How-To... Configure and use Change Recording

Applicable Releases:

SAP NetWeaver Enterprise Portal 7.3

as "CTS System":

SAP NetWeaver AS Java and AS ABAP on enhancement package 2 for SAP NetWeaver 7.0

or

SAP NetWeaver AS Java and AS ABAP on enhancement package 1 for SAP NetWeaver 7.0 with restrictions

or

SAP NetWeaver AS Java and AS ABAP on SAP NetWeaver 7.0 SPS 14 and up with restrictions

Version 1.1

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**Document History**

<table>
<thead>
<tr>
<th>Document Version</th>
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| 1.10             | Guide has been updated due to UI changes. The term “Release for transport” has been changed to “Attach” to transport request on the Change Recording UI. This change has been reflected in the guide.  
Note: Screenshots in this version of the How-To Guide have not been updated.  
The change is effective as of the following releases.  
- SAP NetWeaver 7.30 SP08  
- SAP NetWeaver 7.31 SP05  
See also: SAP Note: [1694085](#), Change Recording Button from “Release...” to “Attach” |
| 1.00             | First official release of this guide |
## Typographic Conventions

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<td><strong>Example Text</strong></td>
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<td><code>&lt;Example text&gt;</code></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>
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## Icons

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1. Business Scenario

With Change Recording, you have the option to make the system remember all the changes that you did for your portal content. The changes will be stored in so called changelists. If you would like to transport the changes to another system, you can then use these lists to make sure that all the changes are part of a transport request in CTS. You don’t have to collect the changes one by one. In addition, change recording also stores the deletions in the change lists and you can therefore also transport deletions to other systems. Manual deletions on target systems are no longer necessary – you can tidy up your system by the help of transports.

**Important**

Change Recording is available for PCD objects. Changes to KM objects cannot be recorded.

Let’s have a look at the basic process when working with Change Recording. The following figure shows how this looks.

For this basic process, let’s assume that there are two portal systems in place. One called HC1 and one called HC2. HC1 is the development system where your users can create new content by the help of the portal content studio. HC2 is the target system where the content should be tested or used productively.

As soon as the user changes an object in the Portal Content Studio on HC1 – be it an iView or a page or a role – the change is collected automatically in a so called changelist. At the same time, the object is locked so that no-one else can do changes to the object. After the user finished his changes, he can activate the change list. This means that an epa-file containing all the changed objects is created and stored, the locks are removed, other users can start changing the objects. Having activated the changelist, the user can now attach it to a transport request. Now, the epa-file that has been created during activation is added to a transport request. The transport request can then be released and imported into HC2. This last step is executed in TMS (on your CTS system).

You can of course have more systems than just HC1 and HC2 as part of your transport route – this is a matter of the systems that you have and how you configured the transport routes on the CTS System.

Change Recording provides you with some more features that you might find useful to manage your PCD content: you can revert changes (as long as the changelist is not activated) or look for other versions of a certain object that have been part of another change list.

Objects that are part of an open changelist are locked. Only the owner of a change list can change the respective object. You can thereby make sure that one project or one change can be finished before someone else touches the object. If you work in teams, you can make a team the owner of a changelist. This helps if e.g. one of the team members is not available and someone else should
continue working on his tasks. If these two people are both member of the team that owns the change list, then both of them can work on the object as the object is then locked for the team.

After all the changes are done, you can activate a change list (which will release the locks) and attach it to a transport request.

Change Recording is used on the development portal – all the required tools are part of either the portal or AS Java. This means that no other system – especially not the CTS system – have to be available while the users are doing changes to portal content. Only when a changelist is attached to a transport request, the CTS System is contacted to get the default transport request and add the epa file to this request.
2. Background Information

Change Recording is part of the SAP NetWeaver 7.3. It can be used to record changes made to PCD objects. The Change Organizer and the Team Organizer are provided to manage changelists and teams. Both tools run on the portal system – therefore no additional system has to be called while doing changes. Only when you attach a changelist, the CTS+ system has to be available to attach the epa-file (resulting from the changes) to a transport request.

Documentation is provided on the SAP Help Portal:

- CTS+: [http://help.sap.com/saphelp_nw70ehp2/helpdata/en/bb/6fab6036a146baa58e42fac032ab7b/frameset.htm](http://help.sap.com/saphelp_nw70ehp2/helpdata/en/bb/6fab6036a146baa58e42fac032ab7b/frameset.htm)

Additional guides for configuring CTS+ with the Portal are available on SCN: [http://scn.sap.com/docs/DOC-8576#section8](http://scn.sap.com/docs/DOC-8576#section8)


Information on the different options for exporting portal content (Package Export Editor, Synchronized Folders and Change Recording) is available on SCN in another blog: [http://scn.sap.com/community/it-management/alm/blog/2011/03/06/which-way-of-exporting-portal-content-should-i-use](http://scn.sap.com/community/it-management/alm/blog/2011/03/06/which-way-of-exporting-portal-content-should-i-use)
3. Prerequisites

This guide assumes that you have an in-depth knowledge about CTS and how it is used with the portal.

To be able to use Change Recording with your portal, you need the following software and releases:

- On the portal side, you would need SAP NetWeaver 7.3 at least
- In addition, a system where CTS+ runs is needed. We recommend that you use the SAP Solution Manager as CTS System. Change Recording can be used with any CTS system (AS Java and AS ABAP) that has enhancement package 2 for SAP NetWeaver 7.0 installed if you would like to use the full functionality for object lists. Enhancement package 1 SP7 is required to be able to see object lists at all, but with this release, there is a restriction in the field length for some of the fields of the object list. If you do not need the object lists, you can use any system starting with SAP NetWeaver 7.0 SP14 as CTS system. For details on object lists, take a look at the SAP Help Portal:
  [http://help.sap.com/saphelp_nw70ehp2/helpdata/en/2b/acde17180f4f26a57a0c777f33d5a4/frameset.htm](http://help.sap.com/saphelp_nw70ehp2/helpdata/en/2b/acde17180f4f26a57a0c777f33d5a4/frameset.htm)

For this guide, we assume that you already use the enhanced Change and Transport system (CTS) to manage transports for your portal landscape. This guide only describes how to enable Change Recording and how to use it with CTS. If you need more information on CTS and how to configure it, please use the links provided in the chapter Background Information.

**Important**

Change Recording is available for PCD objects. Changes to KM objects cannot be recorded.

In particular, we assume that you are already able to attach epa files to a transport request when using the package export editor in your portal. When exporting a package, you should see the option **CTS as Transport Method** as shown on the following screen.

![Package Export Editor](image-url)
4. Recommendations

- We recommend that you use Change Recording for managing your changes in the Portal.
- You should use Change Recording only in combination with CTS+.
- You should not turn on Change Recording for the folder Portal Content. Doing so would mean that all changes to all subfolders and objects are going to be recorded. You won’t be able to create any test content to try out something without it being recorded.
- If you start a new project which involves a lot of content creation (in a new PCD Area) it might be helpful to create the new objects without having change recording turned on. You should then transport the initial content (most probably a whole folder with all objects) via CTS as soon as you have reached a state where this makes sense. After the initial transport, you should then turn on Change Recording for the new area in PCD to make sure that all changes done after the initial transport arrive e.g. in the test and productive system.
- If you decide to switch off change recording for a certain folder after having used it for a while, make sure that there are no open changelists containing any object of the respective folder(s). You can use the search functionality of the Change Organizer to find out whether there are open changelists for the respective folders.

Revert the changes or activate the changelists before turning off Change Recording

- Change the default behavior for creating changelists if you are using a governed process to manage changes. If for example a project lead is responsible for creating a changelist and making sure that the right team is assigned to the right changelist, you might not want the system to create a new changelist in case a developer changes some content after the changelist created by the project manager has already been activated. Take a look at chapter Change Default Configuration for Changelists for details on how to change the configuration.
5. Configure Change Recording

If you already use CTS+ with your portal landscape, there are no additional configurations required on CTS side. The landscape remains the same, no changes are required to the properties of your system in TMS – but please keep in mind that you have to change the deploy URL in case you just upgraded your portal from SAP NetWeaver 7.0. There is no SDM any more, deploy controller is used for deployments and this means that you have to change the deploy port and the user which does the deployment. Details are provided on the SAP Help Portal: http://help.sap.com/saphelp_nw70ehp2/helpdata/en/90/936dd615f04cd89d6645616bd57411/frameset.htm

If you are not using CTS+ up to now, you can learn more from the SAP Help Portal (http://help.sap.com/saphelp_nw70ehp2/helpdata/en/0f/e563e8a62341568f038936275d10351/frameset.htm) or find guides on SCN (http://scn.sap.com/docs/DOC-8576#section8)

Before you can use Change Recording, you have to execute some configuration steps on your development portal (the portal server where you would like to record the changes). At first, you have to enable Change Recording in general. It is by default turned off after the installation or upgrade of a system. After that you can then decide whether you would like to use Change Recording for the whole Portal Content or for some specific folders. You can turn on Change Recording for additional folders at any time.

5.1 Enable Change Recording in General

Change Recording is initially turned off. This is the case after an upgrade and a new installation of an SAP NetWeaver 7.3 System.

To enable Change Recording do the following

1. Open the NetWeaver Administrator of your development portal (http://<host>:<port>/nwa) and log on with a user who has system administration rights.
2. Go to Configuration → Infrastructure and click on Java System Properties.

3. Click on Show Advanced Properties. Choose the appropriate template or instance for your portal installation.

For details, please refer to http://help.sap.com/saphelp_nw73/helpdata/en/48/bdab8f50dd35bce10000000a42189d/frameset.htm

Click on the tab Services.
4. Filter for **PCD** in the section *Details about <instance or template>* on the tab *Services*

5. Select **PCD Generic Layer** in the section *Details about <instance or template>*. Mark the line `Pcd.ChangeRecording.isChangeRecordingActive` and click on *Modify*

6. Type **True** in the field *Enter Custom Value* and click on *Set*.

7. **True** should now be shown as *Custom Calculated Value* for `Pcd.ChangeRecording.isChangeRecordingActive`
Click on Save.

5.2 Enable Change Recording for certain PCD folders

You can now turn on Change Recording for folders in the Portal Content Directory. Turning on Change Recording for a certain folder will automatically turn it on for all subfolders.

1. Log On to the development portal (http://<host>:<port>/irj/portal) with a user who has administrative rights.
2. Go to System Administration → Transport → Change Recording Configuration
3. Open the folder **Portal Content \<your folder\>** (where you would like to use Change Recording) and mark the checkbox in front of the respective folder(s).

4. Save your changes.

5. If you would like to, you can prevent Change Recording for objects where a certain prefix is used. To do so, click on **Manage omitted prefixes**.

6. Enter the prefix that you would like to exclude and click on **Add**. Add as many prefixes as you need and click on **OK**. The prefixes will be omitted for any PCD folder – you cannot specify omitted prefixes per folder. The values **com.sap.pct** and **com.sap.portal** are pre-defined. You should not change objects delivered by SAP.
7. Go to Content Administration → Portal Content Management and open the folder Portal Content. The folder(s) that you marked in step 3 (and all subfolders) now show a red bullet as a decorator on the folder icon. This indicates that Change Recording is in use for the folder.

As a next step, you have to assign permissions to your users so that they can use Change Recording.
6. Permissions

Change Recording allows setting different permissions. You can define who should be allowed to e.g. create changelists or teams.

Five roles are delivered but you can also create your own roles by using the actions provided. To assign the different roles to your users, either use the alias useradmin or go to User Administration → Identity Management on your development portal where you would like to use Change Recording. Search for the roles that use _CR_ in their name.

The five roles are made for the following:

- **SAP_CR_DISPLAYER**: users having this role assigned can view all changelists and teams but cannot execute any action.
- **SAP_CR_DEVELOPER**: this role is made for people who should be able to work with Changelists both in teams and on their own. They can e.g. create Changelists for a team and use them for recording their changes.
- **SAP_CR_ADMINISTRATOR**: if a user has this role assigned, he can use the full functionality of change recording. He is able to create or delete changelists for any other user or team, he can use any changelist for recording his changes or he can release changelists to a transport request.
- **SAP_CR_TRANSPORTER**: If your process foresees that in addition to the developers and administrators, some people should be able to release changelists without being allowed to create or use them, you would have to assign the role SAP_CR_TRANSPORTER to these users.
CAUTION

Users having the role SAP_CR_DEVELOPER assigned are also able to release changelists to a transport request. If you need a process where only dedicated users can release change lists and developers should not be able to do so, you would have to create your own role for the developers.

- SAP_CR_TEAMORGANIZER: if this role is assigned to a user, she can create change or delete teams but can only view changelists.

Note

It might be that you can find six roles having ‘_CR_’ in their name – if this is the case, then the roles SAP_CR_DISPPLAYER and SAP_CR_DISPPLAY_USER are the same – you should use SAP_CR_DISPPLAYER.

Details also on the actions provided (in case you would like to create your own roles) are available on the SAP Help Portal:
http://help.sap.com/saphelp_nw73/helpdata/en/26/2d40f7cd840e99621875d92b862a0/frameset.htm
7. Use Change Recording

The following steps will show how Change Recording can be used in real life. In the example shown, we are going to add a new iView to a role, delete one and make the changes visible in the target system. A prerequisite for the following steps is that Change Recording has been turned on for the folder in the PCD where the users are going to change objects (DemoGroup in our example).

We are going to use a system called JE2 where we change content and the system JE1 is our target system. The CTS System where the landscape is configured and where the transports are executed is called M50.

The process described in the reminder of this chapter uses the following steps:

1. Change objects in development portal (JE2)
   (changes are recorded in change lists)

2. Release and transport
   Request (M50)

3. Activate and release
   Change List (JE2)
   (epa file is automatically attached to the transport request)

4. Test new content on productive portal (JE1)

We assume for this example that your Portal Content Directory both of the development and the productive portal already contains a folder named ALM266 with a sub-folder structure Demo Session → DemoGroup. We furthermore assume that the folder DemoGroup contains a role named ctsDemo with a menu entry CTS and an iView named SAP. The iView SAP is part of the role ctsDemo. In addition, the role ctsDemo should be assigned to the user that you are using on the development and the productive portal.

7.1 Step 1: Change Objects in development portal (JE2)

In this step, we are working on the development system.
Go to the development portal, log on with a user who is allowed to do changes in the portal content studio and go to Content Administration -> Portal Content Management.

Open the folder Portal Content -> ALM266 -> Demo Session -> DemoGroup. Make sure that the folder DemoGroup shows a red bullet. This indicates that change recording is turned on for this folder.
Click on the section *My Open Changelists*.

Make sure that there is no open changelist available for your user (section *My Open Changelists* is empty).

Click on the section *Portal Content* to get back to the folder view.
Open the folder **Portal Content** → **ALM266** → **Demo Session** → **DemoGroup**.

Right-click on the folder **DemoGroup** and choose **New** → **iView** → **iView from Template**.
Choose the template **URL iView** and click **Next**.

Type in **Education** as **Name** and **iView ID** and click **Next**.

Type **http://www.sap.com/education** in the field **Enter URL** and click **Next**.

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**Step 1:**

**General Properties**

- **Name:**
  - Education

- **iView ID:**
  - Education

- **View ID Prefix (Example: com.companyname):**

- **Master Language:**
  - English

- **Description:**

---

**Step 2:**

**Define Source URL**

Allows you to create an iView that accesses a URL address on the Web. The iView displays the content provided at the target site at runtime.

You can display an entire Web page or capture a selected portion.

Enter URL:

http://www.sap.com/education

Specify parameters with values to be defined as arguments in the iView URL.
You may enable parameters to be personalized by users at runtime.
Take a look at the summary to make sure that everything is correct and click Finish.

Wait for a second – don’t do anything on the next screen.

A message is displayed saying that the object has been created and added to an automatically created change list.

Click OK.

You don’t need to change anything. The iView is ready. Choose Close the wizard and click OK.

The iView Education is now visible in the folder structure. The green plus in the upper right corner indicates that this is a new iView which is part of one of your changelists that has not been activated, yet. (If someone else had created the iView, you would see an iView named Education where there is a red plus shown in the upper right corner. The red plus indicates that this is a new iView which is part of the change list of another user).
Click again on the section *My Open Changelists*.

A changelist has been created automatically. The iView *Education* is part of it.

Click again on the section *Portal Content*.

Right-Click on the role *ctsDemo* and choose *Open → Role*. 
The role *ctsDemo* opens up. Click on the black arrow in front of the folder *CTS* to view the complete content of the role.

We are now going to remove the iView *SAP* and display the new one – *Education* – instead.

Mark the iView *SAP* (click on the cell) and click *Remove*.

Confirm that you would like to remove the iView (click *Yes*).

Make sure that the folder *CTS* is now highlighted in the *Role Content*. Right-click on the iView *Education* (in the tree) and choose *Add iView to Role* → *Delta Link*.
The *Role Content* of your role now shows the *iView Education* below the folder *CTS*.

*Close the role.*

The *iView SAP* is not needed any more. It can therefore be deleted.

Right-click on the *iView SAP* and choose *Delete.*
Click *Finish* to delete the iView.

A message is shown that the object has been deleted.

The iView SAP is not available any more.

Click on the section *My Open Changelists*.

You can see that the role that had been changed and the iView that had been deleted are now part of the changelist. The deletion is shown as a so-called operation.
To continue working on the changes that you did, you have to go to the Change Organizer.

Right-click on your changelist and choose Open in Changelist Organizer.

Reverting a Change

In the Change Organizer, switch at first to your changelists. (Click on the black arrow next to All Changelists and choose My Changelists if this is not already the case.)

You should now only see one open changelist with your user in the column Owner.

In the lower part of the change organizer, you can see the objects that you have changed before in the portal.
As long as the changelist has not been activated, changes can be reverted.

Mark the line *Object Deleted: SAP* in the lower part of the change organizer and click *Revert*. For Operations, reverting is only possible on the operations level, not for one of the objects involved in the operation.

Confirm that you would like to revert the operation (click *Revert*).

The operation for deleting the iView *SAP* is no longer shown in the list of changed objects.

Go back to the development portal.

Right-click on your folder and choose *Refresh*.

The iView *SAP* is back. This is the result of having reverted the deletion in the Change Organizer.
But as we really don’t need the iView SAP any more, we are now going to delete it again. Right-click on the iView SAP and choose Delete.

Confirm the deletion (click Finish).

The iView SAP is again gone.
Close all objects open for editing and go back to the Change Organizer (Click on Manage your Changelists if you closed the change organizer before). Leave the development portal open.

No further changes to content are required for now

7.2 Step 2: Activate and Attach Change List to Transport Request

In this step, we will work both on the development portal and on the CTS system. All the required changes are done; we can now prepare everything for the transport request.
Make sure that your changelist is displayed and marked and that the operation Object Deleted: SAP is back. If this is not the case, click Refresh.

Click Activate to activate your changes.

Change the Name of the changelist to Changelist_Sy_Groupxx and type in a description. Click Activate. (DON'T choose Activate and Release – releasing the changelist will be done in a separate step).

(Note: The Activate and Release… button has changed to Activate and Attach… – refer to Document History)
The State of the changelist is switched to Activated. Leave the Change Organizer open.

Activating a changelist releases the locks on the objects. Other portal users can work on the objects after the changelist has been activated. An epa-file containing all the changed objects (including the deletion) is created.

Check effects of activating in the portal

Go back to the development portal. The objects ctsDemo and Education still show the decorators that identify them as part of an open changelist.

Right-click on folder DemoGroup and choose Refresh.
Now the new status of the changelist (Activated) is taken into consideration – the objects can be edited again by any user.

Click on the section My Open Changelists.

Click on Refresh.

There is no open changelist available any more (at least the one that you just activated is not shown any more).

Release the Changelist

Go back to the Change Organizer, make sure that your changelist is marked and is in state Activated.
Click Release.

From now on, communication with the CTS System is required.

(Note: The Release… button has changed to Attach… – refer to Document History)

A new transport request is created automatically (depending on the configuration that you did in TMS for the Transport Strategy). The name of the changelist is taken over as description for the transport request.

Click on Transport Organizer.

The login for the Transport Organizer Web UI opens up. Click on Log On and log on with your user for the CTS system. (In case you are using Single-Sign-On, this screen will not come up, the Transport Organizer is displayed directly)
The transport request that has been shown when you started to release the changelist is displayed.

Change the Description if required and click Save.

Check that the Object List is empty. Or that it only contains objects that you would like to transport at the same time as the objects that you changed in step 1 of this example.

Close the Transport Organizer Web UI.

Make sure that you are back on the screen where you started attaching the changelist.

Click Refresh to make changes visible if you changed something in the Transport Organizer Web UI.

Click Release and Monitor. The Transport Organizer Web UI opens up again.

(Note: The Release and Monitor button changed to Attach and Monitor – refer to Document History)
Check the Object List again. Click on the black arrow in front of the epa-file Changelist_Sy_Group.epa. Now, the objects that you changed are attached to the transport request (as an epa-file).

Leave the Transport Organizer Web UI open.

Go back to the Change Organizer.

The changelist is now in the State Released for Transport.

(Note: The Released for Transport state changed to Attached for Transport – refer to Document History)

7.3 Step 3: Release and import Transport Request

For this step, we will work on the CTS system M50.
Go back to the Transport Organizer Web UI. Make sure that the transport request that was used before is marked. Click Release.

A truck is displayed in front of the transport request. Click Refresh.

The list of requests in status Modifiable is now empty. Switch to the Released requests.
The request cannot be changed any more. It is now released. The information e.g. about the Object List can be displayed in the lower part of the screen.

Start the Import

Log on to your CTS system via the SAP Logon with a user who has permissions to execute imports.

Open transaction STMS.
Click on **Import Overview** (the truck).

Double Click on the SID of the Productive Portal (**JE1**).

If your request is no yet visible, click **Refresh** to make new requests visible in the list.
Mark the transport request that you would like to import and click on Import Request (the truck which is partly orange). Note that in this example we are importing just one single request. This might contradict the strategy that your company uses for imports. You should continue using your standard import strategy. Import Single is just used as an example in this guide.

Click Continue to import the request immediately.

Click Yes to import the request.

A truck is displayed behind your transport request. It indicates that the import is running. Click on Refresh from time to time.
Take a look at the return code as soon as the truck disappeared. It should be green and the value should be ‘0’. Move your mouse over the icon to see the return code. Double click on the return code.

The overview of transport logs is displayed. Click on icon in front of the step Deployment to view the deployment log.

You can use the buttons to expand or collapse the log file. The deployment log of Deploy Controller (used to deploy the objects to the target portal) is shown.

Go back to the Transport Organizer Web UI and click on Refresh. On the Tab Logs. You can now see a change in the status of the import for the productive system.
Click on the black arrow in front of the SID of the productive portal and then on Details for the step Deployment.

You can see the deployment log – the same that was visible on the ABAP side in TMS.

7.4 Step 4: Test new content on target portal
And now, for the final step, we will take a look on our target portal JE1 to check that the changed content including the deletion has arrived.
Open the productive portal.

Log on with a user who does have permissions to access the Portal Content Studio. Go to CTS. You should now see the menu entry Education and SAP’s web page for Education in the productive portal as well. The menu entry SAP is gone.

Go to Content Administration ➔ Portal Content Management.
Open the folder ALM266 → Demo Session → DemoGroup.

You should see that the iView SAP is gone.

7.5 Optional Step: Create a changelist

If you would like to work with Change Recording in a more governed way, you can also create change lists before starting to change portal content. In this case a ‘step 0’ would have to be executed for our example above. An Administrator would create one or several changelists for the portal content developers or for a team.

Open the development portal. Go to Content Administration → Portal Content Management and click on Manage your Changelists. You can also use the URL http://<development portal host>:<port>/cr to open the change organizer directly.

Click on New to start creating a changelist.
The pop-up for creating a new changelist shows up. Enter a name and an owner (these are the mandatory fields) if you want, you can add a description. By default, the option Default is set. This will make sure that the changelist is used by the owner when doing changes in the portal. Click on Browse to search for users or teams.

You can filter for users by name or by caption. The list shows all available users and teams. Select the user or team that should use this changelist. You can select only one row (=one owner) per changelist. If more than one person should work on a changelist, you have to create a team. Take a look at the chapter Working with the Team Organizer for details.

Click on Select as soon as you marked the required owner.

The selected team or user is now shown as the owner of the changelist. Click on Create to create the changelist.
8. Working with the Team Organizer

The Team Organizer is used if you would create a team (=a group of portal users) that should work on one changelist. You cannot use the UME groups as teams; you have to create your own teams for change recording. Teams are only needed if several people should work on the same objects while they are locked. If people are working at the same time on portal content but don’t touch the same content, then you don’t need to use teams.

To start the Team Organizer, open the change Organizer and choose Team Organizer from the Goto menu.

The Team organizer opens up. In the upper part, you can see the existing Teams. If you select one team, you will see its members in the lower part. Click on New to create a team.
Enter a *Name* and a *Caption* if needed. By default, the option *Active* is set. You can deactivate a team if you would like to make sure that it is not used as an owner for a changelist for now. Click on *Create* as soon as you finished your entries.

The new team is now displayed in the list of available teams. Use the lower part *Members of team*… to add members to a team. Click on *Add* to do so.
9. Additional Options

9.1 Use Change Recording on other systems than development

By default, Changelists will be created on the systems where you execute imports. With this, you do have an additional option to track what has been imported when. The status of these changelists will be imported if you import a transport request containing epa-files created out of changelists. So there won't be any open changelists or locked objects on the system where the import is executed.

If you import epa-files which did not use changelists and have turned on Change Recording on the target system, then an open changelist will be created.

If you would not like to use this feature, you have to set the property Pcd.ChangeRecording.isRecordingOfImportsEnabled to false. To do so, open the NetWeaver Administrator, go to the Java System Properties and change the value for the required template or instance:

9.2 Change Default Configuration for Changelists

You can change the behavior of the system when creating or activating a changelist:

- By default, a new changelist is created for a user as soon as he saves a change to a pcd object where Change Recording is turned on if there is no default list available for this user (or a team that he belongs to). You can turn off the automatic creation of changelists by setting the property com.sap.tc.di.cr.changelist.autoCreation to false:
  1. Open the NetWeaver Administrator of your development portal (http://<host>:<port>/nwa) and log on with a user who has system administration rights.
  2. Go to Configuration → Infrastructure and click on Java System Properties.
  3. In the area Details about <instance or template> search for Change Recording and select the Change Recording Service.
  4. In the Extended Details mark com.sa.tc.di.cr.changeList.autoCreation (see screenshot below)
5. Click on Modify and set the value to false
6. Save your changes.

A changelist that is created automatically receives a default name, e.g. `<Standard changelist (11.02.04)>`. You are asked to change the name when activating the changelist. The request to change the name checks whether the name of the changelist is set in angle brackets (`<>`). You can turn off this check.

1. Open the NetWeaver Administrator of your development portal (http://<host>:<port>/nwa) and log on with a user who has system administration rights.
2. Go to Configuration → Infrastructure and click on Java System Properties.
3. In the area Details about `<instance or template>` search for Change Recording and select the Change Recording Service.
4. In the Extended Details mark `com.sap.tc.di.cr.changelist.autoCreation` (see screenshot above).
5. Click on Modify and set the value to false.
6. Save your changes.

Note

There is no option to implement any other name check. You cannot force the user to use a certain schema when entering a name for a changelist. We recommend that you leave the name check in place to make sure that a meaningful name is used for a changelist.

Note

The name check is executed whenever you try to activate a changelist. It is not executed when you create a new changelist in the Change Organizer.
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