



PUBLIC

SAP Build Process Automation

Automate MS Office 365 calendar
Configuration & user guide



Contents

Overview	3
Prerequisites	3
Configuration Guide	3
SAP Build Process Automation	4
Import Content	4
Configure Automation	4
User Guide	4
Capabilities	4
Support	4

This document contains 3 sections. Each section covers different information about this template content package.

1. **Overview:** In this section, you will get quick overview of the use case, what are high-level components used and how the template works in nutshell. Prerequisite section provides information of different services of SAP BTP that are required to use this template.
2. **Configuration Guide:** It contain sections which will guide you to setup your (a) *SAP BTP Account* with destination, cloud connector, user roles etc, (b) *Integration Content* via SAP Integration Suite, (c) *SAPUI5 application* via SAP Business Application Studio and (c) Import and configure the template *using SAP Build Process Automation* design studio and (d) *SAP Work Zone* to access the MyInbox or Task Center and other applications.
3. **User Guide:** This section provides details about different artefacts that are used in this template like process definition, decision diagram, action project details, forms, email notifications etc. to better understand how different capabilities are used in this template.

Note: Learning content are published only for demo and reference purposes. We do not provide any support to learning / sample content.

Note: This documentation is not a detailed guide to setup SAP BTP services. It assumes that IT admin who is setting the content is skilled with SAP BTP environment. **Configuration section must be followed.**

Note: This template content is to accelerate your solution development. You must modify this template according to your requirements to achieve the desired business goal. To use this template content, you need to have basic knowledge and understanding of SAP Build Process Automation, SAP Integration Suite, and its capabilities.

Overview

This document provides information about the configuration required to consume the SAP Build Process Automation **template**. The main audience of this document are technical IT/system administrators and also citizen developers.

This template aims at presenting the features that can be used to automate the management of Microsoft 365 calendar events. It also presents the solution of the [tutorial about the automation of calendar with Microsoft Office 365 Cloud SDK](#).

Prerequisites

This template requires the following services in SAP Business Technology Platform.

- SAP Build Process Automation to orchestrate the process.

You also need to make sure SAP Build Process Automation is correctly [set up](#) in your system. Once the Desktop Agent is installed, [create an External Authentication](#) and [register it](#).

Configuration Guide

This template requires SAP Build Process Automation subscription or CPEA contract. Follow the [setup and configuration section](#).

SAP Build Process Automation

Import Content

You can retrieve the last version of this package using the 'Create from Template' button. It will automatically create a copy of the package in your tenant so you can modify it according to your need.

Configure Automation

No specific configuration of the automation artefacts is needed since all the data are passed as input parameters. However, when you define the input parameters of the automations, you need to make sure you will create an event that is not concurrent to another. The reason for that is to make sure the bot will update/delete the event you created with this project, and not a real calendar event with business information.

Note: when you execute the automation **Check attendees availability** please make sure to copy the *meetingId* (output of the activity **Send meeting request**). This parameter will be needed for the execution of the other automations in the project.

User Guide

Capabilities

This template consists of following capabilities.
Please refer [help documentation](#) about these different artifacts.

Name	Description
Check attendees availability	<p>During the execution of this automation task, the bot automatically checks if all people (whose contact info are provided as input parameter) are available for a given datetime.</p> <p>If everyone is available, it sends a meeting request to everyone. The details of the meeting request are input parameters of the automation. When a meeting request is sent, the meeting identifier is available for further reference.</p>
Update calendar event	<p>The bot automatically updates the meeting event which identifier is used as input parameter.</p>
Delete calendar event	<p>The bot will look for a calendar event matching the criteria set as input parameters. Once it is found, it will automatically delete it.</p>

Support

There is no support available for template content. If you experience general issues with SAP Build Process Automation, raise an incident via SAP Support Portal on **BPI-PA** component.

This template can be modified using SAP Build Process Automation. For example: add business rules to determine the approver based on a certain business logic or add an action to post collected information to backend SAP system. Refer [Help Portal](#) for more details.

www.sap.com

