

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

## End User Guide

# Manage Emissions Data using SAP Build Process Automation or SAP Workflow Management

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# Overview

This document provides information about the user interface of Manage Emissions Data. Reviewers and Approvers are the target users of the user interfaces explained in this document.

This document provides information about UI for Review and Approval of Collected Data at different stages – Plant Environmental Manager – Company Environmental Manager – Regional Sustainability Lead.

Objective of this workflow is to have approval process in place for the collected data so that these can be tracked and monitored as per the Compliance Requirement or Process Enhancement.

Deadline monitoring is also taken into consideration in this process where due dates would be fixed for data submission / review & approval at each level.

## Features

- Plug and Play with SAP S/4HANA without additional development.
- New Process variants can be configured in a no-code approach.
- Agent/approver determination using Business Rules or external service.
- Pre-built integration content to call SAP S/4HANA from SAP Workflow Management or SAP Build Process Automation
- Out-of-the-box visibility into key process performance indicators.

# User Interface

## My Inbox Task

Once data is submitted by Environmental Technician, the Emission Data validation & Approval Workflow will begin. A mail notification along with work item will be sent to Plant Environmental Manager to validate & submit data entered by Environmental Technician.

“My Inbox” application enables line of business users to claim and complete their task. Please go through [SAP My Inbox documentation](#) for more details.

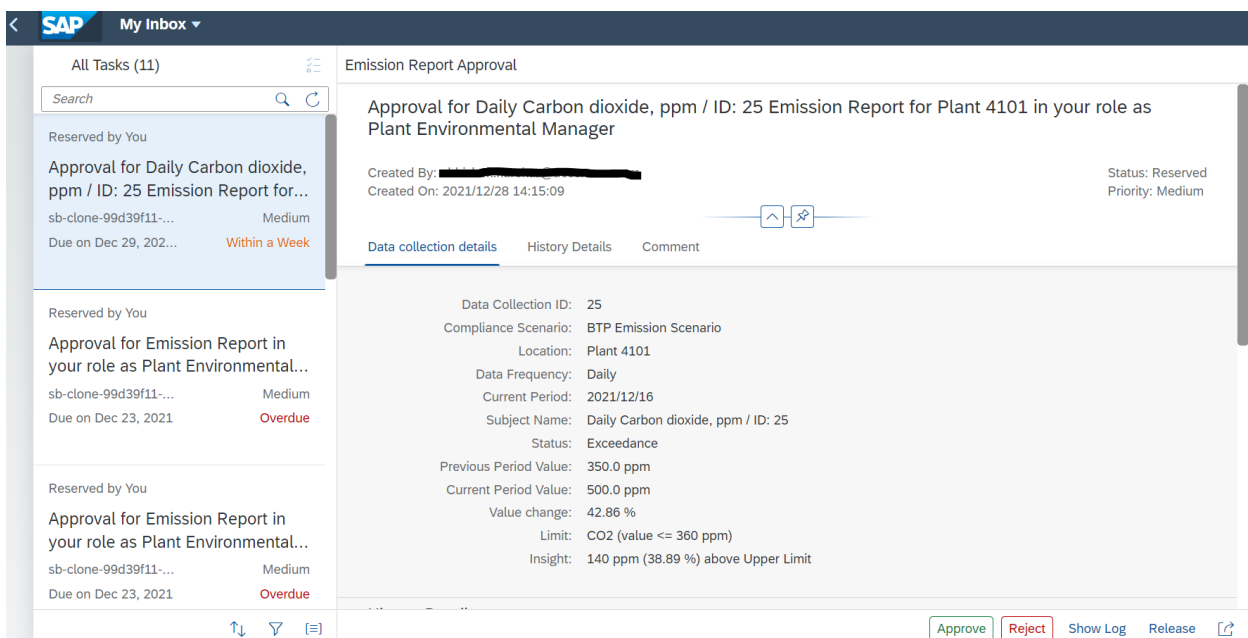
### Approval UI –

The Approver can make one of the following decisions:

1. Approve - Click **Approve** to post data to system or move to next level of approval depending on the workflow process.
2. Reject - Click **Reject** to send the request back to the requestor for correction in data.

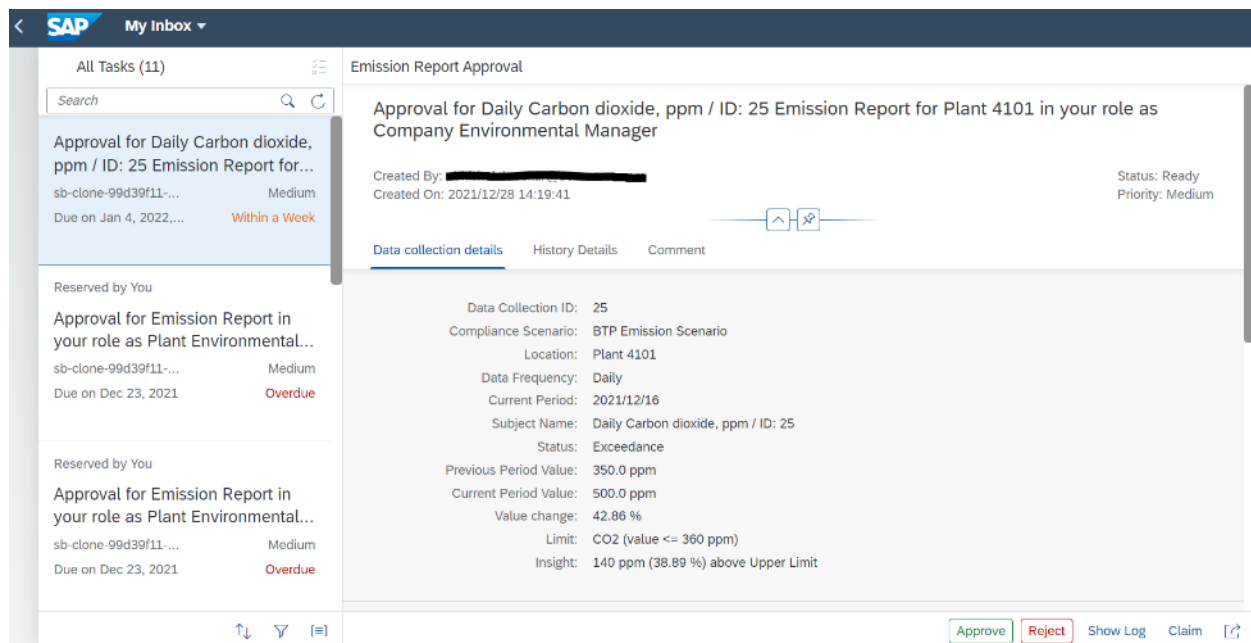
#### First level of approval

Plant Environmental Manager approves or reject the work item. Once approved it will move to second level of approval. If rejected, then it will go back to requestor for rework.



#### Second level of approval

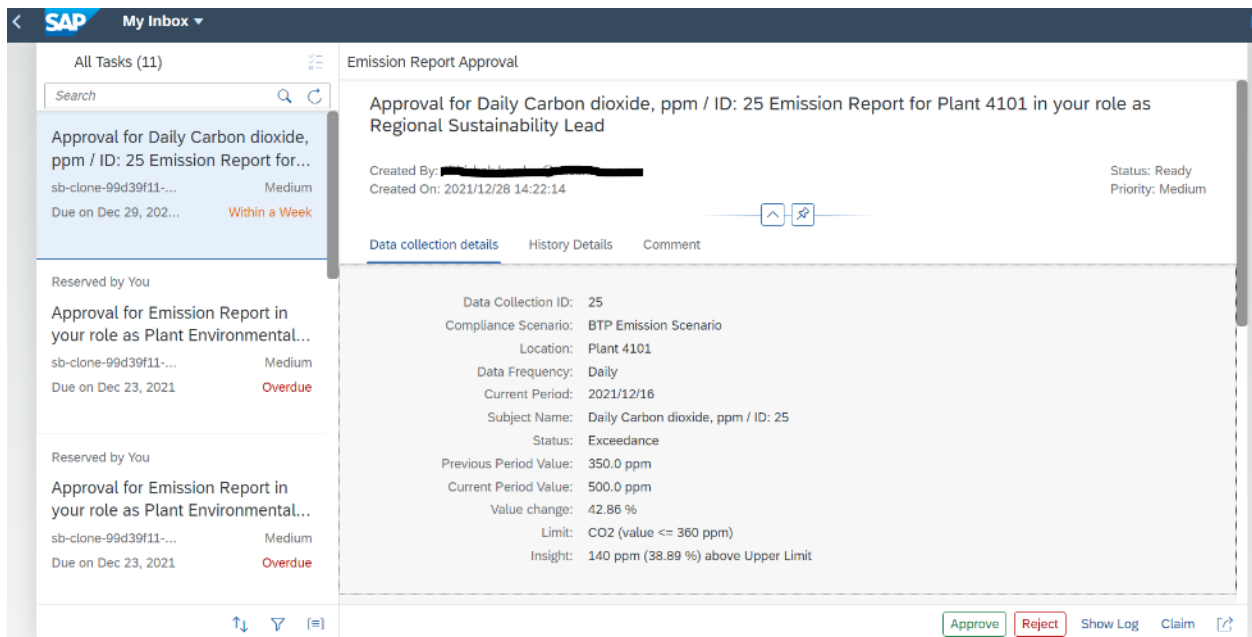
Company Environmental Manager approves or reject the work item. Once approved it will move to third level of approval. If rejected, then it will go back to requestor for rework.



If the % increase in the collected data is more than 10 then comments will be mandatory for company environment manager before approving.

### Third level of approval

Regional Sustainability Lead approves or reject the work item. Once approved it will be posted in system. If rejected, then it will go back to requestor for rework.



Comments are mandatory at all approval levels before rejecting the work item.

## Rework UI

At the Requestors 'My Inbox', the Environmental technician can change the value for the item rejected by any of the approvers.

The persona can make one of the following decisions:

1. Submit - Click the button to submit the task back to the first level of approval, after making the relevant changes. In the screen, the field 'Value' is enabled for editing. Once submitted, a new workflow is triggered with the updated value.
2. Invalidate - User can click on Invalidate button to terminate the workflow if the data period for which data is uploaded is not valid and is not to be considered for Emissions related calculations. Comment is mandatory before invalidating.

**SAP My Inbox**

All Tasks (11)

Search

Reserved by You

**Rework for Daily Carbon dioxide, ppm / ID: 25 Emission Report for...**  
sb-clone-99d39f11-... Medium  
Due on Dec 29, 202... **Within a Week**

Reserved by You

**Approval for Emission Report in your role as Plant Environmental...**  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 **Overdue**

Reserved by You

**Approval for Emission Report in your role as Plant Environmental...**  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 **Overdue**

**Emission Report Environmental Technician Rework**

**Rework for Daily Carbon dioxide, ppm / ID: 25 Emission Report for Plant 4101 in your role as Environmental Technician**

Created By: [Redacted]  
Created On: 2021/12/28 14:25:00

Status: Reserved  
Priority: Medium

Data collection details | History Details | Comment

Data Collection ID: 25  
Compliance Scenario: BTP Emission Scenario  
Location: Plant 4101  
Data Frequency: Daily  
Current Period: 2021/12/16  
Subject Name: Daily Carbon dioxide, ppm / ID: 25  
Status: Exceedance  
Previous Period Value: 350.0 ppm  
Current Period Value:   
Value change: 42.86 %  
Limit: CO2 (value <= 360 ppm)  
Insight: 140 ppm (38.89 %) above Upper Limit

Submit | Invalidate | Show Log | Release

## Admin UI

If the workflow does not have an approver for a task, the Administrator can assign the approvers directly from Admin UI.

**SAP My Inbox**

All Tasks (11)

Search

Reserved by You

**Task Owner not defined for approval of Daily Carbon dioxid...**  
sb-clone-99d39f11-... Medium

Reserved by You

**Approval for Emission Report in your role as Plant Environmental...**  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 **Overdue**

Reserved by You

**Approval for Emission Report in your role as Plant Environmental...**  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 **Overdue**

**Admin Task**

**Task Owner not defined for approval of Daily Carbon dioxide, ppm / ID: 25 Emission Report for Plant 4101 in role Company Environmental Manager**

Created On: Dec 28, 2021  
Created By: sb-clone-99d39f11-6054-496b-bdb1-b39c97fa4b381b96446j/workflow/b10150

Priority: Medium

Error Description | Emission Report Details | Task Owner Assignment

Error Description:

**Emission Report Details**

Data ID:   
Subject:   
Chemical:   
Status:   
Compliance Scenario:

Assign Processor | Retry | Show Log | Release

Using the following screen “Task Owner Assignment”, the administrator can assign the approver.

**SAP My Inbox**

All Tasks (11)

Search

Reserved by You

**Task Owner not defined for approval of Daily Carbon dioxide, ppm / ID: 25 Emission Report for Plant 4101 in role Company Environmental Manager**

sb-clone-99d39f11-... Medium

Reserved by You

**Approval for Emission Report in your role as Plant Environmental...**

sb-clone-99d39f11-... Medium

Due on Dec 23, 2021 **Overdue**

Reserved by You

**Approval for Emission Report in your role as Plant Environmental...**

sb-clone-99d39f11-... Medium

Due on Dec 23, 2021 **Overdue**

**Admin Task**

**Task Owner not defined for approval of Daily Carbon dioxide, ppm / ID: 25 Emission Report for Plant 4101 in role Company Environmental Manager**

Error Description | **Emission Report Details** | Task Owner Assignment

Data ID: 25

Subject: Daily Carbon dioxide, ppm / ID: 25

Chemical: Carbon dioxide

Status: Exceedance

Compliance Scenario: BTP Emission Scenario

**Task Owner Assignment**

Role: Company Environmental Manager

User:

Groups:

Emails:

[Assign Processor](#) [Retry](#) [Show Log](#) [Release](#) [Share](#)



# Process Visibility Workspace

Process Visibility capability in SAP Build Process Automation or SAP Workflow Management enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

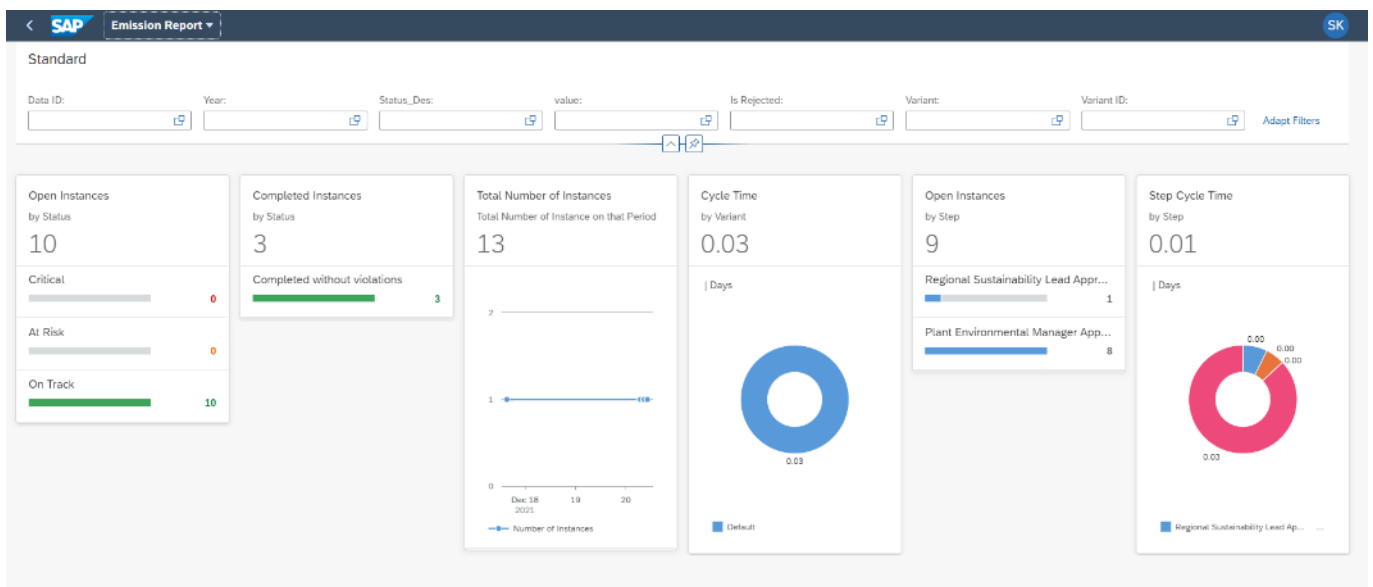
**Emission Tracking and Monitoring Approval** process content package provide out of the box visibility on all the process variants in SAP Build Process Automation or SAP Workflow Management. Line of business expert will be able to enhance the visibility scenario to their requirements.

## Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central Fiori Launchpad that corresponds to the scenario “Manage Emissions Data”. For more information on how to add scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the Fiori Launchpad.
3. User will see the below detailed process visibility dashboard.

## Access Process Workspace with SAP Workflow Management

1. Go to Process Flexibility Cockpit
2. Select **Emission Report** tile.
3. Click Live Process Insights Emission Report
4. User will get the following screens



Please go through [help documentation](#) on how to access process workspace.