided
Procedures “End
User Design Time”:
Personal Templates**



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Icons

Type Style	Represents	Icon	Meaning
<i>Example Text</i>	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.		Caution
	Cross-references to other documentation.		Example
			Note
			Recommendation
Example text	Emphasized words or phrases in body text, graphic titles, and table titles.		Syntax
EXAMPLE TEXT	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.		
Example text	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.		
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.		
<Example text>	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.		
EXAMPLE TEXT	Keys on the keyboard, for example, F2 or ENTER.		

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Scenario

The Guided Procedures end-user design time and the *Personal Templates* workset is a tool with which the end-user can define processes in a simplified environment.

Using this workset, the *GP User* designs simple processes. The workset is part of the simplified GP User design time accessible to the *GP User* portal role (along with GP runtime). Compared to the GP regular design time it is a restricted workset providing an easier to use but more limited environment.

The system stores all development objects belonging to the action and the process template types in this Personal Templates workset.

In particular, if the only role you have is the *GP User* portal role, you can only use a specific selection of Callable Objects in the GP User design time when creating your actions. You can only use those Callable Objects which have been assigned the *basic* permission level. Users who have the *GP Expert User* portal role, however, can see all elements, that is, all elements from the *basic*, *advanced*, and *expert* levels. For more information, see the GP [documentation](#).

Functions of the Workset

Work in the Personal Folder

As in the regular design time gallery, you can create your own folders here. You are the only user with access to this area, where your own items are stored.

Create Action

You can use this function to create individual actions including a Callable Object. This function is an integral part of the Create Process function.

Create Process

You can use this function to create your own simple processes without having to use the highly complex GP design time functionality.

You create your processes simply by using the *Action* development object type. This means you do not have to bother about integrating further types (blocks, callable objects); Callable objects are automatically integrated by the system.

You do not have to pay attention to the versioning aspects which are valid for GP development objects in the design time.

You do not have to activate your development objects - that is your actions and process templates manually.

Two wizards are available for creating simple Process template objects (see Types of Processes for details):

- [Check List Wizard](#) - a single phase process with parallel activities and a single processor

- Simple Sequence Wizard - a single phase sequential process with multiple processors

When creating a process, you always create an action as well. Both wizards include the step *Defining Activities* that is identical to the Create Action function.

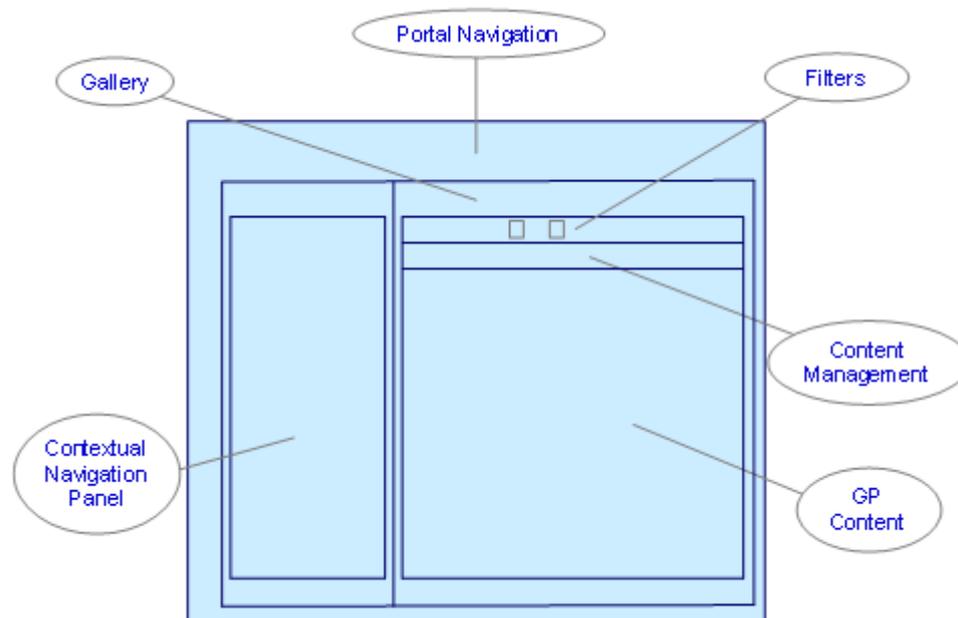
This Create Process function in the Personal Templates workset is identical to the *Design and Start a Simple Process* function in the Runtime environment.

Publish your personal items

By choosing *Publish* you can make your items generally available in the *Public Folder* area of the regular design time.

User interface structure of the workset

The following figure illustrates the tools that are available in this workset.



- Contextual Navigation Panel
Using the links available in the contextual navigation panel, you can create the objects that are stored in the Personal Templates workset.
- Filters and Content Management
Using the available filters, you can choose to display only the selected types of objects that are stored in the Personal Templates – Actions or Processes. In addition, you can create and edit folders, delete and publish objects.
- GP Content
The content of the Personal Templates is displayed in the central frame. Here you can browse the available folders and manage them or their content.

About This Document

This tutorial will describe all the possible functionality available in the Personal Templates workset.

We will start with content management, and then continue with creating an action. The process creation will be demonstrated by going through the steps of the Simple Sequence wizard. This solution is a very simple process: one processor inputs a message in a Data input form and the other sees it on a Data display form

Finally we will publish our Process stored in the Personal Folder in the public area.

General prerequisites

- You should hold at least the portal role *GP User*, better still, the *GP Export User* role.
- Another portal user with the role *GP User* who will be the second processor. For more information, see the portal documentation on [user management](#).

Applicable Releases

This tutorial is compatible with the release "Beginning with SAP NetWeaver 2004s SPS6".

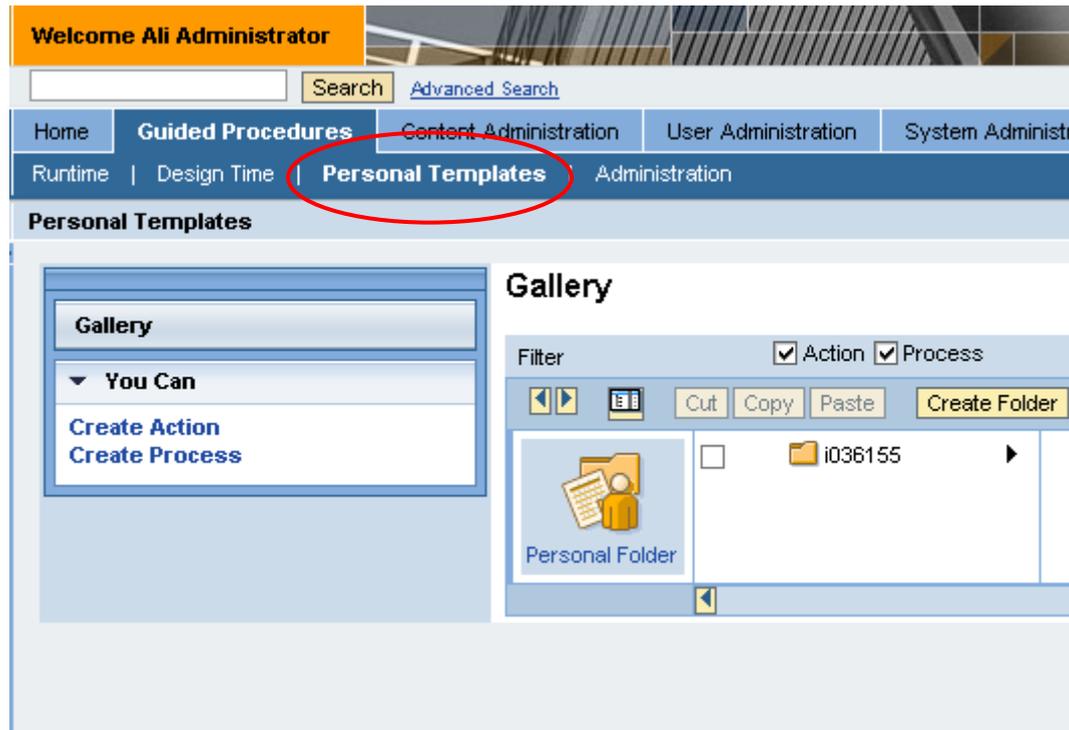
Disclaimer

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The Step By Step Solution

This section gives you a step by step explanation of the available functionality. You should carry out this solution scenario sequentially to achieve a successful result – a published Process.

Open your Enterprise Portal via <http://<Server>:<Port>/irj/portal>, navigate to the tab **Guided Procedures** and then to the **Personal Templates** tab.

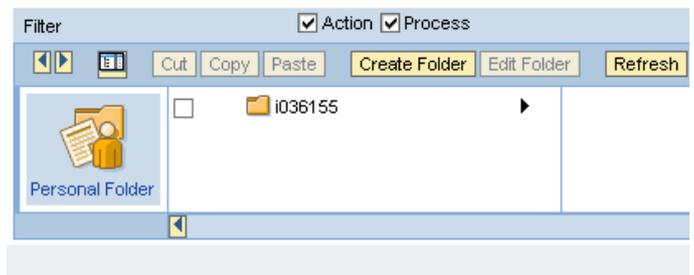


Work in the Personal Folder

1. In the content area you can see your Personal Folder.

Create a new folder with the **Create Folder** button 

Gallery



2. In the screen that appears, provide the following attributes:
 - Language (for example, English)
 - Name of the folder (for example, myPersonalItems)
 - Description (some meaningful text)

Create Folder

Language:

Name: *

Description: *

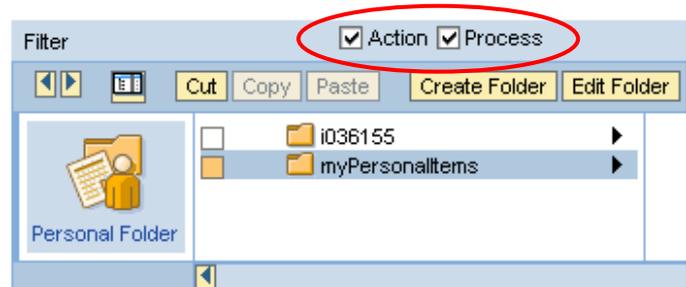
Click **Create**.

3. You should see your folder in the content area.



4. To filter your items you can check or uncheck the Action and Process checkboxes.

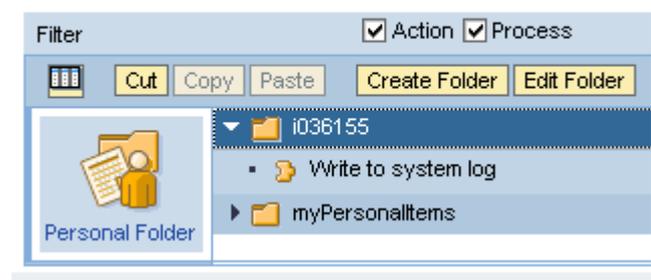
Gallery



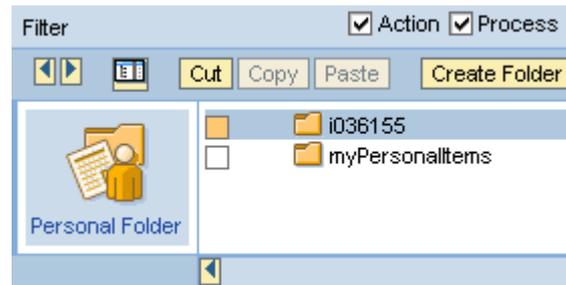
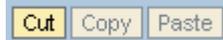
5. By default you will see the list view in the content area. To switch to the other view click on the **Switch to detail view** icon 

Click on **Switch to list view** icon  to switch back to the previous view.

Gallery

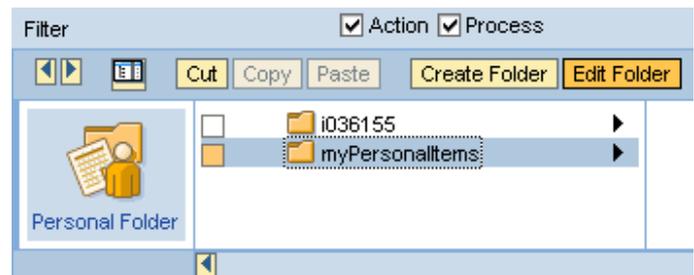


6. You can *Cut*, *Copy*, or *Paste* folders or items with the relevant buttons



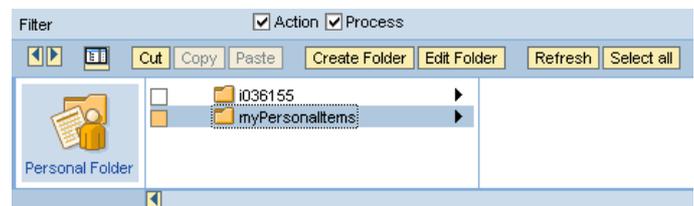
7. To edit the attributes of a folder select the target folder and click **Edit Folder**.

On the screen that comes up you can modify the value of the attributes belonging to the selected folder (see step 2.)



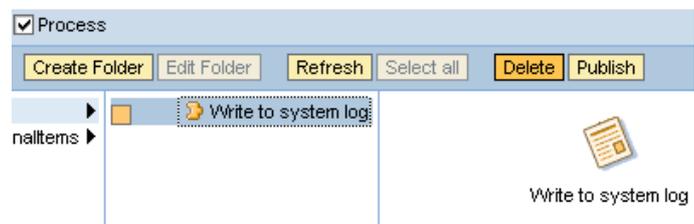
8. Should the content shown not be up to date, you can use the **Refresh** button.

To select all items use the **Select all** button.



9. If you want to delete a folder or an item, first select it, then click **Delete**.

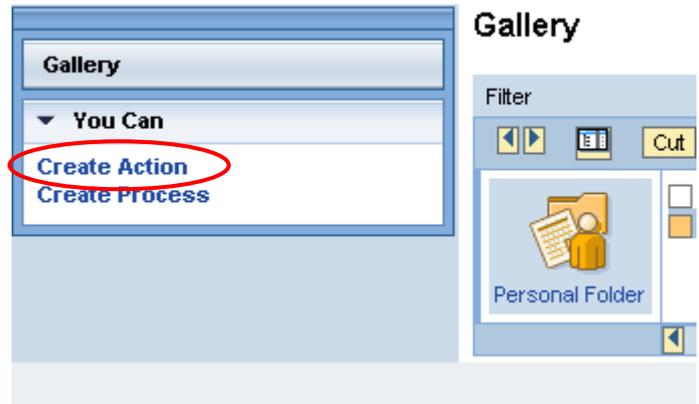
You are not able to delete a folder that is not empty and you are not allowed to delete an item that is referenced to by another item (for example, an action that is integrated into an existing process).



Create Action

Be aware that once you have created an Action you cannot edit it, you can only delete and create again with modified attributes. Once it is integrated into a process you cannot delete it either.

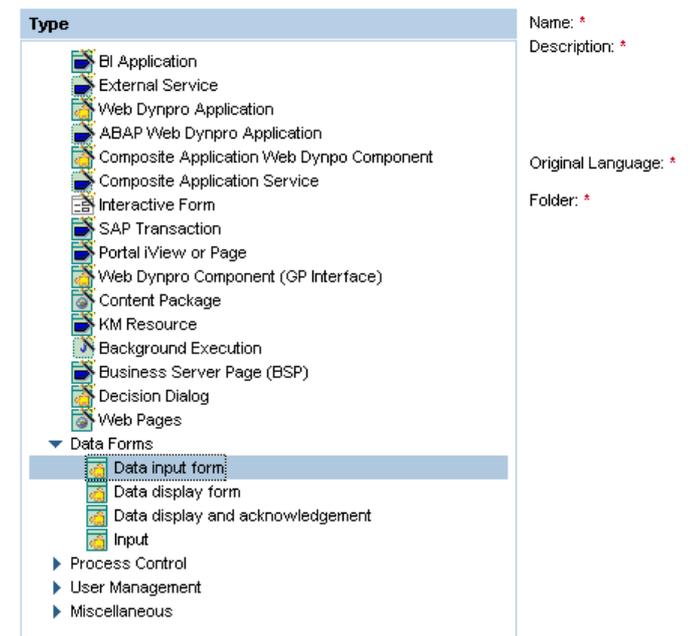
1. Click the **Create Action** link in the “You Can” section of the contextual panel.



2. From the list of action types choose the one which you want to be executed by this new action.

In our example, it is the *Data input form* from the *Data Forms* group.

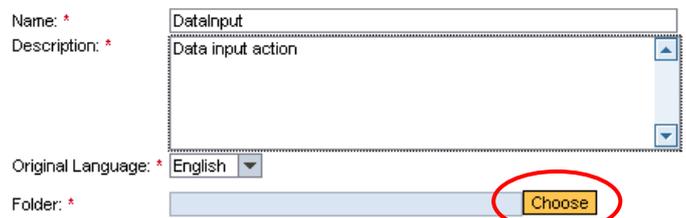
Create action



Next > Cancel

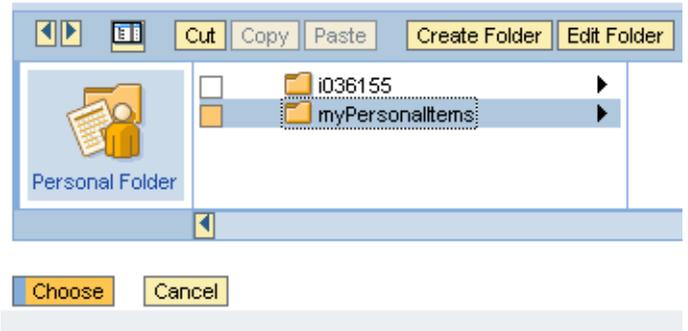
3. Fill in the attributes:

- Name, for example, “*DataInput*”
- Description, for example, “*Data input action*”
- Original Language, for example, “*English*”
- Folder: click **Choose** to define the location

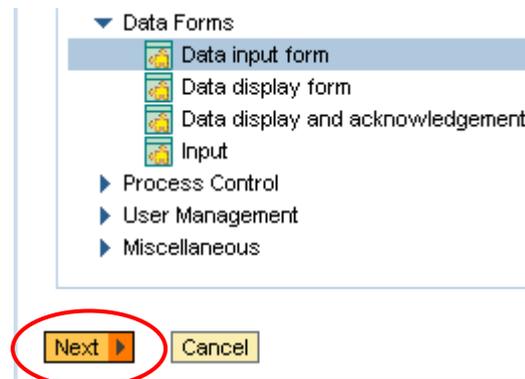


- Choose the folder where you want to store this action by selecting it and clicking **Choose**.

Choose location



- Click **Next**.



- Because the action of type Data input form does not have an input we get the Define Output screen. You should define an output parameter that will hold the value of the text entered on this form.

Create action



Click **Insert New...**



- Enter a value for the *Context parameter*, for example, “*Message*” – this will be the label for the edit-box on the Data input form. For the *Technical Name* enter “*message*”, for example.

Create action



When you have finished, click **Next**



- In the last step of the Action creation click **Finish**.

Create action

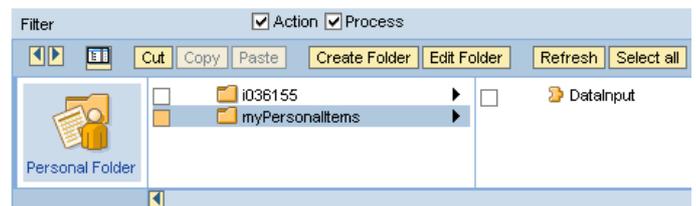


Name: DataInput
 Type: Web Dynpro Component (GP Interface)
 Description: Data input action



- You can see your new action in the selected folder in the gallery.

Gallery



Create Process – Simple Sequence

Our process integrates the previously created action, and needs another action that will be created during the process creation.

- Click the **Create Process** link in the “You Can” section of the contextual panel.



- Choose **Simple Sequence Wizard** by clicking the link.

Create Process



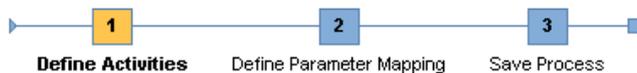
Creates a single phase process with parallel activities and a single processor



Creates a single phase sequential process with multiple processors

3. There is still no activity in the table on this Define Activities screen, so we define a new one by clicking **Create**.

Create Process



Activities

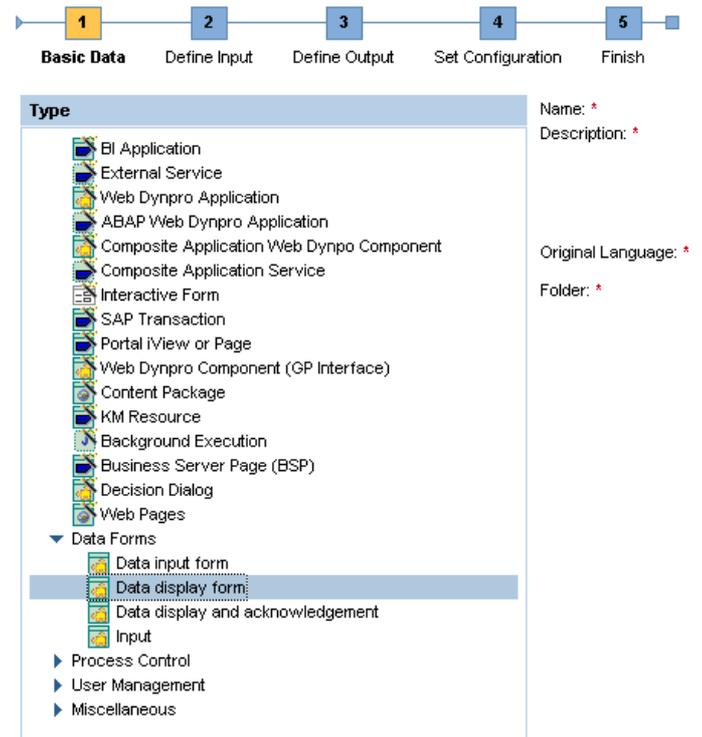
Add Remove **Create** Move Up Move Down Assign Processor

Title	Description	Processor	Replac

Row 0 of 0

4. Select the *Data display form* from the *Data Forms* group to be the type of this new action created “on the fly”.

Create action

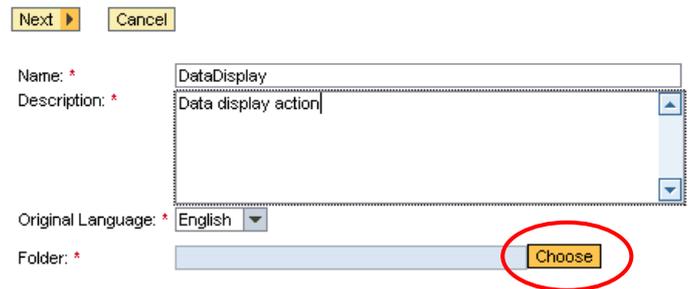


5. Enter the *Name* - “*DataDisplay*”, for example.

Provide a meaningful *Description*, such as “*Data display action*”.

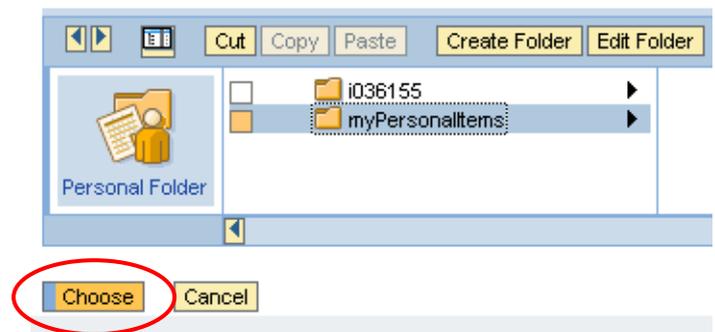
Choose the *Original Language* - “*English*”, for example.

Select a location for storing this Action by clicking **Choose**.

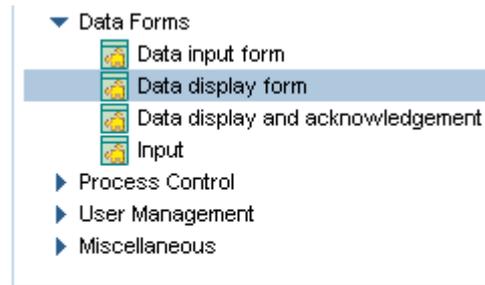


6. Choose the folder where you want to store this Action by selecting it and clicking **Choose**.

Choose location



7. Click **Next**.



8. This type of action has only input parameters and we need to add one whose value will be shown on the Data display form.

Click **Insert New...**

Create action

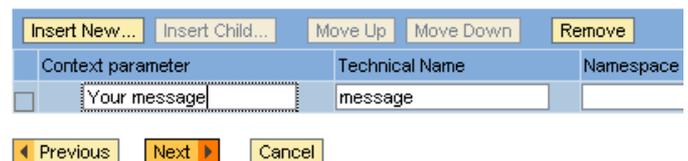


9. Enter “*Your message*” as the label for the displayed message into the Context parameter column.

Enter “*message*” for the Technical Name.

Click **Next**.

Create action



10. In this last Activity / Action creation step click **Finish**.

Create action



Name: DataDisplay
Type: Web Dynpro Component (GP Interface)
Description: Data display action



You should see your created action in the Activities table.

Now we insert the existing DataInput Action into our Process. Click **Add**.

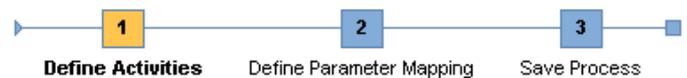
Create Process



Activities				
<input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Create"/> <input type="button" value="Move Up"/> <input type="button" value="Move Down"/> <input type="button" value="Assign Processor"/>				
Title	Description	Processor	Re	
DataDisplay	Data display action			

- 11.** In the Choose Activities screen select **Personal Folder** by clicking its icon.

Create Process



Choose Activities

Filter Action

<input type="checkbox"/>	CAF PM	
<input type="checkbox"/>	D025790	
<input type="checkbox"/>	D041609	
<input type="checkbox"/>	Demo Patient2	
<input type="checkbox"/>	Demo Test	
<input type="checkbox"/>	ESA_FastTrack	
<input type="checkbox"/>	Examples	
<input type="checkbox"/>	JWF	
<input type="checkbox"/>	My Folder	
<input type="checkbox"/>	Predefined Content	
<input type="checkbox"/>	Statoil	
<input type="checkbox"/>	TechEd Idea Process	
<input type="checkbox"/>	Temp	

Public Folder

Personal Folder

- 12.** Select the folder containing the DataInput Action and then select the Action itself.

Click the **Choose** button

Action

esh

<input type="checkbox"/>	1036155	<input type="checkbox"/>	DataDisplay
<input type="checkbox"/>	myPersonalItems	<input checked="" type="checkbox"/>	DataInput

DataInput

Description: Data input action

Status	Version	Creation Date
<input checked="" type="checkbox"/>	0.1	Thu, Jan 12, '06 1:10 PM

Created on: Thu, Jan 12, '06 1:10 PM
Owner: Administrator, Ali

- 13.** You have to declare the order of the activities (actions) that will be executed in the process properly. To put the Data display form after the Data input form, select the DataDisplay activity and click on **Move Down**.

Activities			
Title	Description	Processor	Replaceable at Start
DataDisplay	Data display action		<input type="checkbox"/>
DataInput	Data input action		<input type="checkbox"/>

- 14.** The order is correct now.

Title	Description
DataInput	Data input action
DataDisplay	Data display action

Click the **Next** button 

- 15.** We have now arrived at the “Define Parameter Mapping” step in the Process creation.

Create Process



Here you can see the input parameters belonging to the actions in the process. In our case we have only one with the contextual name “Your message” – as the input for the Data display form.

Input Parameters						
Parameter Name	Activity	Type	List	Required	Mapped To	Default Value
▪ Your message	DataDisplay	String	<input type="checkbox"/>	<input type="checkbox"/>		

We have the following possibilities:

- Define Mapping – we can map output parameters to the selected input parameter
- Set Default – we can define a default value to the selected input parameter (in this case the parameter is not mapped)
- Clear Mapping / Default – we can undo the mapping or delete the default value
- Propose Mappings – based on the technical name of the parameters we can ask for proposed mappings

- 16.** Select the “*Your message*” parameter from the list and click **Define Mapping** button (we could use the **Propose Mapping** button as well)

Another table “Suitable Parameters” should appear on the right of the “Input Parameters” table.

Input Parameters							Suitable Parameters	
Parameter Name	Activity	Type	List	Required	Mapped To	Default Value	Parameter	Activity
• Your message	DataDisplay	String	<input type="checkbox"/>	<input type="checkbox"/>			Message	DataInput

- 17.** As you select the “*Message*” parameter (output of the Data input form) the mapping is immediately shown in the row of the “*Your message*” input parameter – see the text in the *Mapped To* column: “*DataInput: Message*”

The mapping is defined this way. We can now continue with the process creation. Click the **Next** button.

Input Parameters							Suitable Parameters	
Activity	Type	List	Required	Mapped To	Default Value	Parameter	Activity	
DataDisplay	String	<input type="checkbox"/>	<input type="checkbox"/>	DataInput: Message		Message	DataInput	

- 18.** The last step is involves entering some basic data for our new process.

- Give a *Name* - “*MessagePassingProcess*”, for example.
- Provide some meaningful *Description*, such as “*Process for passing message*”
- Define the location by clicking the **Choose** button.

Create Process

1 Define Activities 2 Define Parameter Mapping 3 **Save Process**

Name: * MessagePassingProcess

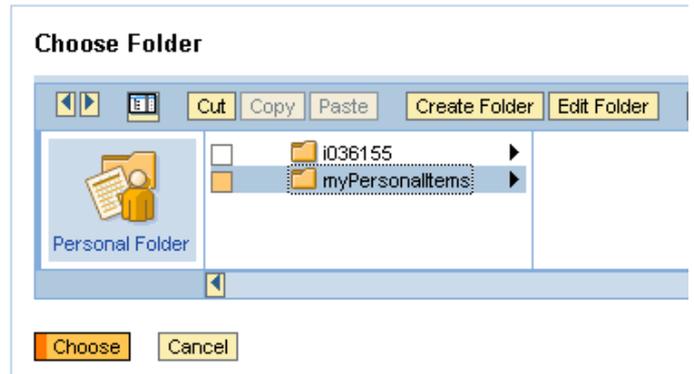
Description: * Process for passing message

Folder: *

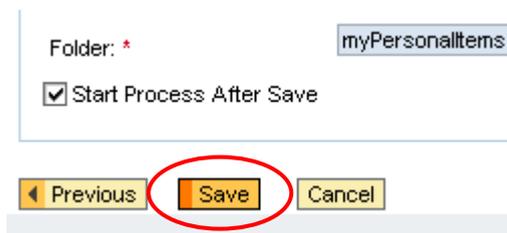
Start Process After Save

- 19.** Select the folder in which you would like to store the process and click **Choose**.

Create Process

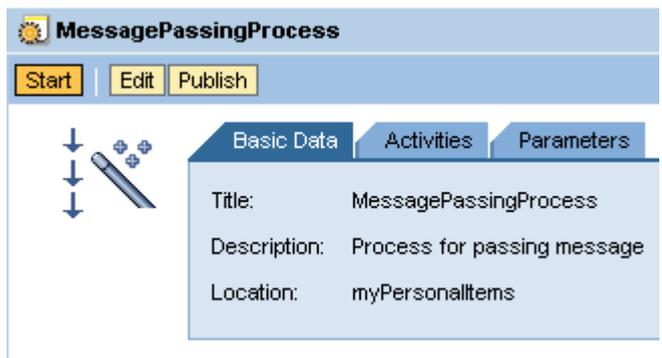


- 20.** The *Start Process After Save* checkbox is checked by default – this means that when you click **Save** the process will be initiated immediately.



- 21.** If this checkbox is unchecked the process is stored but will not start. You can start it later by selecting the process in the gallery, opening it (**Open...**) and starting it with the **Start** button.

You can also modify the Process here with the **Edit** button or making it available in the public area with the **Publish** button.



As in our case we have decided that the process should start on saving, we now see the “Initiate Process” screens.

- 22.** You can choose whether the process is started in a single instance or should it be initiated separately for every user in the selected process role.

We need the Single Instantiation this time, (checked by default).

You can see two roles for this Process: *Processor of DataDisplay* and *Processor of DataInput*.

Assign a user to both activities with the **Add User** button.

Initiate Process

1 Edit Roles 2 Edit Basic Data

Single Instantiation
Only one process will be started. All users of a process role will work on the same process.

Mass Initiation Processor of DataInput
A separate process will be created for every user in the selected process role.

Role	Action
Processor of DataDisplay	Add User
Processor of DataInput	Remove User

Name

Row 0 of 0

- 23.** To find a user enter his / her name in the *Find* edit-box and click **Go**. As we search for users we leave the “Users” selected in the *Within* checkbox (other possibilities are “Roles” and “Groups”)

Select the user you intend to be the processor of the previously selected activity and click **Add**.

Carry out this step for both activities. It is recommended that you define the processor of the DataInput to be the same user with which you are currently logged in, and choose another user to be the processor of the DataDisplay.

When you are finished click the Next button. **Next**

Add Users

Find: i036* Go

Within: Users

Name
Foldvari, Robert
User,

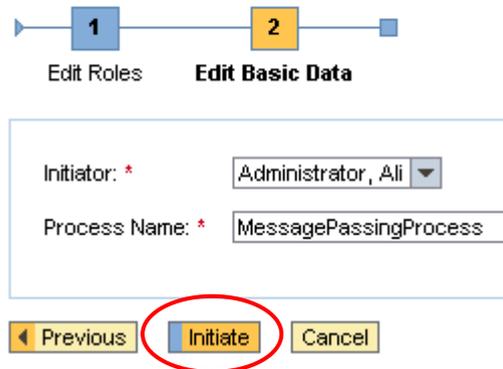
Row 1 of 2

Add Done

- 24.** In the last process initiating step you can define the Initiator (it is your currently logged in user by default).

Leave it as it is, and click **Initiate**.

Initiate Process

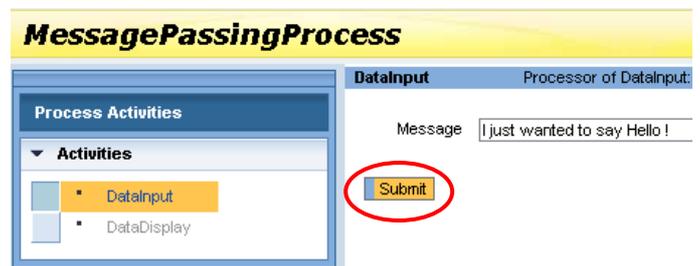


The diagram shows a process flow with two steps: 1. Edit Roles and 2. Edit Basic Data. Below the diagram is a form with the following fields:

- Initiator: * (Dropdown menu showing Administrator, Ali)
- Process Name: * (Text input field containing MessagePassingProcess)

At the bottom of the form are three buttons: Previous, **Initiate** (circled in red), and Cancel.

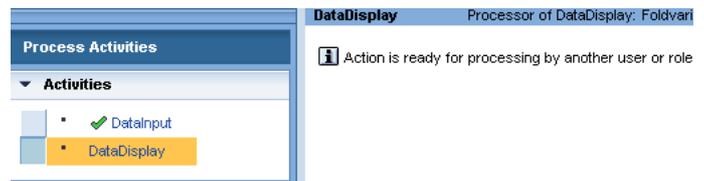
- 25.** The runtime screen will appear. Here you, as the processor of the DataInput activity, can enter your message and send it with the **Submit** button on the form.



The screenshot shows the runtime screen for the MessagePassingProcess. The title bar reads "MessagePassingProcess". The main area is divided into two sections:

- Process Activities:** A tree view showing "Activities" with "DataInput" selected and "DataDisplay" below it.
- DataInput Processor of DataInput:** A form with a "Message" input field containing "I just wanted to say Hello!". Below the input field is a **Submit** button (circled in red).

- 26.** As you see in the "Process Activities" contextual panel, the DataInput is successfully finished and the "Action is ready for processing by another user or role." Message has appeared.



The screenshot shows the runtime screen for the DataDisplay activity. The title bar reads "DataDisplay Processor of DataDisplay: Foldvari". The main area is divided into two sections:

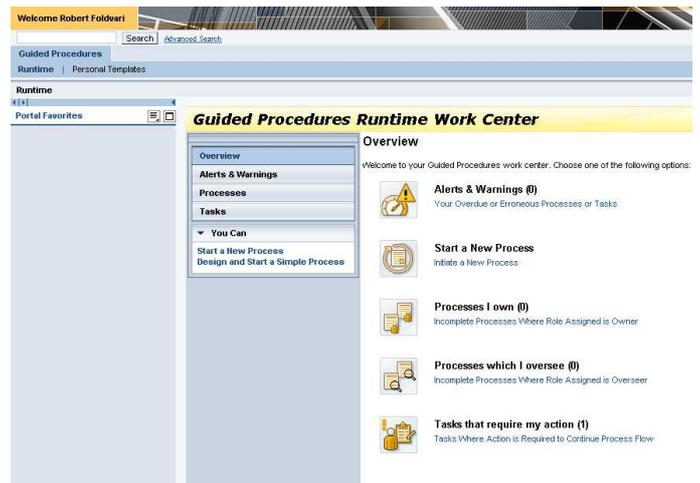
- Process Activities:** A tree view showing "Activities" with "DataInput" checked and "DataDisplay" selected.
- DataDisplay Processor of DataDisplay: Foldvari:** A message box stating "Action is ready for processing by another user or role".

- 27.** Open another browser window and log in as the other user whom you selected to be the processor of the DataDisplay activity.

Use the URL:

<http://<portalserver>:<port>/irj/portal>

Alternatively you can log off with the current user and log in with the other.



The screenshot shows the "Guided Procedures Runtime Work Center" interface. The top navigation bar includes "Welcome Robert Foldvari", "Guided Procedures", "Runtime", and "Personal Templates". The main content area is titled "Guided Procedures Runtime Work Center" and "Overview". It features a sidebar with "Alerts & Warnings", "Processes", "Tasks", and "You Can" (containing "Start a New Process" and "Design and Start a Simple Process"). The main area displays a list of tasks and alerts:

- Alerts & Warnings (0):** Your Overdue or Erroneous Processes or Tasks.
- Start a New Process:** Initiate a New Process.
- Processes I own (0):** Incomplete Processes Where Role Assigned is Owner.
- Processes which I oversee (0):** Incomplete Processes Where Role Assigned is Overseer.
- Tasks that require my action (1):** Tasks Where Action is Required to Continue Process Flow.

28. Click the link **Tasks Where Action is Required to Continue Process Flow.**

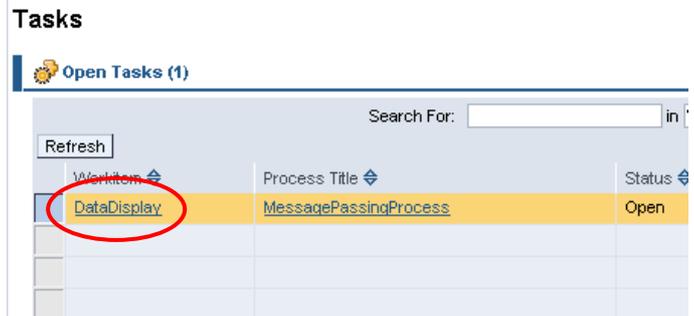


Tasks that require my action (1)

[Tasks Where Action is Required to Continue Process Flow](#)

Navigate to View Tasks

29. From the Open Tasks list click the **DataDisplay.**

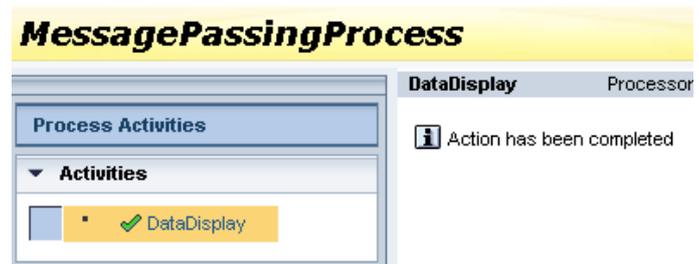


30. You should see the message sent by the processor of the DataInput activity.

Finish this Process by clicking the **OK** button on the Data display form



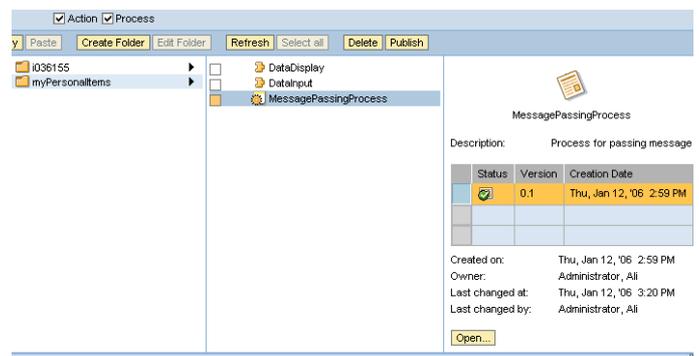
31. This Action has been completed as well as the Process.



Publish your personal item

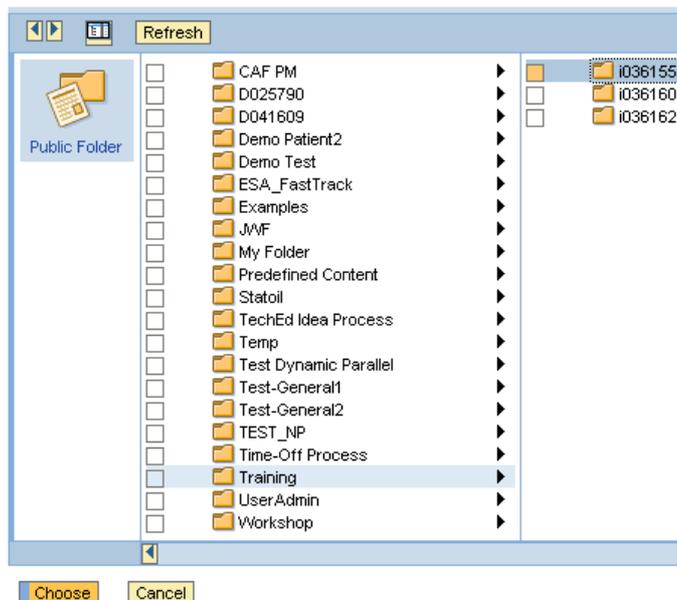
For this last task you may need to log in again with your original user with which you created the Process.

32. In the gallery find and select the process created.



36. Select the folder and click **Choose**.

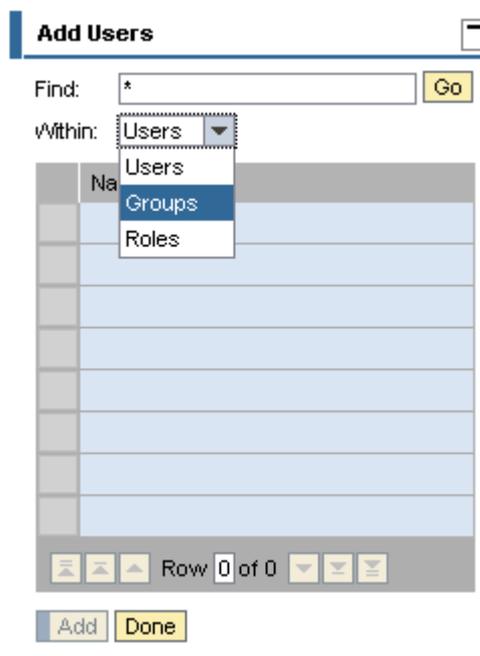
Choose Location



37. You can restrict the group of users with whom you want to share the published Process.

To define grantees who can access the published item, click the Add button **Add**

For the purposes of this example, we will make our process available to everyone. Instead of selecting a user, we make a search on *Groups* (in the *Within* dropdown-box), use the '*' wildcard in the edit-box *Find*, and click **Go**.



38. From the results, select the group “Built-in Group Everyone” and click **Add**.

Add Groups

Find:

Within:

Name
Built-in Group Everyone
Built-in Group Anonymous Users
This group contains all users of the collaboration room 1
This group contains all users of the collaboration room 1
Built-in Group Authenticated Users

Row 1 of 5

39. Finish the publishing by clicking the **Publish** button.

Publish

Location:

Grantees

Principal Name
Everyone

Row 1 of 1

40. On successful publishing you should receive the portal message:

 Template has been published

You will find the process in the Public Folder in the Guided Procedures gallery.



Process for passing message

Appendix

Types of Processes Supported

Check List

The processes you create using this wizard have the following properties:

- Exactly one phase
- Parallel activities
- Exactly one processor (the initiator)

If you want to use the *Check List Wizard* to create a simple process, you must perform the following steps:

- 1) Define activities:
Any number of Actions can be integrated into the Process to be created. You can add existing Actions or create new ones.
- 2) Define input parameters:
If required, you define the default values of those input parameters which are part of the actions involved in the process to be created. You can also specify which parameters are displayed at runtime, and whether these values may be changed again when the process is started.
- 3) Start process:
Before saving the Process template you can choose whether the Process should be started/initiated right after the template has been saved or whether it should be started later manually.

Simple Sequence

The processes you create using this wizard have the following properties:

- Exactly one phase
- Sequential activities
- Several processors: you can assign a separate processor to each action which you determine either in the design time or later during initiation.

If you want to use the *Simple Sequence Wizard* to create a simple process, you must perform the following steps:

- 1) Define activities:
Any number of Actions can be integrated into the Process to be created. You can add existing Actions or create new ones.
As the selected Actions are not executed simultaneously but one after another, you must determine the sequence of the Actions.

Assigning a processor to each Action is necessary. You can determine whether assignments are allowed at the time the process is initiated.

2) Define input parameters:

You can assign input parameters either to output parameters or to other input parameters. You have the following options:

- Define Mapping: the system displays all appropriate parameters you can use.
- Set Default: you can enter a default value for the selected input parameter.
- Clear Mapping / Default
- Propose Mappings: by including the types and names of the individual parameters, the system checks all input parameters to see whether they can be assigned to other parameters.

3) Start process:

Before saving the Process template you can choose whether the Process should be started/initiated right after the template has been saved or whether it should be started later manually.

